



UNITED STATES MARINE CORPS
MARINE CORPS ENGINEER SCHOOL
PSC BOX 20069
CAMP LEJEUNE, NORTH CAROLINA 28542-0069

IN REPLY REFER TO:
1500
CO
8 May 14

SCHOOL ORDER 1553.1

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS ENGINEER SCHOOL (MCES) ACADEMIC STANDING
OPERATING PROCEDURES (SHORT TITLE: MCES ACADEMIC SOP)

Ref: (a) NAVMC 1553.1 SAT Users Guide
(b) MCO 1553.2_ Management of Marine Corps Formal Schools
and Training Detachments
(c) ScolO 1500.75 Conduct of High Risk Training
(d) ScolO 1500.1A Master Instructor Program
Manual
(e) TRNGCMDO 1500 Accountability Training
(f) ScolO 1510.1A Marines Awaiting Training
(g) MCO P1610.7F Performance Evaluation System
(h) MCO P1070.12K Individual Records Administration

1. Situation. This order establishes the policy and training standards for execution of formal school training conducted within MCES.

2. Cancellation. This order supersedes all previous MCES Academic SOPs.

3. Mission. MCES, as the Marine Corps proponent for Engineer and Utilities MOS individual-skills training, analyzes, designs, develops, resources, implements, and evaluates standards-based individual training in order to provide combat-capable Marines to the operating forces.

4. Execution. The standards and procedures set forth in this order apply to commanders and all personnel assigned to MCES. All personnel will ensure that Programs of Instruction (POI) are developed based on the guidance contained in references (a) and (b) of this Order.

5. Administration and Logistics. Recommendations for changes concerning the contents of the MCES Academic SOP will be forwarded to the Commanding Officer, Marine Corps Engineer

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School, via the Director of Instruction (DI). Non-critical or administrative changes will be reviewed, adjudicated, and implemented as appropriate on the anniversary date of document signature.

6. Command and Signal. The point of contact concerning this order is the Formal School Manager (FSM)/Director of Instruction (DI) at 910-440-7343.


J. J. JOHNSON

DISTRIBUTION: A

LOCATOR SHEET

Subj: MARINE CORPS ENGINEER SCHOOL ACADEMIC STANDING OPERATING
PROCEDURES(SHORT TITLE: MCES ACADEMIC SOP)

Location: _____
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order.)

RECORD OF CHANGES

Log completed change action as indicated

| Change Number | Date of Change | Date Entered | Signature of Person Incorporating Change |
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CHAPTER 1
ACADEMIC POLICIES

1000. GENERAL ACADEMIC POLICY

1. General. This chapter contains guidance for academic planning and procedures for the training of approved Programs of Instruction (POI).

2. Principles. The MCES academic program is based upon the Systems Approach to Training (SAT). Administrators, curriculum developers, and instructors will use references (a) and (b) and techniques presented by TRNGCMD's Train-the-Trainer School (T3S) as guides in developing courseware and presenting instruction. The goal of Marine Corps instruction is to develop performance-based, criterion-referenced instruction that promotes student transfer of learning from the instructional setting to the job.

3. Accountability. All personnel involved in the administration or execution of instruction are responsible for the quality of instruction and the training of personnel for duty in the Operating Forces and Marine Forces Reserve.

4. Improvement/Validation of Courseware. MCES will conduct its training using the most effective instructional methods, current doctrine, and relevant equipment available. To achieve this objective, continuous evaluation of the courseware, media, and instructional techniques should be employed by the Instructional Companies to keep pace with tactics, techniques, procedures, and equipment being employed in the Operating Forces. Internal review and revision by curriculum developers and instructors will be monitored by the Instructional Company Academic Sections. If desired, external sources of educational and technical expertise may be used. Several programs for academic improvement/validation are available, including advice and/or assist visits from T3S staff, civilian educational specialists, and the TRNGCMD/TECOM Marine Air Ground Task Force Training and Education Standards Division (MTESD) Staff. Requests for external academic support will be submitted via the DI.

1001. ANNUAL CLASS SCHEDULE

1. General. Based upon guidance furnished in the Training Input Plan (TIP) and input from the Instructional Companies, the MCES Academic Division will prepare and submit an annual schedule of formal classes to the CG, TECOM through Marine Corps

Training Information Management System (MCTIMS). Information from this schedule will provide the basis for publication of Training Quota Memorandums (TQM) by CG, TECOM. Annual class schedules are due from the Instructional Companies to the DI NLT 30 April annually.

2. Schedule Purpose. This schedule will serve as the primary planning document for material procurement, facilities scheduling, staff utilization, student programming, and managing the budget.

3. Class Designation. Within each course, every class will be assigned an identifying number consisting of the four digits of the fiscal year followed by a three-digit number identifying the class. For example, 2014010 represents the first class of fiscal year 2014 and 2014020 represents the second class of fiscal year 2014, etc.

4. Schedule Content. The schedule will include reporting, convening, graduation dates, and maximum class size. The reporting date will be no more than one working day prior to the convening date for both entry-level and skills-progression courses.

1002. CLASS TRAINING SCHEDULES

1. General. The MCES Academic Division, with detailed input from the Instructional Companies, will publish a Class Training Schedule for each class convened. Any changes to the published Class Training Schedule need to be addressed with the MCES Academics Officer.

2. Schedule Guidelines. Classes will normally be scheduled Monday through Friday. Class schedules for each Instructional Company will conform to the hours listed below.

a. MCES Academic hours

(1) CEIC: 0730-1600. Thursday hours are 0700-1530.

(2) UIC: 0800-1630. Thursday hours are 0700-1530.

b. Graduation dates will not be scheduled for Mondays or the first duty day following a holiday.

c. Lunch schedules for the Instructional Companies are UIC: 1100-1200 and CEIC: 1200-1300.

d. Instructional Companies requesting to deviate from the published schedule must provide the MCES Academic Division a written plan delineating how they intend to get back on schedule. The DI must approve any change to the schedule.

e. Command-directed schedule changes will be coordinated by the DI.

3. Schedule Breakdown

a. Academic week. A training week will consist of a minimum of 35 academic hours. A training day will consist of a minimum of seven academic hours.

b. Administrative time. Administrative time is time required in the POI to complete administrative tasks necessary for the smooth functioning of the course. Administrative time includes checking in, checking out, graduation practice/graduation, medical appointments and weapons cleaning.

4. Publishing Guidelines. Class training schedules, approved by the company Academic Officer or Chief, will be submitted to the DI no later than 90 days prior to convening date for CEIC classes, 45 days prior to convening date for UIC skills-progression classes, and 30 days prior to the convening date for UIC entry-level classes. The class training schedule will be signed by the DI and published no later than seven working days prior to the convening date.

5. Administrative Days. Formal instruction will not be presented before convening dates or on graduation dates. These days are to be used for administrative purposes.

6. Test Dates. Written tests should not be given on the same day material is covered. Tests should be scheduled for the following academic day or later, in order to give students an opportunity to study prior to being tested.

7. Non-Academic Days. The DI will publish a schedule of non-academic days for each calendar year. This will include all Federal holidays and special liberty days, two maintenance stand-down days, commander's events, four instructor-training days, and two semi-annual training days.

8. End of Course Critiques (ECCs). ECCs will be completed by each student, both entry-level and skills-progression, upon completion of their respective course. Summarizations of ECCs

are due to the DI NLT five working days after the graduation date of a class.

9. Way of Life Surveys (WOLs). WOLs will be completed at the half-way mark of a course. Only entry-level students will complete the WOLs. Summarizations of WOLs are due to the DI NLT five working days after the half-way mark of a course. For example, if a course is 38 training days long, the WOL will be completed after the 19th training day and the summarization will be due to the DI five working days after that 19th training day.

1003. REVIEW OF DISTANCE LEARNING COURSES

1. General. The CG, TECOM, via CG, TRNGCMD, may direct MCES to review certain courses.

2. Principles. MCES will provide as much guidance and revision data as possible on assigned correspondence courses.

3. Accountability. The DI will carefully monitor and ensure the timely completion of the review of all correspondence courses.

4. Review Procedures

a. The DI receives the course requiring validation, and then designates an Instructional Company or staff section to review the course.

b. Once the review is completed, the following items will be forwarded to the DI:

(1) The Company Commander's or staff principle's cover letter (endorsement).

(2) A copy of the course material with all recommendations annotated.

(3) A letter from the Subject Matter Expert (SME) who reviewed the course, stating that he/she has reviewed the course in detail and annotated all suggested changes. The letter will include an enclosure listing all annotations made in the course. This will provide a "backup" if the course and prescribed correspondence become separated.

c. The DI will then review the package for completeness and forward it to TECOM via TRNGCMD.

1004. MOBILIZATION

1. General. In the event of mobilization, MCES will operate an accelerated class and training schedule for all POIs. Mobilization days will be calculated by dividing the number of academic hours by nine. There are no established maximum hours for a training day. The minimum mobilization course week is 54 academic hours.

2. Cancellation of Classes. Appropriate comments, citing the current Marine Corps mobilization plan, will be made in affected POIs.

1005. CLASS VACANCIES

1. General. There are two general categories of student input to MCES. Input to entry-level courses is provided by the Training Quota Memorandum (TQM) System and is originated by CG, TRNGCMD. Inputs to skills-progression courses are by quotas levied on operating forces.

2. Entry-Level (Tier 1) Courses. Scheduled classes will be evaluated prior to convening for class vacancies. Split increment reservists (IIADT) will be placed in class in accordance with their orders and not in the Marines Awaiting Training (MAT) platoon. Whenever possible, Marines that have been re-classified, recycled, or Marines that are in the MAT platoon will be used to fill vacancies on a case by case basis. If there are still vacancies, then students scheduled for attendance in later classes may be assigned to fill vacancies. If the class size remains below the minimum class size approved, the DI will make the determination to cancel the scheduled class 15 calendar days prior to the class convening.

