

MARINE CORPS UNIVERSITY

Student Handbook

Disclaimer

This handbook is not be used as a sole source for quoting Marine Corps University policy. It is intended as a concise compilation of selected portions of Marine Corps University policies and philosophies from the applicable documents, directives, and publications. For any official actions, the actual regulations should also be used as source documents. Furthermore, operating procedures of individual schools and affiliated support establishments may expound on those mentioned in this handbook. Students should also consult the standard operating procedures and publications of the individual schools and support establishments mentioned in this handbook.

Foreword

Congratulations on your selection to attend Marine Corps University (MCU). The faculty and staff are dedicated to providing you with a cohesive and effective learning environment to make the most of your professional military education experience. This handbook is intended to aid you in becoming familiar with the general policies and procedures that apply to students.

Please read the handbook carefully to learn about some of the policies and procedures governing your educational experience and our expectations of you. You will see that some policies apply to all students, while other policies and procedures may apply differently to resident and distant students. Some are specific to those attending courses aboard Marine Corps Base Quantico. Make sure that you understand those that apply to your situation. Furthermore, you will need to also review and understand the policies and procedures of the specific college, school or academy you are attending.

Your primary role is to be a focused and disciplined student. Take full advantage of your opportunity to study and learn. You should bring to your studies the same zeal, devotion to duty and sense of mission accomplishment that you have brought to your previous duties. Your success in receiving a valuable and effective education depends as much on your efforts as it does the efforts of our faculty. Your previous efforts and experiences will make you a valuable member of the class and your class contributions are an important element in the education of your classmates. I know you will enjoy the experience of working with other students and the faculty in preparing to lead the next generation of Marines.



D. L. CLOSE

Vice President for Student Affairs and Business Operations
Marine Corps University

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Introduction

This handbook serves as a guide to Marine Corps University (MCU) students in understanding significant academic and operational policies and procedures for how the University conducts business. It is divided into 4 parts:

Chapter One is applicable to all MCU students, officer or enlisted, military or civilian, regardless of program, course or geographical location.

Chapter Two is applicable to all MCU students aboard Marine Corps Base Quantico, as it addresses installation specific requirements, policies, procedures and/or resources. MCU students at other installations should refer to local guidance on similar matters.

Chapter Three is applicable to all U.S. students, military and civilian, attending one of the four yearlong resident officer PME programs aboard Marine Corps Base Quantico.

Chapter Four is applicable to all international military students (IMS) attending one of the 5 (including the IMS Fellows Program) yearlong resident officer PME programs aboard Marine Corps Base Quantico. Because of the additional and unique security cooperation and orientation requirements involving IMS, a separate part is useful as a “stand alone” guide for IMS even if duplicative of information in Part III in some areas.

Students should also refer to the specific college, school or academy policies and procedures for further information and guidance on additional student requirements.

Recommendations for additions, deletions and/or corrections to this handbook can be forwarded to MCU_Registrar@usmc.mil.

Contents

Chapter One: Policies and Procedures Applicable to All MCU Students	6
Academic Freedom and Non-Attribution Policy	6
Academic Integrity	8
Copyright Protection	11
Student Rights and Responsibilities	13
Student Feedback	14
Student Complaint Policy	14
Equal Opportunity	16
Student Roles in Institutional Decision-making	16
Outside Employment and Professional Activities	17
Chapter Two: Policies and Procedures Applicable to Students Aboard MCB Quantico	18
Parking	18
Facilities Usage	18
Firearms	18
Academic Support	19
Chapter Three: Officer Resident PME Programs	21
Program Descriptions	21
Student Seat Allocation and Student Selection	22
Course Registration and Pre-Reporting Actions	23
Reporting Instructions	23
Check-in and Orientation	23
During the Academic Year	24
Master Degree Programs	24
Uniform/Attire	25
Base Closure and Recall	25
Leave and Liberty	26
Student Awards	26
Graduation and Detachment	29
Alumni Affairs	32
Chapter Four: International Military Students (IMS) in Officer PME Resident Programs	34

Pre-Departure Actions	34
Things To Do Prior to Departing Home Country	34
Things to Bring With You	37
What to Expect Upon Arrival	38
The Day You Arrive	38
After Arrival and Before Classes Start	39
Living at Quantico	40
Mess Facilities	40
Dependent Schooling	41
Assistance	41
Automobiles	41
Business Contracts	44
Financial Responsibilities and Obligations	44
Food and merchandise	44
Pay and allowances	45
Medical Care	45
Recreation	45
Promotion	46
Public Appearances	46
International Officers Wives Club (IOWC)	46
Social Customs	46
Academics	47
Masters Degree	47
Writing Awards	48
Graduation and Detachment	49
Pre-Departure Actions	49
Graduation Ceremony	49
Detaching	50
Diplomas	50
Service Copies of Academic Records and Service Evaluations	51
Day of Departure	51
Appendix: Student Complaint/Grievance Application	52

Chapter One

Policies and Procedures Applicable to All MCU Students

Academic Freedom and Non-Attribution Policy

This section provides the MCU's philosophy and policy on academic freedom and non-attribution.

Background

a. Academic freedom is the ability of faculty, students, and staff within the University to pursue knowledge, speak, write, and explore complex, and often controversial, concepts and subjects. Academic freedom is a key tenet at MCU and is fundamental and essential to the health of the academic institution.

b. Non-attribution is the lack of attributing any statement, comment, or remark to participants (faculty, staff, students, or guest speakers) engaging in academic discourse by name in public media or forums, or knowingly transmitting them to persons who will enter statements into the public arena, unless specifically authorized to do so. Open expression requires trust that those thoughts and opinions are treated as privileged information not to be shared in other forums nor attributed to a specific individual.

c. The time-honored tradition of free speech carries with it profound individual responsibility as well. In short, academic freedom must be tempered by good judgment so that individuals refrain from making unreasonably offensive or irresponsible statements either verbally or in writing. Examples of statements that are not protected by the University policy on academic freedom include the denigration of any person's race, color, ethnic group, religious beliefs, sexual orientation, or gender. This is not meant to restrict discussions of controversial subjects; however, good judgment and discretion must be a guiding standard. Further, academic integrity requires that anyone who writes for publication must pursue factual accuracy and safeguard classified information. DoD Directive 5230 describes procedures for release of information officially endorsed by an academic institution, as well as those for individuals acting in a private capacity, and not connected with their official duties.

d. The powerful amalgam of academic freedom, non-attribution, and individual responsibility contributes to the institutional integrity of the University and includes the following principal elements:

- (1) Freedom to teach, conduct research, and publish research findings.
- (2) Freedom to discuss in a classroom any material or ideas relevant to the course, to include controversial, unusual or unpopular topics.
- (3) Freedom to seek changes in academic and institutional policies without fear of reprisal.
- (4) Responsibility to pursue excellence, intellectual honesty, and objectivity in teaching.

(5) Responsibility to encourage faculty, students, and colleagues to engage in critical thinking, free discussion, publication, and inquiry on relevant subjects.

Academic Freedom Policy

a. Authors and researchers as well as educational program directors will ensure material which carries the endorsement of the school satisfies the writing and scholarly standards of the school and meets security requirements.

b. Authors shall ensure appropriate disclaimers accompany all works produced for publication in which the author is identified with MCU or any of its components. An appropriate disclaimer is as follows:

“The views expressed in this article are those of the author and do not necessarily reflect the official policy or position of the Department of Defense, United States government, United States Marine Corps, or Marine Corps University.”

c. Personnel who prepare manuscripts for publication on a subject in which they have had access to classified material should submit the manuscript through appropriate channels for security clearance prior to release to any publisher.

d. All educational program directors shall provide an appropriate mechanism through which a proper security review may be conducted. If there is any question on the security aspects of material, it shall be submitted for security review in accordance with DoD Directive 5230.09 (Clearance of DoD Information for Public Release).

e. Military faculty and students are limited in the manner in which they may publicly criticize senior officials. However, as an academic institution, MCU recognizes and encourages full and open discussion and debate of any policies within the classroom and under the umbrella of non-attribution, so long as such criticism and debate is done in a professional manner.

f. Faculty members may not be separated for exhibiting academic freedom and candor in written and oral products, provided the provisions of DoD Directive 5230.09 and DoD Directive 5500.7 (Joint Ethics Regulations) are followed.

Non-Attribution Policy

a. MCU encourages faculty, staff, and students to actively engage in free discussion and inquiry expressing their personal views in lectures or in seminar discussion groups without fear of attribution. At the beginning of each academic year or course of instruction, educational program directors are responsible for informing faculty, staff, and students of the MCU policy to maintain an atmosphere of free and open discussion while also adhering to the principles of non-attribution.

b. Guest speaker presentations at MCU will not be recorded by attendees, by any means, without express written permission in advance from the guest speaker and the education program director or authorized representative. Students wishing to request permission should follow the example provided in Appendix M of the MCU Academic Regulations, available on the MCU public website. To facilitate candid expression and learning, the non-attribution policy applies to all MCU programs, sessions, and distributed materials in which guest speakers participate.

Academic Integrity

This section defines the University's standards for academic integrity in terms of academic honesty, student collaboration, and plagiarism and identifies standard procedures to address cases of non-compliance.

Background. Academic integrity is a belief in academic honesty and an intolerance of acts of falsification, misrepresentation or deception. It is the standard at Marine Corps University for it rests upon an expectation that students and faculty will adhere to the core values and ethics embraced by the Marine Corps. Values such as honesty, trust, fairness, respect and responsibility form the basis of academic integrity. Honesty encourages a free exchange of ideas to achieve intellectual enlightenment. Trust fosters a willingness to engage collaboratively in the learning process, which involves sharing ideas in the quest for knowledge. Fairness is the foundation of educational inquiry. Respect allows for civility in public discourse. These values are fundamental elements sustaining the reputation and credibility of this institution's students and faculty, and the value of the education it delivers and the degrees it awards.

Components of Academic Integrity

a. Academic Honesty and Personal Integrity

(1) Professional and Academic Credentials: Students and faculty must depict their educational credentials and professional backgrounds accurately and non-fraudulently.

(2) Original Academic Submissions: Each student assignment is expected to be an original effort submitted in response to a specific graded event. Assignments, although original, completed in previous schools, courses, or blocks of instruction may not be simply "recycled" or subdivided and submitted anew as graded events for current requirements. Such behavior is academically dishonest and a hindrance to learning. However, expanding a theme or topic from a previously graded short paper into a more thoroughly researched and comprehensive written requirement (e.g., a paper of 20-30 pages) does not constitute a simple "recycling" of previous work. A student may incorporate the original ideas from the short paper into the 20-30 page paper, for example, as long as those ideas are properly cited using the unpublished paper/working paper citation format defined in the *MCU Communications Style Guide*.

(3) Archived Academic Submissions: Student learning requires effort. Simply utilizing the solutions devised by students from previous academic years, gleaned from archived schoolhouse files,

library databases or the internet, as the solution to a problem, exercise, or assignment for credit in the current academic year is academically dishonest.

b. Collaboration. Collaboration consists of students working together discussing academic topics, assignments, or readings; proposing possible solutions to assigned problems or scenarios; and/or jointly producing academic deliverables. Collaboration and discussion between students is essential to learning at MCU and is highly encouraged, but each student is expected to do his/her own work. Unless specified otherwise in the course materials or by the faculty advisor, instructor, or course director, assignments and examinations are individual efforts and must be accomplished without help from anyone, including classmates. Unauthorized collaboration on assignments, events, or examinations will be treated as instances of academic dishonesty and will be referred to a Student Performance Evaluation Board (SPEB) for review. It is the students' responsibility to consult their faculty advisor, instructor, or course director if there is any doubt as to whether collaboration is permitted.

c. Plagiarism

(1) Definition: Plagiarism is defined as the presentation of another's writing or ideas as one's own without appropriate citation or credit. The misuse of another author's writings, even when the exact wording is not lifted from the source, is unethical and academically dishonest. Such misuse includes not only the "limited" borrowing, without attribution, of another writer's distinctive and significant research findings, hypotheses, theories, rhetorical strategies, and interpretations, but also the "extended" borrowing, even with attribution, of another writer's ideas or interpretations to the extent that the student's paper no longer meets the requirement for original thought.

