MCU Academic Year and Calendar

Functional Lead: Provost
Division: Academic Support Division
Responsible Office: Registrar

Reference: (a) SACSCOC Principles of Accreditation 2024 Edition
          (b) Resource Manual for the Principles of Accreditation Fourth Edition Published
            2024

1. <u>Purpose</u>. This section outlines and codifies the policy and procedures for defining and calculating the Marine Corps University (MCU) Academic Year (AY) and calendar.

2. <u>Background</u>. MCU / Education Command operates on various annual schedules, to include the U.S. government fiscal year from 1 October - 30 September, various training requirements and Foundation support based on a calendar year from 1 January - 31 December, a civilian appraisal system from 1 April - 31 March, and the like. As an institution accredited to grant master's degrees, MCU also administers programs that operate on an AY. Defining the AY aligns MCU's practices with higher educational norms.

3. <u>Policy</u>

    a. <u>AY defined</u>. The MCU AY runs from 1 July - 30 June annually. The AY is numerically designated by the CY in which it ends. Example: AY21 runs from 1 July 2020 - 30 June 2021.

    b. The Marine Corps War College (MCWAR), the School of Advanced Warfighting (SAW), Command and Staff College (CSC), CSC Distance Education and Blended Seminar Programs (DEP/BSP), Expeditionary Warfare School (EWS), and the EWSDEP/BSP operate on an AY basis, and graduates thereof are described as of the "Class of (applicable AY)."

    c. All other MCU educational programs operate on an FY basis and are numerically designated by the FY in which their respective courses start. Multiple iterations of a course in a single FY are numbered sequentially. Example: FY21 runs from 1 October 2020 - 30 September 2021; the First Sergeants School course starting after 1 October 2020 is 1-21; the second is 2-21, etc.

    d. <u>AY Program length</u>. Program lengths vary depending on the needs of the Marine Corps and, where applicable, institutional and / or joint accreditation requirements, the time needed to achieve program outcomes, and the ability of MCU to provide the required faculty, staff, and administrative and logistical support needed to administer them.

        (1) MCWAR and CSC are "10-month" programs, defined as 44 calendar weeks of coursework from the first day of scheduled class to MCU Commencement.

        (2) SAW is historically an "11-month" program defined as 48 calendar weeks of coursework from the first day of scheduled class to MCU Commencement. Subject to the

concurrence of the Provost to ensure master's degree requirements are maintained, the Director, SAW may in his or her discretion reduce program length in any given AY or permanently to no fewer than 44 calendar weeks of coursework provided all outcomes required for granting the additional military occupational specialties 0505 and 0506 to graduates are met.

(3) EWS is a 9.5-month program defined as 41 calendar weeks of coursework from the first day of scheduled class to graduation.

(4) EWSDEP and CSCDEP are 2-AY programs. The EWSBSP and CSCBSP are administered within two AY scheduled to be completed contemporaneously with the graduation or commencement of EWS and CSC, respectively for the Quantico region.

(5) The enlisted education programs vary in length from two to seven weeks at six MCU campuses throughout the fiscal year.

e. <u>MCU Academic Calendar</u>. Unless otherwise directed by the President, MCU, the MCU Commencement is on the Wednesday of the first full working week following the Memorial Day holiday.

(1) Program directors will determine which day of the week is the first day of class for their respective programs.

(2) Student reporting dates should be established to complete all administrative reporting, join, and check-in requirements prior to the first day of class.

f. <u>Holidays</u>. MCU and individual AY program academic calendars will reflect federal holidays and established Marine Corps liberty periods, to include normal weekend liberty, but will otherwise account for all regular duty days throughout the academic year with either scheduled classes or scheduled student preparation time.

4. <u>Procedures</u>

a. No later than 1 October each year, the MCU Registrar, in coordination with program directors and the VPBA Business Manager, will develop and publish the AY calendar for the subsequent AY and notional calendars for the subsequent four AYs, calculated per the policy described above.

b. Each AY calendar is published on the MCU website and includes:

(1) Student Reporting no earlier than and NLT dates
(2) First day of classes
(3) MCU Convocation (Friday of MCWAR, CSC, and EWS Week 1)
(4) Due dates for MCWAR, SAW, and CSC student transcripts / foreign credential evaluations
(5) Placeholder dates for major known events such as the President's Lecture Series
(6) Holidays and projected associated liberty periods

(7) Mid-year Grade due dates (including elective, as applicable)
(8) Final Grades due dates
(9) EWS Graduation date
(10) MCU Awards Ceremony date (Monday of MCU Commencement week)
(11) MCU Commencement date
(12) Due dates for requirements found in the academic regulations (e.g. degree program waivers, grades, course credit reports)
(13) Dates for upcoming curriculum review boards

   c. Individual program calendars will incorporate MCU AY calendar dates and events.

Related Policies and Forms:
Major Events Policy and Procedures (VPOP regulations)

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Enclosure (1)