3. Skills-Progression (Tier 2 and 3) Courses

a. Vacancies

(1) When a class is scheduled to convene and vacancies exists, every effort will be made to fill shortfalls by releasing an AMHS message calling for students 30 days prior to the class convening date.

(2) If class minimums are not met, the DI, in conjunction with the training company affected, will determine whether to convene the course. If the course will not be

convened, the DI will contact TRNGCMD NLT 15 days prior to the scheduled convening date, requesting that the class be cancelled. The MCES Academic Division, with the assistance of the Instructional Company Academic Sections, will contact the parent commands so that registered students for the class are notified of the cancellation.

b. The DI may place MCES permanent personnel in classes where a vacancy exists, provided that these individuals meet the course prerequisites. Such individuals will be added to the class in MCTIMS and will be given official credit upon successful completion of the course.

1006. MARINE CORPS TRAINING INFORMATION MANAGEMENT SYSTEM (MCTIMS)

1. General. Registration of students to a class/course is completed through the MCTIMS Student Registrar Module and monitored by the MCES course programmer. MAT students and students in an administrative, legal, or medical hold status are managed in Student Management Module and monitored by the MCES course programmer. All POIs will be recorded in MCTIMS Curriculum Management Module. All Master Lesson Files will be uploaded to the MCTIMS Training Resource Module. The Instructional System Specialist (ISS) will serve as the administrator for MCTIMS and will assign permissions as necessary. A primary MCTIMS representative will be designated in each Instructional Company. Requests for technical support from external sources will be made by the MCTIMS administrator.

2. Schedules. The annual academic schedule will be submitted to TECOM as per paragraph 1002. The MCES Academics Officer will verify this information and submit changes as necessary. Minor changes to class graduation dates, of up to two days, can be approved by the DI and will be communicated to TECOM by phone or email. Approval for changes to convening dates, major changes to graduation dates, or class cancellations must be requested electronically at <https://timsapp.tecom.usmc.mil/HomePort/> via the Scheduling Wizard in the Student Registrar Module. The MCES Academics Officer will submit requests and verify approval at the above named website within two days. Further dissemination of information to using units for changes involving students on TAD orders can be done by phone or email.

3. Assignment and Disenrollment. Entry of student information into MCTIMS will be done by SOI East and West, TBS,

MMEA 11, or by the Marine's parent command. Students reporting to MCES that are not entered in MCTIMS will be manually entered by the course programmer, provided a class seat is available. Requests to disenroll and reclassify a student will be endorsed by the DI and forwarded by Automated Message Handling Service (AMHS) to HQMC for approval. Procedures for disenrollment/reclassification are explained in Paragraph 4014.

4. Course Descriptive Data (CDD)/POI

a. In accordance with reference (b), all CDD/POI submissions to CG, TRNGCMD will be done in MCTIMS. After completing a Course Content Review Board (CCRB), a Record of Proceedings (ROP) attached to a "working copy" CDD/POI will be forwarded to the DI for processing. Once approved by the MCES CO, the CDD/POI and ROP will be submitted under a Commanding Officer's Cover Letter to TRNGCMD via the Formal School Manager (FSM) for final approval. The cover letter, signed by the MCES CO, confirms that a new or revised CDD/POI has been submitted for approval to the CG, Training Command. Additional instructions for CDD/POI generation and maintenance are covered in reference (b).

b. The MCES Academic Division, in conjunction with the respective Company Academic Section, will be responsible for maintaining POI information in the MCTIMS database. Working POI copies will be maintained at the company level, and may be edited by curriculum developers and POI Managers. POI Managers at each Instructional Company are responsible for maintaining the working version of the CDD/POI. The DI is responsible for maintaining the approved and submitted versions of the CDD/POI. Further instructions for use of MCTIMS during course design are contained in reference (b).

5. Proof of Concept CDD

a. In accordance with reference (b), following Course Content Review Board (CCRB) recommendations or MCES CO's initiative, MCES will recommend new instruction to meet an existing learning gap or a critical learning requirement. To expedite the development of new instruction, a Proof of Concept CDD will be submitted containing the following information: course title, purpose, scope, length, location, class capacity, class frequency, provisional/draft task list, and training/education support requirements. The Proof of Concept CDD will identify critical resource shortfalls and detail interim plans for execution of this instruction until all resource requirements can be addressed.

b. The Proof of Concept CDD will be submitted under a cover letter identifying why the course is required, what deficiencies it will correct, and why it will be conducted in a formal school setting. Documentation such as pertinent Marine Corps Center for Lessons Learned (MCCLL) information or the CCRB Record of proceedings (ROP) will be included as an enclosure. The cover letter will also include an assessment of the school's ability to execute the instruction utilizing existing resources (i.e. instructors, structure, facilities, equipment, funding). The Proof of Concept CDD will identify critical resource shortfalls and detail interim plans for execution of this instruction until all resource requirements can be addressed.

c. A Proof of Concept CDD for a new course that replaces an existing course will identify the replaced course identification (CID) and title, and the anticipated effective date of replacement.

d. The Proof of Concept CDD will also outline Advocate and other Agency (e.g. Manpower and Reserve Affairs [M&RA], Marine Corps Systems Command [MCSC] etc.) staff actions to address schoolhouse resource shortfalls.

e. POIs for Proof of Concept CDDs will be submitted to CG TECOM or CG, Training Command, ATD/GTD within 120 days following CG, TECOM or CG, TRNGCMD approval of the Proof of Concept CDD.

f. Proof of Concept CDDs will not be created nor submitted for a new course that has been directed by TRNGCMD, TECOM, MCCDC or higher. FLCs will conduct a learning analysis and develop a POI for submission following notification that the events to be trained have been put into MCTIMS or, using existing events that had an initial training setting of MOJT that have been modified so the initial training setting is FORMAL. The POI for this new, directed course will be submitted within 120 days of notification.

1007. GRADUATION PACKAGE

1. The respective Company Academic Section will ensure the following materials are included in graduation packages delivered to the Course Programmer no later than three working days prior to graduation:

a. Academic/Distinguished Graduates Cover sheet.

b. Validated Class Roster.

c. "To and From" rosters identifying parent unit or gaining unit.

(1) For Academic and Distinguished graduates for skills-progression Courses, MCES will send a Command Letter to the parent unit.

(2) For CEO courses, a roster of the gaining units is required to allow for graduation invites to be sent to local commands.

d. Fleet Hometown News Releases (basic students only).

e. Leadership Award Certificates.

f. Meritorious Promotion Warrants.

(1) Companies must work this request through the Personnel Office and process it through the Adjutant before being placed in the graduation package for Commanding Officer signature.

(2) Commanders may effect one meritorious promotion to the rank of PFC or LCpl per initial primary MOS class for the Academic Honor Graduate only.

(3) Students in the grade of LCpl or above are not eligible for meritorious promotion as the result of exceptional scholastic achievement.

2. The MCES Academic Division will ensure the following materials are included in the graduation package:

a. Distinguished Graduate letter to parents (basic students only with signed Hometown News Release).

b. Academic Honor Graduate letter to parents (basic students only with signed Hometown News Release).

c. Graduation Certificates.

d. Academic Honor and Distinguished Graduate Certificates.

(1) Marine Corps Association (MCA) certificate and book.

e. Letter to the Commander for Distinguished and Academic Honor graduates (CEO and all skills-progression Courses).

f. Meritorious Masts/Certificates of Commendation (as required).

g. Leadership Award Certificates (as required).

3. Course Completion Certificates. Certificates of Course Completion (NAVMC 184 [REV. 7-99]) will be prepared for all successful graduates of MCES courses. Overprinted certificates will be prepared by the Visual Information Specialist or are available from Document Automation & Production Service (DAPS). These certificates will be used only for completion of approved POIs.

a. The front of the certificates will contain the following information:

(1) Name, rank, last four numbers of EDIPI, and MOS of the student.

(2) Title and class number of the course.

(3) Date course was completed.

(4) The signature line will be prepared for the MCES CO's signature or for the Executive Officer's signature when the latter is in an acting roll. The CO MCES may direct that an electronic signature is to be used.

b. The reverse side of the certificate will include beginning and completion dates, course ID, a list of annexes covered as per the approved POI, and the hours of instruction for each annex. This listing of annexes is contained in Section II - Summary of Hours of the POI.

4. Certificates. Certificates will be presented at the graduation ceremony. If a student is not available to attend his/her graduation, the certificate will be forwarded under cover letter to the student's command for presentation.

CHAPTER 2
COURSEWARE

2000. COURSE DESIGN

1. General. The mission of any instructional system is to determine instructional needs and priorities, develop effective and efficient solutions to meet these needs, implement these solutions in a competent manner, and assess the degree to which the outcomes of the system meet the specified needs. The goal is to simulate as closely as possible the real-world job conditions within the instructional environment. The closer the instructional conditions are to the real world, the more likely it is that the student will transfer the learning to the job.

a. Systems Approach to Training (SAT) is a comprehensive yet flexible process that identifies what is performed on the job, what should be instructed, and how this instruction should be developed, implemented, and evaluated. This systematic approach ensures that what is being instructed are those tasks that are most critical to successful job performance. It also ensures that the instructional approach chosen is the most time and cost efficient. The SAT process further identifies standards of performance and learning objectives. This ensures that students are evaluated on their ability to meet these objectives and that instructional courses are evaluated based on whether or not they allow student mastery of these objectives. The SAT identifies needed revisions to instruction and allows these revisions to be made to improve instructional program effectiveness and efficiency.

b. All formal courses of instruction will be designed and revised in accordance with references (a) and (b).

c. Policy interpretation of the SAT will be under the cognizance of the DI. Requests for clarification will be submitted to the MCES Academic Division.

2. Entry-Level Courses. Entry-level courses provide Marines the core skills required to attain an MOS. Core skills comprise the set of core tasks for each MOS as found in the Training and Readiness (T&R) Manual. Core tasks relate to 1000 level Individual Training Events in Ground T&R Manuals.