(2) Forms of Plagiarism

a. Plagiarism of Language: Appropriation of either whole papers or sections of exact phrasing or group of phrases copied from another source without quotation marks and/or proper endnote or footnote attribution.

b. Plagiarism of Ideas/Paraphrasing: The presentation of another writer's unique ideas, which derive from previously published works but which are not acknowledged as deriving from those sources. The appropriation of concepts, data, or notes disguised in newly crafted sentences; or reference to a borrowed work in an early endnote or footnote coupled with extensive further use without attribution.

c. Self-plagiarism: The presentation of an article or paper to two different publications, or the submission of the same paper for two different courses. In submitting work for publication in journals, however, it is permissible to use the same data from one article to modify the focus of the paper in a significant manner and submit the newly revised paper for publication in a different journal.

d. Improper use of material extracted from the Internet, other electronic sources, and verbatim passages used in oral presentations without proper acknowledgment.

(3) Student Tools to Prevent Unintentional Plagiarism

a. MCU Leadership Communication Skills Center (LCSC): The LCSC is a ready resource to students for all issues related to written or oral communications. The best defense against possible plagiarism is thorough documentation of the work. The *MCU Communications Style Guide*, available on the MCU and Gray Research Center (GRC) websites or at the LCSC, contains detailed examples of proper citation for attribution of another author's works or original thought.

b. Non-resident students are directed to the CDET Online Writing Center which provides distance education students resources unique to their requirements within the distance learning environment, to include procedures for preventing plagiarism.

c. Plagiarism Detection Software: Although plagiarism can be intentional, it is often unintentional. In the process of conducting research for assigned academic papers, students inadvertently take unique ideas or even direct verbiage from sources and internalize them as their own. In such instances, students fail to attribute the ideas and verbiage to the source documents when they draft their papers. In an effort to ensure this does not happen, the University provides students access to plagiarism detection software either through direct student access or through the LCSC. Prior to submitting written assignments to their instructors for grading, students should conduct a "self-check" against unintentional plagiarism through a software scrutiny of the draft assignment. The plagiarism detection software will identify the "probability" of plagiarism within the draft document and alert the students to unintentional plagiarism related to similarities in syntax, phrasing, and verbiage with published works. When the "probability" of plagiarism is detected by the software, students should review their work, appropriately edit the draft, and incorporate the proper citations and attributions prior to submitting the work to their instructors for grading. In addition to student utilization of plagiarism detection software, faculty members may utilize the software to detect instances of plagiarism in submitted student assignments.

d. Preliminary Drafts of Written Assignments: Students should retain copies of preliminary drafts of their written work. These drafts may help refute accusations of plagiarism, should they arise.

Penalties for Academic Dishonesty. Marine Corps University will pursue appropriate corrective courses of action for faculty or student cases of academic dishonesty. Such courses of action may include, but are not limited to: disenrollment, suspension, denial or revocation of degrees or diplomas, a grade of "no credit" with a transcript notation of "academic dishonesty," rejection of the work submitted for credit, and a letter of admonishment or other administrative measures. Additionally, student and faculty members of the United States military may be subject to appropriate administrative or disciplinary action under the Uniform Code of Military Justice for instances of academic dishonesty. Civilian or civil servant faculty or students who commit academic dishonesty may be subject to appropriate administrative or disciplinary action in accordance with the laws and regulations concerning federal employees. Non-

resident students found intentionally plagiarizing may have a letter sent to their commander informing him/her of the violation.

Student Performance Evaluation Boards. Cases of suspected academic dishonesty will be investigated by the Director of the appropriate MCU college, school, academy or program. If warranted, the Director will convene a Student Performance Evaluation Board (SPEB) to further investigate and propose resolutions for alleged student academic dishonesty. The policies and procedures associated with an SPEB are explained in Chapter Fifteen of the MCU Academic Regulations.

Reporting Alleged Incidents of Academic Dishonesty. Any MCU student who suspects or becomes aware of a violation of the University's academic integrity policy is ethically bound to immediately report his/her suspicions to the FACAD, instructor, or immediate supervisor within the appropriate chain of command. All such reports of suspected violations must then expeditiously be reported to the Dean and Director of the appropriate University school, college, academy, or program, and in the case of the Staff Noncommissioned Officer academies, the Director of Enlisted PME. The Dean or Director will inform the Vice President for Academic Affairs (VPAA) of the suspected violation, for situational awareness. The recommended course of action in response to the allegation will be presented by the Director to the President of the University via the VPAA, in accordance with procedures outlined in Chapter Fifteen of the MCU Academic Regulations dealing with the SPEB.

Acknowledgement of Marine Corps University's Academic Integrity Policy. All students at Marine Corps University are required to read and acknowledge understanding of the Academic Integrity Policy during the first week of classes. A faculty member is also required to sign the document acknowledging that he/she has reviewed the academic integrity policy with the student (Appendix N of the MCU Academic Regulations). The administration office of each educational program will maintain a current file of signed acknowledgement forms for a period of five years. Non-resident students will electronically acknowledge the MCU Academic Integrity Policy within the appropriate learning management system for each course prior to accessing course materials. The CDET staff will submit all student papers through plagiarism detection software.

Copyright Protection

This policy outlines the statutes and regulations regarding faculty copyrights, describes those materials that are works of the government and cannot be copyrighted, and describes the ability of staff, faculty and students to secure copyrights of materials regarding intellectual property that are not works of the government.

Background

a. As noted in Title 17, United States Code, Copyright Act of 1976, Section 102, "Copyright protection subsists, in accordance with this title, in original works of authorship fixed in any tangible medium of expression . . . [to] include . . . literary works."

b. However, Section 105 of Title 17 limits the broad grant of protection and states that, “Copyright protection under this title is not available for any work of the United States Government.” Section 101 defines a “work of the United States Government” as “work prepared by an officer or employee of the United States Government as part of that person’s official duties.”

Works Owned by the Government

a. Any materials prepared as part of official duties are a work of the government. Materials originally produced as part of official duties cannot simply be "re-packaged" or "re-merchandised." Title 17, Section 105 indicates such works will still be treated as works of the government.

b. No copyright can exist for such material for purposes of either use of the author or assignment to a publisher. Therefore, neither an author nor the government may receive compensation for the right to reproduce or publish materials classified as works of the government.

c. The following general criteria may assist when determining if works are prepared as part of official duties:

(1) Preparation of the work was within the employee’s position, job or billet description. This includes a work properly self-assigned by the employee who was in a position to do so.

(2) Preparation of the work was properly assigned by the employee’s supervisor.

Works Owned by the Author

a. Any materials prepared by a government employee not as a part of that person's official duties belong to the author, and the author can receive copyright protection and usually reap any associated revenues for such material.

b. A book or article written on a subject that the author is currently teaching or researching may receive copyright protection as long as the book or article is not the product of official duties (assigned or implied). Marine Corps University hires educators for their subject matter expertise, and they may use that expertise for their own benefit, as well as that of the government, in accordance with established guidelines and Standards of Ethical Conduct for Employees of the Executive Branch, 5 C.F.R., Section 2635.807.a.

Works Owned by External Authors/Entities. MCU students will obtain permission to use copyrighted material in printed or digital course-packs, as handouts in class, or to post or link to them within the MCU learning management system. Detailed policy and procedures about the use and proper acquisition of copyrighted materials for educational purposes at MCU are enumerated in University administrative and business operations policies. U.S. copyright law contains many gray areas, and the goal of all MCU copyright policies is to provide MCU administrators, faculty, librarians, students,

employees, and others with a standard approach for addressing complex copyright issues and ensuring compliance with applicable copyright laws.

Responsibilities. The production of articles and manuscripts is fully supported and encouraged by MCU. All MCU students must adhere to the guidance in this policy when making copyright determinations or when seeking copyright protection and before submitting articles or materials for copyrighted publication. Address questions related to specific copyright determinations to your school, college or the MCU Copyright Officer.

Student Rights and Responsibilities

Students attending MCU programs have certain rights afforded to them and responsibilities expected of them by virtue of their status as students. These rights and responsibilities are intended to contribute to their overall success and satisfaction in their academic and professional pursuits. Students are ultimately responsible for their success by fulfilling program requirements with due diligence and dedication to excellence. Student rights and responsibilities include:

Student Rights

- Right to be free from discrimination on the basis of race, gender, color, religion, age, and national origin.
- Right to open and free expression of thoughts and concepts in an environment of academic freedom.
- Right to ownership of appropriate intellectual property.
- Right to due process and/or request mast.
- Right to be free from sexual harassment.
- Right to be free from physical violence and/or intimidation.
- Right to submit a written complaint on University policies, procedures, or actions through the MCU Chain of Command.

Student Responsibilities

- Responsibility to abide by the academic policies and procedures of the University and of the educational program to which enrolled.
- Responsibility to respect the opinions of other students.
- Responsibility to prepare adequately for each class.
- Responsibility to perform student leadership duties as assigned by faculty and administrators.
- Responsibility to uphold academic integrity.
- Responsibility to report acts or threats of physical violence or intimidation to appropriate authority.

- Responsibility for U.S. military members to abide by the standards of the *Uniform Code of Military Justice*, and for all students to abide by appropriate department or agency rules, regulations, and standards of conduct.
- Responsibility to provide feedback about program quality and effectiveness.

The nature, scope and procedures for exercising these rights and responsibilities are addressed in the relevant sections of the MCU Catalog and this handbook.

Student Feedback

Student feedback is an integral part of MCU's self-assessment. Opportunities to provide feedback include surveys, focus groups, participation in student governance and, if and when appropriate, complaints. Students should view surveys and other forms of feedback as an opportunity to provide relevant commentary and recommendations for improving the Marine Corps' development and delivery of professional military education.

Student Complaint Policy

Purpose. To provide a fair and equitable process for resolving student complaints.

Complaints. A complaint is defined as an actual or supposed circumstance that adversely affects the grades, status, or rights of a student. Complaints are broadly defined as informal and formal.

a. Informal. Before making written complaints, students are encouraged to seek resolution by discussing them informally with the faculty advisor, instructor, or course director who is most associated with the matter. MCU personnel are expected to deal with the matter in an open and professional manner and take reasonable and prompt action to try to resolve it informally. A student who is uncertain about how to seek informal resolution of a concern is encouraged to seek advice from the Director of Student Services.

b. Formal. If an issue cannot be resolved informally, a student may make a formal complaint. Formal complaints must be submitted in writing on the prescribed form (Appendix A). To ensure fair and consistent treatment and a timely resolution of complaints, the following procedures will apply. If the complaint involves a member of the student's chain of command, then the student may submit the complaint form directly to the Chief of Staff, MCU.

(1) Complete the Student Complaint/Grievance Application found in Appendix A, which is also available on the MCU website and MCU SharePoint site. The written complaint must be submitted within one month after the occurrence of the action or matter in question. On a case-by-case basis, formal complaints may be accepted beyond the one-month timeframe.

(2) The completed Student Complaint/Grievance Application will be submitted to the deputy director (Step I in Appendix A). The deputy director must meet with the student within three working

days of receipt of the written complaint. **At this point, the educational program director will inform the MCU Chief of Staff that a formal complaint has been registered.**

(3) The educational program director will maintain a file of all documentation in relation to the consideration of the complaint and must assure that any staff member named in the complaint receives a copy as soon as possible. These records will be maintained for a period of ten years. Redacted records will be available for review for any accreditation or regulatory purposes.

(4) The Staff Secretary will record the complaint in the MCU Student Complaint Log.

(5) If the student is dissatisfied with the resolution proposed by the deputy director, the formal complaint is forwarded to the educational program director within five working days of the conclusion of Step I (Step II in Appendix A). The educational program director must meet with the student within three working days of receipt of the written complaint. If the issue involves the awarding of a grade, the decision of the educational program director will be final.

(6) If the student is dissatisfied with the resolution proposed by the educational program director, the formal complaint is forwarded to the Chief of Staff, MCU (Step III in Appendix A). This action may be taken if the student disagrees with the decision of the educational program director or alleges serious abuse of discretionary authority. If at all possible the Chief of Staff will address the complaint within ten working days.

(7) As a final recourse, and within five working days of receipt of the resolution proposed by the MCU Chief of Staff, the complainant may file an appeal with the President, MCU.

(8) The Staff Secretary will record resolution in the MCU Student Complaint Log.

Exceptions. This policy does not apply to:

- a. Student Code of Conduct issues.
- b. Allegations of discrimination based on race, national origin, sex (including sexual harassment), disability, or age. (These types of complaints are covered under the EDCOM Equal Opportunity Policy.)

