

Detachment

Functional Lead: Vice President Business Affairs (VPBA)

Division: Administration

Responsible Office: Student Services

Reference: (a) DoD SAAMS

1. Purpose. To provide guidance regarding detachment from an assigned academic program within Marine Corps University (MCU).

2. Background. As the certification of professional military education (PME) requirements, including joint PME, and degree granting authority belong to the President, MCU, clarity is needed to ensure all requirements are met prior to students being certified as having met PME outcomes and/or receive a conferred degree. If a student does not meet the requirements and/or wishes to detach and/or disenroll, appropriate actions must be taken by the student, Director of appropriate school or college, Registrar, Provost, Student and Administrative Services, the Vice President for Business Affairs, and the President, MCU.

3. Policy

a. Detachment

(1) General considerations

(a) MCU's goal is that, to the extent possible, all academic and administrative requirements are accomplished prior to the applicable graduation ceremony/commencement exercise so that students are detached upon graduation from MCU and execute their follow-on orders or return to their parent command directly. Exceptions to policy must be cleared in advance as directed below. Any student remaining after graduation reports to student services for accountability. It is the responsibility of VPBA to ensure each student is detached from MCU, as required. If the detachment is prior to graduation, student services will ensure the disenrollment has been reviewed by the school Director and Provost as well as approved by the President of MCU before administratively detaching a student.

(b) International Military Students (IMS) will detach per the dates established in their Invitational Travel Orders (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. Directors will ensure that all IMS detaching requirements are met prior to IMS departure. For all educational programs aboard the MCU main campus, detachment of IMS will be coordinated via the Student Services Office Regional IMS Officer.

(c) Civilian interagency students' assignment to MCU terminates immediately after program graduation. Civilian students who received access tokens from MCU will return the token to the Student Services office prior to graduation. Requests for civilian interagency students to extend their assignment to MCU beyond graduation will be referred to the Provost for determination, and will not be approved without the express consent of the parent agency.

(2) Enlisted PME. Except as prescribed for IMS, the Director, CEME is delegated authority to administer student detachment from all CEME educational programs, to include early detachment.

(3) Officer PME

(a) Distance PME programs (DEP). Generally, students enrolled in DEPs are not attached or detached to MCU in a permanent or temporary duty status. The exception is students enrolled in the Blended Seminar Programs (BSP) during applicable resident periods. Except as prescribed for IMS at Quantico, the Director, CDET is delegated authority to administer student detachment from the BSPs.

(b) Resident Officer PME programs. Except as prescribed for IMS, the Directors of resident officer PME programs are delegated authority to administer student detachment from their programs subject to the following limitations:

i. Early Graduation and Detaching Requirements. The President, MCU is the approval authority for early graduation and detachment.

ii. School Directors and the Provost 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. For students in joint PME programs, the Provost will coordinate with J-7 for approval to grant joint PME credit.

iii. Students will not request follow-on orders from their service assignment branches 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 or Deputy Director. Students who receive inquiries from external units about the possibility of early graduation will refer the requestor to the MCU Registrar and report this to their faculty advisor.

iv. Late detaching. U.S. military students will not request orders that require a detach date after 1 July without permission from the VPBA. Students who remain attached to MCU after graduation are subject to assignment as needed to support MCU mission requirements.

b. Early or Late Detachment

(1) Students will be disenrolled by the Registrar once the Director of the School, Provost, and President of MCU have reviewed and approved the package. More information on disenrollment can be found within the disenrollment policy of the academic regulations.

(2) Early detachment. 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 and Vice President for Academic Affairs, to the President, MCU. The request will include, at a minimum:

- (a) Requested detach date.
- (b) Explanation why the early detach 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.

(3) Late detachment. Students who desire a detachment date after 1 July may submit a written request to the Vice President for Business Affairs via the program Director and Director of Administrative Services. The request will indicate the reason for the request and acknowledge the students' understanding that they are eligible to be assigned duties in support of MCU mission accomplishment until detaching.

Related Policies and Forms:

- Academic Year Calendar
- Diplomas and Certificates
- Records and Transcripts
- Graduation
- Disenrollment Policy

Promulgated: 30 Sep 2021

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