

Selection and Admissions Policies

Functional Lead: VPAA

Division: ASD

Responsible Office: Registrar

Reference: (a) Principle 10.5 SACSCOC Principles of Accreditation
(b) Resource Manual for the Principles of Accreditation
(c) MCO 1524.1 Marine Corps Graduate Education Program

1. Purpose. This section defines admissions policy for the Expeditionary Warfare School, Command and Staff College (CSC), School of Advanced Warfighting (SAW), and Marine Corps War College (MCWAR), and their master's degree programs as applicable.

2. Background

a. Student Selection

(1) MCWAR, CSC, and EWS

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

(b) Sister service military students are selected by their respective services' internal selection process.

(c) 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.

(d) Civilian interagency students are selected by solicitation of nominations from selected agencies, agency nomination(s), and 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.

(2) 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.

b. Master's degree programs. The President, MCU is authorized by the Congress of the United States to award master's degrees subject to being accredited to do so. Marine Corps University (MCU) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award master's degrees. MCU offers three master's degrees: Master of Military Studies (MMS) in the CSC program, Master of Operational Studies

in SAW, and a Master of Strategic Studies in MCWAR. Admission to one of MCU's degree programs and award of the degree requires adherence to traditional and acceptable standards of higher educational practice. MCU's master's degree programs are seminar based programs that emphasize small faculty-to-student ratios, extensive student research and writing, and the development and demonstration of critical thinking.

3. Policy. To earn one of the University's master's degrees, a student must be admitted into the applicable school or college, meet the degree program admission requirements, and earn a minimum grade of B-/80% in every master's program course, to include electives. Directors of educational programs offering degrees will ensure that all degree candidates meet eligibility requirements, and may establish higher minimum grade requirements for degree coursework.

a. Qualifying undergraduate degree. To be admitted to any of the University's master's degree programs, an individual must be selected to attend the respective course and must hold a qualifying undergraduate degree (U.S. regionally or nationally accredited bachelor's degree or its equivalent). Any student who does not possess a U.S. regionally or nationally accredited bachelor's degree must demonstrate that his or her academic credentials are the equivalent of such a degree prior to admission into the degree program.

(1) Students with a U.S. regionally or nationally accredited bachelor's degree must provide an official transcript of the same from the granting institution to the MCU Registrar by the established deadline. Only official transcripts, as defined by the issuing institution, are acceptable, and must be sent directly from the issuing institution to the MCU Registrar's office. Unofficial transcripts, "student copy" transcripts, opened transcripts, etc. are not acceptable. MCU does accept electronic transcripts if considered official by the issuing institution.

(2) Students who have not earned a U.S. regionally or nationally accredited bachelor's degree bear the burden of demonstrating that their academic credentials are the equivalent of such a degree. Students with foreign credentials must obtain a foreign credential evaluation (FCE) from an acceptable evaluating entity. Acceptable evaluating entities are those members in good standing of the National Association of Credential Evaluation Services or the Association of International Credential Evaluators at the time the evaluation is conducted. Like transcripts, FCEs must be sent directly from the evaluating entity to the MCU Registrar's office.

b. English Proficiency. Students admitted to any master's degree program are expected to speak and write English proficiently. In addition to the undergraduate degree or equivalent requirement, an international military student from a non-English speaking country must obtain a minimum "My Best Score" of 83 on the Test of English as a Foreign Language (TOEFL) prior to his or her selection for any of the degree programs. TOEFL results must be sent directly to the MCU Registrar's office.

c. Deadlines

(1) Command and Staff College (CSC). All U.S. students will be automatically enrolled in the MMS program course. All students with a U.S. regionally or nationally accredited

bachelor's degree must submit an official transcript prior to the first day of classes. Students without a U.S. degree must demonstrate that they meet all admission requirements by 1 November of the academic year. Such students may be provisionally admitted to the degree program subject to meeting all admissions requirements by 1 November of the academic year.

