DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1560.7J Ch 2
MMOA-3
1 Dec 2012

MARINE CORPS ORDER 1560.7J Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: COLLEGE DEGREE PROGRAM (CDP)

Ref: (a) Marine Corps Manual
(b) MCO 1560.25
(c) Joint Federal Travel Regulations
(d) MCO P1070.12K
(e) MCO 6100.13
(f) MCO 6110.3

Encl: (1) Sample Academic Certification Form
(2) Sample Application
(3) Sample Privacy Act Statement

1. Purpose. To reaffirm a program which will assist the career Marine officer in completing college requirements for a baccalaureate degree.

2. Cancellation. MCO 1560.7H.

3. Background

a. As stated in reference (a), each Marine officer not possessing a baccalaureate degree upon commissioning is encouraged to exert every reasonable effort toward obtaining a degree. This policy is reinforced by reference (b), which supports the minimum goal of a baccalaureate degree for Marine officers. Most of the officers who have been commissioned without a degree are voluntarily continuing their formal education off-duty. Additionally, many officers earn nontraditional credit, counting toward degree requirements, by satisfactory achievement on college-level tests such as the College Level Examination Program (CLEP) and the Defense Activity for Nontraditional Education Support (DANTES) Subject Standardized Tests or through recognition of their formal service school training.

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b. It is recognized that a large number of officers will not be able to fulfill final residence requirements for graduation because of frequent transfers required by the Marine Corps unless they are assigned for a period of time on campus. The CDP is designed to permit qualified officers without degrees to complete undergraduate degree requirements on a full-time basis on campus. In so doing, those selected become eligible for assignments to many billets that require undergraduate degrees.

4. Policy.

Recognizing the benefits to be gained from college training, for both the individual career officer and the Marine Corps, the Commandant of the Marine Corps gives maximum encouragement and assistance to those officers who are continuing their college education through off-duty studies.

5. Requirements.

>CH 1 a. Eligibility is limited to Regular officers, Extended Duty Reservists (EDR), and officers serving with a Standard Written Agreement (SWAG) of 3 years, or on Extended Active Duty (EAD), and officers serving with a Standard Written Agreement (SWAG) of 3 years, or on Extended Active Duty (EAD) of 3 to 5 years awarded by the Officer Retention Board (ORB). Reserve officers on a SWAG/EAD must be able to complete the CDP before their expiration of active service (EAS) and expiration of current contract (ECC) to be eligible to apply. In this regard, the completion date listed in enclosure (1) of this Order must be on or before the officer's EAS/ECC. Upon completion of the program, the EAS/ECC will be adjusted in accordance with paragraph 5.c. If the newly adjusted EAS/ECC is established after the expiration of the SWAG/EAD, the officer will remain on active duty until the new EAS/ECC. Applicants must be in the grade of warrant officer through lieutenant colonel and have sufficient college credits to permit them to obtain a baccalaureate degree within a maximum period of 18 months. Restricted officers are limited to their participation in the program by MOS. No more than one percent of the officers in each restricted MOS or no more than one restricted officer for MOS's with inventories less than 100 officers can attend college in the CDP during the same time frame. The intent is not to restrict CDP opportunities overall, but rather allocate those opportunities over time to minimize the impact on our restricted officer staffing requirements. The annual officer education MARADMIN will list the restricted MOS's open for application to the CDP.

b. Officers who are in the status of having failed selection for promotion at the time the CDP board convenes will not be eligible for consideration. Those officers will remain ineligible until such time as

they are selected for promotion. Officers who fail selection for promotion, after selection for the CDP, but before matriculation, will not be permitted to attend.

c. Officers applying must agree not to tender a resignation or request retirement while participating in the CDP. Officers must further agree to remain on active duty, after completion of degree requirements or upon separation from the program for any other reason, for a period of 3 years, or, if the enrollment is longer than 1 calendar year, for a period of 4 years. Further, officers must agree they will not submit a resignation request, request voluntary retirement, or request release from active duty during the period of obligated service. The foregoing obligation is in addition to any obligation previously incurred.

d. Prescribed tours of duty will not normally be interrupted to permit participation in the program. An applicant must have completed at least one tour of duty in the officer's primary MOS prior to requesting participation in this program. The normal tour length for an officer assigned to a duty station in CONUS and Hawaii is 3 years. Requests for exceptions to this tour length will be considered on an individual basis.