Request Mast and Article 138 (Military). Processes and rights described in these procedures do not replace or supersede the Request Mast Policy, Uniform Code of Military Justice Article 138 (Grievance Against a Commanding Officer), or any procedures provided for action under the UCMJ. This complaint policy does not replace any disciplinary or administrative actions provided for in other DOD directives, or instructions published at the Training and Education Command (TECOM). This policy addresses complaint-handling provisions that meet federal and accreditation requirements. NAVMC DIR 1700.23F (Request Mast Procedures) and MCO 1700.23F (Request Mast) delineate the procedures that will be used by Marines and Sailors to request mast, should they desire to do so. International military students

and U.S. sister service students assigned to Marine Corps University will be afforded the same procedures to directly seek assistance from, or communicate grievances to, their commanding officers as established in the references.

Equal Opportunity

The organizational climate of a unit is the responsibility of the commander; however, all personnel have a vested interest in ensuring that Marine Corps University maintains its reputation as an efficient and effective organization. Sound leadership is the key to eliminating all forms of discrimination, and students also must foster an environment free of inappropriate behavior. All members of Marine Corps University will be treated fairly and with mutual respect. Sexual harassment is a form of discrimination that erodes morale and negatively impacts unit cohesion. The impact of sexual harassment affects the individual through stress in the workplace, physical fitness, and retention. Sexual harassment affects the individual and unit's productivity, readiness, and cohesion, and negatively impacts mission accomplishment. Sexual harassment issues for military personnel will be handled in accordance with MCO 1000.9 and MCO P5354.1. These will be the standard, to include sister service personnel. If there is any conflict between the Marine Corps directives and sister service directives, the sister service directives will take precedence for sister service students.

Student Roles in Institutional Decision-making

This section provides MCU guidance regarding the role and participation of students in institutional decision-making within the University.

Background. The MCU student body consists of professionals who are empowered to serve and lead within service, joint, and multi-national environments at the tactical, operational, and strategic levels of war. Incorporating student participation in the MCU decision-making process allows the University to leverage the input of those we educate. It is the policy of this headquarters that students play an important role in institutional decision-making within the University, and that they should participate actively in that process. Regardless of the school or college within the University, student participation in institutional decision-making is important to the health of the University. The precise character of the role played by students is for the educational program director to determine, subject to review by the University Vice Presidents and Chief of Staff.

Student Opportunities

- a. Class Organization, including student leadership positions interacting with University instructors and staff.
- b. CCRBs as student representatives providing input on academic programs.
- c. Student surveys related to effectiveness of academic programs.

- d. Student focus groups related to various MCU programs.
- e. Student representatives on Award Boards selecting recipients of academic awards.
- f. Additional opportunities as identified by each educational program Director.

Documentation of Roles. Each educational program within MCU will define, as appropriate, the roles and participation of its students in institutional decision-making, and document the participation.

Outside Employment and Professional Activities

This section describes policy and institute procedures for students who engage in employment, with or without remuneration, outside of their official duties and responsibilities at MCU.

Background. DOD DIR 5500.7R (Joint Ethics Regulation) provides a single source for standards of ethical conduct and guidance for federal government employees within the Department of Defense. This policy states that “A DoD employee, other than a special Government employee, who is required to file a financial disclosure report (SF 450 or SF 278) shall obtain written approval from the agency designee before engaging in a business activity or compensated outside employment with a prohibited source, unless general approval has been given in accordance with paragraph (b) of this section. Approval shall be granted unless a determination is made that the business activity or compensated outside employment is expected to involve conduct prohibited by statute or regulation.”

a. A prohibited source means any person who: “(1) Is seeking official action by the employee’s agency; (2) Does business or seeks to do business with the employee’s agency; (3) Conducts activities regulated by the employee’s agency; (4) Has interests that may be substantially affected by performance or nonperformance of the employee’s official duties; or (5) Is an organization a majority of whose members are described in of this section.”

Policy. Marine Corps University policy is to allow outside employment and professional activities for faculty, staff, and students to the extent permitted by DoD DIR 5500.7R. Employees are encouraged to inform their supervisor regarding any outside employment. Those activities that do not involve a prohibited source do not require approval. Activities which interfere with the performance of military duties must not be undertaken.

Chapter Two

Policies and Procedures Applicable to Students Aboard MCB Quantico

Introduction

Part II of this handbook applies to all MCU students attending programs aboard the main campus at Marine Corps Base, Quantico (MCBQ).

Parking

Parking aboard MCBQ, and at MCU in particular, is limited, and strictly regulated. Students may not park in any numbered parking spot, or any spot designated as “reserved” or “staff only.” This includes open parking spots that are temporarily reserved or blocked off for specific events. Students are not authorized an MCU parking pass. Former MCU staff/faculty members who become students must return their parking pass to the Director of Facilities and Logistics. Students are free to park in any unmarked, open parking spot. Student vehicles parked in unauthorized spots are subject to ticketing and towing. Normally, the first two offenses will result in a warning, except for unauthorized parking in a handicap space or construction zone. If ticketed, students will have to appear before the MCBQ traffic court. Failure to appear at traffic court can result in the loss of base driving privileges.

Facilities Usage

Class/Seminar rooms. Directors will establish usage policies for class and seminar rooms dedicated to their programs, to include hours of use. At a minimum, such spaces will be kept at all times in a neat, orderly and sanitary state of police. All appliances (coffee pots, microwaves, etc.) will comply with applicable safety regulations and local procedures.

Students may request usage of the MCU’s larger classroom and auditorium facilities, to include the MCU campus green and Pavilion, subject to MCU operational requirements. Usage policies and request procedures are available on the MCU website at <https://www.mcu.usmc.mil/SitePages/administration/MCU%20Space%20Reservations.aspx>.

Firearms

University policy on the carrying of concealed weapons is governed by applicable federal and department law, policy and regulation, and local orders implemented aboard MCBQ. The Provost Marshal's Office (PMO) holds overall responsibility for security and force protection. Identifying which students are legally permitted to carry concealed firearms, and ensuring that PMO is aware of these students, enables a more rapid and better coordinated response to any threat to force protection or security within the University, and reduces the likelihood of a fratricide incident.

MCBQ prohibits the carrying of personal firearms or the transport of weapons in a privately owned vehicle except in specific circumstances such as while transiting to/from the armory or a firing range. Civilian students who are qualified under Title 18 United States Code § 926B as federal law enforcement officers, and who are authorized by their parent agencies, are authorized to carry concealed issued firearms in the performance of their routine duties, including duties as students. Student federal law enforcement officers as defined above may carry firearms during domestic travel subject to their parent agency policies and guidance.

The Director of Student Services will ensure that students qualified to carry concealed issued firearms under this policy are identified and that notification of their names, grades, and agencies are provided to PMO.

Qualified federal law enforcement officers who encounter situations in which use of firearms is immediately required without sufficient time to refer the matter to PMO may use force to the minimum extent necessary to preserve safety and security. All other University students will carry firearms only as specifically authorized by military authority.

Academic Support

Gray Research Center. The Gray Research Center (GRC) is named in honor of General Alfred M. Gray, 29th Commandant of the Marine Corps. It houses the Library of the Marine Corps which contains the Research Library, Archives and Special Collections, and the Marine Corps Base Quantico Library. Students are strongly encouraged to make maximum use of the GRC resources. Hours and access information are at: <http://guides.grc.usmcu.edu/lomc> .

History Division. History Division's primary task is to research and write the Marine Corps' official history, and also provides reference and research assistance. It is currently located in Building 3078 on the main campus. For more information, visit www.history.usmc.mil.

National Museum of the Marine Corps. Located on Virginia State Route 1 just outside the MCB Quantico main gate, the National Museum of the Marine Corps executes a significant portion of the University's mission to preserve and display the heritage of the Marine Corps. Students are strongly encouraged to visit the Museum and take full advantage of its educational opportunities. Admission is free. For detailed information, visit <http://www.usmcmuseum.com/index.asp>.

Academic Chairs and Scholars. Marine Corps University hosts numerous experts from other services, civilian agencies and academia full-time in support of its educational mission. Subject to their teaching and research duties, all chairs and scholars are available resources for student interaction and learning. Visit the MCU website Faculty page at <https://www.mcu.usmc.mil/SitePages/faculty/Faculty.aspx> for a list of current chairs and scholars.

Leadership Communication Skills Center (LCSC). Located in the GRC, the LCSC is a writing, speaking, and research resource that provides one-on-one sessions and short seminars in a non-threatening environment to help students improve oral and written communication skills, develop research skills, and to find appropriate venues for publication. Visit the LCSC webpage at <https://www.mcu.usmc.mil/lcsc/SitePages/Home.aspx>.

Chapter Three

Officer Resident PME Programs

This part is applicable to all U.S. students attending officer PME programs at Marine Corps Base Quantico. Those programs are:

- MCWAR: Marine Corps War College (10 months long, for Lieutenant Colonels)
- SAW: School of Advanced Warfighting (11 months long, for selected Majors)
- CSC: Command and Staff College (10 months long, for Majors)
- EWS: Expeditionary Warfare School (9 months long, for Captains)

Program Descriptions

Marine Corps University administers the following resident officer PME programs (for detailed information about each program, visit the MCU website at <https://www.mcu.usmc.mil>).

Marine Corps War College (MCWAR): MCWAR offers Senior Level PME and Joint PME Phase II for LtCols (O-5) and civilian interagency students (GS 14/15 or equivalent). Eligible MCWAR graduates earn the University's Master of Strategic Studies degree.

School of Advanced Warfighting (SAW): Advanced Intermediate Level PME for selected Majors (O-4) who have completed Intermediate Level PME. SAW graduates earn the University's Master of Operational Studies degree and the additional military occupational specialty 0505, Marine Air-Ground Task Force Planner (or service equivalent).

Command and Staff College (CSC): Intermediate Level PME and Joint PME, Phase 1 for Majors (O-4) and civilian interagency students (GS 12/13 or equivalent). Eligible CSC students have the opportunity to enroll in the optional Master of Military Studies program.

Expeditionary Warfare School (EWS): Career Level PME for Captains (O-3).

Student Seat Allocation and Student Selection

Student Allocations. The MCU Quota Plan is developed annually by the MCU PME Operations and Policy Department in conjunction with each program and coordination with the other services. Once approved, the Plan is published and distributed for student selection.

Student Selection

a. MCWAR, CSC and EWS:

-Marine students are selected by a Headquarters Marine Corps selection board process under the cognizance of the Deputy Commandant for Manpower and Reserve Affairs.

-Sister service military students are selected by their respective services' internal selection process.

-International military students (IMS) are selected by an invitation, nomination and approval process under the cognizance of Deputy Commandant for Plans, Policies and Operations and administered by the Marine Corps Security Cooperation Group.

-Civilian interagency students are selected by an MCU solicitation of nominations from selected agencies, agency nomination, and MCU review and approval process under the cognizance of the MCU Vice-President for Academic Affairs and the respective school or college Director, and administered by the MCU Registrar. Only MCWAR and CSC have seat allocations for civilian interagency students.

b. SAW: All SAW students are selected by an application and MCU board selection process. The President, MCU approves the final selection. Applications are solicited in the late summer/early fall of the year preceding the Academic Year for which selected.

Course Registration and Pre-Reporting

The MCU Director of Student Services plans, coordinates and administers officer PME student course registration, pre-reporting actions, reporting instructions, administrative join, check-in and initial orientation prior to class convening. The Student Services office provides direct administrative support to IMS, coordinates support for US military students, and performs the University registrar functions for officer PME programs.

The Student Services office is located in Room 026, Breckinridge Hall, Building 2076. Normal operating hours 0700 – 1600, Monday, Tuesday, Thursday, Friday; 0700 – 1300, Wednesday.

Course Registration. The Student Services office will coordinate directly with the appropriate service selection and assignment branches for the names and appropriate demographic information of selected U.S. military students and IMS; receive civilian agency nominations and prepare them for the school or college Director's review; and register all students in the Marine Corps Training and Information Management System (MCTIMS).

Pre-Reporting Actions. The Student Services office will update the MCU public website "New Student Check-In" page and the IMS site by 1 February of each calendar year with current information relevant to the next Academic Year. These sites will contain detailed instructions actions that should be accomplished prior to reporting to the University in order to facilitate a smooth join, check-in and orientation. In particular, all incoming U.S. military students should review that page no later than 1 April of each year for specific information concerning availability of and application for housing aboard Marine Corps Base Quantico. Incoming students should also review their respective program webpages for information on the academic curricula and program specific requirements.