3. Skills-Progression Courses. Formal school training for Marines already holding an MOS, but the training relates directly to increasing overall skills and knowledge in the MOS.

COURSE DOCUMENTATION

1. General. The development of instructional materials will be in accordance with references (a) and (b).

2. Approved POI File. The MCES Academic Division will maintain a file for each POI, which includes a copy of the approved CDD/POI, TRNGCMD review and approval letter, and the CCRB Record of Proceedings (ROP). Each Instructional Company will maintain working copies of the POI and all documents leading to development and revision of the current POI.

3. Historical Files. The MCES Academic Division will maintain course history folders for each POI for at least the last two CCRBs, in accordance with reference (a). The file will contain the same documents as the approved POI file.

4. Master Lesson Files (MLF). The Academic Section of each Instructional Company will maintain MLFs for all POIs in accordance with reference (b) utilizing the Training Resource Module of MCTIMS.

2002. Programs of Instruction (POI)

1. General. POIs identify the requirements to conduct a course, and any additional resources needed such as instructors, ranges, ammunition, facilities, and other logistical support, or the acquisition of new systems, equipment and/or devices.

2. Preparation. POIs revised as a result of a Course Content Review Board (CCRB) shall be accompanied by the CCRB Record of Proceedings (ROP) as an enclosure. The purpose of the CCRB is to collect, review, and validate course content on a three year cycle using data inputs from the Formal School Evaluation Plan (FSEP). After a CCRB has been completed, the ROP, along with the completed POI, is submitted by the responsible Instructional Company Commander to the DI for processing. A sample ROP is contained in reference (b). Once the POI has been approved by the MCES CO, an electronic copy will be submitted to the CG, TRNGCMD, for review and approval.

3. Revision. All POIs are reviewed in accordance with reference (a), or as needed, in order to address new task requirements. POI submission should follow the T&R Manual revision cycle to the maximum extent possible. The DI, in concert with the assigned task analyst, must formulate a three year, long-range plan that outlines a schedule for CCRBs, POI

submission and MLF completion. Revised POIs need to be submitted within 120 days of T&R Manual approval. To the extent possible, CCRBs should be held within the 120 day window after the T&R Manual is signed. A POI approval letter may direct the resubmission of a POI by a specific date in the event that some required resources do not materialize and necessitate changes.

a. While the T&R conference, in conjunction with a well-executed FLC evaluation plan, garners extensive operating force/supporting establishment feedback on POI inputs (T&R events) and outputs (course, graduates), MCES should invite SMEs from the operating force/supporting establishment to participate, as available, in CCRBs.

b. CCRBs are scheduled and conducted at the Instructional Company level per the DI's published CCRB schedule in accordance with reference (b). Further information regarding CCRBs is covered in paragraph 2008.

4. Changes. During the time period between reviews or major revisions to the POI, minor changes to the POI may be made and published. Instructional Companies must submit a memorandum for the record with a complete description of desired changes and justification to the MCES Academic Division for review by the DI and subsequent approval by the MCES CO prior to implementing the change.

2003. COURSE DESCRIPTIVE DATA (CDD)

1. General. The CDD is the key element for all TECOM activities involved in the resourcing process for POIs. The CDD contains 24 essential elements providing the justification for development or refinement of formal training courses. The 24 elements provide a summary of the course, including the instructional resources, course length, breakdown of curriculum hours, and the task list indicated in the appropriate Training and Readiness (T&R) Manual(s). Failure to provide accurate resourcing data in the CDD jeopardizes future funding for MCES.

2004. MASTER LESSON FILE (MLF). One MLF is compiled for every lesson taught at MCES in order to provide standardization of instruction. MLFs will be physically maintained at the Instructional Company for each lesson identified in the POI, in accordance with reference (b). All components of the MLF will be revised/validated on a yearly basis. Course information contained in the MLF must match the approved POI or a current Memorandum to the Record signed by the MCES CO. MLFs must be

uploaded by POI within the Training Resource Module of MCTIMS. Additionally, MCTIMS printouts of MLF components can be used for observation and instructor preparation as well as inspection preparation. Detailed Checklists for the content of an MLF are contained in reference (b). MLFs will be maintained in accordance with references (a) and (b).

2005. TESTS

1. General. Tests are designed to evaluate if the learner has the knowledge and skills required to master the objective or task. There are two methods of testing: knowledge-based and performance-based. Performance-based tests are most desirable, since they require the student to demonstrate a measurable learned behavior.

a. Conduct of Testing. Tests will be administered and monitored by authorized instructors.

(1) Written tests should not be given on the same day material is covered. Tests will normally be scheduled no sooner than the following academic day in order to give students an opportunity to study prior to being tested.

(2) Care will be taken to ensure that testing facilities for written tests are free from noise or other distractions and that materials required are in order and issued prior to testing time. Administrative instructions will be in written form, posted so that all students can see them, and fully explained to the class prior to starting the test. Provision of instructions will be included in the time allotted for the test.

(3) Instructors may answer only administrative questions during the test in order to clarify printing errors or omissions in knowledge-based tests or unclear instructions for performance-based tests.

(4) The instructor will review the test as soon as possible after the test is graded. A proper review of a test consists of reading the correct answer, explaining why it is correct, and why other answers are not correct. All students who were tested are to attend the review. The teaching process is not complete until this has been accomplished.

b. Security of Tests. All staff members and instructors are responsible for ensuring tests are not

compromised. The direct responsibility for test security belongs to the respective company Academic Officer. Tests will be accessible only to authorized personnel. Tests will be periodically changed to prevent compromise. When reproducing tests, all spoiled materials will be destroyed.

2. Other Uses of Tests. Other uses of tests will be conducted in accordance with references (a) and (b).

a. Inventory Examination (pretest). An inventory examination (pretest) is designed to identify how much the student knows or is able to do prior to starting the course. This kind of testing is diagnostic in nature. It provides what level the student is at prior to the start of the course.

b. Progress Test. A progress test is administered throughout a course to evaluate student progress and to determine the degree to which students are accomplishing the learning objectives. Progress tests will not count toward mastery and need not have the normal approval for administering.

3. Test Results

a. Grading and Publishing. All tests will be graded in a timely manner, and the results will be provided to the students. The students will view the corrected test and have an opportunity to discuss the results with the instructor.

b. Student Records. A student's grade record will be used to track the academic achievement of each student. Each item on the record will be completed as information becomes available.

c. Analyzing Tests. Analyzing tests to ensure that they are appropriately testing required student knowledge and skills is an important on-going requirement and will be conducted in accordance with references (a) and (b).

2006. GRADING SYSTEM

1. Mastery/Non-mastery. The evaluation philosophy used at MCES is the mastery learning concept. The mastery performance standard is based on a demonstrated mastery of all learning objectives by the student. Each learning objective will have a standard of measurement established by the curriculum developer during the develop phase of course development. The student must achieve the standard established for all learning objectives in

order to master the POI. The standards for mastery of objectives will be clearly specified to instructors and students in the test instructions.

2. Mastery Standards. Mastery for exams will normally be 80%, but may be set between 70% and 100% as determined by the curriculum developer during the develop phase, see reference (b). Weighted questions will be identified by the test instructions. Mastery standards and testing criteria will be clearly explained to the instructor and students in the test instructions. See 4013 for test failure procedures.

3. Student Standings. Students will be ranked by their Grade Point Averages (GPAs) in order for instructors to properly track student proficiency and identify any trends or weaknesses in student mastery of instructional material. Academic honor graduates will be selected according to this class standing by who has the highest GPA. Additionally, these numeric standings will be used as an indication of MOS proficiency when setting Proficiency and Conduct (Pro/Con) marks as listed in Figure 4-3.

2007. LESSON DESIGNATOR SYSTEM. The following alphanumeric designator will identify course materials:

1. Letter. A code identifying the Instructional Company assigned responsibility for the lesson.

2. First Two Digits of the Designator. A code identifying the course for which the lesson plan is written.

3. Letter. The letter designating the annex of the POI.

4. Last Two Digits of the Designator. They are the chronological number of each lesson in the annex. EXAMPLE: C-14B01 is taught in Combat Engineer Instruction Company (CEIC) and is the first lesson of Annex B of the Basic Combat Engineer Course.

5. Examination Designator. Examinations will be identified with "X" as the seventh digit with further designation "P" (performance) or "W" (written). EXAMPLE: C-14B01XW is the written exam for the first lesson of Annex B of the Basic Combat Engineer Course.

2008. COURSE CONTENT REVIEW BOARDS (CCRB)

1. General. It is the school commander's responsibility

to hold CCRBs on a three year cycle IAW reference (b). A CCRB functions to record information and make recommendations to improve the effectiveness and efficiency of an instructional program. This is accomplished by observing or participating in an instructional program, reviewing course evaluation data, recommending revisions to an instructional program, and recording detailed results in a ROP.

a. A CCRB will consist of a formal committee with representation from instructors, SMEs, Instructional Company Academic Section, MCES Academic Division, Occupational Field (OccFld) representatives, Task Analyst, MCES T&E Branch, and others as deemed necessary. Companies will draft messages for release by MCES CO in seeking representation from the operating forces and other appropriate organizations. These messages will be submitted through the MCES Academic Division for release through the Automated Message Handling System (AMHS).

b. There are two types of CCRBs: TECOM directed and Command directed. TECOM directed occurs within 120 days of T&R manual approval and Command directed occurs with a T&R that has been in use for some time. During a Command directed CCRB, the vehicle for a T&R change will be the out-of-cycle formal change process. A Command directed CCRB will be convened when information is received that will necessitate revision of an approved POI.

c. CCRBs will be formally convened with an assigned facilitator and recorder. The course title, facilitator, board members, purpose of the CCRB, meeting schedule, and any other pertinent instructions will be covered in the convening order/document. Steps for conducting a CCRB are contained reference (b). The following items should be reviewed:

- (1) Validate applicable T&R Events.
- (2) Review evaluation data (formative, summative, FLCER, etc).
- (3) Review HHQ policy for changes or direction which affect the POI.
- (4) Review recommended lesson/course modifications to instructional materials.
- (5) Review of lesson additions/deletions to instructional materials.

