

## Appendix K

### MECEP Guidance

#### 1-1 MECEP ACADEMIC INSTRUCTION

##### 1. General Policy

a. **Period of Instruction.** The established maximum period of instruction is four academic years, including intervening summers. MECEP students shall complete normal university requirements for the approved major, plus specified professional development training. MECEP students with previous college credits shall have those credits evaluated by the university for credit toward their approved curriculum. The student shall then determine the shortest amount of time needed to graduate. PNSs shall monitor programs of all MECEP students to ensure that each student is enrolled in courses appropriate to their academic curriculum, and that graduation is achieved at the earliest practical date. Delays of graduation beyond that originally projected upon entering school shall not be approved.

b. **Additional Majors.** Outstanding students shall be permitted to acquire a second major or a second minor, if no delay in normal graduation will occur as a result. Academic overloads in pursuit of such goals shall not be permitted unless the PNS is confident that no degradation in academic performance is likely.

##### 2. Programs of Study

a. **Authorized Courses.** MECEP students are authorized to enroll in courses which are appropriate to or supportive of the degree requirements for approved MECEP majors. Students are not authorized to enroll in any course, other than NROTC drill/laboratory, which falls outside the sequence of required or elective courses specified by the university for the degree being pursued.

b. **Review.** Prior to the commencement of each term, the PNS shall review, in conjunction with appropriate faculty advisors, the course of study for each student to ensure enrollment in authorized and required courses and participation in professional development training.

c. **Adjustments.** PNSs are authorized, based upon the recommendation of faculty advisors, to adjust programs of study to conform to the particular student's academic ability. This authorization does not permit the changing of a declared major or enrollment in courses non-supportive of that major.

3. **Academic Load.** MECEP students shall enroll in a normal academic load at all times unless otherwise authorized. A normal academic load is defined as the minimum required by the institution for maintenance of full-time status and for completion of degree requirements within the maximum period of instruction. If a reduced academic load is required for any reason and the reduction could result in an extended graduation date, prior authorization must be obtained from MCRC.

##### 4. Accelerated and Honors Courses

a. **Accelerated Courses.** All courses shall be taken at the most accelerated rate consistent with the ability of the student. When a student's previous education and experience clearly indicate that they have achieved the objectives or knowledge level of a scheduled course, the student shall be enrolled in an advanced course, regardless of whether credit is granted for the more basic course.

b. **Honors Courses.** Students are encouraged to enroll in honors courses when eligible.

5. Credit by Examination. Credit by examination is not allowed for required courses within a major sequence. However, if it appears that a student is not being challenged by an elective or required non-major course and the university gives course credit through a qualifying examination, the student shall take the examination. If successful, the student shall enroll in another course mutually satisfactory to the university, PNS and the student.
6. Special Programs. MECEP students are eligible for special programs, such as summer research projects, workshops and seminars, provided all the following terms are met:
  - a. Graduation date shall not be extended beyond the date of anticipated graduation had the student not engaged in the special program;
  - b. Work is related to a phase of the student's approved curriculum;
  - c. Academic credit toward graduation will be received for the work performed; and
  - d. The special program is recommended by the faculty and approved by the PNS.
7. Summer Term Attendance. MECEP students shall remain on campus and enroll in regularly scheduled summer academic terms.
8. Advanced Degrees. Graduate study by MECEP students is not authorized under any circumstances. MECEP students are expected to be eligible for commissioning upon achievement of the baccalaureate degree.
9. Class Attendance. MECEP students shall attend all scheduled classes, regardless of any university policy permitting unexcused class "cuts," unless excused by the PNS for sufficient cause. Failure to attend classes is cause for disenrollment from the program.
10. Extracurricular Activities. MECEP students are permitted and encouraged to participate in NROTC unit and campus extracurricular activities, including athletics, provided that such participation does not interfere with their academic endeavors and that acceptable academic standards are maintained.

## **1-2 PERFORMANCE STANDARDS**

1. General. All MECEP students are candidates for commissioning in the Marine Corps. Although students retain their enlisted grade and title while participating in the MECEP, they are expected to demonstrate standards of character, patriotism, sense of duty, personal conduct and financial responsibility similar to those required of commissioned officers. Actions or variance from the above standards shall be cause for disenrollment.
2. Academic Performance. MECEP students are required to maintain a grade point average at least equivalent to the minimum required by the university for awarding a degree.

Additionally, MECEP students must maintain normal progress toward completion of degree requirements, as specified in paragraph 3 of Section 1-1 of this appendix.

