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Personnel

**AIR WAR COLLEGE AND AIR COMMAND AND STAFF COLLEGE
MASTER'S DEGREE ADMISSIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes Air University (AU) policy on admissions for Air War College (AWC) and Air Command and Staff College (ACSC) master's degree programs. This policy is also addressed in the *Air University Catalog*. See SAASS OI 36-105 for the School of Advanced Air and Space Studies admissions policies.

1. Abbreviations and Acronyms

ACSC – Air Command and Staff College

AU – Air University

AU/CC – Commander, Air University

AU/CF – Air University Chief Academic Officer

AU/CFR – Air University Registrar

AWC – Air War College

BOV – Board of Visitors

TOEFL – Test of English as a Foreign Language

2. Master's Degree Admission Requirements.

2.1. To be admitted to the AWC or ACSC master's degree program, an individual must be selected to attend AWC or ACSC in residence and either hold a qualifying undergraduate

degree (US bachelor's degree or its equivalent) or meet admission requirements through the portfolio admission process and meet English proficiency requirements.

2.2. Individuals selected to attend AWC or ACSC, but not admitted to the master's degree program, will be allowed to attend the college and may, upon completion, receive a diploma from the college but will not be awarded the college master's degree.

3. Responsibilities.

3.1. Academic Officer (AU/CF). The Air University Chief Academic Officer (AU/CF) is responsible for developing and maintaining Air University graduate school admission policy that is common to all colleges and schools. The AU/CF briefs changes in the admissions policies for Air University to the Air University Board of Visitors (BOV) at the board meeting following the implementation of the change.

3.2. Registrar (AU/CFR). The AU Registrar develops procedural guidance concerning graduate school admissions. The procedures will be maintained as a supplement to this instruction. The registrar serves as a nonvoting member of each college's admissions committee.

3.3. College Admissions Committee.

3.3.1. Reviews and evaluates admissions policies for their respective college on an annual basis and recommends changes as appropriate to the Commandant through the Dean. The Commandant will coordinate changes through AU/CF to the AU/CC for his or her concurrence. Changes will be briefed to the BOV at their next regularly scheduled meeting.

3.3.2. Evaluates academic credentials and potential for successful completion of a master's degree program for students who apply using the portfolio option and makes recommendations to the Commandant through the Dean.

3.3.3. Evaluates the academic progress of any students conditionally admitted due to the Test of English as a Foreign Language (TOEFL) score to determine whether or not they will be allowed to continue in the degree program. Recommendations are made to the Commandant through the Dean.

4. AWC and ACSC Responsibilities.

4.1. Within each college, appoint a faculty admissions committee.

DONALD A. LAMONTAGNE
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