>CH 1 e. Officers must select a regionally accredited college/university and be designated a full-time student by the degree granting institution. Part-time attendance or electronic attendance is not authorized.

f. Students wishing to accept civilian employment while participating in the CDP must receive prior permission from the CMC (MMOA-3).

g. The program requested must include 24 Semester Hours (SH) of concentration in that area and must be regularly offered to all matriculating students. Multiple-major programs are not permitted.

h. Before submitting an application, officers must have been accepted by the college/university and must have attained a minimum of 2 years advanced standing toward a baccalaureate degree. The 2 years advanced standing is

further defined as 60 SH or 90 quarter hours (QH) (computed at 1 1/2 QH per SH). Of this 60 SH/90 QH, at least 20 SH/30 QH must be of classroom work completed at a civilian college/university. The remaining 40 SH/60 QH may be comprised of additional college classroom work, tests (CLEP, United States Air Force Institute (USAFI), and DANTES examinations), correspondence courses, military school, and military service credit, but may not include more than 30 SH/45 QH of combined military schools and military service credit. All courses needed to meet the minimum 2 year requirement must be completed and accepted by the institution prior to submission of enclosure (2).

i. An officer's program should be so arranged that the majority (75 percent) of the on campus work is in upper-level course work, with at least 12 SH/18 QH of the courses in the major subject area.

j. The minimum period necessary to meet degree requirements will be authorized and summer terms will be fully utilized. Officers must understand that they may have to carry a heavier course load for each semester, quarter, and summer session in order to earn their degrees within the maximum authorized period of 18 months.

k. Participating personnel will receive their regular pay and allowances. Tuition and matriculation fees, cost of textbooks and materials, and all similar fees and expenses will be borne by the individual. An officer assigned to school under this program will be issued permanent change of station orders to the school concerned and attached to the nearest Marine Corps activity for administrative purposes. The usual reimbursement for travel, transportation for dependents, and other allowances authorized by reference (c), incident to a permanent change of station, will apply.

l. While participating in this program officers are not eligible for tuition assistance.

m. Flying for operational or training purposes is not permitted for the period of school attendance. Aviation incentive pay will continue for those officers who have satisfied their operational flight time gate requirements prior to commencement of schooling. Officers who have not satisfied their flight time gate requirements will not receive aviation incentive pay.

n. Applications requesting assignment to the CDP for less than 20 weeks will be considered only if no permanent change of station orders are involved; e.g., a reassignment within the local area to which an officer is currently assigned.

o. In order to encourage all unrestricted officers to obtain at least a baccalaureate degree, officers selected for the CDP and a professional military education (PME) school may attend both, either consecutively or with an intervening tour, while participating first either in the CDP or at a PME school.

6. Selection.

a. Selection is based on overall professional performance and potential, previous academic record, the program desired, availability for transfer, career pattern, and the needs of the Marine Corps.

b. In considering the academic aspect of an applicant's case, selection boards normally place emphasis on the quantity and quality of recent off-duty college-level course work. This work must demonstrate the applicant's ability to perform at a "B" grade level in the officer's field of major study.

c. Names of those applicants who are selected will be published in a Marine Corps bulletin. Marines whose names do not appear in the bulletin should consider themselves as having failed selection to the CDP.

7. Application.

a. Eligible officers will submit an application, original and two copies, in the format at enclosure (2). Evidence of acceptance at the college/university will be submitted, in the format provided in enclosure (1) to the application. If this enclosure is not complete, the application will not be considered by the board. The Academic Certification Form, (enclosure (1) of enclosure (2)) of this order, and copies of transcripts from the college/university previously or currently being attended must be forwarded to the Commandant of the Marine Corps (CMC) (MMOA-3) with the application. All entrance examinations required by the college/university must be completed prior to submission of an application. Applications should reach the CMC (MMOA-3) at least 6 months prior to the start of the college term specified in the application.

>Ch 1 b. The CDP Selection Board will normally convene in March each year. Applications must be submitted by the 15th of February.

c. The commanding officer's endorsement of individual applications will contain comments/recommendations to assist in the selection of applicants.

d. Officers not considered/selected who desire to be reconsidered at a later date must reapply at that time, referencing the previous application(s) and enclosing transcripts of all new courses completed. A new certification by the college/university to be attended must also be submitted.

