



Sergeants Major Academy
Resources for the BA-LWD and Education Office
6 JUNE 2025

Program overview (Please review published Trifold date:27 JAN 2025)

The BA in Leadership and Workforce Development (BA in LWD) is a 120-credit hour bachelor's degree completion program offered by the U.S. Army Command and General Staff College (CGSC) at the Sergeants Major Academy (SGM-A) to noncommissioned officers attending the Resident (R)/Distant Learning (DL) modalities of the Sergeants Major Course (SMC).

Graduation requirements

1. Graduate from the Sergeants Major Course
2. Pass all 15 LWD courses with a grade of 'C' (70%) or above
3. Achieve a cumulative GPA of at least a 2.0 for all LWD courses

Admission requirements

In-Processing:

Complete the online SGM-A Degree Programs Office In-Processing form available on the NCOLCoE ADA Degree Programs Office (DPO) website.

[REQUIRED for ALL STUDENTS (whether in BA in LWD or not)]

<https://forms.osi.apps.mil/r/c16r8EKiYq?origin=lprLink>



Provide the following documents to your instructor or email (FAQ # 14 below)

1. Unofficial transcripts from previous educational institutions (Colleges/Universities).
2. Updated unofficial Joint Service Transcript (JST)
 - a. Website: <https://jst.doded.mil/jst/>
 - b. directions to update JST (FAQ #2 below)

Academic advising information

Schedule an advising session with Degree Programs Office (DPO) as needed to help reach educational and career goals.



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Frequently Asked Questions

1. Q. Where is the Degree Programs Office located at the NCOLCoE/SGM-A?
 - A. Build 11294 (Learning Resource Center), Second Floor (in front of Room 22).

2. Q. Where can I find and update my JST?
 - A. 1. Go to Website: <https://jst.doded.mil/jst/>
 2. Click Inquiries (on the Welcome page in Red)
 3. Click “Create an inquiry” (Green Tab)
 4. Click “I still need assistance” (White Tab)
 5. Fill in the following information:
 - a. Email Address
 - b. Subject with “Update JST”
 - c. Message with “Please update JST”
 - d. Attachments-Not necessary however, can upload ERB, SRB, and/or STP)
 6. Save

On average, this process for the JST office takes a few hours.

3. Q. Timeline for the next set of diplomas being mailed off?
 - A. Diplomas are sent off twice a year to CGSC for signatures.
 1. March
 2. September
 - B. This process can take up to 3 months.

4. Q. When will I receive my BA-LWD Diploma?
 - A. SMC- Resident (SMC-R) students that complete all requirements by April of the year graduating the SMC, will receive the Diploma within the SMC Graduation Packet. All others will be mailed to the requested address, provided by the student, after conferment and leadership signatures.

B. SMC- Distance Learning (SMC-DL) students that complete all requirements will be mailed the Diploma to the requested address provided by the student after 31 July of the year of graduation. The earliest conferment date is 31 July, the year graduating



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SMC-DL, as that is the last day for each DL course. Although 31 July YY will be the date, it will take a few months to produce, get signed, and send.

5. Q. What college can I attend?
 - A. Any regionally accredited college
6. Q. Can you tell me which CLEP Test, if any align with the classes I need?
 - A. Yes, we send you an initial unofficial Degree Plan and a handout with all CLEP and DSST classes that are offered to help you complete your degree. Please contact the Degree Programs Office prior to signing up for any CLEP/DSST.
7. Q. How do I request my official transcripts?
 - A. To request a transcript, please use the MS Forms we have provided below.
 - B. Click link to request transcript: <https://forms.osi.apps.mil/r/r2XPQbqDP7>
8. Q. Can I get a digital copy of my official transcripts?
 - A. Not currently, however an unofficial transcript can be emailed to the former student with redacted PII. No outside Institutions can receive a digital copy.
9. Q. What is the Bachelor of Arts in Leadership and Workforce Development (BA in LWD) degree program, and what are its goals and objectives?
 - A. The program is designed to recognize the valuable experience and training that military personnel have received, and to provide a pathway for them to earn a degree that is relevant to their career goals.
10. Q. What are the admission requirements for the BA in LWD degree program?
 - A. 1. All students must complete the In-Process Form (Whether in BA in LWD or not) above reference to “Admission requirements”.
 2. Once receipt of Degree Plan, individual will be provided an opt-in/out form to select or decline participation into the BA in LWD program.
11. Q. Will the BA in LWD accept training certificates as college credit?
 - A. No, accepted credit must come from a university/college transcript or JST.



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12. Q. Is the BA in LWD degree program accredited by a recognized accrediting agency?
- A. Yes, CGSC is a regionally accredited institution and after completing the BA in LWD, students can pursue a higher degree from another College/University with the CGSC official transcript.
13. Q. How do students apply for financial aid, such as scholarships or loans, to support their studies in the BA-LWD degree program?
- A. Compo 1- students can go to ArmyIgnitED through the college or university attending for a TA request for a required BA-LWD course.
- B. Compo 2/3-Students should get with their state/regional military civilian education advisor to determine available benefits/fundings.
14. Q. Will the students get updates for deadlines?
- A. Yes, student will receive reminders and additional information to assist in completing his/her program via quarterly emails.
15. Q. Do I need to send all my official transcripts to you right away?
- A. To save cost for the student, do not send official transcripts until all course transfer credit is complete. Send unofficial transcripts, so DPO can evaluate which will transfer into your Degree Plan.
16. Q. How do I contact DPO?

Phone: DSN: 621

a. **Resident:** (915) 744-1443

b. **Distant Learning:** (915) 744-2276

Email:

a. Resident: usarmy.bliss.ncolcoe.mbx.ncolcoe-degree-programs-lwd-r@army.mil

b. DL: usarmy.bliss.ncolcoe.mbx.ncolcoe-degree-programs-lwd-dl@army.mil

c. Subject Line for Email

Class Number, Last Name, First Name, Middle Initial:

EXAMPLE:

1. CL50JenkinsArthurL_AA



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d. Naming Convention of Documents

Class Number, Last Name, First Name, Middle Initial:

EXAMPLES:

1. CL50_JenkinsArthurL_JST
2. CL50_JenkinsArthurL_AA_WGU

• **Naming conventions are important so that we can file your documents in the correct folders when received. (Please see below for Abbreviations)**

• **College/University Abbreviations:**

- JST= Joint Service Transcript
- College/University= use as small abbreviation as possible
 - example: University of Texas at El Paso-use UTEP;
 - American Military University use AMU,
 - Western Governors University use WGU,
 - etc.

• **To add your Proponent/Branch to the Naming Convention, use these abbreviations:**

- AA=Active Army
- NG= National Guard
- AR= Army Reserve
- CG= Coast Guard
- MC= Marine Corps
- N= Navy
- SF= Space Force
- IMS = Internation Military Student