(6) Review Block 23 of the CDD.

2. Information Sources. Sources of information for use by a CCRB include, but are not be limited to, internal and external evaluations (end of course critiques, instructional rating forms, post-examination analysis, questionnaires, after-instruction reports, classroom observation reports, post-graduation surveys); test results; comments provided by higher headquarters; POI review checklists; recommendations by the operating forces; and instructor recommendations.

3. Responsibilities. The CCRB Board Members' general responsibilities are as follows:

a. The Chairman of the CCRB, normally the Company Academic Officer but the MCES CO has the prerogative to decide, is the senior member and is responsible for:

(1) Ensuring the CCRB is conducted in a fair and equitable manner.

(2) Supervising the CCRB.

(3) Ensuring compliance with established academic policies and procedures.

(4) Reviewing course documentation.

(5) Reviewing course content for accuracy, current doctrine, and compliance with the pertinent T&R Manual.

(6) Submitting the CCRB ROP and CDD/POI to the DI via the Company Commander.

b. The Assistant Chairman, normally the Company Academic Chief, is responsible for:

(1) Assisting the Chairman or senior board member, as directed.

(2) Serving as a subject matter expert.

(3) Establishing objectives and policies which aid in achieving the Board's goals.

(4) Supervising the validation of instruction.

c. A training specialist from the Instructional Company will serve as a facilitator during the CCRB and prepare the ROP and CDD/POI for submission to the CO via the DI.

d. Instructional Company personnel serving as members of the CCRB Board will ensure that all company level requirements are completed prior to submission of material and will serve as subject matter experts. Instructors who teach the course being reviewed should serve as CCRB Board members whenever possible.

4. CCRBs will follow the format provided in reference (b).

5. Upon completion of a CCRB, the Instructional Company will prepare a ROP, summarizing the board's work, highlighting topics, discussion points, and recommendations. The ROP is the only document that validates that a CCRB took place. The CCRB ROP will accompany the submission of the POI as support and justification of the contents.

a. The CCRB ROP will include course revision data listed by lesson designator, lesson title, and lesson time expressed in hours. The previous and current lesson designators and hours are listed (when applicable) and rationale is provided for each change to these items. ROPs will be inspected during Commanding General Readiness Inspections (CGRIs).

b. The Company Commander will forward the ROP and CDD/POI to the DI who will prepare an endorsement for the MCES CO signature. After the MCES CO endorses the ROP and adds the cover letter the DI will submit the package to the CG, TRNGCMD for approval.

c. An example CCRB ROP may be found in reference (b).

2009. APPROVAL OF INSTRUCTIONAL MATERIALS. During course development, documentation is generated to support instruction. The following review and approval process will enable course development in accordance with references (a) and (b).

1. Company Commander. The Company Commander is the approving authority for all components of the MLF. This responsibility may be delegated to the Company Academic Officer.

2. DI. The DI is the approving authority for class/course

schedules.

3. MCES CO. The MCES CO is the approving authority for convening of CCRBs and submission of ROPs and POIs.

2010. RELEASE AND EXCHANGE OF INSTRUCTIONAL MATERIALS

1. Unclassified/Non-sensitive. Unclassified/Non-sensitive Instructional material for all POIs taught at MCES will be available through the Training Resource module of MCTIMS.

2. Classified/Sensitive. Requests from the operating forces for classified/sensitive material will be submitted to the DI for release determination.

3. Test Material. MCES testing materials will not be provided to the operating forces or any other external organization. However, assistance may be given to other organizations or other external agencies in developing their own test items, if requested.

2011. CHECKLISTS

1. Use of the following checklists is required and are available in reference (b):

- a. Master Lesson File Checklist
- b. Lesson Analysis Worksheet Checklist
- c. Learning Objective Worksheet Checklist
- d. Test Item Checklist
- e. Method and Media Checklist
- f. Concept Card Checklist
- g. Operational Risk Assessment Worksheet Checklist
- h. Lesson Plan Checklist
- i. Student Outline Checklist
- j. Media Checklist

- k. Instructor Preparation Guide Checklist
- l. Test Checklist
- m. Course Descriptive Data/Program of Instruction Checklist

CHAPTER 3
INSTRUCTOR POLICIES

3000. INSTRUCTOR SELECTION, RECRUITING, AND SCREENING

1. Instructor Selection. Students in an instructional company spend 98% of their time following an instructor or a class advisor. Instructors with the most moral authority, not formal authority, emerge as the true leaders in the company. For this reason, it is incumbent upon MCES leadership, as a whole, to seek out and select instructors who maintain the highest standards of personal and professional conduct. There is some risk in being too selective; however, the risk of employing leaders who lack moral authority is far greater as entry-level Marines are still forming their opinions and impressions of Marine Corps leadership. These impressions may solidify by the time they graduate and will affect their leadership style.

2. Instructor Recruiting. Candidate instructors are identified through four sources: Self referrals, Operational Forces referrals, Monitor/Occupational Field Sponsor referrals, and Instructional Company referrals. In all cases, the Instructional Company Academic Chiefs serve as the recruiter, actively engaging all four sources for potential instructors. Once a candidate has been identified, the Instructional Company Academic Chief will send an Instructor Screening Form to him/her. Once the screening checklist is complete, the Instructional Company Academic Chief will prepare an Instructor Screening Package for routing up the chain of command.

3. Instructor Screening Packages. All instructor screening packages will be initiated by the Instructional Company Academic Chief and will be reviewed and endorsed by the Instructional Company Academic Officer, Company First Sergeant, and Company Commander.

a. The contents of the instructor screening package will contain at a minimum, the Instructor Screening Form, promotion photo, Master Brief Sheet, and High Risk Training (HRT) screening checklist, if applicable. The Instructional Companies may add additional instructor screening requirements as necessary.

b. When endorsing the Instructor Screening Package, the Instructional Companies will pay careful attention to the candidate's MOS proficiency/relevance, performance, appearance, physical fitness, and family stability.

3001. INSTRUCTOR CERTIFICATION. Prior to an instructor assuming duties as a primary instructor, the Instructional Company Academic Chief will begin the certification process, consisting of instructor skills training, proficiency training, and an instructor qualification board (IQB). The IQB process is discussed in further detail in paragraph 3003 of this order. Certification is also required for Instructors of High Risk Training (HRT) POIs and a page 11 entry is to be placed in their SRB/OQR. Detailed instruction for HRT instructor certification can be found in reference (c). Once an instructor has completed the required training, he/she will be certified by the Company Commander/Company Academic Officer prior to assuming duties as a primary instructor.

3002. INSTRUCTOR INITIAL TRAINING

1. Orientation. Potential instructors will be familiarized with the rules, regulations, and standing operating procedures which relate to being an instructor at MCES as soon as possible after assignment. The Company Academic Chief will ensure that each potential new instructor receives this familiarization through an incoming orientation. The orientation will include instructor responsibilities concerning preparation for instruction, presentation of instruction, and standards of conduct. The standards of conduct will include policy on instructor/student relations, policy on financial transactions with students, comprehensive review of the Statement of Understanding (SOU) and ScolO 5370.2. A record of this orientation, along with the original copy of the signed/initialed SOU will be kept by the Company Academic Chief in an individual instructor file for the duration of the instructor's tenure at MCES.

2. Train the Trainer School (T3S). Attendance at T3S is mandated for all potential new instructors. Attendance is preferred before the inbound instructor executes orders to MCES, but in the event this does not occur, registration will be arranged through the ISS within the MCES Academic Division. MCES Instructors will attend T3S's Formal School Instructor Course (FSIC) prior to being certified as a primary instructor. Returning instructors must have completed BIC or FSIC within the last five years. The Instructional Company Academic Chiefs are responsible for tracking T3S course completion. Instructors involved in course design and development will attend the Curriculum Developers Course (CDC) at T3S. A record of all T3S

training will be entered on the instructor's Basic Training Record (BTR) and kept in the individual instructor files for the duration of the tenure with MCES.

3. Staff and Faculty Development Program (SFDP).

Additional training for instructors will be provided by the Instructional Companies and by the DI. Ongoing training may consist of seminars, community college classes, Design and Delivery of Instructor-Led Training (DDILT), Curriculum Developers Course (CDC), Monitor and Mentor Instructors (MMI), or other classes related to improving instruction and workshops. The MCES Academic Division will track and sponsor a Staff and Faculty Development Program (SFDP) devoted to academic subjects. At a minimum, the SFDP will address required formal training, new instructor orientation and certification, in addition to continuing professional development for both active duty and civilian personnel. A record of this training will be kept in individual instructor files for the duration of tenure with MCES.

a. External Training. Instructors will be encouraged to enroll in college or vocational school courses, Marine Net and MCI courses. In addition, staff development training courses offered at Marine Corps Combat Service Support Schools (MCCSSS), Camp Johnson, are available for MCES staff members. Attendance at military formal schools or at manufacturers' and contractors' schools will be arranged through the MCES ISS. Seminars, classes, or MTTs that will improve the quality of instruction or support at MCES may be funded through the MCES Academics budget.

b. Master Instructor Program (MIP). The MIP is a voluntary program, managed by the DI, which allows the instructor to complete a curriculum of instructor development activities leading to certification as a Master Instructor. This program documents personal and professional growth. It should be the goal of each instructor to obtain Master Instructor status. Guidance is contained in reference (d).

3003. INSTRUCTOR QUALIFICATION BOARDS (IQB)

1. Instructor Qualification Board (IQB) Standards. Prior to being assigned duties as a primary instructor, each new instructor will be evaluated by their Company Academic Section for technical proficiency and teaching skills, via an evaluation board, and certified by the Company Academic Section. Procedures for the IQB will be established by the Instructional Company Commanders and monitored by the DI.

