



DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
PRESIDIO OF MONTEREY
MONTEREY, CALIFORNIA 93944-5000

ATFL-ASD

6 JAN 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Transfer of Credit Standard Operating Procedures

1. References:

- a. Accreditation Handbook, Accreditation Commission for Community and Junior Colleges, Western Association of Schools and Colleges, September 2023.
- b. Policy on Transfer of Credit, Accreditation Commission for Community and Junior Colleges, January 2023.
- c. Policy on Credit for Prior Learning, Accreditation Commission for Community and Junior Colleges, June 2020.

2. Definition: The transfer of credit is a concept that involves the transfer between dissimilar institutions and curricula and recognition of extra-institutional learning, as well as transfer between institutions and curricula with similar characteristics. The Defense Language Institute Foreign Language Center (DLIFLC) has developed reasonable and definitive policies and procedures for acceptance of such learning experiences, as well as for the transfer of credits earned at another institution.

3. Purpose: The transfer of credit is a critical issue to the successful completion of students' educational goals. According to the ACCJC Policy on the Transfer of Credit, "the majority of students attending two-year and community colleges typically attend more than one institution before completing their degree." In alignment with the DLIFLC's mission, vision, and goals, DLIFLC seeks to:

- a. Support the educational needs of the students and graduates;
- b. Support the educational and career aspirations of former, current, and future students;
- c. Enhance educational opportunity, access, and equity;
- d. Assure that institutional transfer of credit practices are fair, firm, and consistent with accreditation standards and policies.

4. Standard Operating Procedures:

- a. The Defense Language Institute Foreign Language Center recognizes the need for students to transfer credits and seeks to simplify the transfer process by being flexible and open in considering alternative approaches. DLIFLC has a responsibility to provide effective transfer of credit that minimizes student difficulties in moving between institutions while assuring the high quality of its

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education. The primary means to transfer credit at DLIFLC are:

1. Completion of course(s) at a postsecondary institution accredited by a Department of Education recognized accrediting body
2. Credit for Prior Learning
3. Credit by Examination
4. Military Credit
5. Distance or Online Programs based on the American Council on Education (ACE) recommendation and the Degree Office approval
6. List of institutions with articulation agreements with DLIFLC

Below is the rubric for the transfer of credit for prior learning:

Name	Test Score Minimum	DLIFLC Code
Advanced Placement (AP)	3 or higher	1963
International Baccalaureate (IB)	5 or higher	High school diploma or transcript
College-Level Examination Program (CLEP)	50 or higher	8431
DSST (DANTES)	Satisfactory completion	8744

DLIFLC has articulation agreements with the following institutions:

- Bellevue University
- Pennsylvania Western University, California
- University of North Georgia
- Norwich University
- National Cryptological University

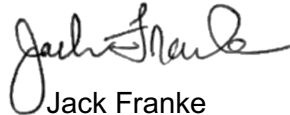
General information:

- Courses completed at another accredited institution with a grade of “C” or better and have a minimum of 3 semester credits may be considered for credit toward an associate or baccalaureate degree at the Defense Language Institute Foreign Language Center. Such course hour credits must be acceptable as applying directly to meeting general education requirements or as being appropriate electives.
- Vocational, foundational, and developmental coursework is not transferrable.
- Transfer credits are not calculated into DLIFLC’s GPA.
- DLIFLC does not accept credit for paid or unpaid employment.

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- Only the DLIFLC Degree Office has the right to approve or disapprove general elective and elective transfer credit. Any other information provided by other offices or sources is for familiarization purposes only and does not enroll you in the program, approve transfer credit, or supersede any policies set by the Degree Office.
 - Students with a degree from a non-U.S. educational institution will need it evaluated in order for credit to be considered. DLIFLC accepts evaluations performed by members of the National Association of Credential Evaluation Services, Inc. (NACES).
5. This Standard Operating Procedures will be distributed on the DLIFLC website and available internally to all students, faculty, and staff.
 6. Proponent. The Registrar for DLIFLC (831) 242-7913, is the proponent for these Standard Operating Procedures.



Jack Franke
Registrar, Defense Language Institute
Foreign Language Center

DISTRIBUTION

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