### **3. Academic Probation**

a. A MECEP student shall be placed on academic probation, regardless of their academic status with the university, for any of the following:

(1) Failure of a Single Course. A student shall be placed on probation whenever he or she fails an academic course during a single term without regard to the type of credit the course may carry and regardless of the student's grade point average for the term.

Withdrawal from, or dropping of, a course beyond the “non-penalty date” shall be considered a failure. A Page 11 entry shall be made cautioning the Marine that a second course failure may result in disenrollment from MECEP.

(2) Unsatisfactory Term Average. A student shall be placed on probation whenever their grade point average falls below the minimum acceptable by the university for a single term. The PNS may, at their discretion, award probationary status whenever a student’s grade point average falls below “C” (2.0 on a 4.0 scale) for a single term, regardless of whether the university requires maintenance of a “C” average. Probation is to be assigned for an unsatisfactory term average without regard to the cumulative grade point average. A Page

11 entry shall be made cautioning the Marine that continued poor academic performance may result in disenrollment from MECEP.

(3) Incomplete Grades. Grades of “incomplete” shall be considered course failures, and probation shall be assigned accordingly. A Page 11 entry shall be made cautioning the Marine that a second course failure or incomplete may result in disenrollment from MECEP.

b. MECEP students placed on probation shall be notified of their status in writing. They shall be advised of the cause, period, and terms of the probation and that failure to meet the terms specified will result in consideration for disenrollment from the MECEP. Copies of probation letters shall be forwarded to MCRC.

c. MECEP students shall be placed on academic probation for the term immediately following the term for which they are deficient. An additional term of probation may be assigned at the discretion of the PNS. In no case shall MECEP students remain on probation more than two consecutive semesters/quarters and/or summer school sessions without the approval of MCRC. Requests for an additional term of probation shall be submitted to MCRC via NSTC(OD4).

d. The PNS shall remove a student from probationary status when the specified terms of the probation have been met. The student shall be notified in writing of their removal from probation, and copies of such correspondence provided to MCRC.

#### 4. Unsatisfactory Academic Performance

a. A MECEP student shall be considered academically unsatisfactory and subject to disenrollment, regardless of their academic status with the university, for any of the following:

(1) Failure of a Second Course. The failure of a second academic course, without regard to the type of credit the course may carry, either prior to removal of an initial failure, or concurrent with another failure, in any semester/quarter or summer session; or

(2) Unsatisfactory Cumulative Average. A cumulative grade point average below the minimum prescribed by the university for graduation; or

(3) Failure to Meet Terms of Probation. Failure to qualify for removal from probationary status and an additional term of probation has not been authorized.

b. Performance Review Board. In cases involving unsatisfactory academic performance, the PNS shall appoint a Performance Review Board to determine the apparent cause(s) for such performance and to make recommendations regarding disposition of the case.

c. Adverse Fitness Reports for Unsatisfactory Academic

Performance. Poor academic performance due to unwillingness to try, cavalier attitude or unprofessional conduct may be reported as adverse in a fitness report. Poor academic performance due to an inability to meet university standards shall not be reported as adverse unless the poor performance results in disenrollment from MECEP.

#### 5. Unsatisfactory Performance Other Than Academic

a. Poor Commissioning Potential. PNSs shall report all students who evidence poor potential for eventual commissioning because of apparent lack of motivation, unseemly conduct, lack of responsibility, unsuitable character traits, etc. However, the PNS shall exhaust reasonable possibility of correcting minor shortcomings to include assignment of probation (see paragraph 6 of Section 1-2), before recommending that MECEP students be disenrolled.

b. Poor Individual Performance. If the university administration or the PNS determine that a student: (1) is applying insufficient effort in connection with their studies; (2) has an unsatisfactory attendance record; or (3) have not conducted themselves in a manner consistent with the standards of the naval service or the university, the PNS shall issue proper and timely warnings to the student. If the condition persists after due warnings have been given, the PNS shall either place the individual on probation (see paragraph 6 of Section 1-2 or, in more serious cases, and upon consideration by a Performance Review Board, recommend disenrollment). The requirement of warning, and the option of probation, shall not apply in cases where students are suspected of major offenses and are being detained by civil or military authority or have been released pending presentation of their cases to grand juries or pending trial on formal charges.

c. Willful Failure of a Course. The PNS shall determine if a failure in a course was a willful act on the part of the individual (e.g., failure to take a final examination). In the event a willful failure is indicated, the PNS shall report the case immediately and convene a Performance Review Board to determine whether probation or disenrollment is appropriate.