Reporting Instructions

Detailed reporting instructions with dates, times, locations and uniform will be posted on the MCU website. Reporting dates vary depending on program and student type (i.e. USMC, sister-service, IMS, civilian). In general, all SAW students will report during the last week of June or first week of July; IMS attending MCWAR, CSC and EWS will report during the latter part of the second week in July; sister-service attending MCWAR, CSC and EWS will report during a 10-day window the last 2 weeks of July; civilian students will report on the day of sister service orientation; and Marines will report en masse on the day prior to their class convening date.

All sister service military students and IMS will report to the Student Services office for orders endorsement, check-in sheet, and orientation schedule. Civilian students and Marines will report to the designated location on the appropriate "mass" reporting date.

Reporting Prior to Published Reporting Dates. Marine Corps Base Quantico requires base housing occupants to have reported and been joined prior to taking possession of quarters. Marines who report prior to the mass reporting date will report directly to the MCB Quantico Installation Personnel Administration Center (IPAC), Building 2006. After completing administrative join, they will report to the MCU Student Services office. Normally, Marines reporting early will be placed on leave until their mass report date, or provided the opportunity to serve as initial escorts to assist IMS during their arrival and orientation.

Sister service military and civilian students may not report earlier than published reporting dates without prior approval. Requests for early reporting should be directed to the Director of Student Services via the requestor's service or agency assignment office.

Check-In and Orientation

Student check-in and orientation schedules, like reporting requirements, vary depending on the program and student type. Students will receive a list of check-in requirements and an orientation schedule upon reporting.

SAW students will conduct check-in per a group check-in schedule beginning on the reporting date; SAW students who report early are *strongly encouraged* to complete as much of their check-in as possible prior to the report date due to the academic demands of the program.

IMS will undergo a two-week check-in and orientation program; generally, the first week will be devoted to administrative and logistical matters such as obtaining housing and furnishings, registering children for school, learning about the MCB Quantico resources and settling into the community, while the second week will be devoted to academic program preparation.

US Officers assigned as IMS sponsors will be expected to report in the week prior to IMS orientation so they are here to assist with the arrival and assimilation of their IMS.

Sister Service and Civilian Students will undergo a one-day University check-in and orientations to ensure that administrative service join, network access requirements, and registration requirements are complete, and then are provided a 3-4 days prior to classes starting to complete check-in with applicable MCB Quantico agencies as needed. The purpose of this period is to give sister service and civilian students the opportunity to navigate around and learn the Base, while MCU conducts mass join, check-in and orientation of Marine students.

Marines will undergo administrative join, check-in and orientation en masse aboard the University campus per dates and schedule designated for their respective programs. Details from MCB Quantico supporting sections – IPAC, Navy Clinic, TRICARE, PMO, etc. -- will be available to provide any needed support.

During the Academic Year

Students are encouraged to strike a balance during their tour at Marine Corps University. Your primary duty is to study and learn, which should include the opportunity to interact and exchange views with officers from other services, countries, and civilian agencies. In addition, sufficient time for reflection, development of perspective, participation in athletics, and extracurricular activities is provided in the schedule.

Master Degree Programs. Marine Corps University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award masters degrees. Three programs award degrees: MCWAR, SAW and CSC. The MCWAR and SAW programs are graduate degree granting programs; students who master the program also master the degree requirements. CSC is taught as a graduate level program; however, its PME curriculum is not by itself, sufficient to confer a degree. Students must be accepted into the master's program and successfully complete all additional research and writing requirements in order to earn the degree.

a. *Admission requirements:* For all degree granting programs, all U.S. students must be selected to attend that program, and must provide an official transcript from a U.S. regionally or nationally accredited college/university that reflects that the student has earned a bachelor's degree. U.S. students with degrees from foreign institutions must demonstrate that they possess undergraduate degree qualifications equivalent to the required U.S. degree. See the *Foreign Credit Evaluations* guidance below. IMS admission requirements are addressed in Part IV of this handbook.

b. *Official transcripts:* Transcripts must come directly from the degree granting institution to the MCU Registrar's office. Mail transcripts to:

President, Marine Corps University
Attn: Registrar
2076 South Street
Quantico, VA 22134

Marine Corps University will accept official electronic transcripts from the college/university emailed to MCU_Registrar@usmc.mil.

c. *Foreign Credit Evaluations:* Students who do not have the required U.S. degree must submit their academic records from college or university outside the U.S. for evaluation by an independent foreign credentials evaluation service. The credentialing agency must be, at the time of the evaluation, a member of the National Association of Credentials Evaluation Services (NACES), or the Association of International Credential Evaluators (AICE), or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services. An official copy of the evaluation must be mailed to the MCU’s Registrar office.

d. *Costs:* Students are responsible for the costs associated with procuring transcripts and foreign credit evaluations.

Uniform/Attire. Sister service, IMS and civilian students will wear the uniform/attire equivalent to the prescribed Marine Corps uniform, unless otherwise directed or authorized.

Normal Marine uniform: Monday – Friday is the seasonal Service uniform.

Civilian attire. Normal attire is the civilian equivalent of the Marine Service uniform. The following chart provides general guidance on normal appropriate daily civilian attire. Attire for specific events will be as prescribed:

USMC uniform	Description	Civilian equivalent
MARPAT	Camouflage utility	Khakis, collared shirt (polo or similar), closed toe shoes
Service “C”	Summer season. Short sleeve khaki shirt, green trousers	Dress slacks/skirt, dress shirt/blouse (long or short-sleeve, coat and tie optional), dress shoes
Service “B”	Winter season. Long sleeve khaki shirt and tie, green trousers	Dress slacks/skirt, long-sleeved dress shirt/blouse, (coat optional) dress shoes
Service “A”	Green coat and trousers, long sleeve khaki shirt and tie	Coat and tie (dress slacks, dress shoes, long sleeve dress shirt), or business suit

Base Closure and Recall. Marine Corps University abides by the Marine Corps Base Quantico operating codes. When the Base is closed, the University is closed. Base operating codes, and notification are maintained on the MCBQ website at <http://www.quantico.marines.mil/UnitHome.aspx>. Students should sign up for the MCQ Mass Notification system at: <http://www.quantico.marines.mil/Portals/147/Quantico%20MNS%20Quick%20Start%20Guide.pdf>. In

addition, program Directors will establish recall procedures and phone trees as needed to ensure accountability and emergency information is relayed.

Leave and Liberty. Prior to class convening, the Director of Student Services administers student leave. During the respective programs, the applicable school or college Director may authorize leave and promulgate guidance on request procedures. Marine leave requests will be administered through Marine Online. Sister service leave requests will be administered through their service leave procedures. The administration of sister service leave electronic programs is coordinated between the senior service representative and the Student Services office. The Student Services will not process leave requests for sister service personnel without approval of the school or college Director.

Student Awards. A number of awards are presented to students to recognize outstanding academic and professional achievement. Awards are sponsored by various organizations and/or individuals.

Distinguished graduates: In addition to specific awards presented for specific achievement, schools may identify those graduates of each class who, by their academic achievement and/or overall leadership and performance, distinguish themselves from their classmates. Schools will designate no more than 15% of the graduating class distinguished graduates. Selection as a distinguished graduate will be reflected, at a minimum, on the selectee's diploma and fitness report.

a. *Marine Corps War College:*

Award for Academic Excellence

The Distinguished Graduate Program is designed to recognize superior achievement and encourage the highest degree of excellence. At the end of the academic year, the Marine Corps War College faculty selects the top two officers in the class, based upon an evaluation of leadership qualities and superior academic performance, with emphasis on academic performance. These officers are recognized during the graduation ceremony and awarded a cash prize from the Marine Corps Association. Award: \$250 gift certificate.

Lieutenant General P. K. Van Riper Writing Award

The Faculty Writing Award is presented to the Marine Corps War College student whose research paper is determined to be most suitable for publication in a professional journal for that academic year. All Marine Corps War College student research papers are considered for this award. Award: \$1000 gift certificate.

Joint Service Planner Award

The Joint Service Planner Award is awarded by the Military Officers Association of America (MOAA) and is awarded for outstanding student contribution to the joint planning exercise. Award: \$500 check and plaque.

b. *School of Advanced Warfighting*

The General Clifton B. Cates Award

Presented in honor of General Clifton B. Cates, U.S. Marine Corps, the 19th Commandant of the Marine Corps, by the Navy League to the two SAW students whose sustained demonstration of problem-solving capabilities far exceed their military experience and are considered most outstanding as exhibited by written assignments, participation in practical exercises, and in the exchange of ideas. First place presented with an engraved watch; second place, clock with engraved plaque.

Joint Service Planner Writing Award

The Joint Service Planner Award is awarded by the Military Officers Association of America (MOAA) and is awarded to the student whose paper most relates to joint warfare. Award: \$500 check and plaque.

c. Command and Staff College

The Colonel Franklin Brooke Nihart Award

Presented in memory of Colonel Franklin Brooke Nihart, U. S. Marine Corps, Retired, by his family and the Marine Corps University Foundation to the Marine Infantry Officer who writes the best Master of Military Studies paper. Award: \$500 check and a framed certificate.

The Colonel Bevan G. Cass Awards

Presented in honor of Colonel Bevan G. Cass, USMC, by the Marine Corps Association to the students whose papers are determined to be the best on a topic concerned with the profession of arms bearing directly on the Marine Corps. Awards: First place, \$600 check and a certificate; second place, \$400 check and a certificate.

The Lieutenant General John A. Lejeune Award

Presented in memory of Lieutenant General John A. Lejeune, U.S. Marine Corps, Thirteenth Commandant of the Marine Corps, by the Marine Corps League to the student whose paper is determined to be the best paper on a military topic. Award: \$500 check and plaque.

The Lieutenant General Edward W. Snedeker Award

Presented in honor of Lieutenant General Edward W. Snedeker, U. S. Marine Corps, Retired, by the Armed Forces Communications and Electronics Association Educational Fund to the student whose paper is determined to be the best on a topic related to command and control, communications, information systems or intelligence and suitable for publication in a professional journal. Award: engraved desk clock.

Intelligence Writing Award

Established by the Central Intelligence Agency's (CIA), Office of Military Affairs in 1996, this award is presented to the student whose paper on intelligence or an intelligence-related topic is judged to be most outstanding. Award: engraved medallion.

The Brigadier A. W. Hammett Award

In memory of Brigadier A. W. "Tony" Hammett, AM, Royal Australian Regiment. This award is funded by Col. William G. Price, USMC (Ret), in honor of the members of his U. S. Marine Corps Command and Staff

College Class of 1975-76. Presented to the International Military Student whose paper is considered most outstanding on a subject of value to the individual student's country. Award: engraved clock.

The Streusand-Cooper Award

The award is funded by Dr. Douglas E. Streusand and presented in memory of Mr. and Mrs. Alan L. Streusand and Lieutenant Colonel and Mrs. Francis L. "Gus" Cooper to the student who writes the best paper on information operations or information as an instrument of national power. Award: plaque.

d. *Expeditionary Warfare School.*

General Roy S. Geiger Award

Presented in honor of General Roy S. Geiger, USMC, by the Marine Corps Scholarship Foundation to the student who demonstrates of overall student leadership.

International Military Student Officer Award

Presented by the Marine Corps University Foundation to the international military student who best demonstrates overall excellence.

Lieutenant Colonel Earl H. "Pete" Ellis Award

Presented in honor of Lieutenant Colonel Earl H. Ellis, USMC by the Marine Corps Association and Foundation for critical warfighting discipline student leadership.

Captain Larry K. Shipman Memorial Award

Presented in honor of Captain Larry K. Shipman, USMC, by the Marine Corps Association and Foundation to the outstanding Ground Combat Element student.

Major Walter M. Murphy Memorial Award

Presented in honor of Major Walter M. Murphy, USMC, by the Marine Corps Association and Foundation to the outstanding Logistics Combat Element student.

Lieutenant Colonel Robert J. Johnson, Jr. Memorial Award

Presented in honor of Lieutenant Colonel Robert J. Johnson, Jr., USMC, by the Marine Corps Aviation Association to the outstanding Aviation Combat Element (ACE) student.