2. Remediation. If an instructor is determined to be unprepared at the first evaluation, he/she will be remediated and reevaluated. The SNCOIC of any new instructor will assist his/her Marine with preparing for IQBs and remediation. The Company Academic Officer may choose to conduct an official counseling, but should not pursue administrative actions unless exceptional circumstances exist. The timeline for the instructor certification process and any necessary remediation will be established by the Instructional Company Commanders.

3004. INSTRUCTOR EVALUATION

1. General. Evaluation of instructors for the purpose of improving the quality of training is an ongoing process. All instructors should welcome the opportunity to be evaluated by others. Through this evaluation process, the instructor will receive feedback on strengths as well as those areas that need improvement. Instructors will be evaluated per reference (b).

2. Evaluation Areas. Two types of instructor evaluations are conducted: content and delivery. When evaluating content and delivery, instructors will be graded in the following areas:

- a. Student learning.
- b. Instructor knowledge of subject matter.
- c. Delivery technique.
- d. Use of training aids and media.

3. Evaluation Instruments. The documents/forms used to evaluate instructors are as follows and can be found in reference (b).

- a. Instructor Evaluation Checklist (completed by assigned MCES observer).
- b. Instructional Rating Form (IRF)(completed by students receiving instruction).

4. Evaluation by Classroom Observation. Instructors will be evaluated by observation on a scheduled basis by a member of the Company Academic Section and by a member of the MCES Academic Division. Copies of the instructor evaluation checklist and the IRF are contained in reference (b) and will be available

for all classes.

a. Evaluations will consist of announced and unannounced observations.

b. Certified instructors will be observed and evaluated a minimum of once each quarter. New instructors will be monitored each month for the first three months.

c. Instructor observation will be conducted by Instructional Companies in accordance with a published schedule. The original copy of completed observation reports will be submitted to the respective Company Academic Chief for retention in the instructor's individual file.

d. Instruction observation will be conducted by the MCES Academic Division in accordance with a schedule determined by the DI. Training schedules and instruction observation reports will be uploaded to MCES SharePoint under the MCES Academic Division files.

3005. INSTRUCTOR COUNSELING

1. General. Periodic counseling sessions with instructors will be used to provide feedback; reinforce positive performance; review IRFs, instructor evaluation checklists, and end of course critiques; or to address deficient behavior. Counseling should be done by Section Heads/Chiefs on a regular basis. The Company Academic Officer or his/her representative will counsel instructors on a quarterly basis. Counseling on academic matters may be conducted in conjunction with performance evaluations or instructor evaluation counselings.

2. Corrective Counseling. If technical or professional deficiencies are noted through classroom observation or repeated, substantiated comments on IRFs, the instructor will be counseled by the Section Head/Chief and/or Company Academic Chief in order to ascertain what the problem is and what corrective action should be taken. The instructor should promptly be made aware of his/her instruction deficiency, expectations, and corrective action that must be taken. A record of counseling will be kept in the instructor's individual file.

3. Performance Evaluations. Annual Fitness Reports for instructors should take into account comments from counseling sessions, classroom observation, and student IRFs, along with comments in the instructor's file.

3006. INSTRUCTOR FILES. The Company Academic Chief will maintain documentation of all instructor training, classroom observation reports, and copies of notable IRFs, notes, and billet accomplishments for each instructor in accordance with reference (b). The instructor's file will be open to the instructor and will be available to the Section Head/Chief and the chain of command, as required. It will not be made available to other instructors.

3007. INSTRUCTOR AWARDS

1. General. Instructors who display exceptional performance will be recognized at the company, MCES, and TRNGCMD levels.

2. Instructor of the Quarter. At the end of every quarter, each Instructional Company will nominate one instructor to compete for the MCES Instructor of the Quarter Award. Selection will be based on Section Head/Chief comments, IRFs, classroom observations, observed leadership traits, and exceptional contributions to the quality of instruction presented by the company.

a. Instructor of the Quarter Board Procedures. A review board will be convened by each Instructional Company to observe nominees, make a selection, and submit a nomination to the MCES CO. The Instructor of the Quarter Board will normally consist of Company Academic Chiefs, one or more senior instructor from each company, and an MCES Academic Division representative. Each instructional Company will be equally represented on the Board. The Board will observe the nominees during a period of instruction, and submit detailed evaluations, using the Instructor Evaluation form from reference (b), to the senior member with a numeric score for each instructor. The senior member will tally the scores and submit the winner's package to the DI for approval and recognition.

b. Awards. The winner of each Instructor of the Quarter Board will be awarded a Certificate of Commendation from MCES. Upon being selected, the Instructor of the Quarter will make arrangements to have his/her picture taken for the awards board on the MCES Quarter Deck.

3. Instructor of the Year. At the end of each fiscal year, the four recipients of the Instructor of the Quarter Award will compete for the MCES Instructor of the Year Award.

a. Instructor of the Year Board Procedures. A review board will be convened to observe the four nominees and make a recommendation to the MCES CO. The Instructor of the Year Board will normally consist of the same personnel as the quarterly board.

b. Periods of Instruction. In order to test the instructor's proficiency, each instructor will give a short (15-20 min) presentation on a Marine Corps Common Skills topic of his/her choice to the Board. Each instructor will provide all board members with a copy of the student outline and media before presenting his/her period of instruction. Board members will evaluate the instructor's proficiency using the same process as the Instructor of the Quarter Board.

c. Awards. The winner of the MCES Instructor of the Year Board will be awarded a Navy/Marine Corps Achievement Medal.

4. Additional Recognition. In addition to the Instructor of the Quarter and Instructor of the Year Awards, instructors who make a significant improvement in the quality of instruction at MCES should be considered for personal impact awards. Personal commendations should focus on reinforcing outstanding performance, with an emphasis on sound teaching techniques, leadership skills, creativity and presentation.

3008. CLASS ADVISOR DUTIES

1. General. Academic training will be reinforced with sound military leadership. Leadership training is not necessarily programmed into instruction, but is the traditional and accepted responsibility of senior Marines to junior Marines. Company Commanders will establish guidance for instructors assigned as Class Advisors.

2. Assignment for Class Advisor Duty. The Company Academic Sections will designate a Class Advisor from the faculty for each convening class.

3009. CHALLENGING A COURSE

1. General. If a Marine would like to receive certification for a course without attending, they can challenge a course. This Marine can be a member of staff or a local Marine. This Marine would be enrolled in the course on MCTIMS

and take all of the exams. If they pass the exams, they would return to their normal appointed place of duty and stop attending the course. Upon the class graduating, the Marine would be graduated in MCTIMS along with the rest of the class. In effect, the Marine is testing out of the course and receiving the certificate for graduating without attending the requisite lessons.

2. Instructors. Prior to allowing an instructor to challenge a course, the Company Academic Officer must inform the DI.

3. Challenge Procedures. The following procedures will be strictly adhered to:

a. Reference material may be provided to the individual challenging the course. Requirements of MCES and material availability will govern whether, when, and how much.

b. A test schedule will be developed by the Instructional Company.

c. Mastery of all tests and terminal learning objectives must be achieved. If at any point during testing the individual does not meet the standard, further testing will not be done.

d. Remediation and retest will not be given.

e. Individuals not meeting established standards may reapply six months from the original application date.

f. The Company Academic Chiefs will maintain a formal record of all written or oral requests, correspondence, and tests results for two years in the instructor's individual file.

g. For instructors who successfully challenge a course, a certificate of completion, signed by the MCES CO, will be issued and a copy will be forwarded to the Course Programmer and the S-1 Officer for appropriate unit diary and MCTIMS entries.

CHAPTER 4
STUDENT POLICIES

4000. STUDENT CHECK-IN

1. Uniform. Students will check in wearing the Service Alpha uniform, with the exception of Urban Breacher (UB) Course. UB students will report in seasonal Marine Corps Combat Utility Uniform (MCCUU).

2. Check-In During Duty Hours. Students checking in during regular duty hours will be directed to the Personnel Office, BB-12.

a. The Personnel Office will endorse the original travel orders. Students will maintain their medical and dental records until reporting to the Caron Clinic, BB-48, in the course of the check-in process.

b. The Personnel Office will direct entry-level students to Headquarters and Service (H&S) Company to link up with the Marines Awaiting Training (MAT) Platoon Sergeants.

c. The MAT Platoon Sergeants will take physical control of the reporting students and guide them through the rest of the check-in process.

3. Check-in After Duty Hours, Weekends or Holidays. Students reporting aboard after duty hours, and weekends or during holidays will report to the Area Officer of the Day, (AOOD) Bldg BB-28.

a. The AOOD will:

(1) Make a Duty Logbook entry indicating the time reported, name, rank, and full EDIPI.

(2) Contact the appropriate company barracks DNCO and arrange for billeting for Sgt and below. For SSgt and above, students must make their own billeting reservations. If a student has not made reservations, direct SNCOs and Officers to the Central Billeting Office on main side, Camp Lejeune.

(3) Direct all entry-level students to check-in with the MAT Platoon Sergeants at the H&S company office at 0645 the next duty day.

(4) Ensure the original endorsed travel orders are personally delivered to the S-1 Chief in the Adjutant's Office the next duty day. The S-1 Chief will ensure the original orders are transferred to the Personnel Chief in order to administratively join students to the command.

b. All students will maintain their medical and dental records until reporting to the Caron Clinic, BB-48, during the check-in process.

4001. STUDENT ACCOUNTABILITY. The Instructional Company Commanders are responsible for ensuring 100% student accountability of all students assigned to their companies. The DI is responsible for ensuring 100% accountability on all entry-level students from Marine Combat Training (MCT) East and West, TBS, and inbound/outbound skills-progression students from the Operating Forces. While the responsibility is on the Company Commanders, the following personnel also play critical roles in ensuring 100% accountability: the Instructional Company Gunnery Sergeants, Academic Chiefs, First Sergeants, Class Advisors, Course Programmer, Personnel Officer, and MAT Platoon Sergeants. The accountability process is illustrated in Figure 4-1 and explained below. The following principles apply:

1. Director of Instruction. The DI will ensure 100% proper accountability of all inbound students, both for entry-level and skills-progression level training. He/She will ensure that any student in an unverified status or in a suspected unauthorized absence status is promptly tracked down and adjudicated. He/She will ensure the MCES CO is informed on the status of all inbound Marines.