6. Aptitude Probation. If, in their judgment, the PNS determines that unsatisfactory performance, other than academic, on the part of the individual is relatively minor in nature and is reasonably correctable, they may place the individual on aptitude probation in accordance with the procedures specified for academic probation in paragraph 4 of Section 1-2 of this appendix.

#### 7. Disenrollment Procedures

a. Reporting a Disenrollment. The PNS shall report the disenrollment of any MECEP student who has been involuntarily disenrolled by the institution. This includes students who are “suspended,” “forced to withdraw,” “not permitted to register for the next semester,” or who for any reason are prevented by the institution from continuing their enrollment either temporarily or permanently.

Under these circumstances, consideration of the case by a Performance Review Board is not required, unless the reason for the disenrollment brings into question the student’s suitability for further active enlisted service. In such cases, the Performance Review Board report and the recommendation of the PNS regarding further active service shall accompany the report of disenrollment. Disenrollment shall be reported by letter to MCRC (ON) via (OD4).

b. Voluntary Disenrollment. A MECEP student may submit a request for disenrollment to MCRC (ON) via the PNS and NSTC OD4. A Performance Review Board is not required in such a case, unless in the judgment of the PNS, the individual’s performance, or reason for making the request, calls into question the individual’s suitability for retention on active duty in an enlisted capacity.

c. **Withdrawal Pending Disenrollment.** The PNS shall not allow a student to start another academic term after forwarding a recommendation for disenrollment if it can be reasonably expected that CMC shall approve the disenrollment.

8. **Effect of Disenrollment.** Except in cases determined by CMC to warrant discharge, disenrolled students shall be retained on active duty and remain at the NROTC unit or Marine Corps headquarters having custody of their military records, as mutually agreeable to the commanding officers concerned, until transfer orders are received.

### 9. Academic Honors

a. The academic honors achieved by MECEP students are of particular interest. Documentation of receipt of such honors may be attached to fitness reports or separately forwarded to MCRC (ON). Copies of local publicity, or releases suitable for dissemination, are desired in cases of individual students whose performances have been particularly noteworthy.

b. Local recognition of academic excellence is encouraged. Although wearing academic stars on the Marine uniform is not authorized, MECEP students shall be awarded certificates or letters of recognition for outstanding performance.

## 1-3 PERFORMANCE EVALUATION

1. **General.** MECEP students shall be evaluated in three specific areas of performance:

a. Academic performance as measured against the host institution's requirements and individual potential.

b. Aptitude for commissioned service as reflected in performance at the NROTC unit and accomplishment of professional development training objectives.

2. **MECEP Advisor.** The MOI on the NROTC unit staff shall be the academic advisor and military advisor/instructor for all MECEP students. As such, they are responsible to the PNS for the evaluation procedures described in this section, and for the conduct of professional development training described in Section 1-4 of this appendix.

### 3. Academic Performance Assessment

a. **General.** Academic performance assessment is based on the student's progress towards an academic degree, evaluation of grades assigned for academic work and achievement of a level of academic work commensurate with individual abilities.

b. **Degree Progress.** Progress towards an academic degree is measured against an individual degree plan. The degree plan may utilize the format for the host institution or utilize a form developed by the NROTC unit. The minimum requirements are that the degree plan contain sufficient detail to determine estimated graduation date and, in comparison with transcripts and current schedule, an assessment of the individual's progress towards a degree.

The degree plan shall be developed during the initial interview with each student. Students who enter the program on an age waiver must have a degree plan developed to ensure graduation and commissioning prior to age 30. Any deviation from this plan that will delay commissioning beyond age 30 shall result in disenrollment from the MECEP.

c. **Academic Potential.** During the initial interview with a student, the advisor shall review the student's past performance as evidenced by high school record, SAT/ACT scores, or prior college level work. The purpose is to establish goals for the ensuing academic term while considering course load,

past performance, extracurricular activities, outside work and other factors which may impact an individual's performance. The student's goals shall be noted on the

Current Academic Term Schedule as expected grades for scheduled courses.

d. Procedures

(1) Initial Interview. The MECEP advisor shall conduct an initial interview with each student at the beginning of the academic term. As a minimum, the interview shall include:

(a) Discussion of the student's degree plan. A copy of the degree plan shall be placed in the individual's Student Performance file at this time if it is not already present.

(b) Review of past performance and setting of goals for immediate academic term, to include review of estimated date of commissioning.

(2) Progress Interview. The MECEP advisor shall conduct counseling sessions with each student during the academic term to determine progress in meeting established goals. The number of counseling sessions depends upon the needs of the individual student. In each case, a summary of the results of the counseling session shall be entered in the counseling notes in the Student Performance File.