Colonel Donald G. Cook Memorial Award

Presented in honor of Colonel Donald G. Cook, USMC, by the Armed Forces Communications and Electronic Association Education Foundation to the outstanding Communications student.

Intelligence Award

Presented by the Marine Corps Intelligence Association to the outstanding Intelligence student.

First Lieutenant Harry L. Martin Memorial Award

Presented in honor of First Lieutenant Harry L. Martin, USMC, by the Marine Corps Engineer Association to the outstanding Marine Engineer student.

Rapicault Memorial Award

Presented in memory of Captain Patrick Rapicault, USMC, by the Marine Corps Gazette to the international military student who has written the best paper in EWS.

Yeosock Memorial Award

Presented in memory of Lieutenant General John J. Yeosock, USA, by the Marine Corps Gazette to sister service student who has written the best paper in EWS

Iron Marine Award

Presented to each of the male and female students who achieve the highest composite score of the physical fitness test and the combat fitness test.

e. Additional Awards

Foreign Area Officers Association Award for International Affairs

Sponsored by the Foreign Area Officers Association, the award is presented to a student in the Marine Corps War College and in Command and Staff College for the best paper demonstrating academic research, strategic-thought, and professional writing skills on international affairs and related intelligence issues.

Fitness Reports. Student fitness reports are standard academic “not observed” reports unless otherwise required. The report describes the program, noteworthy academic achievement and any awards received. Sister service reports are prepared in accordance with service procedures. Program Directors will provide a summary of civilian student performance via letter to the respective agency.

Graduation and Detachment

Graduation Ceremony. Because of differences in the length of the academic schedules, Marine Corps University conducts two graduation ceremonies, one for EWS and one for MCWAR, SAW and CSC. Students in the College of Distance Education and Training EWS and CSC Distance Education Programs may participate in the appropriate graduation ceremony if all course completion requirements have been met.

a. The EWS graduation ceremony is normally the second Thursday in May. The Director, EWS plans and coordinates the ceremony.

b. The annual MCU graduation ceremony is normally on the Wednesday of the first full week following the Memorial Day holiday weekend, for students from MCWAR, SAW, CSC and the CDET CSCDEP. Attendance and participation are mandatory for all resident students, unless otherwise directed. A mandatory rehearsal will normally be scheduled for the afternoon prior to the ceremony.

The details of the graduation ceremony will be published in a letter of instruction. The uniform is normally the Marine Corps Blue-White Dress "B" or service equivalent and dark business suit/attire for civilian students. The ceremony will consist of a faculty procession, entrance of the official party, commencement remarks by the invited Guest of Honor, presentation of student academic awards, conferring of master's degrees, and presentation of diplomas by school.

Families are welcome and encouraged to attend; students will be provided invitations for use and guidance on identifying any distinguished guests (flag and general officers, foreign dignitaries, etc.) prior to the ceremony.

Detaching. MCU's goal is that, to the extent possible, all academic and administrative requirements are accomplished prior to the graduation ceremony so that students are detached from MCU and execute their follow on orders immediately after the graduation ceremony.

U.S. military students will not request orders that require a detach date in July without permission from the Director of Student Services.

Civilian interagency students' assignment to MCU terminates immediately after graduation. Civilian students whose eligibility for a CAC was certified by MCU will return the CAC to the Student Services office prior to graduation.

IMS will detach per the dates established in their ITOs. MCU does not have authority to amend ITOs. That authority lies with the Security Cooperation Office in the IMS native country. Requests for extension of detaching dates after graduation will not normally be endorsed favorably. All CAC must be returned to the Student Services office prior to detaching.

Early Graduation and Detaching Requirements. The Commanding General, Education Command/President, Marine Corps University (President, MCU) is the approval authority for early graduation. School Directors will review and recommend disposition of early graduation requests, to specifically include whether the student has met, or can meet, requirements for receiving PME credit by the proposed detaching date.

Students will not request follow-on orders that require a detach date prior to the scheduled date of graduation. Students in receipt of orders that require a detach date prior to the scheduled date of graduation in order to comply with a mandatory reporting date will immediately report this to their school Director via the faculty advisor.

Students in receipt of orders who desire a detachment date prior to scheduled graduation for personal and/or family reasons may submit a written request, via the school Director, to the President, MCU. The request will include, at a minimum:

- a. Requested detach date
- b. Explanation why the earlier detaching date is necessary
- c. Required reporting date to follow on unit

d. Acknowledgment that approval of an earlier detaching date may result in failure to meet PME completion requirements or require additional and/or alternate coursework prior to detaching in order to satisfy PME completion requirements.

Students who receive inquiries from external units about the possibility of early graduation will refer the requestor to the MCU Director of Student Services and report this to their faculty advisor.

Diplomas. Diplomas are official documents, given by an educational institution, evidencing the successful completion of a course of study. Within the United States, diplomas are also generally used to confer an academic degree to the recipient. The term certificate more generally refers to an official document that affirms a fact and can be evidence of course completion, awarding of a prize, passing an exam and/or attendance. Marine Corps University uses the terms “degree diploma” and “PME diploma” to distinguish between documents which evidence conferring of a master’s degree from those which evidence completion of professional military education requirements.

In general, students enrolled in the yearlong resident degree granting programs will receive a PME diploma and a degree diploma upon successful completion of the program requirements. Students enrolled in the yearlong resident non-degree granting programs will receive a PME diploma upon successful completion of the program requirements. All other students will receive a certificate upon successful completion of the program requirements.

Name conventions: PME diplomas contain the rank, name (first, middle initial, last) as reflected in official military personnel or agency records, and service/agency abbreviation. Degree diplomas contain the legal name of the recipient (first, middle initial, last) as reflected in official records. Slight deviations from the naming convention may be made for IMS to reflect naming conventions and service reporting requirements in other countries. Nicknames, call signs, etc., are not authorized for any student.

Attesting signatures. Only the President, Marine Corps University and the Director of the applicable degree-granting program may sign degree diplomas. The President and the school or college Director will sign PME diplomas.

- a. PME and Degree diplomas will be personally hand signed unless otherwise directed by the President, MCU.

b. Because of the nature and geographical dispersion of CDET's CSCDEP and EWSDEP programs, the Director, CDET is authorized the use of the President's auto-signature on PME diplomas, except for any diplomas that the Director, CDET personally signs.

Certificate of attendance. Any student who does not, for any reason, satisfactorily fulfill all graduation requirements, yet is not disenrolled from the PME program, will receive a Certificate of Attendance. The course or school or college Director will request that the Registrar prepare a Certificate of Attendance. Certificates of Attendance will contain a statement certifying that the student attended the applicable course, the rank, name (first, middle initial, last) as reflected in official military personnel records, and service of the recipient, and the dates of attendance. Certificates of attendance will not display the Marine Corps, University, or program logo or President's name and/or signature. The school or college Director or MCU Registrar may sign the certificate validating attendance.

Other certificates. Course Directors may, in their discretion, issue certificates to students reflecting passing of an exam, winning of an award or prize, or completion of a portion of the overall program (e.g. successful completion of an elective course within the over program of instruction), and the like.

Service Copies of Academic Records and Service Evaluations. After graduation, the MCU Student Services office will provide official copies of student academic records to the applicable service records offices. MCU's internal processing goal is completion of this task by the end of the week of graduation.

a. USMC: School course completion codes are entered into a Marine's Total Force System (MCTFS) record via validation of graduation in the Marine Corps Training Information Management System (MCTIMS). Copies of PME course diplomas, Masters diploma (if applicable) and transcript will be provided by the Student Services office to MMSB-20 for inclusion in the Marine's OMPF. Fitness reports are submitted via the MOL ePARS module.

b. Sister-service military: The Student Services office will provide copies of diplomas, transcripts and fitness reports/evaluations to the appropriate service office.

c. IMS: The Student Services office will certify course completion and provide the IMS student evaluation to the U.S. Security Cooperation Office in the IMS native country. The Student Services office will provide each IMS with a certified true copy of each diploma or certificate earned.

Post-Graduation Duties. Students who do not detach by the Monday following the graduation ceremony will be identified prior to graduation. After graduation, they will be either placed on leave or report for duty. Duty assignments will be coordinated and identified by the MCU Director of Administration in conjunction with the individual school or college Directors.

Alumni Affairs

Requesting Transcripts. At graduation, students will be provided an unofficial “student copy” of their transcript. IMS will also receive an official sealed transcript prior to their departure.

To request an official transcript MCWAR, SAW and CSC students may submit a signed request to the MCU Registrar using the standard form on the MCU website. Signature is required in order to document student approval to release their record to third parties, and to maintain a record of that release. Transcripts issued to students will be stamped “Issued to Student.”

Submit request by email to: MCU_Registrar@usmc.mil.

By fax to: (703) 432-5193

By mail to: President, Marine Corps University

Attn: Registrar

2076 South Street

Quantico, VA 22134

Transcripts are normally prepared and placed in the mail within 3 business days of request receipt. MCU does not provide official electronic transcripts. There is no fee for transcripts.

EWS students may submit a request for transcripts to MCU_ews@usmc.mil.

CDET students may submit a request for transcripts via their MarineNet account.

Replacement Diplomas. Marine Corps University will provide replacement degrees/diplomas/certificates of attendance to former students in order to replace documentation missing from service records upon written request of the student. The request will contain a statement of the circumstances of the missing record. The Registrar will validate the degree/graduation/attendance status of the requestor. Replacements diplomas will be in the form used at the time of the request and signed by the incumbent officeholders. No attempt will be made to replicate the appearance, form or signatures of the original document. All replacement diplomas will include the phrase, “Replacement diploma (or certificate, as applicable) for original conferred on (date).” Request a replacement diploma via email to MCU_Registrar@usmc.mil.

Post Educational Surveys. In order to continually assess the value and effectiveness of its programs, MCU conducts post-graduation surveys of its students. Survey participation and feedback are key elements of the University’s self-assessment efforts, and provide students with the opportunity to shape the development of the Marine Corps’ PME programs.

Chapter Four

International Military Students (IMS) In Officer PME Resident Programs

This page provides specific information that applies to those IMS who have been selected to attend one of Marine Corps University's year-long officer professional military education (PME) programs:

- IMS Fellows Program (12 months long in alternate years, for Lieutenant Colonels)
- MCWAR: Marine Corps War College (10 months long, for Lieutenant Colonels)
- SAW: School of Advanced Warfighting (11 months long, for selected Majors)
- CSC: Command and Staff College (10 months long, for Majors)
- EWS: Expeditionary Warfare School (9 months long, for Captains)

IMS attending all other courses aboard MCCDC should contact the Regional IMS Officer at MCU_IMSO@usmc.mil.

Pre-Departure Actions

Things to do Prior to Departing Home Country

1. Check your Invitational Travel Orders (ITO). IMS travel orders are prepared by a United States agency in their home country. These orders provide important information about the terms and conditions of your stay in the United States, such as whether or not your families can accompany you; what your health insurance requirements are, what travel and lodging allowances, if any, are available to you, and many others. Your ITO is specific to you, and it is important that you check that your name, rank, and country service number are correct. If there is an error in your orders, have it corrected prior to leaving. Always carry orders with you and have them readily available. It is important to review and understand your orders and entitlements. Do NOT depart your country without your ITO.

2. Plan to arrive during the designated reporting period. Please do not schedule your arrival earlier or later than the dates designated. Earlier arrival will limit the University's ability to provide appropriate sponsorship and assistance, and government housing will not be available. Arriving after the dates designated will make it difficult to coordinate your initial orientation and settlement into housing.

3. Take the English Comprehension Level (ECL) test. Knowledge of the English language is needed to benefit from and enjoy the educational experience at MCU. To be admitted into MCU's resident officer PME programs, IMS must score 80 on the ECL test. The test is taken in your country and again when you arrive in the United States. Some IMS are sent to English Language School at DLI, located at Lackland Air Force Base, San Antonio, Texas, before coming to Quantico. By Department of Defense policy letter published each year, IMS from some countries are exempt from having to take the test in their home country, and some IMS from other countries are exempt from having to take the test at

all. With or without the test requirement or language school, IMS should begin studying English immediately. One way to learn our version of the English language is by taking every opportunity to speak with people from our country.