2. Course Programmer. The Course Programmer works for the DI, and will ensure the weekly inbound rosters are disseminated to the Company Operations Chiefs, MAT Platoon Sergeants, and Class Advisors as applicable. On the day the students check in to MCES, the Company Operations Chiefs, MAT Platoon Sergeants or Class Advisors will report all discrepancies on the in-bound roster to the Course Programmer. The Course Programmer will access MCTIMS to determine if there have been any updates or changes to the student's status. If the student is still listed as inbound, the Course Programmer will contact MCT-W/E or TBS. For reservist students and students attending skills-progression courses, the Instruction Company Academic Chief will contact the Marine or Marine's parent command. The Course Programmer is specifically responsible for:

- a. Monitoring class rosters in MCTIMS weekly, beginning 45 days out from the convening date for a class.
- b. Requesting MCT East/West provide inbound rosters for graduating students, a minimum of one week in advance of estimated ship/arrival date.
- c. Comparing MCTIMS rosters to MCT ship roster.
- d. Identifying any discrepancies between MCTIMS and the ship rosters.
- e. If possible, verifying any discrepancies and/or dispositions for identified personnel from shipping source.
- f. If there are entry-level personnel unaccounted for, contact the appropriate command to determine the disposition of the student.
- g. If it is determined that the student was supposed to check-in, but never did, the Course Programmer will notify the Personnel Officer and the DI.

3. Company Commanders. Company Commanders will ensure proper accountability of all students, entry-level and skills-progression level on deck. They will ensure that any student in an unverified status or in a suspected unauthorized absence status is promptly tracked down and adjudicated. They will ensure the MCES CO is informed on the status of all Marines within their companies.

4. Company First Sergeants. Company First Sergeants will ensure daily accountability formations are held before the academic day starts and after it finishes, as well as at the conclusion of every liberty event. They will notify the Company Commander, the Personnel Officer, the MCES CO, and the Sergeant Major if they suspect any student is in an UA status. They will track down and adjudicate any student suspected of an unauthorized absence status.

5. Company Operations Chiefs. Company Operations Chiefs will coordinate all students checking in to the Instructional Company with the MAT Platoon Sergeants and will ensure they are entered into Marine Online (MOL).

6. MAT Platoon Sergeants. MAT Platoon Sergeants will

enter all students into MOL. They will also crosscheck the actual students checking-in with the student inbound roster to ensure all students who are listed as inbound have actually arrived and are present for duty. In the event there is a discrepancy between the inbound roster and the actual check-ins, the MAT Platoon Sergeants will notify the Course Programmer.

7. Class Advisors. Class Advisors will ensure all of their students are properly accounted for during accountability formations. They will notify the Company Gunnery Sergeant if, during the convening of a course, a student does not show up.

8. International Students. If an International student is determined to be in an unauthorized absence status or fails to report, the International Military Student Officer (IMSO) will notify the Marine Corps Security Cooperation Group (MCSCG) and the DI.

4002. STUDENT NEW JOIN BRIEFS AND ORIENTATIONS

1. New Join Briefs. New Join Briefs for every incoming enlisted entry-level student is mandatory IAW reference (e), and will be conducted by the S-3 Section. Entry-level Marines will attend the orientation within two weeks of reporting to MCES and before they are authorized off-base liberty. New join briefs are scheduled by the Training Chief and generally are on every other Thursday and Friday. The schedule for orientations will be established by the S-3 and orientations will be held in the BB-12 auditorium or area chapel if the auditorium is not available.

2. Officer, Chief, and NCO Class Orientations. Officer, Chief, and NCO class orientations will be conducted by the Instructional Companies and include an overview of the MCES organization and mission and its impact on the operating forces. Time during the company orientation will be allotted for the Company First Sergeant and the Company Commander.

4003. Entry-Level Class Orientations. Entry-level class orientations will be conducted by the Instructional Companies on the day the class convenes and will cover academic policies. Time during the orientation will be allotted for the Company First Sergeant and the Company Commander.

4004. MARINES AWAITING TRAINING (MAT). Entry-level students who arrive prior to their class convening date will be placed in the MAT program managed by H&S Company. The MAT program is designed to make the maximum effective use of a Marine's time and energy

while he/she is waiting for MOS training. As opposed to working parties and duties, there are many professional and personal development opportunities that an entry-level Marine can take advantage of in order to further his/her proficiency and effectiveness as a Marine. Such opportunities include core skills classes, MCIs, values/ethics training, personal fitness classes, MCMAP, Combat Lifesaver and many others. For further guidance on the MAT program refer to reference (f).

4005. STUDENT ROSTERS. Company Academic Sections will publish an official class roster once a class convenes and submit the validated roster to the Course Programmer no later than one day after the class convenes.

4006. CLASS ORGANIZATION

1. Student Class Leader. Each class will be organized and function in a manner similar to a platoon. A student in each class will be designated as Class Leader and will function in the chain of command as the point of contact between students and faculty. The Class Leader, if directed, will control formations, disseminate information, and ensure the presence of students in class, formations, and billeting areas.

2. Student Guide/Squad Leaders. Students will be assigned to key platoon billets to assist the Class Commander/Advisor and Class Leader.

4007. STUDENT DUTIES

1. General. Students whose class has convened will not be assigned duties that tend to conflict with the Program of Instruction or interfere with their ability to study. This does not preclude students from participating in special events designated by the MCES CO, physical training programs, or standing regularly assigned watch duties outside of normal class hours.

2. Entry-Level Students. Entry-level students will be assigned as needed to Assistant Duty NCO, Area Duty Clerk, fire watch, or phone watch.

3. Entry-Level Student Officers. Entry-level student officers will be assigned as needed to stand AOOD.

4. Skills-Progression Level Students. Skills-progression Level students Cpl - SSgt may be assigned as DNCO during the

academic week, but will not stand duty during holidays or weekends.

4008. STUDENT MOVEMENT

1. Entry-Level Students. Movement of entry-level students throughout the Courthouse Bay area will be by class formation in accordance with the Marine Corps Drill and Ceremonies Manual. During black flag conditions, students will move in route step at a moderate pace. All entry-level class members will muster and march with their classes throughout the academic day. All students will use road guard vests/glow-straps in times of low visibility. Students whose medical status precludes marching will follow in trace of the formation. Students will always have a buddy and will not walk by themselves in uniform.

2. Skills-Progression Level Students. Skills-progression level students are authorized to have Privately Owned Vehicles (POV) on board Courthouse Bay, provided they meet the requirements for operating a vehicle on base (license, Driver's Improvement Course (DIC), etc.). Students may use their POV to move back and forth to class unless otherwise instructed by their Class Advisor.

4009. STUDENT UNIFORM

1. General. The uniform worn by students at MCES will normally be the MCCUU. The uniform of the day for Fridays is the Service Bravo or Service Charlie uniform. The uniform may be modified by Instructional Company Commanders or the Commanding Officer, according to the nature of the instruction being presented. All orders and regulations apply to wearing the appropriate uniform within MCCS facilities.

2. Graduation. The uniform for all POI graduations will normally be the seasonal service uniform.

4010. STUDENT BILLETING

1. General. Students will be billeted in the Courthouse Bay area, unless student population exceeds facilities capacity. Only skills-progression level or officer students will be authorized to live on main-side or off base. Entry-level students in unique situations may be exempted on a case-by-case basis. The MCES S-4 is responsible for maintenance of MCES bachelor quarters. The Instructional Company Operations Chiefs are responsible for student billeting assignments and reporting

all maintenance issues to the S-4.

2. Officer Students/SNCO. Officer/SNCO students not assigned to the local area will be billeted in the Courthouse Bay Bachelor Officer Quarters (BOQ). The BOQ manager will make billeting assignments. In the event of BOQ non-availability, students will utilize the Mainside BOQ or reside in off-base lodging facilities.

3. NCO Students. NCO students not assigned to the local area will be billeted in Bachelor Enlisted Quarters (BEQ) buildings BB-250, BB-255, and BB-265. NCO students will be billeted with their classmates if possible, but during times of peak student occupancy, they may be billeted with other NCOs regardless of class.

4. Entry-Level Enlisted Students. Enlisted students will be billeted in BEQs BB-250, BB-255, and BB-265. Students assigned to a class will be billeted with their classmates to the maximum extent possible.

4011. PHYSICAL FITNESS

1. Physical Fitness Training. Instructional Companies will ensure that students participate in regularly scheduled strength and endurance training that complies with the Marine Corps Physical Fitness Program (MCO 6100.13). Due to the exhausting nature of much of the training at MCEs, and to prevent lower extremity injuries, PT sessions, to include warm-up and cool-down, will be limited to no more than one hour a day and will consist of no more than three runs per week. Two sessions of strength training lasting no longer than one hour should be used to round out the week. Instructional Companies will ensure all training is conducted in accordance with MCO 1600-1E, Heat Injury Prevention.

2. Physical Fitness Test (PFT)/Combat Fitness Test (CFT). Students will be administered a PFT/CFT as required to meet the annual training requirements in accordance with MCO P6100.12. Skills-progression students may be recommended for disenrollment for failure to pass a PFT or CFT. PFT and CFT scores will be run for students who do not have a current score for the semi-annual period.

4012. COUNSELING

1. General. In order to provide feedback for students

outside of the academic environment, counseling will be conducted to address professional development and leadership skills. Counseling will have two goals: to provide the Marine timely feedback in order to correct substandard behavior or reinforce good behavior and to expose entry-level Marines to the Marine Corps counseling system.