(3) End of Term Academic Review. A review of academic progress shall be conducted by the MECEP advisor upon receipt of grades for a term, either from the institution or from the individual as required by circumstances. The following actions are required:

(a) The MECEP advisor shall identify individual students in the following categories:

1. Students with an academic deficiency as defined in paragraph 3 and 4 of Section 1-2 of this appendix.

2. Students who are not yet deficient in meeting academic program requirements but whose planned program will not permit them to complete requirements on time.

3. Students who do not appear to be working at a level commensurate with their potential as established during the initial interview.

(b) The PNS shall conduct a review of each individual's performance with the MECEP advisor and take appropriate action to disenroll, place on probation or implement remedial programs to assist students with identified deficiencies. Special counseling shall be undertaken with students whose performance is judged to be below their potential. Cautionary letters may be issued in such cases.

4. Military Performance Assessment. Formal evaluation of military performance shall be accomplished by submission of academic fitness reports for sergeants and above, in accordance with Marine Corps Order (MCO) P1610.7, and the assignment of conduct and proficiency marks for corporals.

a. The reporting senior for MECEP fitness reports is the MOI and the reviewing officer is the PNS. MECEP student fitness reports shall be forwarded to MMRP for administrative review. The Senior Marine Liaison at NETC shall provide the third review for all adverse MECEP fitness reports.

b. MOIs shall follow guidance provided in MCO P1610.7 when preparing annual fitness reports for the MECEP students.

c. When MECEP students are integrated into the NROTC midshipman battalion organization, they shall be evaluated in their performance of duties by the student officers in the chain of command. Such evaluations shall be forwarded to the MECEP advisor. The MECEP advisor shall use these evaluations for counseling purposes and to assist in preparing fitness reports and assigning conduct and proficiency marks. Assignment of formal aptitude marks is not required.

d. Regular counseling of MECEP students regarding their performance shall be accomplished. Observation of performance and results of counseling sessions shall be entered in the counseling notes in the Student Performance File.

e. When a MECEP student is considered to be performing unsatisfactorily, action in accordance with paragraph 5 of Section 1-2 of this appendix shall be completed. In some cases, submission of a special fitness report may be required.

#### **1-4 PROFESSIONAL DEVELOPMENT TRAINING**

1. General. MECEP students shall participate in training that is necessary for successful completion of post-commissioning schools. Training shall be conducted during regularly scheduled NROTC drill/laboratory periods, and at other times designated by the PNS.

##### **2. Policy**

a. The professional development of each student as a Marine officer candidate is a primary goal of the MECEP. The transition from enlisted to commissioned status must be an important focus of pre-commissioning training. Attitude, perception and professional values must be instilled through active participation in leadership opportunities. The PNS is expected to have a broad and thorough program for the professional development of MECEP students. It is intended that this program be as fully integrated with the overall program of midshipmen professional development as practicable. There is no requirement for any additional college course other than those identified in the NSTC INSTRUCTION 1533.2, Chapter 3, as part of MECEP Professional Development.

b. Integration of MECEP students into the NROTC midshipman battalion is authorized and encouraged. When such integration is accomplished, MECEP students shall be eligible for leadership billets in the same manner as NROTC students.

c. Participation in battalion close order drill is at the direction of the PNS.

d. PNSs are encouraged to exploit the training and experience of MECEP students wherever practicable. Care should be taken when assigning MECEPs as instructors or advisors to avoid separating MECEP students to the degree that their parallel development is hindered.

e. As candidates for commissioning in the Marine Corps, MECEP students are expected to fully participate with their NROTC peers in Marine-oriented activities. These activities should cover the full spectrum of activities made available for students throughout their college careers.

f. The attendance of MECEP students at Navy informational briefings, which have little or no applicability to a Marine Corps career, shall not be required. Such briefings include information/recruiting presentations concerning Navy Nuclear Propulsion careers, Civil Engineering Corps, Engineering Duty Officer, etc. Attendance may be considered advantageous when the broad development of the MECEP student as a naval officer will be enhanced.

g. When MECEP students are excused from drill or "all-hands" laboratory periods, they shall be provided alternate training or activities under the guidance of the MOI.