4. Take the Test of English as a Foreign Language (TOEFL). Note: this is required for all IMS entering one the MCU master's degree programs, unless from a country which is exempted from English testing; all IMS attending MCWAR and SAW, and those IMS attending CSC who desire to enter the optional master's program. IMS at CSC who do not desire to pursue the master's degree, and all IMS attending EWS, are not required to take the TOEFL.

The TOEFL is a test, administered by Educational Testing Service, of an individual's ability to use and understand English in an academic setting. There are 2 forms of the test; paper based and internet based. The TOEFL is not the same as the English Comprehensive Level (ECL) test. The ECL is a DoD military requirement established to ensure that IMS attending any and all U.S. military courses have strong enough language skills to participate in, and benefit from, the course. The TOEFL is an MCU academic requirement for admission into MCU's master's degree program; it is only required for IMS master's degree candidates.

The TOEFL should be taken prior to departing your country, and early enough for the test results to arrive at MCU before classes start. MCU accepts the results of a paper based or internet based TOEFL if the minimum scores are achieved. Minimum scores are 560/83 (paper based, and internet based). TOEFL scores are valid for two (2) years. MCU must receive the TOEFL score report directly from the reporting agency.

To register for the TOEFL, visit the TOEFL website at www.ets.org/toefl. When registering for the test, make sure to select the Destination (DI) Code: 1453. There is a fee to take the TOEFL. During Academic Year 2013-2014, the fee was \$180.00.

For more information about the TOEFL, visit www.ets.org/toefl.

5. Have your academic credentials evaluated by an acceptable foreign credit evaluation service. MCU requires that all master's degree candidates have a nationally or regionally accredited U.S. bachelor's degree, or the equivalent, as a prerequisite for entering the master's program. Students who obtained their degree outside of the United States must have their academic credentials evaluated to determine if they are the equivalent of the required degree. *Note: this is only required for IMS entering the MCU master's degree programs. It applies to all IMS attending MCWAR and SAW. It also applies to those IMS attending CSC who desire to enter the optional master's program. IMS at CSC who do not desire to pursue the master's degree, and all IMS attending EWS, are not required to have their academic credentials evaluated.*

MCU does not conduct foreign credential evaluations (FCE). Instead, it relies on the expert analysis of recognized FCE services. Students must submit their academic credentials directly to an FCE service to

determine if the records are equivalent to a US bachelor's degree, and request that the FCE service submit a report to MCU.

MCU accepts evaluations from any service that is a member of the National Association of Credentials Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE); or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services. MCU must receive an official report directly from the FCE service. When submitting your credentials, request that an official report be sent to the MCU Registrar at:

President, Marine Corps University
Attn: Registrar
2076 South Street
Quantico, VA 22134-5067

Costs may vary from FCE service to service. You are responsible for the cost of obtaining the FCE service.

IMS with an undergraduate degree from a U.S. college or University do not have to get an FCE **You must** provide an official transcript of your academic record, if you are entering any of the master's degree granting programs. Request that the school send an official transcript directly to the MCU Registrar at the address shown above.

6. Make sure that you and all your family members' passports and visas do not expire until after the end of the school year.

7. Make sure that you have the appropriate medical insurance for your family members.

8. Contact the Regional IMS Officer by email (preferred), phone or mail.

Email: MCU IMSO@usmc.mil

Phone: (703) 784-3156/3157

By mail: Marine Corps University

Attn: Student Services (Rm 26)

2076 South Street

Quantico, VA 22134-5067 U.S.A.

Include the following information to assist us in planning for your arrival:

- a. Biographical data and housing preference
- b. Arrival information – date, airport, flight number, number and ages of family members accompanying you.
- c. Whether you intend to ship household goods and/or furniture.

Things to Bring with You

1. Uniforms

a. General. You will need all of their uniforms at Quantico, from field/utility to full dress uniform. The normal rule regarding uniform attire is that you should wear your service's equivalent to whatever the prescribed Marine Corps uniform is for that day or event.

b. Uniform of the day (UOD). Normally, Monday – Friday the Marine Corps UOD for MCU students is the seasonal service uniform. MARPAT camouflage utility uniform (usually referred to as "utilities" or "cammies") may be worn for particular learning activities at the program director's discretion.

- During daylight savings time (March – November), the uniform is Service "C" - short sleeve khaki shirt, NO TIE, and green trousers (usually referred to as "Charlies")
- Before and after daylight savings time (November – March), the uniform is Service "B" - long sleeve khaki shirt and tie, green trousers (usually referred to as "Bravos")
- On occasions when a business suit is considered appropriate, the Service "A" uniform (usually referred to as "Alphas") may be prescribed. Alphas consist of the Service B uniform plus coat
- Each of these are worn with the small cloth garrison cap

c. Dress uniforms. Certain formal occasions, such as the Marine Corps Birthday Ball and the MCU Graduation Ceremony, require dress uniform.

d. Civilian clothes may be worn when not on duty. The average temperature at Quantico is 56 degrees Fahrenheit (13 degrees Celsius). Winters are fairly cold, but the coldest days rarely go below 20 degrees Fahrenheit (-7 degrees Celsius). It is not uncommon to have more than a foot (30 cm) of snow on the ground. Summers are hot and humid (damp); high temperatures during most summer days are 90 degrees Fahrenheit (32-37 degrees Celsius).

2. Money for expected expenses

The following is an example of expenses you should be prepared to pay during the first month at Quantico. These figures are based on a family of two adults and three children living off-base.

Motel for 3 days, while waiting quarters.	\$250 to \$300
Deposit with landlord to cover any damages to the house while it is occupied by the student. If the student leaves the house undamaged, this money will usually be returned to them. (The deposit is usually equal to one month's rent.)	\$400 to \$800

Deposit with utility companies for gas, electricity, and telephone. This money will usually be returned to when the student leaves. (For officers living in on base housing, no deposits or payments for water and electricity are required.)	\$200 to \$300
Cost of gas, water, electricity, cable and telephone. These utilities may cost as much as \$200 during the cold winter season and much less during the summer. Average monthly cost is:	\$175 to \$300
Rent for a 3-bedroom unfurnished house.	\$1,200 to \$2,000
Furniture rental, including a TV set and washing machine	\$400 to \$500
Used automobile (average 5 years old)	\$5,000 to \$8,000
Reserve for automobile repair	\$500 to \$700
Automobile insurance (6 months)	\$400 to \$600
Food	\$400 to \$500
Miscellaneous: kitchen utensils, school supplies, small items for home, laundry, recreation, postage	\$150 to \$200
	First month total (approximately) \$9,000 to 14,000

3. Two official forms of identification for yourself & each family member. Your passport will be your primary form of official identification; however, you will need a second form for some administrative requirements.

What To Expect Upon Arrival

The Day You Arrive

1. An escort to meet you at the railway, bus station, or airport. MCU's practice is to have an escort meet you when your flight arrives in order to bring them to Quantico or, if you arrive after duty hours, to temporary lodging.

If you cannot find your escort at the airport, proceed to the USO office, and then call for assistance.

During working hours (0700 – 1600):

MCU Student Services, (703) 784-3156/3157

After working hours:

Command Duty Officer – (703) 784-2707

2. Temporary lodging. The Regional IMSO will make advance arrangements for you, IF you have provided your arrival details or specifically asked that temporary lodging be reserved. This lodging will be for you and your authorized dependents in a guesthouse or motel at your expense until permanent lodging is obtained. The escort will have the reservation information.

After Arrival and Before Classes Start

1. Report to the Regional IMSO. The day you arrive in Quantico, or the next duty day if you arrive after duty hours, you will report to the Regional IMSO in the MCU Student Services Office (Room 026, Building 2076) for in-processing. Make sure to bring:

- Passport and visa (IMS and all family members)
- Travel and lodging receipts (IMET only)
- A second form of identification

The Regional IMSO and Student Services office will assist you with:

a. Identification Cards. IMS, and authorized family members 10 years and older, are eligible for common access cards (CAC). The CAC will serve as your identification card, prove eligibility for shopping at the Marine Corps Exchange (retail store) and the Commissary (grocery store), and allow the IMS to access the MCU computer network. Student Services will provide you with the necessary paperwork, which you will take to the RAPIDS Center to have your CAC created. Every family member receiving a CAC must go the RAPIDS Center to receive it. NOTE: CACs must be turned into the Student Services office after the course is over and before you return to your home country.

b. Travel and Lodging Allowance (TLA) Vouchers (IMET IMS). IMET IMS rate a U.S. living allowance, referred to as TLA, per the terms in their ITOs. IMS who rate TLA will complete the necessary paperwork to submit the initial claim for payment. MCU practice is to submit claims so that payment is made as close to the 15th and 30th (or last day) of each month. During the course year, those IMS claiming TLA must submit receipts for each period claimed. The TLA amount varies according to whether or not you have dependents with you and the amount authorized by your government. Once again, ensure you understand your entitlements prior to arrival at Quantico.

2. Initial check-in and getting settled. During your first few days at Quantico, until you are able to purchase a car or arrange your own transportation, MCU will provide escorts to take you where you need to go and assist you with getting settled. Note: Escorts and vehicles will be assigned to assist multiple IMS and families arriving at the same time you are. They will not be available to you at all times each of these first days.

3. Scheduled orientation classes. During the two (2) weeks prior to classes starting, IMS will participate in a scheduled orientation program. The first week will consist of MCU administrative requirements, briefs on Marine Corps Base Quantico facilities, and coordinating final housing and living arrangements. The second week will be devoted to school specific administrative and curriculum preparation. Detailed schedules will be developed and published closer to the beginning of the school year.

4. Housing. IMS attending officer PME programs are encouraged to bring their dependents. On base family housing is normally available. Single IMS or those not accompanied by dependents can reside in Bachelor Officers Quarters. Each IMS is personally responsible for the cost of rent. Family housing rent is based on rank; bachelor quarters are a set rate of \$32.00 a night for single rooms.

Off-base housing is available and can be less expensive; however, if bachelor quarters or family housing are available, IMET IMS must reside in the available quarters or lose their entitlement to a lodging allowance.

Note: Children residing off base are not eligible to attend on-base schools. The town of Quantico is considered "off-base."

5. Furniture, Household Goods and Baggage. Furniture is NOT available for students to borrow from Marine Corps Base (MCB) Quantico for housing. For students that reside off-base it is a good idea to rent a "furnished" house (house with furniture). Usually furnished houses will NOT include such things as towels, bed linen, curtains, cooking utensils, or silverware. Students should plan to bring these items with them or purchase or rent them after arrival.

Rental Insurance. IMS are encouraged to consider purchasing rental insurance in the event that their household goods are damaged or destroyed through accident or disaster (for example, a fire.)

6. Opening a bank account. IMET IMS must have a U.S. bank account in order to receive TLA, which will be paid by direct deposit into the account. All IMS will find it convenient to have a personal checking account. Guidance and assistance in opening an account will be given during orientation.

Living at Quantico

General. Many of the services and facilities students will need are located on MCB, Quantico.

Mess Facilities. IMS residing in Bachelor Officer Quarters (Liversedge Hall) may receive their meals at the Headquarters and Service Battalion Dining Facility, Bruce Hall, Building 2000. Prices vary according to the meal. Bruce Hall is located approximately one mile from the BOQ. No transportation is provided.

Dependent Schooling. Physical examinations conducted in the state of Virginia are required for enrollment in school. Students must bring immunization records to document required immunizations. Children of students living aboard MCB Quantico may attend school on base for grades kindergarten (age 5) through 12 (age 18) at no cost. Children of students that live off base must attend the local civilian public or private schools. Public schools are at no cost except for voluntary meal programs, and incidental expenses. Private school costs are the responsibility of the international student.

Assistance.

1. Escort. Escorts will be assigned to help IMS get settled before school starts. They are the first person to contact with any problems. Note: escorts are each tasked with helping more than one IMS and family, and cannot be dedicated to full-time direct support. Support requirements are well-understood by MCU staff, and will be accounted for during the orientation period. Each IMS will receive a schedule of events that details when support requirements will be addressed.

2. Faculty Advisor. School Directors will appoint a U.S. officer on the school staff as a “faculty advisor” (FACAD) for each conference group. While they will be primarily involved in presenting the course curriculum, IMS should feel free to go to them for assistance with any problem, personal or academic. If they cannot assist the student, they will find somebody who can.

3. Military Sponsor. A fellow classmate will serve as a military sponsor to each IMS, to give additional assistance during the school year.

