

DEPARTMENT OF THE ARMY

THE JUDGE ADVOCATE GENERAL'S SCHOOL, U.S. ARMY
CHARLOTTESVILLE, VIRGINIA 22903-1781

TJAGSA Circular No. 351-6

19 August 2022

JUDGE ADVOCATE OFFICER GRADUATE COURSE

1. **PURPOSE**. This circular governs the course of instruction and administration of the Judge Advocate Officer Graduate Course at The Judge Advocate General's School, U.S. Army (TJAGSA).
2. **SCOPE**. This circular applies to all students attending the Graduate Course on or after the date above and supersedes all previous Circulars 351-6. This circular will remain in effect until superseded.
3. **GENERAL**.
 - a. The Graduate Course is designed to educate, develop, and inspire Soldier-Leader-Lawyers for increasingly complex service in positions of greater responsibility across the broad spectrum of legal disciplines reflected in the JAGC Core Competencies.
 - b. Educational Goals. The Judge Advocate Officer Graduate Course produces graduates to supervise, lead, and manage in military legal offices and serve as legal advisors to senior military commanders. Graduates will have:
 - 1) The refined strategic, critical thinking, reasoning, and judgment skills necessary to identify, analyze, and correctly resolve complex legal issues.
 - 2) A deeper knowledge of substantive law, legal systems and institutions, and the defense establishment, and a dedication to lifelong learning.
 - 3) Improved research, analytical, and communication skills.
 - 4) Enhanced skills to lead and manage at the organizational and strategic levels.
 - 5) Enduring professional relationships and camaraderie established through the educational program and co-curricular activities.
 - c. Students who successfully complete all of the requirements for the Graduate Course to the LL.M. standard may be awarded a Master of Laws in Military Law pursuant to

10 U.S.C. § 7415 upon recommendation of the faculty. The degree program is reviewed by the American Bar Association (ABA) under the ABA Standards and Rules of Procedure for Approval of Law Schools.

4. **RESPONSIBILITY FOR INSTRUCTION.**

a. Consistent with generally recognized educational concepts of academic freedom, TJAGSA's teaching departments, supported by the Leadership Center in the Legal Center, are responsible for the substantive content and curriculum planning and development for the Graduate Course Program of Instruction.

b. Our faculty, and the substantive areas they teach, are categorized by the disciplines of Criminal Law, Administrative and Civil Law, National Security Law, Contract and Fiscal Law, Professional Communications, and Leadership Development. The Departments and programs are identified by the following two or three-digit codes: (1) Academic Department – Dean's Office (AD); (2) Academic Department – Administrative & Civil Law (ADA); (3) Academic Department – Criminal Law (ADC); (4) Academic Department – National Security Law (ADN); (5) Academic Department – Contract & Fiscal Law (ADK); (6) the Professional Communications Program (PCP); and (7) the Leadership Development Program (LDP).

c. The Graduate Course is an advanced educational program. The curriculum is specifically designed to maximize student experience, expertise, and participation. Students are provided the opportunity to make significant scholarly contributions in various fields within the broad spectrum of military legal practice. Students are partners with the faculty in all academic endeavors and are encouraged to identify and pursue their own personal goals and objectives for intellectual development, in addition to the broad educational aims of the LL.M program.

5. **ADVISORS.** Each Graduate Course student is assigned a faculty advisor. The faculty advisor serves as a counselor in personal, professional, and academic matters throughout the course. Different faculty members serve as writing advisors to each student for the scholarly writing requirement and as part of the PCP. The separately-published *PCP Manual* provides additional detailed information about the role of the writing advisor.

6. **CLASS LEADERSHIP.** The Dean designates class leadership to assist in class administration. The class leadership serves as the class spokespersons and advisors to the Dean and Associate Deans on all matters affecting the class as a whole. The class leaders' responsibilities include reporting attendance, supervising appearance and conduct of class members, and class administration, among other responsibilities. The designation of a class leader is not intended to, and should never, discourage class members from communicating directly with the faculty, staff, Associate Deans, or the Dean.

7. **COURSE CONTENT.**

a. **General.** The Graduate Course is a 31.5-credit course that is conducted over two semesters of two quarters each (four quarters). A course credit represents 14 hours of classroom instruction, plus 2 hours of assessment (or the equivalent). In addition, classes are designed to require that students perform a minimum of 2 hours of out-of-class work per hour of classroom instruction or in preparation for an hour of assessment. Consequently, students perform a total of 48 hours of academic work (in class, out of class, and assessment) per credit hour.