##### **3. Pre-commissioning Training**

a. General. No specific objectives are required for pre-commissioning training for MECEP students. The basic skills required of Marine second lieutenants shall be addressed during their participation in The Basic School (TBS) following commissioning. However, their probability of success at TBS can be significantly enhanced through the provision of preparatory and indoctrination instruction. PNSs, in collaboration with MOIs, shall establish training programs that will adequately prepare MECEP students for their initial tour of commissioned service.

b. Training Topics. Pre-commissioning training for MECEP students may include the following suggested topics:

- (1) Officer uniforms
- (2) Uniform Code of Military Justice
- (3) Leadership principles
- (4) Career Management/officer administrative matters
- (5) Pay, allowances, travel, personal financial management
- (6) Officer Military Occupational Specialties (MOSs)
- (7) Law of Armed Conflict
- (8) Customs and courtesies/social obligations

#### 4. Physical Training

a. General. Prospective Marine officers are expected to achieve high levels of physical fitness. Accordingly, all MECEP students shall participate in regularly scheduled physical training during their entire tour of duty at the NROTC Unit. They shall be required to meet the physical fitness standards specified in MCO 6100.3J.

b. Pre-commissioning Physical Conditioning. Physical preparation for commissioned service should be no less vigorous than that required for OCS participation. Newly commissioned officers are expected to report to TBS in excellent physical condition.

### **1-5 ADMINISTRATIVE MATTERS**

1. Status of MECEP Students. While assigned to the NROTC unit, MECEP students are carried on the rolls of the nearest Marine Corps activity in the vicinity of the institution of attendance, but are under the administrative and disciplinary jurisdiction of the commanding officer of the NROTC unit.

2. Military Administration. All matters relating to military personnel administration for MECEP students are the responsibility of the Marine Corps activity on whose rolls these students are carried. PNSs shall ensure that information necessary for administrative processing and the maintenance of military personnel records are expeditiously provided to that activity. Should administrative matters require the presence of the Marine concerned, the PNS shall authorize travel to the Marine Corps activity, provided such travel does not interfere with the Marine's regular duties. Funding for such travel shall be the responsibility of the Marine Corps activity.

3. Relations with Marine Corps Activities



a. PNSs shall maintain liaison with such Marine Corps activities as may be necessary for the administration of the MECEP.

b. MECEP students are the direct administrative responsibility of the Marine Corps. From time to time, cognizant headquarters, Marine Corps personnel may require special reports and information regarding MECEP students and may contact the NROTC unit concerned directly. Such contacts are fully authorized, and PNSs shall provide such information as may be reasonably available. Requests which, in the opinion of the PNS, seem improper shall be referred to NSTC OD4.

c. Reporting. MECEP students initially report to the commanding officer of the NROTC unit. They must then report, within five days, to the Marine Corps activity responsible for maintaining their Service Record Book (SRB). Reporting to this activity may be by letter, telephone, or in person, in accordance with local policy.

#### 4. Student Administration

a. Military Records. Military Service Record Books of MECEP students are maintained by the Marine Corps activity they are associated with, as specified in this appendix. A Student Administrative File should be maintained in accordance with NSTC Instruction 1533.2, Chapter 4.

b. Student Performance File. A Student Performance File for each MECEP student shall be maintained in accordance with NSTC Instruction 1533.2, Chapter 6.

5. Transfers Between Institutions. MECEP students are not permitted to transfer between institutions.

6. Security Clearances. A National Agency Check/Local Check (NACLC) is required for each MECEP student prior to graduation. PNSs shall determine if the student's SRB, maintained by the local Marine Corps activity, contains evidence of a favorable National Agency Check or Entrance National Agency Check completed prior to January 1, 1999. If not, a NACLC should be initiated by the Marine Corps activity at the earliest possible time.

7. Physical Examinations. Routine physical examinations for MECEP students shall be arranged through the Marine Corps activity holding their SRBs. Pre-commissioning physical examinations shall be conducted within 18 months prior to the scheduled commissioning date. Transportation costs involved in the conduct of physical examination and medical consultations shall be borne by the NROTC unit, and PNSs shall budget accordingly.

8. Aviation Guarantees. MECEP students are eligible to apply for guaranteed flight training.

9. Leave. MECEP students may be granted leave in accordance with procedures established by the Marine Corps activity holding their SRBs. Except for emergencies, leave shall not be granted during the academic term.

10. Uniforms. MECEP students shall maintain and wear uniforms in the manner prescribed by current Marine Corps Uniform Regulations. They shall wear the prescribed uniform to all scheduled NROTC drill/laboratory periods and to such other events as the PNS may direct. MECEP students are authorized and encouraged to wear appropriate civilian attire at all other times. When in uniform, MECEP students are not permitted to wear any insignia, awards, or other accessories not specifically authorized in Marine Corps Uniform Regulations.

11. Off-Duty Employment. Subject to the above limitations and other pertinent regulations regarding off-duty employment promulgated in current Marine Corps directives, MECEP students shall not be restrained from voluntarily engaging in legitimate and ethical enterprise or employment while on leave or liberty.