4. International Military Student Officer (IMSO). Each program will have a staff member designated as the program primary point of contact for IMS matters. In addition, the MCU Regional IMS Officer and the IMS Specialist within the Student Services office will assist all IMS throughout the academic year.

Automobiles

1. Purchase. Students find it difficult to live in the Quantico area without a car. There is no local transportation between the housing areas and the school locations or dining facilities. IMS are permitted to purchase an automobile unless their ITO states otherwise. During orientation, a legal assistance attorney will provide a brief on potential legal issues to avoid. Before purchasing an automobile, IMS should seek assistance from their escort, sponsor, IMSO or FACAD they are requested to contact their school’s international training officer for assistance.

2. Insurance. Students that purchase an automobile are required to carry Public Liability and Property Damage Insurance. This insurance protects the purchaser in the event they are involved in an automobile accident involving negligence on their part. The State of Virginia requires a minimum protection of \$25,000 for each person, \$50,000 for each accident and \$10,000 for property damage. This will cost approximately \$300 to \$600 for 6 months.

3. Driver's License. The international drivers' license is valid in the United States. However, a Virginia State Drivers' license will preclude undue inconvenience if authorities stop you. Complications could arise should you be requested to show your driver's license to a law enforcement official and the license is not written in English. For that reason, and due to the convenience in using it for identification to cash checks, we recommend that IMS apply for a Virginia Drivers' License as soon as possible after arrival. A Virginia Driver's Manual containing the various driving rules of this state will be provided for you to study. Your military sponsor or faculty advisor will aid you in arranging for your driver's license test. State Department permission to obtain a license is necessary. The Student Services office will obtain the necessary paperwork.

4. Marine Corps Base Registration. All vehicles must be registered with the MCB Quantico Provost Marshal. After registration, an automobile pass is issued which authorizes the vehicle to be driven onto bases. To obtain your automobile pass you must:

a. Make certain that you get a bill of sale and a temporary registration when you purchase the automobile.

b. Purchase required insurance.

c. Possess a valid driver's license.

d. Take the bill of sale and temporary registration to the Virginia Division of Motor Vehicles located at 2731 Canton Hill Road, Woodbridge, Virginia or Garrisonville Road, Stafford, Virginia where you will get a permanent registration.

e. Get a Virginia safety inspection and sticker at a civilian garage.

f. After items (1) through (5) are accomplished, go to the Base Vehicle Registration Office for issue of your base pass. The pass must be removed from the automobile and destroyed when you depart Quantico or sell the automobile.

g. Personnel who own an automobile upon arrival at Quantico must present to the Vehicle Registration Office their automobile registration, driver's license, proof of required insurance, and a Virginia safety inspection sticker in order to receive the base pass and county sticker.

5. Driving

a. There are approximately 30,000 cars that park and drive on Marine Corps Base, Quantico. **DRIVE CAREFULLY!**

b. The speed limit on MCB, Quantico is 25 miles per hour, unless otherwise posted. Driving privileges aboard the base will be restricted for speeding; obey the speed limits.

c. Do not park where there are “No Parking” signs, alongside a curb that is painted yellow, or on the grass.

d. Do not drive while under the influence of alcohol. This is a very serious offense.

6. Violations. If a student receives a citation (ticket) for any violation on MCB Quantico, in the Town of Quantico, or the surrounding community, bring it to your faculty advisor. You will be advised as to the proper course of action. You should be aware that there are severe penalties for violating traffic laws in our country and that you are subject to the laws. Examples of penalties imposed in the Quantico area are:

a. Driving under the influence of alcohol (drunk driving) will earn you a fine of \$500 - \$1,000. If arrested for this offense, you are taken to jail until either you post a bond of \$250 or more or your Commanding Officer personally guarantees your appearance in court. Your driver’s license is automatically suspended for six months if you refuse to take a breath test. Your license may also be suspended by the court.

b. Speeding fines are from \$75 - \$200.

7. Accidents

a. Medical Care. If medical attention is needed obtain it from the nearest hospital. As quickly as possible, call the nearest military hospital and explain what has happened. If the injuries are not severe enough to demand the nearest medical service, go to the nearest military installation for treatment.

b. Necessary Information. Obtain the following information prior to leaving the scene of the accident (unless you need emergency care):

(1) Name and address of the other driver

(2) Make, year, and license number of the car

(3) Name of his insurance company

(4) Name and address of any person who saw the accident.

c. Report Accident

(1) Notify the police

(2) Notify your sponsor or faculty advisor. If they cannot be reached, call your school or the MCB Command Duty Officer, (703) 784-2707. If you cannot reach them, as a last resort call the Student Services office (703) 784-3156/3157.

Business Contracts. In conducting any business that will be taken care of on time payments or that involves a written contract, IMS should completely understand the provisions and responsibilities before signing. Contracts place you in a position of financial liability. Examples of items referred to are bank loans, car payments, or house rentals. Show any contract to your sponsor or faculty advisor before signing.

Financial Responsibilities and Obligations. All students prior to graduation must meet their financial responsibilities, obligations and personal debt incurred by self or family members. Inability to meet these financial obligations will prevent the student from obtaining their diploma.

Food and merchandise

1. Commissary Store. The Commissary Store, where you may purchase food items, is located in Building 3400. IMS and spouses are permitted to make purchases in the commissary upon presentation of an ID Card (DD 1173). The hours of operation for the commissary are:

Monday—Friday	0900 - 2000
Saturday	0800 - 1900
Sunday	0900 - 1800

The Washington, D.C. area is very ethnically diverse, and a great variety of restaurants are located around the MCB Quantico area. You should be able to locate virtually any food items to which you are accustomed.

2. Marine Corps Exchange. The Base Exchange is located adjacent to the commissary in building 3500. In addition to a large stock of general merchandise, gift items, and sporting goods, articles of civilian clothing and military accessories are available. Other facilities operated by the Exchange include a barbershop, optical shop, flower shop and uniform shop. The hours of operation for the Marine Corps Exchange are:

Monday – Saturday	0900 - 2000
Sunday	0900 - 1900

3. The Clubs at Quantico (TCAQ). TCAQ is established to promote and maintain the well-being and morale of members by furnishing meals, refreshments, entertainment, and social/recreational facilities. Your use of these facilities is encouraged.

Pay and allowances. IMS receive their normal pay in whatever way their country directs. In addition, IMET students receive a U.S. travel and living allowance (TLA) by per the terms in their ITOs to reimburse them for the cost of certain living expenses. The allowance varies according to whether or not you have dependents with you and the amount authorized by your government. Each IMS who receives TLA will be individually briefed on the amount of the TLA by a member of the Student Services staff. IMS should not compare TLA amounts with each other because each case is different depending on the amount authorized in the ITO and of factors such as rank, quarters assignment and household size. It is very important to understand that the TLA is a reimbursement of expenses paid. IMS should plan and budget their finances accordingly.

Medical Care. Medical care for IMS and their families is available at the Navy Medical Clinic, Quantico, Virginia. Payment for medical and dental care is according to the ITO. During orientation, a Clinic representative will review your entitlement and payment requirements with you. Please ensure you understand your entitlements prior to arrival at Quantico.

Recreation. MCB Quantico offers many recreation facilities for use by you and your family. We encourage you to use them both to maintain physical fitness and to relax from your studies. The facilities listed below are available:

1. Barber Physical Activity Center (Gym). Barber Gymnasium is located at 2073 Barnett Ave. The gym activities consist of basketball courts, two badminton courts, a volleyball court, four handball/racquetball courts, sauna bath, weight lifting and cardiovascular training equipment. Recreational equipment (basketballs, volleyballs, handballs and gloves, and badminton equipment) may be checked out by calling (703) 432-0590. The hours of operation are Monday – Friday 0400-2100 – Saturday, Sunday and Holidays 0900-1700.
2. Marina. Located beyond the Town of Quantico at the east end of Potomac Avenue in Building 25. Sailboats are available for rent, weather conditions permitting. The sailing season is normally from 1 April through 30 September.
3. Bowling Lanes. The lanes are located in the basement of Little Hall, Building 2034. Bowling balls are available for use at no charge; however, a rental charge must be paid for bowling shoes.
4. Gray Research Center. Adjacent to the Marine Corps University headquarters building is the Gray Research Center, containing the Quantico Family Library. The library offers a large selection of books and publications that include fiction, nonfiction, children's books, periodicals, reference material, newspapers and magazines. These facilities and computer workstations are available to both students and their families. A librarian is on duty.
5. MCB Theater. The MCB Theater is located in Little Hall, Building 2034. Matinees are shown on Saturdays. Movies are \$2.00 for adults and \$1.00 for children under 12 years of age. An ID card is required for admission.

6. Golf Course. The golf course consists of an 18-hole course, driving range, putting green, and clubhouse. The clubhouse, Building 3303, and the course are located off Fuller Road.

7. The National Museum of the Marine Corps preserves the history of the U.S. Marine Corps by collecting and preserving in perpetuity artifacts that reflect the history of the Corps; by interpreting these artifacts in exhibitions for the public; by contributing to educational programs; by conducting collections-based research; and by supporting the recruitment, education, and retention of Marine Corps personnel. Collections stewardship responsibilities are divided among four broad categories: ordnance, uniforms and heraldry, aviation, and art.

Promotion. Any officer that receives notice of promotion while at Quantico must notify the Student Services office to ensure that MCU receives official notification and that proper changes may be made to official records.

Public Appearances. IMS may be asked to make public appearances while at Quantico. Please contact the Student Services office before agreeing to make any public appearance.

International Officers Wives Club (IOWC). The IOWC was formed at Quantico in 1969. A volunteer organization, the club's mission is to promote friendship, goodwill and understanding of customs, culture and food between the wives of the international military students assigned to schools and commands at Quantico and the wives of the U.S. Military Officers assigned throughout the many organizations at Quantico. All wives of international military students are honorary members of this organization. Additional members may include the wives of International Liaison Officers assigned to Quantico and many Marine Officers' wives who are from foreign countries or who have lived overseas.

IMS' spouses will have the opportunity shortly after arriving in Quantico to learn about the IOWC, have fun and establish new friendships for life.

Social Customs

1. Gifts. It is not customary or required to present gifts to school or college Directors, or other personnel.

2. Exchange of Holiday Greetings. The exchange of holiday greetings, such as Christmas cards, between students and members of the schools' staff is at the individual's option.

3. Invitations. If an invitation gives a specific hour, such as "dinner at 1930," guests are expected to arrive at that time or as soon thereafter as possible. If an invitation gives inclusive hours of a function, such as "Cocktails, 1700-1900," guests may arrive at any time during the period indicated but are expected to leave at approximately the closing time indicated. (Other guests may have been invited from 1900-2100 to prevent overcrowding where limited facilities exist.) It is customary to accept or

decline invitations received whether or not a reply is requested. This may be done by telephone, personal contact, or in writing.

4. Entertainment. As a guest of the U.S. Marines stationed at Quantico, international students are not expected to repay all courtesies which may be extended to them, and in particular, elaborate formal parties are NOT needed.

Academics

The most important part of IMS participation in the University's programs is the educational aspects of the curriculum. The second most important aspect is the opportunity to participate in the Field Studies Program (FSP). FSP events provide an opportunity to obtain a balanced understanding of United States society, institutions and ideals. This program gives each IMS a perspective on American life and is intended to compliment and strengthen both the strict military instruction and the personal friendships formed and fostered while here at Quantico. The program, and planned events for the academic year, will be explained during the orientation program.

Master's Degree

In addition, eligible IMS have the opportunity to earn one of the University's master's degrees during the academic year. Eligible MCWAR graduates receive Master of Strategic Studies; SAW graduates receive a Master of Operational Studies; and eligible CSC students have the opportunity to enroll in the optional Master of Military Studies program.

To be admitted into any of the University's degree programs, IMS must be selected to attend that program, must demonstrate that they possess the undergraduate degree qualification equivalent to that required of U.S. students, and must achieve an acceptable score on the Test of English as a Foreign Language (TOEFL) within the 2 years prior to entering the degree program, unless exempt from English language testing requirements per Department of Defense policy.

IMS can meet the undergraduate degree requirement by either providing an official transcript from a U.S. institution, or by a foreign credit evaluation report from an acceptable evaluation service that demonstrates that the student has the equivalent of the required U.S. degree.