1) *Core Subjects*. Each student must satisfactorily complete 24.5 credits of core instruction. This instruction is designed to enhance students' knowledge and understanding of contemporary military law, professional communications, military doctrine, and prepare them to supervise and lead legal professionals. Subjects in the core instruction include:

Criminal Law	3.0	Credits
Administrative and Civil Law	5.5	Credits
National Security Law	4.0	Credits
Contract and Fiscal Law	4.0	Credits
Professional Communications Program	2.0	Credits
Leadership Development Program	3.0	Credits
Core Scholarly Paper (Research Paper or Primer)	3.0*	Credits
Total:	24.5	Credits

Table 1

* All students will receive 3.0 core credits for their scholarly paper. For primers, this is the full credit for their paper. For 4-credit research papers, students will receive 1.0 additional elective credit for a total of 4.0 credits. For 6-credit research papers, students will receive 3.0 additional elective credits for a total of 6.0 credits. For the theses and defense, students will receive an additional 6.0 elective credits for a total of 9.0 credits. See paragraph 7.a.3 below for a description of the elective requirements and the *PCP Manual* for complete details on the scholarly paper requirement.

2) *Sub-Courses*. For purposes of academic organization, grading, and transcripts, Core Subjects are divided into a number of sub-courses as indicated in the table below. For each sub-course, the student will receive a letter grade that will be annotated on the Academic Transcript.

Core Subject Area	Sub-Courses	Credit Hours	Total Credit Hours
Criminal Law	Military Justice I	1.0	3.0
	Military Justice II	2.0	
Administrative & Civil Law	General Administrative Law I	1.75	5.5
	General Administrative Law II & Government Ethics	1.75	
	General Administrative Law III	2.0	
National Security Law	Law of Armed Conflict	2.0	4.0
	National Security Law	2.0	
Contract & Fiscal Law	Government Contract Law	2.0	4.0
	Federal Fiscal Law	2.0	

Table 2

3) *Elective Subjects*. Each student must satisfactorily complete a total of seven (7) elective credits. This may include the opportunity for students to continue work on their core scholarly paper, either expanding their research paper or completing their thesis. In addition, for students who wish to continue writing in other ways, the PCP offers additional writing program

electives. Participation in all writing program electives requires approval from the PCP Director, the process for which is fully explained in the *PCP Manual*. The non-writing program electives are fully explained in the “Graduate Course Elective Catalog” document that is published separately. Students may seek to include an Individual Preparation Program (IPP) elective during the academic year. IPP Proposals must be detailed, in writing, identify significant academic rigor, and be submitted through the Department Chair to the Dean for approval. The Dean will usually approve only one (1) IPP elective credit per student. In this graduate-level program, each student is individually responsible for ensuring that all required core and elective course work is satisfactorily completed.

4) *Auditing Elective Subjects*

(a) Students wishing to enroll in electives as auditors may do so during the add/drop period at the end of each quarter. **Audit enrollment is on a first-come, first-served space-available basis only and must be approved by the Department hosting the elective and the Associate Deans for Students and Academics.**

(b) No credit is awarded for an audit; the annotation “AU” will appear on the student’s transcript noting the audit. To secure such a notation, students must attend all scheduled class sessions.

(c) Students who audit classes will have access to all course materials and attend all class sessions. However, they are not required to complete any graded assignments or homework. Faculty may ask auditors to limit class participation if class participation is a graded element of the class in order to provide students officially enrolled in the elective to have maximum opportunity to achieve a satisfactory grade in that element.

(d) Once the first class session of the elective meets, an audit enrollment may NOT be changed to a graded enrollment; similarly, a graded enrollment may not be changed to an audit enrollment after that point.

5) *Transfer Credit (ABA Standard 508)*

(a) Transfer credit is normally only accepted from the University of Virginia School of Law based on the articulation agreement between our institutions.

(b) Students are generally NOT allowed to pursue outside studies during the Graduate Course. Exceptions to allow outside study must be approved by the Dean **before** the course of study begins. Students who want to pursue transfer of outside study credit into the Graduate Course must expressly request that transfer of credit when they seek approval to attend the course. It will be the students’ responsibility to ensure that the Dean has all the information required to evaluate the course of study under paragraph iii. below.