2. Class Advisor. Class Advisors will counsel Marines on professional and academic topics. Counseling will be documented and used to establish goals and set expectations. Prior to graduation, all Marines will be counseled on their Fitness Reports or recommended Proficiency and Conduct (Pro/Cons) marks.

3. Corrective Counseling. Marines may be counseled by their Class Advisor, or chain of command, to correct unsatisfactory performance. Counseling will be documented and used in determining final fitness report markings and Pro/Con marks.

4. Counseling for Academic Deficiency. Students at the entry-level will be advised of the consequences of academic failure and explained the remediation process. Students at the skills-progression level will be advised of the possible administrative actions that could result from continued academic deficiency.

a. During class orientation, all students will be advised of the command's academic policies, including the grading system, integrity violations policy, and disenrollment criteria. Every student will read and sign a Statement of Understanding acknowledging that he/she has been counseled on academic standards.

b. Upon initial failure of an exam, a student will be counseled by his/her Class Advisor and the primary instructor. SNCO and officer students will also be counseled by the Company Academic Officer and/or Academic Chief.

c. Upon failure of a second test, entry and skills-progression level students will be counseled by the Company Academic Officer/Chief and will be considered for disenrollment.

d. Prior to disenrollment from a POI, a request for disenrollment will be submitted along with the student's counseling record to the DI.

4013. TEST FAILURE

1. Remedial Training. Students who fail to master an objective will receive remedial training prior to being retested. Remedial training may be formal or informal instruction, depending on the needs of the student and constraints imposed by time, facilities, instructor availability, etc. All remedial training will be conducted during non-academic hours. Students will be notified what, when, and where remedial training will be provided and when they are to be retested.

2. Retesting. The retest for performance tests will use the same performance checklist and rating form. For written tests, an alternate version of the test will be used. Alternate versions to tests should limit the amount of identical questions to the lowest number possible. Written tests involving problem solving will use equivalent problems. Every reasonable effort will be made to provide the student the opportunity to achieve mastery. Retests should not be administered on the same day as other regularly scheduled exams, and there will be at least one full day for review and remediation between students receiving the results of the initial failed exam and the retest. No student will be held past his/her scheduled class graduation date for retesting purposes without prior coordination and approval from the DI via a student drop sheet (see Figure 4-2). If a student fails to achieve mastery after appropriate remediation and one retest, then a permanent grade of non-mastery may be recorded on the student grade matrix and the student may be disenrolled and reclassified to a different MOS or recycled to another class. If a student successfully passes a retest, the minimum passing grade for the exam will be entered on the test matrix regardless of the student's actual grade on the retest.

a. POI Failure. If a student fails to demonstrate mastery of a TLO or does not attain the academic average required for that POI, then the student will be disenrolled from the POI.

b. Entry-Level (Enlisted). If an Entry-Level enlisted student fails three tests over the course of the POI or two tests within the same lesson, the student may be disenrolled and recycled to a later class or reclassified to another MOS. Following a third failure by a student, Companies will notify the MCES Academic Division of disposition.

c. Entry-Level (Officer). If an Entry-Level officer student fails two tests over the course of the POI, the student

will be considered for disenrollment from the POI, based upon a review by the MCES CO (see paragraph 4 below). Following the MCES CO review, the student officer will then be recycled to a later class or reclassified to another MOS based upon guidance from HQMC.

d. Skills-Progression Level. If a skills-progression Level student fails two tests over the course of the POI, the student will be considered for disenrollment from the POI, based upon a review by the MCES CO (see paragraph 4 below).

4. Student Academic Evaluation Board. The Student Academic Evaluation Board (SAEB) is a standing board at MCES which reviews adverse academic performance and recommends appropriate actions for entry-level officers and skills-progression students being considered for disenrollment. Following the review by the SAEB, a recommendation will be forwarded to the MCES CO for final approval and implementation. The SAEB advises the MCES CO, who is the final adjudicating authority. The permanent members of the SAEB are the Executive Officer and the FSM/DI. Adjunct SAEB members are the relevant Instructional Company Commanders, Academic Officers, Academic Chiefs, Class Advisors, relevant instructors, and others as required. The SAEB will bring together a range of perspectives and experiences to assess and consider the recommendations of the instructors and Class Advisor, the perceived impact of disenrollment, and the estimated potential for improvement with further remediation. All of these considerations will be juxtaposed with the preservation of the academic integrity of the school. Once the MCES CO has made a decision, appropriate action and documentation will occur in accordance with references (a) and (b).

4014. DISENROLLMENT/REASSIGNMENT

1. General. A recommendation for academic or administrative action will be initiated when there is a requirement to drop a student from a class, or when a student is to remain at MCES in a hold status after graduation. Justification and documentation is required. The format for recommending such action is contained in Figure 4-2.

a. Academic Drop Sheet (Figure 4-2) requests concerning Reserve Marines and skills-progression level students may require additional coordination with I&I staffs or parent commands and will be handled on a case by case basis.

2. Academic Disenrollment. Academic disenrollment is based on failure to attain the mastery necessary for graduation. The student is unable to grasp instruction and is unable to achieve the mastery standards established for the course and continued enrollment would be contrary to the best interest of the Marine Corps. Remedial training and counseling will be provided prior to recommending disenrollment as discussed in paragraph 4013. Appropriate documentation will be made in accordance with reference (g) and (h).

3. Academic Reclassification. When an entry-level student is incapable of achieving the mastery or physical requirements of the MOS to which he/she is first assigned, academic reclassification to another MOS will be requested from HQMC by the DI.

4. Administrative Disenrollment

a. Administrative disenrollments are based on incidents such as emergency leave, medical problems, hospitalization, unauthorized absence, or other similar causes. Several factors must be weighed prior to requesting administrative disenrollment, e.g., the importance of the block of instruction missed, the loss of TAD funds already expended, the student's performance to date, etc. Where possible, students missing instruction should be provided equivalent instruction by individual tutoring or outside assignments. In addition to an explanation of the reason for disenrollment, a recommendation will be provided concerning the student's disposition. In most cases, this will involve enrollment in a subsequent class of the same course. Students missing more than 21 academic hours or an entire lesson in any course of instruction may be considered for disenrollment.

b. Students found cheating on tests will be disciplined and disenrolled regardless of their ability to maintain the mastery necessary for graduation. Skills-progression students will receive the appropriate administrative documentation in accordance with references (g) and (h).

5. Administrative Separation. When a student is involved in serious or repeated violations of the UCMJ, he/she may be disenrolled from current course and processed for administrative separation.

6. Procedures

a. General. Prior to submitting a request for disenrollment and reclassification, the Company Academic Officer will ensure that the student whose performance and disenrollment is under review has been the subject of the following:

(1) The student unable to demonstrate mastery of Learning Objectives, as explained in Paragraph 4013, has been given remedial training and retested.

(2) The student has been thoroughly counseled according to the guidelines of Paragraph 4012. Skills-progression level students have been made aware of the possible consequences of disenrollment. All counseling for academic deficiency has been fully documented, and documentation accompanies the request for disenrollment to the DI.

(3) Requests for disenrollment have been submitted using the format contained in Figure 4-2. Enclosed with the request is the student counseling file (student folder) and other pertinent information. All academic action forms are routed from the Instructional Company Commander to the DI.

4015. STUDENT FITNESS REPORTS AND PRO/CON MARKS

1. Fitness Reports

a. Fitness reports for Sergeants and above will be submitted in accordance with reference (g).

b. Instructional Company Commanders are the Reviewing Officers for student company grade officers, staff noncommissioned officers, and sergeants. The Instructional Company Commanders will assign the duties of Reporting Senior to the Company Academic Officer or Officer Instructor, as deemed appropriate.

c. The Company Commander is the Reporting Senior for student field grade officers. The MCES CO will serve as the Reviewing Officer.

d. Skills-progression students who are disenrolled for academic deficiency will receive an adverse fitness report in accordance in reference (g).

e. Reserve students, sergeant and above, will receive Fitness Reports in accordance with reference (g).

f. All academic Fitness Reports, adverse or otherwise,

for students at MCES will be non-observed.

2. Pro/Con Marks

a. Proficiency Marks. Students below the rank of sergeant who master the course will be assigned a minimum proficiency mark of 4.0. Proficiency marks will be assigned in conformance with the provisions of reference (h). Academic achievement will be considered the best indication of proficiency. Figure 4-3 includes a scale for assessing proficiency ratings according to academic averages. The scale should be used as a guide; markings can be adjusted based on the input of the Class Advisor.

b. Conduct Marks. Conduct marks will be assigned in conformance with the provisions of reference (h).

4016. LICENSING OF STUDENTS. Students will be licensed on selected items of equipment on which they have been trained during their course of instruction. Students will be licensed only for the equipment on which they have been tested in accordance with TM-11275-15/4, Tactical Engineer Equipment Licensing Exam Manual. The Personnel Section will make appropriate diary entries.

4017. STUDENT AWARDS

1. General. Students who demonstrate exceptional leadership ability and students who demonstrate exceptional academic ability will be recognized with awards presented at graduation. One award for leadership and one award for academic achievement will be awarded for each class. The same student may receive both awards.

2. Leadership Award

a. Entry-Level Courses. The student recognized as the leadership award recipient will receive a Marine Corps Association Certificate, a Meritorious Mast, and a Marine Corps Association Achievement Award (a book appropriate for his/her grade from the Commandant's reading list). Due consideration will be made in assigning pro/con marks.

b. Skills-Progression Courses. The student recognized as the leadership award recipient will be awarded a Marine Corps Association Certificate, a Marine Corps Association Achievement Award (a book appropriate for his/her grade from the

Commandant's Reading List), a Certificate of Commendation, an appropriate annotation in sergeant and above Fitness Reports, and due consideration in corporal and below pro/con marks.

c. Officer Courses. The student in each Combat Engineer Officer class who displays superior leadership ability will be awarded the Colonel Gerald Cornwall Memorial Award and a Marine Corps Association Achievement Award (a book appropriate for his/her grade from the Commandant's Reading List). An appropriate annotation will be made in the officer's fitness report.