1. U.S undergraduate degree: Official transcripts must come directly from the degree granting institution to the MCU Registrar's office. Mail transcripts to:

President, Marine Corps University
Attn: Registrar
2076 South Street
Quantico, VA 22134

Marine Corps University will accept official electronic transcripts from the college/university emailed to MCU_Registrar@usmc.mil.

2. Foreign Credit Evaluations: IMS who do not have the required U.S. degree must submit their academic records from college or university outside the U.S. for evaluation by an independent foreign credentials evaluation service. The credentialing agency must be, at the time of the evaluation, a member of the National Association of Credentials Evaluation Services (NACES), or the Association of International Credential Evaluators (AICE), or the American Association of Collegiate Registrars and Admissions Officers (AACRAO) International Education Services.

An official copy of the evaluation must be mailed to the MCU's Registrar office.

3. TOEFL: For information regarding the TOEFL, visit www.ets.org/toefl. Students from non-English speaking students must take the TOEFL for admission into a degree program. MCWAR IMS must have a valid TOEFL score prior to the start of classes; SAW IMS must present a valid TOEFL score as part of the application; and CSC IMS should have a valid TOEFL prior to arrival in the U.S.

4. Costs: Students are responsible for the costs associated with procuring transcripts, foreign credit evaluations, and/or taking the TOEFL.

5. Waivers: CSC IMS who do not meet admission requirements for the Master of Military Science program may request a waiver in writing. The request should include a justification for the waiver, and/or explain how the IMS' other experience or abilities demonstrate qualifications for the program.

Country Recognition Day. Most programs allow time for each IMS to make a formal presentation about his or her respective country. This is an opportunity to brief classmates about the IMS native country and culture. Pictures, photographic slides, maps, artwork, music, or any other items IMS believes appropriate in describing his or her country to fellow students are highly encouraged.

Command and Staff College Writing Award

The Brigadier A. W. Hammett Award. In memory of Brigadier A. W. "Tony" Hammett, AM, Royal Australian Regiment. This award is funded by the late Col. William G. Price, USMC (Ret), in honor of the members of his U. S. Marine Corps Command and Staff College Class of 1975-76. Presented to the International Military Student whose paper is considered most outstanding on a subject of value to the individual student's country. Award: engraved clock.

Expeditionary Warfare School Awards

International Military Student Officer Award

Presented by the Marine Corps University Foundation to the international military student who best demonstrates overall excellence.

Rapicault Memorial Award

Presented in memory of Captain Patrick Rapicault, USMC, by the Marine Corps Gazette to the international military student who has written the best paper in EWS.

Graduation and Detachment

Pre-Departure Actions: IMS have a number of administrative actions to take prior to detaching. The Student Services office will conduct a departure brief in late February/early March to provide information, guidance, a timeline of when each action should occur, and a departure checklist to assist you. Common requirements include:

1. Flight arrangements. Student Services will make flight arrangements for IMET IMS. FMS IMS make their own arrangements. IMET IMS must travel on U.S. contract carriers via the most direct route home unless the ITO authorizes a different route. The cost of dependent travel is borne by the IMS. The Student Services office will make every effort to book the IMS travel with dependent travel, but that cannot be guaranteed.

2. Check out of housing and temporary lodging. IMS in family quarters must provide 30 days' notice to vacate, schedule check-out pre- and final inspection and obtain temporary lodging at the BOQ, Crossroads Inn or local private establishment for the days between vacating housing and departure.

3. Retainable Instructional Material (RIM). RIM is course issued materials which are intended for the student to retain, and includes notes, study guides, etc. which the student developed during the course. IMS tuition includes the cost of shipping RIM at U.S. government expense back to the IMS country. The Student Services office will provide the appropriate shipping containers, orders endorsement, and instructions for how and when to make the shipment. RIM does not include personal items such as clothes, toys, appliances, etc.

Other requirements include disposing of furnishings and personal property, such as cars, returning cable equipment, closing bank accounts, ensuring all bills are settled prior to departure, etc.

Graduation Ceremony

EWS graduation ceremony is normally the second Thursday in May. The Director, EWS plans and coordinates the ceremony.

The annual MCU graduation ceremony is normally on the Wednesday of the first full week following the Memorial Day holiday weekend, for students from MCWAR, SAW, CSC and the CDET CSCDEP. Attendance and participation are mandatory for all resident students, unless otherwise directed. A mandatory rehearsal will normally be scheduled for the afternoon prior to the ceremony. The details of the graduation ceremony will be published in a letter of instruction. The uniform is normally the Marine Corps Blue-White Dress "B" or service equivalent and dark business suit/attire for civilian students. The

ceremony will consist of a faculty procession, entrance of the official party, commencement remarks by the invited Guest of Honor, presentation of student academic awards, conferring of master's degrees, and presentation of diplomas by school.

Families are welcome and encouraged to attend; students will be provided invitations for use and guidance on identifying any distinguished guests (flag and general officers, foreign dignitaries, etc.) prior to the ceremony.

Detaching. IMS will detach per the dates established in their ITOs. MCU does not have authority to amend ITOs. That authority lies with the Security Cooperation Office in the IMS native country. Requests for extension of detaching dates after graduation will not normally be endorsed favorably. On the day of departure, IMS must return all issued identification cards to the Student Services office or duty driver.

Diplomas. Diplomas are official documents, given by an educational institution, evidencing the successful completion of a course of study. Within the United States, diplomas are also generally used to confer an academic degree to the recipient. The term certificate more generally refers to an official document that affirms a fact and can be evidence of course completion, awarding of a prize, passing an exam and/or attendance. Marine Corps University uses the terms "degree diploma" and "PME diploma" to distinguish between documents which evidence conferring of a master's degree from those which evidence completion of professional military education requirements.

In general, students enrolled in the yearlong resident degree granting programs will receive a PME diploma and a degree diploma upon successful completion of the program requirements. Students enrolled in the yearlong resident non-degree granting programs will receive a PME diploma upon successful completion of the program requirements. All other students will receive a certificate upon successful completion of the program requirements.

1. Name conventions: PME diplomas contain the rank, name (first, middle initial, last) as reflected in official military personnel or agency records, and service/agency abbreviation. Degree diplomas contain the legal name of the recipient (first, middle initial, last) as reflected in official records. Slight deviations from the naming convention may be made for IMS to reflect naming conventions and service reporting requirements in other countries. Nicknames, call signs, etc., are not authorized for any student.

2. Attesting signatures. Only the President, Marine Corps University and the Director of the applicable degree-granting program may sign degree diplomas. The President and program director will sign PME diplomas.

3. Certificate of attendance. Any student who does not, for any reason, satisfactorily fulfill all graduation requirements, yet is not disenrolled from the PME program, will receive a Certificate of Attendance. The course or program director will request that the Registrar prepare a Certificate of Attendance. Certificates of Attendance will contain a statement certifying that the student attended the

applicable course, the rank, name (first, middle initial, last) as reflected in official military personnel records, and service of the recipient, and the dates of attendance. Certificates of attendance will not display the Marine Corps, University, or program logo or President's name and/or signature. The program director or MCU Registrar may sign the certificate validating attendance.

4. Other certificates: Courses and program directors may, in their discretion, issue certificates to students reflecting passing of an exam, winning of an award or prize, or completion of a portion of the overall program (e.g. successful completion of an elective course within the over program of instruction), and the like.

Service Copies of Academic Records and Service Evaluations. After graduation, the Student Services office will certify course completion and provide the IMS student evaluation to the U.S. Security Cooperation Office (SCO) in the IMS native country. The SCO will in turn provide that evaluation to the IMS' home government.

Apostille: An apostille is an official document certifying the validity of certain types of governmental records. Some countries require an apostille to accept the validity of a foreign degree or course certificate. Each IMS should determine from his country's authorities whether an apostille is required.

1. IMS can obtain an apostille from the U.S. State Department by submitting original diplomas to the Office of Authentications. Submission instructions, office hours and fee information are available at <http://www.state.gov/m/a/auth/>. IMS can also obtain a Virginia state apostille for copies of their diplomas certified as true by a Virginia Notary. Those certified copies can be taken to the State of Virginia Secretary of the Commonwealth office in Richmond, VA. That office will issue an apostille certifying the validity of the notary. Submission instructions, hours and fee information are available at <http://www.commonwealth.virginia.gov/Authentications/>.

2. The Student Services office will provide each IMS with a Virginia Notary certified true copy of each diploma or certificate earned. IMS who need an apostille are not required to obtain one from both the U.S. State Department and the State of Virginia. The certified true copies give IMS the option to seek whichever is most convenient.

Day of Departure. If needed, MCU will provide the IMS and family with transportation to the airport. Unlike arrival, there will normally not be an escort, just a driver and government vehicle. If not already turned in, the driver will collect all CACs and proceed to the designated airport. Once delivered to the airport safely, Marine Corps University sponsorship of the IMS is at an end.

Appendix

STUDENT COMPLAINT/GRIEVANCE APPLICATION MCU/EDCOM FORM 11296 (Rev. 2-13)		
Authority: Marine Corps University/Education Command Academic Regulations Principal Purpose: Formal submission of complaints/grievances for student personnel. Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a date source for complaint/problem information and resolution efforts. Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.		
STUDENT COMPLAINT PROCEDURES		
Specific references, guidance and procedures for filing a student complaint are described in detail in Chapter 9 of the <i>Academic Regulations</i> . All students wishing to file a complaint should review its provisions. Additionally, all students may raise complaints under MCU policy utilizing this form, which outlines a three-step process for registering a formal complaint. These three steps ensure that the appropriate personnel will address the individual student complaints in a timely manner, and at the lowest possible level. Nothing in this policy precludes or limits the right to request mast at any time.		
NOTE: Students should attempt to resolve their complaint informally by meeting with the faculty advisor, instructor, or course director to attempt to resolve the issue at the lowest possible level of authority.		
1a. NAME:	1b. GRADE/RANK/TITLE:	1c. DATE:
1d. SCHOOL/COLLEGE:		
1e. SCHOOL YEAR:	1f. CONFERENCE GROUP:	
1i. I certify that I met with _____ on _____ to attempt to informally resolve my issue.		
_____ FACULTY ADVISOR'S SIGNATURE/DATE		_____ STUDENT SIGNATURE/DATE
STEP I: If the issue cannot be resolved informally, the student has the option to submit a formal, written complaint to the deputy director of the school or college. This form shall be used for the submission of a formal complaint. The deputy director must meet with the student within three working days of receipt of the written complaint. At this point, the director will inform the MCU chief of staff that a formal complaint has been registered.		
2a. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint/problem; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets and/or supporting documents as needed.)		
2b. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking.)		
2c. AFFIDAVIT I, _____, fully understand the statement made by me and certify that the statement is true. I make this formal complaint without threat of punishment and without coercion, unlawful influence, or unlawful inducement.		
		_____ STUDENT SIGNATURE /DATE

2d. DEPUTY DIRECTOR: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem.)

NAME, SIGNATURE/DATE

STEP II: If the student is dissatisfied with the resolution proposed by the deputy director, the formal complaint is forwarded to the school or college director within five working days of the conclusion of Step I. The director must meet with the student within three working days of receipt of the written complaint. If the issue involves the awarding of a grade, the decision of the director will be final.

3a. Student: (Initial the appropriate choice, sign and date.)

I am _____ satisfied with the resolution of the Deputy Director / _____ dissatisfied with the resolution and submit my complaint to the Director.

(STUDENT SIGNATURE /DATE)

3b. DIRECTOR: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem.)

NAME, SIGNATURE/DATE

STEP III: If the student is dissatisfied with the resolution proposed by the director, the formal complaint is forwarded to the Chief of Staff, Marine Corps University. This action may be taken if the student disagrees with the decision of the school director or alleges serious abuse of discretionary authority. If at all possible the Chief of Staff will address the complaint within ten working days.

4a. Student: (initial the appropriate choice, sign and date)

I _____ am satisfied with the resolution of the Director / _____ disagree with the decision and wish to submit my complaint to the President, MCU.
_____ I allege serious abuse of discretionary authority.

(STUDENT SIGNATURE /DATE)

4b. CHIEF OF STAFF, MCU ACTION:

SIGNATURE/DATE

4c. Student Acknowledgement

I have been informed and acknowledge the chief of staff's action on my complaint. I understand that this acknowledgement does not necessarily constitute agreement with the action taken.

WITNESS' SIGNATURE/DATE

STUDENT SIGNATURE/DATE