(c) It is in the Dean’s sole and absolute discretion to approve outside courses of study for transfer credit using the following criteria:

(1) The course of study must be offered under the supervision of an institution of higher education in good standing with their regional accrediting body and, for law schools, they must be accredited by and in good standing with the American Bar Association (ABA).

(2) Whether or not the institution is a law school, the topic, material, and presenter qualifications must be appropriate for credit in a Master of Laws program. The material and qualification of teachers will be evaluated using the then-current version of the ABA Standards for Approval of Law Schools. The amount of credit awarded for transfer will be evaluated independently by TJAGLSA under the ABA Standards irrespective of the credit awarded by the institution offering the course of study.

(3) Transfer credit will only be granted for topics that are not otherwise presented in the Graduate Course for credit. In other words, the student may not receive double credit for a topic.

6) *Other Activities.* Attendance is mandatory for the course-enriching programs in (a) and (b) below and encouraged for the volunteer activities in (c):

(a) Supreme Court of the United States (SCOTUS), Court of Appeals for the Armed Forces (CAAF), and the Army Court of Criminal Appeals (ACCA). If funding is available and conditions permit, the class will visit SCOTUS, CAAF, and ACCA during the Graduate Course. Eligible members may have the opportunity to be admitted to SCOTUS, CAAF, and/or ACCA.

(b) Senior Leader Series and Staff Ride. Throughout the year, lecturers and guest speakers will provide insight into contemporary military, legal, and leadership issues to promote a better understanding of the environment in which military law is practiced. Additionally, subject to funding and if conditions permit, the class will conduct an educational visit to a Civil or Revolutionary War battlefield in the mid-Atlantic region as part of the LDP.

(c) Officer Basic Course (OBC) Crossover Coaching Program. The Crossover Program pairs Graduate Course students with JAOBC students in order to provide an additional leadership opportunity during their time in TJAGLSA. The Graduate Course student will coach the OBC student through two (2) pass/fail assignments and meet with the student on other occasions. This creates an additional opportunity for potential mentor/mentee relationships to develop, and is a required activity as part of the Graduate Course student's leadership development. Student assignments and specific instructions will be provided by the Leadership Center.

(d) Volunteer Exercises in Other Courses. During the year, faculty conducting other courses like the OBC, Noncommissioned Officer Academy courses, and Advanced Individual Training for enlisted soldiers. Graduate Course students are encouraged to apply their experience and expertise in support these of these courses, so long as they can do so without detracting from their own academic studies.

b. Grading.

1) *Philosophy.* This course is primarily one of advanced education, developing both expertise and versatility, not individual qualification or specialization. All of our students are experienced and accomplished attorneys who should contribute significantly to the educational enrichment of other students throughout the year. The goal is a learning environment where academic achievement is encouraged. Graduate Course grading is meant to complement the educational process, not compete with or encumber it.

2) *Grading Scale and Standards.* On individually graded items, students receive a raw score on a 100-point scale. Each sub-course listed above has one or more graded instruments that determines the student's grade for that sub-course. For sub-courses with multiple instruments, the student's raw scores will be combined in accord with percentages outlined generally in paragraph 7b.4)(a)) below and in the sub-course syllabus (published separately on JAGU). Once the raw scores are combined, the student receives a letter grade for the sub-course. Students will receive a short feedback survey at the end of each sub-course. Grades for that sub-course will be released once all students complete the feedback survey. The student's Grade Point Average (GPA) is calculated using a 4.33-point scale correlated to sub-course letter grades using the credit hours assigned to each sub-course. The following table reflects the relationship among raw score, letter grades, and GPA value:

RAW SCORE	LETTER GRADE	GPA VALUE
97-100	A+	4.33
94-96	A	4.0
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3.0
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2.0
70-73	C-	1.67
<70	F	0