8. Records and Reports.

a. Officers participating in the CDP will submit copies of grade reports to the CMC (MMOA-3) as soon as they become available. After the completion of the CDP, officers will submit a complete transcript and photostat copy of the earned degree to the CMC (MMOA-3).

b. Activities to which officers are attached during their tours at college will submit a record of completion of training.

c. Appropriate entries of graduation will be recorded in the officer's qualification record and the personnel accounting system in accordance with reference (d).

d. In order to be considered in a satisfactory student status, an officer must meet college residency requirements and be eligible for admission in each semester or quarter. An officer failing to maintain a satisfactory student status will notify the CMC (MMOA-3) by message.

e. Personnel who fail to meet course requirements, or any other degree requirements by the end of the period assigned to the CDP, will submit a report to the CMC (MMOA-3). This report will include the reason(s) for the student's failure to complete degree requirements and the student's plan for making up deficiencies.

f. Officers selected for the CDP will ensure compliance with the physical fitness, weight control, and military appearance standards set forth in references (e) and (f).

9. Reserve Applicability.

a. This Order is not applicable to the Marine Corps Reserve.

H. P. Osman

H. P. OSMAN
By direction

DISTRIBUTION: PCN 10201930000

Copy to: 700110 (55)
7000093, 144 (1)
8145001 (1)

DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 1560.7J Ch 2
MMOA-3

DEC 1 2012

MARINE CORPS ORDER 1560.7J Ch 2

From: Commandant of the Marine Corps
To: Distribution List

Subj: COLLEGE DEGREE PROGRAM (CDP)

Encl: (1) New page insert to MCO 1560.7J

1. Situation. To transmit a new page insert to the basic order.

2. Mission. To update information contained within the order.

3. Execution. Remove the cover page and replace with the corresponding page in the enclosure.

4. Summary of Change. This is an administrative change to update the references.

5. Filing Instructions. File this Change immediately behind the promulgation page.

A. SALINAS
By direction

DISTRIBUTION: PCN 10201930001

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

MCO 1560.7J Ch1
MMOA-3
23 Dec 1998

MARINE CORPS ORDER 1560.7J CH1

From: Commandant of the Marine Corps
To: Distribution

Subj: COLLEGE DEGREE PROGRAM (CDP)

1. Purpose. To direct pen changes to the basic order.

2. Information. These changes provide updated eligibility requirements for restricted officers, change the requirement for main campus attendance and reduce the number of CDP selection boards from two per year to one per year.

3. Action. Make the following changes as indicated:

a. On page 2, delete paragraph 5.a. and replace it with the following: "Eligibility is limited to Regular officers, Extended Duty Reservists (EDR), and officers serving with a Standard Written Agreement (SWAG) of 3 years, or on Extended Active Duty (EAD) of 3 to 5 years awarded by the Officer Retention Board (ORB). Reserve officers on a SWAG/EAD must be able to complete the CDP before their expiration of active service (EAS) and expiration of current contract (ECC) to be eligible to apply. In this regard, the completion date listed in enclosure (1) of this Order must be on or before the officer's EAS/ECC. Upon completion of the program, the EAS/ECC will be adjusted in accordance with paragraph 5.c. If the newly adjusted EAS/ECC is established after the expiration of the SWAG/EAD, the officer will remain on active duty until the new EAS/ECC. Applicants must be in the grade of warrant officer through lieutenant colonel and have sufficient college credits to permit them to obtain a baccalaureate degree within a maximum period of 18 months. Restricted officers are limited to their participation in the program by MOS. No more than one percent of the officers in each restricted MOS or no more than one restricted officer for MOS's with inventories less than 100 officers can attend college in the CDP during the same time frame. The intent is not to restrict CDP opportunities overall, but rather allocate those opportunities over time to minimize the impact on our restricted officer staffing requirements. The annual officer education MARADMIN will list the restricted MOS's open for application to the CDP."

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b. On page 3, change paragraph 5.e. to read: "Officers must select a regionally accredited college/university and be designated a full-time student by the degree granting institution. Part-time attendance or electronic attendance is not authorized."

c. On page 6, change paragraph 7.b. to read: "The CDP Selection Board will normally convene in March each year. Applications must be submitted by the 15th of February."

4. Filing Instructions. File this transmittal immediately behind the basic order.

R. M. FLANAGAN
By direction

DISTRIBUTION: PCN 10201930001

Copy to: 700110 (55)
7000093
144 (1)
8145001 (1)

SAMPLE ACADEMIC CERTIFICATION FORM

INSTITUTIONAL LETTERHEAD

To: Commandant of the Marine Corps (MMOA-3)
Headquarters, U.S. Marine Corps
Washington, DC 20380-0001

(DATE)

NAME OF PROSPECTIVE STUDENT_____

I certify that the above named officer can complete this institution's requirements for a baccalaureate degree through full-time school attendance at this institution's main campus from (starting date) to (completion date). The officer should report to the school for registration and processing by (date). Completion of degree requirements is, of course, contingent on normal progress and satisfactory completion of work. The above specified dates represent the minimum period required to complete the remaining ** semester hours/quarter hours of undergraduate work. Evaluation of credit given is based on ____hours for courses previously completed with civilian schools including ___hours transferred from (school(s); _____hours for formal military schools completed:_____ hours for military service;____ hours for USAFI and DANTES courses and tests; ___hours for College Level Examination Program tests.

