

## **Student Awards Program**

Functional Lead: Provost

Division: Academic Support Division

Responsible Office: Registrar

1. Purpose. This section defines responsibilities for administering the Marine Corps University (MCU) student awards program and how it applies to tangible recognition offered to students for specific aspects of academic performance. Treatment of “Distinguished Graduates” is addressed in the Student Assessment and Feedback policy.

2. Background. Student awards recognize academic research, scholarship, and achievement on the part of the individual student and serve to promote MCU’s outreach and service efforts with award sponsors and therefore welcome. Depending on the nature of the award, however, certain legal and regulatory requirements may apply. In addition, some awards are eligible for receipt by students across multiple programs. Therefore, clarity in defining roles and responsibilities in managing the numerous award opportunities is required.

### **3. Policy**

a. The Provost exercises overall oversight of the student awards program and is Office of Primary Responsibility (OPR) for the MCU Awards Ceremony.

(1) The Director, College of Enlisted Military Education (CEME) manages student awards offered solely within enlisted professional military education (PME) resident academy programs, to include selection of recipients and presentation.

(2) The Director, Expeditionary Warfare School (EWS) manages student awards offered solely to students of resident EWS, to include selection of recipients and presentation.

(3) The Director, College of Distance Education and Training manages student awards offered solely to students of blended and distant professional military education programs, to include selection of recipients and presentation.

(4) The MCU Registrar oversees the management of student awards offered to students of resident Marine Corps War College, School of Advanced Warfighting, and Command and Staff College, and other awards for which students from more than one educational program are eligible, to include CEME and EWS. These awards will normally be presented during the annual MCU Awards Ceremony.

(5) The Director, Leadership Communications Skill Center, will coordinate MCU participation, to include student submissions and faculty participation in judging, in the annual Secretary of Defense and Chairman, Joint Chiefs of Staff writing awards competition.

b. Student awards offered by sponsors outside of MCU will normally be codified via a Memorandum of Understanding (MOU). The Provost is delegated authority to sign such

Memorandum on behalf of MCU. MOUs will identify the sponsor organization or individual, the name of the sponsored event, the criteria for which the award is presented, and the eligible recipients, to include whether the award is intended for students within a single educational program or is open to students from across programs.

c. Current officer PME awards are shown in the list of officer PME student awards (see Related Policies and Forms). The Provost will ensure that the list of officer PME student awards (see Related Policies and Forms) is updated as needed for accuracy.

#### 4. Procedures

a. The Directors, CEME, CDET and EWS will publish procedures for awardee selection and award presentation.

b. Proposals or offers for new awards will be forwarded to the MCU Registrar for staffing and review.

c. All award proposals and associated Memorandum of Understanding (MOUs) will be staffed via, at a minimum, the director of any educational program whose students are eligible for the award and the MCU Staff Judge Advocate (SJA). SJA review is required to ensure that gift acceptance limitations and procedures are adhered to prior to acceptance of any award offer.

d. Procedures for the selection of recipients for the awards described in paragraph 3.a.(3) are published in an annual letter of instruction. The Provost has primary responsibility for the execution of the MCU Awards Ceremony in coordination with Operations and Plans, and the Registrar.

e. Awardee names will be submitted to the MCU Registrar no later than Friday of the first full week of May.

Related Policies and Forms:

List of Officer PME Student Awards

Student Assessment and Feedback

Promulgated: 21 Sep 2020

Reviewed: 29 May 2025

Revised: 29 May 2025