Table 3

Raw scores that fall between ranges (e.g., 96.5) are subject to a traditional rounding approach. Raw scores that end in .5 or higher are rounded up to the next range (e.g., a 96.5 would round up to a 97 or an A+); raw scores that end in .4 or lower are rounded down (e.g., a 96.3 would round down to a 96 or an A). This table informs GPA calculation and resulting class standing (discussed in paragraph 7.b.4)(c) below) which are reported in accordance with Army policy. While the current Army Academic Evaluation Report (AER) limits reporting to two decimal places, GPAs are considered beyond 2 decimal places to determine class rank and eliminate what appear to be ties. That said, the Graduate Course assessment and measurement system seeks to provide formative feedback and facilitate learning to the greatest extent possible. Students receive a report of their GPA three times during the year. Early in the 3d Quarter, students receive their GPA based on reported grades in core subjects, including the core scholarly paper requirement. Early in the 4th Quarter, students receive their GPA based on reported grades from

the core subjects and 3d Quarter electives. At the end of the course, the students receive their GPA based on all completed credits.

3) *Military Education Level and Award of the LL.M.* Students may pass the Graduate Course and be awarded the resulting Military Education Level for completing an Officer Advanced Course within the Army system with a GPA of C- (1.67 or higher). However, the standard for award of the LL.M. is C+ (2.33 or higher). Consequently, to qualify for the LL.M., a student's GPA must be a C+ (2.33 or higher). Moreover, because the ability to communicate effectively in writing is critical to Judge Advocates, all candidates for the LL.M. must successfully complete the core scholarly paper requirement with a score of C+ (77 raw score or higher) to qualify for their advanced degree. Final decision on the award of the Master of Laws (LL.M.) degree is made by the Commandant considering recommendations from the Dean and the Faculty.

4) *Grading Procedure.*

(a) *Core Subjects.* All core grading instruments for the Graduate Course are designed to achieve a goal of an A- mean or raw score equivalent, but they are not normalized (curved). Students are welcome to discuss any assessment or examination with the Departmental Course Manager responsible for administration of the examination/assessment. However, any appeal of grades, assessment instruments, or individual items within those instruments must be made formally through the process in sub-paragraph (e) below.

(1) Administrative and Civil Law assesses student performance and understanding of the core subjects using three sub-courses, each graded by an examination. Examinations may consist of objective questions, essays, or both. Specifics are provided in the Administrative and Civil Law syllabus.

(2) Criminal Law assesses student performance using two sub-courses: Military Justice I and Military Justice II, each graded by examinations, written / oral practical exercises, and class participation as set forth in the syllabus for each sub-course.

(3) Contract and Fiscal Law assesses student performance using two sub-courses, Government Contract Law and Federal Fiscal Law, each graded by written examinations, and participation in seminars, workshops, and plenary sessions. The final grade for each of these sub-courses is based on the weighted average of the examination, workshop and seminar participation, and plenary participation. Specifics are provided in the syllabus for each sub-course.

(4) National Security Law assesses individual student performance using two sub-courses, Law of Armed Conflict and National Security Law. Each sub-course final grade is based solely on its respective examination which are fully essay instruments. Specifics are provided in the Law of Armed Conflict and National Security Law syllabi.

(5) The PCP plenary sessions in the core assess performance as outlined in the *PCP Manual* on a pass/fail basis. The core scholarly paper is graded using the letter grade scale above and the rubric contained in the *PCP Manual*. Students who choose either research paper

option or the theses will receive their final grade for both their core scholarly paper requirement and any additional elective credits award based on the option chosen.

(6) The LDP assesses students through doctrinal quizzes, a graded examination, written exercises, and participation. The LDP final grade is based on the weighted average of the two doctrinal quizzes (20%), a short essay examination (30.0%), the leader philosophy exercise (30.0%), and participation in all classes, seminars, and capstone events (20.0%).

(b) *Elective Subjects*. Students should select electives based on their interests, professional development needs, and their professional goals to expand into less-practiced or less-known areas of the law. All electives are graded using the TJAGSA letter grade scale in Table 3 above. Elective grades may be based upon written papers, written or oral exercises, examinations, presentations, and/or student performance in class, as further outlined by each elective professor in their elective syllabus. Grades *for electives only* are normalized across all departments in accordance with accepted academic standards in order to ensure fairness and equity across all of the electives offered in the course. Electives are normalized so that the mean (average) final grade for all TJAGSA students completing the elective is an A-. UVA students attending TJAGSA electives are NOT included in the normalization process. Writing program electives are already normalized using the PCP grading matrix and are not normalized further. Grades in approved IPP electives are *not* normalized, but each individual with an approved IPP will be graded strictly according to the grading plans and standards approved in the IPP plan. IPP faculty are expected to assess performance where average performance is awarded an A- and performance above or below average is fairly assessed based upon the approved grading standards for that IPP.

