

Disenrollment

Functional Lead: Provost
Division: Academic Support Division (ASD)
Responsible Office: Registrar

Reference: (a) DoD SAAMS

1. Purpose. To provide guidance regarding disenrollment 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 (VPBA), and the President, MCU.

3. Policy

a. Disenrollment

(1) Students who wish to disenroll will formally request to be disenrolled through their chain of command. The Director of the school and Provost will review the package and provide an endorsement to the President of MCU. If the package is approved by the President, the Registrar will administratively disenroll the student. Student services will detach the student per the detachment policy within the academic regulations.

(2) The Registrar, with the oversight of the Vice President for Academic Affairs (VPAA) will disenroll students upon graduation from MCU if they have met all the requirements. If a student does not meet requirements and must be detached early, the Registrar must be provided with an approved detachment letter that has been reviewed and approved by the appropriate school Director, Provost, and President of MCU. The Registrar will disenroll the student in MarineNet with the approved effective date. The Registrar will add a comment with the details on why the student must be disenrolled, current class standing, and any other additional information provided by the Director of the appropriate school.

(3) Aside from administrative or disciplinary issues (not including academic integrity), officer resident students cannot be disenrolled from a program without the convening of a Student Performance Evaluation Board (SPEB).

(4) Once a student is disenrolled from any course, the disenrollment remains a part of that individual's transcript on MarineNet.

(5) The Registrar is the only individual who can formally disenroll a student within MarineNet.

(6) The Registrar will disenroll a student once provided with documentation from the school or college Director, Provost, or President of MCU. The disenrollment will include the effective date and amplifying comments.

4. Procedures

b. Early Disenrollment

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

- (a) Requested disenrollment date.
- (b) Explanation why the early disenrollment date is necessary.
- (c) Required reporting date to follow on unit.

(d) Acknowledgment that approval of an earlier disenrollment 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.

Related Policies and Forms:

Academic Year Calendar
Diplomas and Certificates
Records and Transcripts
Graduation
Detachment Policy

Promulgated: 30 Sep 2021

Reviewed: 12 Aug 2024

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