(2) School of Advanced Warfighting (SAW). All students must demonstrate that they meet all admission requirements prior to selection to SAW. For those students with U.S. degrees, unofficial transcripts suffice to meet admission requirements for application and selection; however, selectees must validate the degree with official transcripts prior to the start of classes.

(3) Marine Corps War College (MCWAR). All students with a U.S. regionally or nationally accredited bachelor's degree must demonstrate that they meet all admission requirements prior to the first day of classes. Students without a U.S. degree must demonstrate that they meet all admission requirements by 1 November of the academic year.

d. Costs. Students are responsible for the costs associated with procuring official transcripts, FCEs, and / or TOEFL results.

e. Waivers

(1) For waiver requests by U.S. student from the requirement for mandatory enrollment in MMS, President, MCU is decision-maker.

(2) For all other waiver requests, if VPAA concurs with the director that a waiver is warranted, the waiver is granted. If VPAA does not concur with granting a waiver, the request and endorsements will be forwarded to the President, MCU for a decision.

4. Procedures

a. Student quotas. The MCU Registrar will develop an annual resident PME Quota Plan to identify school seat allocations NLT than 31 August each year for use by selection boards and assignment offices.

b. General admissions. Individual college, school, and program admissions requirements can be found under their respective sections in the MCU Catalog or on the respective school or college webpages. Issues concerning student eligibility will be referred to the applicable educational program director for resolution.

c. The MCU Registrar, in coordination with 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.

d. Master's degree admissions

(1) Submit official transcripts and / or FCEs and TOEFL results directly to the MCU Registrar:

(a) Mail: President, Marine Corps University
Attn: Registrar
2076 South Street
Quantico, VA 22134

(b) Email (if issuing institution or service authorizes): MCU_Registrar@usmcu.edu.

(2) TOEFL. The TOEFL is required for all IMS entering a master's degree program, unless their country is exempt from English testing. 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.

(a) The TOEFL is a test, administered by Educational Testing Service, of an individual's ability to use and understand English in an academic setting. 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.

(b) The TOEFL should be taken prior to IMS departing their home country and early enough for the test results to arrive at MCU before classes start. TOEFL scores are valid for two years. MCU must receive the TOEFL score report directly from the reporting agency.

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

(3) FCE. MCU does not conduct FCEs. 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. Like the TOEFL, this should be done prior to departing home country.

(a) 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). MCU must receive an official report directly from the FCE service.

(b) Costs may vary from FCE service to service.

(c) IMS with an undergraduate degree from a US college or university do not have to get an FCE. Instead, request an official transcript be sent by the institution to the MCU Registrar.

(d) *FCEs are 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.*

(4) **Waivers.** Requests for waivers from mandatory enrollment in the MMS program, or of any degree admission requirement or procedure must be in writing from the student seeking the waiver, and addressed to the Vice President for Academic Affairs (VPAA) via the director of the applicable program. Requests must be received by the VPAA no later than 30 December.

(a) **Content.** Waiver requests must identify the requirement, policy, or procedure for which a waiver is requested, contain an explanation as to why a waiver is needed, and explain how the student's circumstances or credentials otherwise meet admission requirements or justify a waiver. Waiver requests for submission deadlines must also include an explanation of why the student could not meet the established deadline.

(b) **Process.** Directors may deny the request with no further action or favorably endorse recommending approval. If there is a disagreement between the Director and the VPAA concerning a waiver, the request will be forwarded to the President, MCU for adjudication.

i. Endorsements should detail the assessment upon which the recommendation is made.

ii. Forward the waiver request and endorsement to the MCU Registrar for review and tracking.

iii. MCU Registrar will track and draft the decision endorsement for VPAA or President, MCU.

(c) **Records.** Original records of forwarded waiver requests and their resolution will be maintained by the MCU Registrar.

Related Policies and Forms:

Academic Year Calendar

Records and Transcripts

Promulgated: 30 Sep 2021

Last Reviewed: 30 Sep 2021

Last Update to Procedures: 30 Sep 2021