(c) *Grade Point Average and Class Standing*. Overall GPA and class standing is calculated for each student. GPA is reported on the official course transcript. In addition, GPA and class standing inform the student's AER (see paragraph 14 below) and the awards for the class (paragraph 16 below). Overall GPA is calculated numerically by multiplying the GPA value of the letter grade for a sub-course, course, or elective by the credit hours for that sub-course, course, or elective. (See Tables 2 & 3 above). That number for each sub-course, course, or elective is added together with the number for all graded sub-courses, courses, and electives completed. The sum of those numbers is divided by the total credit hours completed to determine the overall GPA. At the end of the course, the total graded credit hours completed must be 29.5. The 2.0 credits of PCP is pass/fail and does not award a letter grade, but that pass/fail course brings the program total to 31.5 credit hours. Students must attain an overall numerical GPA of 1.67 (C-) (on the TJAGSA 4.33-point scale above) to complete the course and be awarded Military Education Level F (Army students only). A student must achieve an overall numerical GPA of 2.33 (C+) or above to be awarded the LL.M.

(d) *Approved Grades*. Grades are not official until they are approved by the Dean. Once approved, grades are released by the Associate Dean for Students using the "My Grades" function in JAG University (JAGU). Once approved, grades are presumed accurate and may only be appealed for good cause shown.

(e) *Appeals of Approved Grades.* Individual faculty members may not independently change grades once they are approved and posted by the Dean's Office. Students who wish to appeal a grade must submit the appeal in writing to the Department Chair of the department that administered the graded instrument. The appeal must clearly indicate the grade being appealed and the substantive basis for the student's belief that the grade inaccurately reflects their performance. **Appeals must be filed within 7 calendar days of the release of the grades for that assessment on JAGU. Appeals filed after 7 calendar days will be denied as untimely.** For timely appeals, the Department Chair may consider the appeal and determine if any relief is warranted. If relief is warranted, the Chair coordinates the adjustment with the Dean's Office. If the student is not satisfied with the resolution by the Department Chair, they may request review by the Dean **within 7 calendar days of notification of the Department Chair's decision. Requests for Dean review filed after 7 calendar days will be denied as untimely.** To request the Dean's review, the student forwards their appeal, along with the action of the Department Chair to The Associate Dean for Academics, who conducts a review in consultation with the Associate Dean for Students and the Educational Consultant. If this group believes there is a legitimate basis for the appeal, the Associate Dean for Academics refers the appeal, with the recommendation of the group listed above, to the Dean, recommending whether the appeal should be granted and what relief should be given to the student. The final decision on all grade appeals is made by the Dean. Students are informed of the results of their appeal in writing. The Dean's decision on any appeal is final.

(f) *Failing and Marginal Grades.* If a student receives a failing grade (raw score below 70 or a letter grade "F") on any graded or assessed event, the Dean may direct the student to re-test or resubmit the failed event or refer the matter to a faculty board. If a student received a marginal grade (raw score between 70 and 77 or a C or C- letter grade), the student may request a re-test or to resubmit the graded assignment in order to raise their grade. If a student re-tests or resubmits on a graded event where they originally achieved a failing or marginal grade, the event is re-graded using the same grading criteria as the original submission, or as provided in the *PCP Manual*. The highest grade awarded on any re-graded event is C+ (77.0), regardless of the raw score achieved. Students must successfully complete all graded/assessed events in order to graduate. Students who either fail an exam/assessment or who marginally pass an exam/assessment (grades of C- or C (fail to meet the LL.M. standard of C+)), must be counseled by the Academic Department Chair administering the assessment and referred to the Associate Dean for Students with a copy of the counseling form. The student may also be counseled by the Associate Dean for Students.

(g) *Professional Communications Program Grading Procedure*

(1) Grading of 4-credit, 6-credit Research Papers, and Theses Generally. Students approved for 4-credit or 6-credit research papers or theses are graded in accordance with procedures in the *PCP Manual*. When they receive their final grade, that grade is reflected on their transcript for BOTH their 3-credit core scholarly paper grade AND an Expanded Research Paper elective grade (either 1 credit (4-credit research paper), 3 credits (6-credit research paper) or 6 credits (thesis)).