3. Academic Award

a. Entry-Level Courses. The student recognized as the Academic Honor Graduate will be awarded a Marine Corps Association Certificate, an appropriate annotation in sergeant and above Fitness Reports, and due consideration in corporal and below pro/con marks. The academic honor graduate may also be recommended for a meritorious promotion.

b. Skills-Progression. The student recognized as the Academic Honor Graduate will be awarded a Marine Corps Association Certificate, a Certificate of Commendation, an appropriate annotation in Sergeant and above Fitness Reports, and due consideration in corporal and below pro/con marks.

c. Officer Courses. The student in each Officer class recognized as the Academic Honor Graduate will be awarded a Certificate of Achievement from the Marine Corps Engineer Association and an appropriate annotation on his/her Fitness Report.

4. Promotion. One meritorious promotion will be authorized for each entry-level class for the academic award recipient only. Additional promotions must be initiated through administrative channels and will not be included as part of the academic awards program. Meritorious promotions may not be granted above the rank of lance corporal. Meritorious promotions must be in accordance with MCO P1400.32D.

4018. STUDENT GRADUATION

1. General. Formal graduation ceremonies will be conducted for each class receiving an MOS. Instructional Company Commanders are responsible for conducting appropriate graduation ceremonies for classes under their cognizance.

2. Location of Graduations. Graduations will normally be conducted in the BB-12 Auditorium. The S-3 will resolve conflicts in scheduling of graduation ceremonies.

3. Guest Speakers. Each graduation ceremony should attempt to feature a guest speaker. Guest speakers for officer class graduations will be arranged by the DI and should be a Lieutenant Colonel, Colonel, or General Officer, if possible. If this is not possible, then another appropriate guest speaker should be scheduled. Guest speakers for skills-progression class graduations should be Master Gunnery Sergeant/Master Sergeant or above or Major/CWO3 or above. Speakers for entry-level class graduations may be an appropriate guest speaker, the Instructional Company Commander or his/her representative. Informal coordination for guest speakers will be made by the Instructional Company Commander or his/her representative. The Instructional Company will provide guest speaker information to the DI for follow on coordination through a formal invitation to the guest no less than 10 working days prior to scheduled graduation date. For Combat Engineer Officer course graduations, the MCES Academic Division will conduct final coordination with the guest speaker and ensure that a copy of the speaker's biography and picture are included in the graduation program no less than five working days prior to the scheduled graduation date.

4. Student Guests. Graduating students will be encouraged to invite guests to their graduation ceremony.

5. Requests for Early Graduation. Justification for early graduation requests will be submitted in writing to the DI and will be considered on a case-by-case basis.

4019. STUDENT CHECK-OUT

1. Classes will report to the Personnel Section in building BB-12 for check-out not later than 0700 on the day of graduation. Students will be given a packet containing their orders, SRB, plane tickets, area clearance and a check-out list by the Personnel Section.

2. During the time allotted for check-out, the Class Advisor will conduct an out-brief with all entry-level students. The Class Advisor will inspect each student's packet containing their orders, SRB, plane tickets, area clearance and check-out list as issued by the Personnel Section.

3. Students will check-out with: Class Advisors, SACO, Mail Room, BEQ/BOQ office, Supply, Medical/Dental, Chaplain, and Personnel Section.

4. Students will turn in room keys and check-out of billeting on the morning of graduation.

5. Final instructions will be given by the Class Advisor immediately prior to the graduation ceremony.

Figure 4-1

INBOUND STUDENT ACCOUNTABILITY FLOWCHART

ENTRY-LEVEL STUDENTS

SKILLS-PROGRESSION
LEVEL STUDENTS

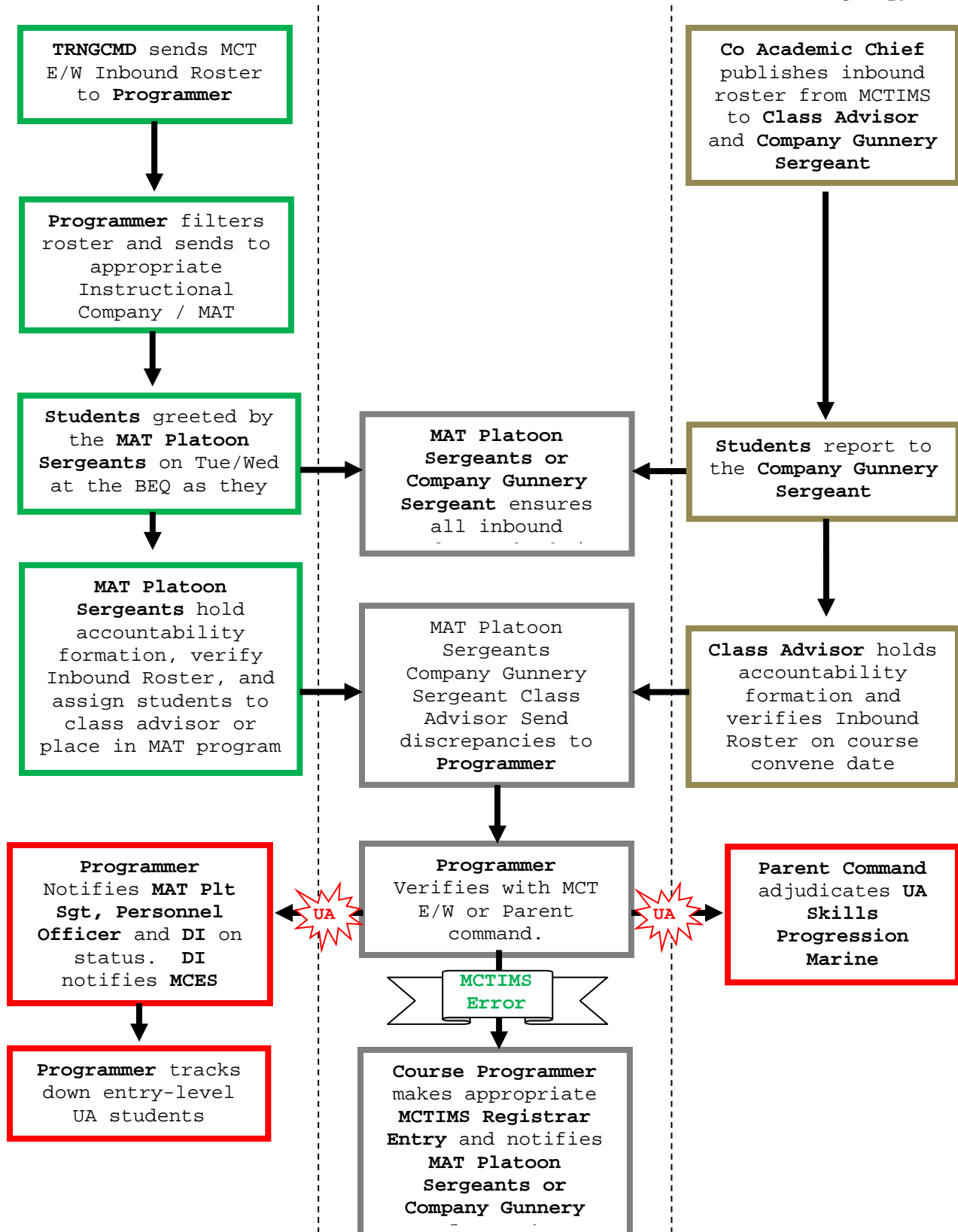


Figure 4-2

ACADEMIC ADMINISTRATIVE ACTION REQUEST



UNITED STATES MARINE CORPS

MARINE CORPS ENGINEER SCHOOL
PSC BOX 20069
CAMP LEJEUNE, NORTH CAROLINA 28542-0069

5000
CO
(Date)

From: Commanding Officer, _____
To: Commanding Officer, Marine Corps Engineer School (Director of Instruction)

Subj: STUDENT STATUS; CASE OF _____

Encl: (1) Counseling Sheet/Medical Documentation
(2) Other: _____

(NAME) (GRADE) (SSN/MOS) (CLASS #) (DUTY STATION)

1. Student Status:

____Prerequisite Drop ____Discipline Failure ____Legal/Admin/Med Hold upon Grad
____Academic Failure ____UA/IHCA/Hosp Drop ____Other
____Will Recycle ____Will Not Recycle

2. Remedial action taken for academic failure:

3. Reasons for this request and recommended actions:

(Signature)

(Date)

FIRST ENDORSEMENT

From: Commanding Officer, Marine Corps Engineer School
To: Commanding Officer, _____

1. Returned approved/ disapproved.

2. By copy hereof, the Personnel Officer and course programmer will take appropriate administrative action.

By direction

Copy to:
Course Programmer
Personnel Officer

Figure 4-3
PROFICIENCY/CONDUCT MATRIX

| | |
|--|----------------------|
| 1. Entry-level students: | |
| GRADE POINT AVERAGE | PROFICIENCY MARKINGS |
| 100-99 | 4.6 |
| 98-96 | 4.5 |
| 95-90 | 4.4 |
| 89-85 | 4.3 |
| 84-83 | 4.2 |
| 82-81 | 4.1 |
| 80 | 4.0 |
| 2. Skills-progression students: | |
| GRADE POINT AVERAGE | PROFICIENCY MARKINGS |
| 100-99 | 4.7 |
| 98-96 | 4.6 |
| 95-92 | 4.5 |
| 91-88 | 4.4 |
| 87-85 | 4.3 |
| 84-83 | 4.2 |
| 82-81 | 4.1 |
| 80 | 4.0 |
| These matrixes should be used as a guide. Markings may be adjusted based on Class Advisor input, PFT performance and perceived leadership strengths or deficiencies. Special consideration may be given to the Class Distinguished Graduate and Academic Honor Graduate. | |
| Conduct markings will be given according to the guidance in MCO P1070.12, Paragraph 4007.6. | |