The officer's field of study is (major field) and, upon completion of the schedule of courses listed below during (inclusive dates), the officer will be granted a (B.A., B.S., etc.) degree with a major in _____.
The courses required for graduation are:

COURSE NUMBER	TITLE	SEMESTER HOURS/QUARTER HOURS

75 percent of the work would be upper level courses with at least 12 hours in the major study area.

(Signature and Title of Official
Institution)

Note: Please Affix School Seal over Signature
** If any off-duty courses are to be completed by the individual prior to entry into school, do not include here.

ENCLOSURE (1)

SAMPLE APPLICATION

From: (Grade, Name, Social Security No., MOS of Applicant)/USMC
To: Commandant of the Marine Corps (MMOA-3)
Via: (Official Channels)

Subj: REQUEST FOR ASSIGNMENT TO THE COLLEGE DEGREE PROGRAM (CDP)

Ref: (a) MCO 1560.7H

Encl: (1) Academic Certification Form (Do not mail separately)
(2) Official Transcripts(s) of College Credit (one for each school)
(3) Privacy Act Statement

1. In accordance with the reference, I am requesting assignment to duty at (name and location of university/college) from (date when registration and processing must begin) to (date of completion of undergraduate work) for the purpose of completing undergraduate work required for a baccalaureate degree. (If the school cannot provide the exact starting, completing, and reporting dates in enclosure (1), at the time the application is submitted, obtain such dates in writing from school when available, and submit them to the Commandant of the Marine Corps (MMOA-3)). I certify the above period represents the minimum time required for completion of such work through full-time school attendance. Enclosure (1) is a certification by the school that all work required for the baccalaureate degree can be completed by me during the specified period.

2. I have completed the minimum requirements for 2 years advance standing. The advanced standing is comprised of (number) semester hours (SH)/quarter hours (QH) of undergraduate work offered by an accredited institution(s) of higher learning, (number) SH/QH hours for formal military schools, (number) SH/QH for College Level Examination Program tests. In addition to the advanced credit, I expect to have completed, prior to the above mentioned starting date, an additional (number) SH/QH hours. I have completed (number) SH/QH hours of off-duty study while in the Marine Corps.

3. Enclosure (2) is a transcript of my college credits from each school previously attended.

4. Enclosure (3) is a Privacy Act Satement.

ENCLOSURE (2)

5. My present duty station is _____.
Date current tour began_____.
My DSN number is_____.
My career status is (Regular, EDR, EAD or SWAG)
My current EAS/ECC is_____.

6. I agree not to tender a resignation or request retirement while participating in the CDP. I further agree to remain on active duty, after completion of degree requirements or upon separation from the program for any other reason, for a period of 3 years, or, if the enrollment is longer than 1 calendar year, for a period of 4 years. I further agree that I will not submit a resignation or request for retirement during this period of obligated service. I understand that the foregoing obligation is in addition to any obligation previously incurred.

7. The attached photograph was taken (date).

8. Results of latest PFT (PASSED/FAILED) Date_____

Signature of Applicant

ENCLOSURE (2)

SAMPLE PRIVACY ACT STATEMENT

THE PRIVACY ACT OF 1974

DATA REQUIRED BY THE PRIVACY ACT OF 1974
(5) U.N.C. 552A)

PART A - IDENTIFICATION OR REQUIREMENT

1. REQUIRING DOCUMENT: MCO 1560.7I

2. HQMC SPONSOR CODE: TDE-44

3. DESCRIPTION TITLE OR REQUIREMENT: College Degree Program (CDP)

PART B - INFORMATION TO BE FURNISHED TO INDIVIDUAL

1. AUTHORITY: 10 U.S.C. 125, Functions, Powers and Duties

2. PRINCIPLE PURPOSE: This letter has the purpose of providing information to serve as the basis for consideration for selection for the CDP.

3. ROUTINE USE: The information furnished is used solely for the purpose of providing the CDP Selection Board with sufficient information upon which to base selection for the CDP.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of information is voluntary. However, if information is not supplied, the selection board may not have sufficient information upon which to make an adequate evaluation of the applicant's acceptability for the CDP.

SIGNATURE AND DATE

ENCLOSURE (3)