(2) Primers and Research Papers: Primers and 4- or 6-credit research papers will have progress submissions due during the first semester and in December in accord with the PCP manual. Students whose work on their progress submission, in the judgment of the faculty advisor, places them in jeopardy of receiving a grade below C+ (77) may be required to enroll in the Writing Composition and Style elective in the 3d quarter. The elective may only be taken once for credit. If, based on any progress submission, the writer of a 6-credit paper is referred to the Writing Composition and Style elective by the faculty advisor, the paper will be downgraded to a 4-credit paper. Students who score below a C+(77) on their research paper may be required to resubmit the paper. The maximum grade the student can receive on the resubmitted paper is a C+ (77) regardless of the raw score on the resubmitted paper. If the resubmitted paper is graded below a C+ (77), the student will receive the higher of the original grade or the grade on the resubmitted paper.

(3) Thesis: Procedures for grading the thesis and defense are specified in the PCP Manual. Thesis writers whose progress places them in danger of scoring below a C+ (77) on this requirement may be downgraded to a research paper by the Department Chair for the practice area that is the subject of the thesis. See the PCP Manual for complete information on the thesis requirement and procedures.

(4) Substandard and Failing Grades in the Scholarly Paper. A grade below C- (70) on the scholarly paper is a failing grade and does not satisfy the requirements to complete the course. A grade below C+ (77) on the scholarly paper normally does not satisfy the requirements to receive the LL.M. degree. Students whose core scholarly paper may be in danger of falling below C+ may be encouraged or required to enroll in the Writing Composition and Style elective in the 3d Quarter. This option results in students receiving additional guidance on their papers before grades are issued. The Writing Composition and Style elective is graded independently based on the specific requirements of the elective, so it is a completely separate grade from the grade awarded for the paper itself.

(5) Papers with a Final Grade Below C+: If the student's **FINAL** paper grade remains below a C+ after any required resubmissions, the primary grader notifies the PCP Director. The Dean may refer any student's paper that fails to achieve LL.M. (C+ (77)) or course standards (C- (70)) to the Writing Program Committee established in the *PCP Manual*. The PCP Director will notify students if the Dean has referred their core scholarly paper to the Writing Committee. The entire committee reviews scholarly papers forwarded to the committee. The committee meets and, through the PCP Director, advises the Dean whether the student achieved a grade that meets LL.M. or course standards. The Dean has complete discretion to approve the final grade. With the advice of the Writing Committee, the Dean makes a recommendation to the Commanding General regarding whether to grant the LL.M. and/or whether the student will graduate from the course. Students do not receive their grade until the Dean has approved the final grade.

(6) Plagiarism. The Merriam-Webster dictionary states that to plagiarize is "to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source." Students submitting original work for all requirements in the Graduate Course is an integrity issue and thus critical to acceptable performance in the Course. TJAGLCS Circular 351-09 sets forth our Standards of Originality and is incorporated by reference in paragraph 17 below. In the context of the PCP, students must pay particular

attention and systematically document their papers to avoid inadvertently violating these rules. See paragraph 17 below for specific information on the processing of plagiarism allegations.

(h) *Failed Electives*. If a student receives a failing grade in an elective, the Dean may direct the student to repeat the failed graded event or may determine that the student has failed the elective. The student is counseled by the Academic Department Chair overseeing that elective and referred to the Associate Dean for Students with a copy of the counseling form. If a student fails an elective, the student does not receive credit for that elective and is required, if circumstances and timing permit, to take a different elective for credit. If a student fails an elective in an area in which they are concentrating, the student is ineligible to receive the designation of that concentration. Failure to satisfactorily complete seven (7) elective credits results in the student failing to complete the Graduate Course.

