

**BY ORDER OF THE COMMANDER
AIR UNIVERSITY (AETC)**



AIR UNIVERSITY INSTRUCTION 36-2323

AIR UNIVERSITY REGISTRAR SUPPLEMENT

29 OCTOBER 2003

Personnel

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AUI 36-2323, 29 October 2003, is supplemented as follows:

This supplement establishes Air University procedural guidance regarding admissions for Air War College (AWC) and Air Command and Staff College (ACSC) master's degree programs. These procedures are also addressed to some extent in the *Air University Catalog*.

2.1. Procedures. AWC or ACSC resident students pursuing a master's degree from either school must submit the following information to the AU Registrar to determine proof of academic credentials and potential for successful completion of a master's degree program:

2.1.1. (Added) (AU/CFR) Transcripts or Portfolio Option.

2.1.1.1. Transcript(s) for US students. Air Force active duty, Guard, and Reserve officers will have their degree status verified by the AU Registrar through AF personnel records maintained at AFIT without action on the part of AF officers. Sister service officers and civilian students will have their official transcripts sent to the AU Registrar.

2.1.1.2. Transcripts or academic records for international students. Records from institutions outside the US must be evaluated by an independent foreign credentials evaluation service to ascertain equivalency to US degrees. The credentialing service must be a member of the National Association of Credentials Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE).

2.1.2. (Added) (AU/CFR) Portfolio Option. AWC and ACSC provide a portfolio option to those who do not possess a bachelor's or equivalent degree.

2.1.2.1. Those seeking to be admitted to the AWC or ACSC degree program using this option must submit their portfolios to the admissions committee through the AU Registrar. The committee will evaluate each applicant on his or her own merit to determine if the person's "preparation" is judged adequate for the rigors of the master's degree program.

2.1.2.2. Minimally, the portfolio should contain as much information as necessary to demonstrate one's professional and educational history to include:

2.1.2.2.1. Official evidence of all completed college, university and professional school coursework, to include diplomas and certificates. Records must be evaluated by an independent foreign credentials service (see transcripts above).

2.1.2.2.2. Detailed description of professional work including a current resume and, if appropriate, work relevant evaluations.

2.1.2.2.3. Two or more letters of recommendation from persons who (1) hold a terminal degree, (2) are a past or present supervisor, or (3) can offer a professional reference attesting to an individual's capacity to complete a graduate degree program.

2.1.2.2.4. Program brochures, catalog pages and/or descriptions as necessary to support these accomplishments.

2.1.3. (Added) (AU/CFR) Proof of English Language Proficiency.

2.1.3.1. Individuals from countries where the official language is not English achieve an acceptable score on the Test of English as a Foreign Language (TOEFL) to be admitted to the master's degree program.

2.1.3.1.1. The minimum acceptable score for unconditional admission to the master's degree program is 540 for the paper-based test or 207 for the computer-based test. The minimum acceptable score for conditional admission is 500 for the paper-based test or 173 for the computer-based test.

2.1.3.1.2. Students admitted conditionally must retake the TOEFL after beginning classes at AWC or ACSC. AWC students must retake the TOEFL before the end of the fall term. ACSC students must retake the TOEFL during the fall term but by the specified date set by the college for each academic year.

2.1.3.1.3. A faculty committee must evaluate the academic progress of any student who does not achieve the minimum acceptable score for unconditional admission on the retest to determine whether or not he or she will be allowed to continue in the degree program.

2.1.3.2. Exceptions to TOEFL Requirement.

2.1.3.2.1. Individuals applying for admission to one of the master's degree programs from countries where the official language is English are not required to take the TOEFL.

2.1.3.2.2. Individuals who have completed a degree from an accredited institution in the US during the past three years are not required to take the TOEFL.

3.2. AU Registrar Responsibilities

3.2.1. (Added) (AU/CFR) Sends a message concerning admission procedures that has been first staffed through appropriate graduate colleges to AU/IA for distribution to incoming international students.

3.2.2. (Added) (AU/CFR) Briefs AWC and ACSC international students on admission requirements once they have arrived on campus but before the beginning of the academic year.

3.2.3. (Added) (AU/CFR) Notifies incoming AWC and ACSC sister service students of the requirement to provide official transcripts of undergraduate degrees.

3.2.4. (Added) (AU/CFR) Coordinates due dates for academic credential evaluation and TOEFL scores with AWC and ACSC.

3.2.5. (Added) (AU/CFR) Retains admissions documentation for use by admissions committee and as a historical record of the process.

3.2.6. (Added) (AU/CFR) Serves as a nonvoting member for each college Admissions Committee.

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