(i) *Late Submissions*. As professional officers, students are required to turn in all assignments on time. A submission is late if it is not turned in at or before the deadline set, regardless of the reason, unless an extension is granted by the Dean (see paragraph (k) below). The Associate Dean for Students is notified by the Academic Departments of every late submission on any graded event/assessment, no matter how slight. Late submissions in core or elective instruction are subject to an academic penalty of 5% for each day (or any part thereof) that the assignment is late. Penalties for late submissions in the Professional Communications Program are specified in the PCP Manual. The Associate Dean for Students will counsel the student whose assignment is tardy. The student may appeal the penalty to the Dean who may grant relief in extraordinary circumstances. In addition to academic penalties, students who are late with assignments may be subject to administrative consequences as a military officer, such as counseling, letters of concern or admonition, and/or a referred AER. Reasonable accommodations may be requested where appropriate in accordance with DOD Policy. Students should direct requests for reasonable accommodations to the Associate Dean for Students, through their student leadership, as soon as possible.

(j) *Requests for Extension*. Requests for extension on any core or elective assignment must be submitted to the Associate Dean for Students who will forward it to the Dean for decision. Any written format (including email) is acceptable for this request, as long as it fully conveys the justification for the extension. In emergency circumstances, an email from the Small Group Leader will suffice. A request for extension is not granted until the student receives a response from the Associate Dean for Students with the revised deadline. Consequently, students must submit their request as far in advance as possible to ensure it can be considered by the Dean and the decision can be relayed to the student.

8. **CLASS SCHEDULE**. The tentative class schedule for the academic year is provided separately. Students should view the tentative class schedule as a general guide to the course's structure and flow and should plan outside requirements, such as medical appointments, around that schedule. Although the schedule is subject to change for a variety of reasons, every effort will be made to minimize changes. If the student relied on the class schedule for their planning, that fact is considered if the student needs to request a class absence under paragraph 11 below.

9. **DISTRIBUTED LEARNING (DL) POLICY**. The primary method of instruction in the Graduate Course is resident (in person) instruction. However, events outside the School's control may dictate that some Graduate Course instruction move to a DL or Virtual delivery method. Consequently, students are responsible for ensuring that they have internet connectivity and are able to attend classes virtually, as well as access course materials on JAGU. Students who have issues with internet connectivity or access to digital materials are responsible for notifying the TJAGLCS G6, the Educational Technology and Distributed Learning (ET/DL) Directorate, and the professor / departments involved in a timely manner.

a. *Digital Attendance*. DL classes are mandatory and are held at their originally scheduled time in accordance with the academic calendar unless told otherwise by the professor teaching the class. Students are expected to be fully logged in and prepared to begin at the prescribed class time. During special presentations and guest speakers conducted virtually, students will be required to be logged in 15 minutes prior to the official start time and keep their cameras on for the entire presentation.

b. *Absences*. If a student is unable to attend a DL class, they are responsible for requesting an excusal in accordance with the procedures in paragraph 11 below.

c. All DL platforms used by TJAGSA have the capability of sharing video. Graduate Course students MUST have their cameras turned on and share their video during the entire class/presentation to facilitate full participation. If there are unexpected circumstances (such as network connectivity) that require their camera to be turned off, the student MUST notify the Associate Dean for Students, through the student chain of command, specifying the reason that the camera was turned off.

d. *Digital Conduct*. Students are expected to be professional when using all aspects of the DL platform including, but not limited to, the video, audio, and chat features.

e. *Uniform*. Students will be in proper military uniform at all times for all DL classes and presentations.

10. **NONATTRIBUTION POLICY**. Frank, professional, and substantive conversations are highly encouraged and key to advanced education. To facilitate these discussions, the Commanding General has established a non-attribution policy, published separately. Violation of this policy is punitive under the UCMJ.

11. **ABSENCES**.

a. *Class Absences*.

1) General. Students must be on time and attend all scheduled classes. Students attending the Graduate Course are on active duty / civil service and are receiving full pay and allowances to attend the course as a full time student. Consequently, all scheduled sessions of any type are the students' place of duty, unless the session is clearly labeled as "optional." Therefore, attendance in class sessions, of any type, is mandatory. Students should make appointments outside of classroom hours. All missed work and classes must be made up promptly. Specific deadlines are set by the Academic Departments for completion and submission of missed work due to long- or short-term absences. New deadlines should,

accounting for all of the circumstances surrounding the absence, provide the absent student the same amount of total time to complete the work as the student would have had without the absence. Students are expected to proactively communicate with the department to coordinate the make-up work and deadline. Only the Dean, the Associate Dean for Students, and the Associate Dean for Academics are authorized to excuse absences. Students who fail to comply with attendance requirements are reported to the Associate Dean for Students and may be considered for disciplinary action, up to and including, dismissal from the course.

2) Class Absence Process. Except for emergencies, students must submit a written request through the class S1 to the Associate Dean for Students **at least three duty days** in advance of any proposed absence. Class excusal forms are available from the Class S1 and/or Associate Dean for Students. The student must have each professor whose class they will miss sign the form and make a recommendation regarding the absence. They must then notify their section leader and turn the form in to the class S1 who will process the form to the Associate Dean for Students. Once a decision is made on the absence, the form is returned to the student via the class S1.

b. *Maternity, Parental, and Convalescent Leave*. If a student experiences a qualifying birth event (QBE) or eligible adoption during the Graduate Course, the student is entitled to maternity convalescent leave and/or parental leave in accordance with the student's service regulations. Students anticipating a QBE or adoption during the Graduate Course must notify their student chain of command and detail the student's wishes for use and timing of maternity convalescent and/or parental leave and meet with the Associate Dean for Students to plan accommodations for that absence.

1) Academic Expectations. Students on maternity convalescent or parental leave are neither required nor expected to complete graduate course requirements or participate in classes during their authorized leave periods. The Associate Dean for Students will work directly with students and advisors to address each student's individual circumstances and needs. However, **ALL** Graduate Course requirements must be satisfied prior to conclusion of the student's academic year. If the student's maternity convalescent or parental leave will require them to extend their academic year in order to satisfy course requirements, this should be discussed with the Associate Dean for Students as soon as possible in order to allow coordination with appropriate personnel offices. In addition, the student should discuss the impact of an academic year extension, which extends beyond the scheduled class graduation date, on class standing, awards, and evaluation reports with the Associate Dean for Students.

(a) Planning. Students who take maternity convalescent and/or parental leave must develop a written plan to accomplish graduate course requirements either before beginning leave or as soon as practical upon return. The school will provide flexibility to students in developing plans to complete course requirements, but approval authority for the final plan / schedule for the student to satisfy all course requirements is the Dean, TJAGSA. Plans should consist of suspense dates by which the student agrees to: 1) take exams, 2) submit written assignments, 3) turn in participation projects, 4) submit scholarly paper progress submissions, and 5) submit the final scholarly paper and associated progress submissions. These plans are processed through the Professional Communications Program (PCP) Director, the student's proposed paper advisor, the Chair of the Academic Department in which the student is writing, the Associate Dean for

Students, and the Associate Dean for Academics, to the Dean for approval. Sample plans from a previous graduate course students are available from the Associate Dean for Students. Upon return to the classroom or in advance of their absence, students should arrange with individual graduate course managers and Chairs from each academic department to take their exams by the suspense documented in approved plans. Students who voluntarily elect to participate during maternity convalescent or parental leave will be graded by the same metrics as their peers who are not on leave.

(b) Participation. Students on convalescent or parental leave will not be penalized for non-participation during their authorized leave periods and will be provided an opportunity to earn participation grades upon return to the classroom. These make-up, participation opportunities will require effort equivalent to the participation efforts required of students who are not on leave. Each academic department will maintain a policy, which outlines procedures for how students on convalescent or parental leave can earn the percentage of their grade dedicated to participation. Students will not be required to complete more work than their peers who are not on leave in order to earn participation credit.

2) Temporary Duty (TDY) Considerations. In accord with DoD and service policies, qualifying parents will be deferred or excused from all continuous duty events that are in excess of one normal duty day for 365 days after the birth/adoption/placement of their child. This includes TDY.

3) Lactation Accommodations. Lactating students will be provided time and space to nurse or express milk at the LCS. A designated lactation room is located in the hallway attached to the atrium, near the women's locker room. Lactating students who need to express during class sessions are permitted to do so without a formal class excusal, but should seek to return to class as soon as practicable.

c. Emergency Class Absences.

1) General. Emergency class absences are unforeseeable circumstances that may include illnesses, sudden family issues, hospitalization, death of a family member, or other circumstances where the student could not anticipate the need for the absence. If possible, the student should attempt to follow the standard Class Absence process on para. 11.a.2. above. In situations where it is not feasible to complete the full process, the student must contact the student chain of command for guidance on a case-by-case basis.

2) Illness. Students who must miss class due to illness must report their illness through their student chain of command to the Associate Dean for Students. If the student's illness prevents them from attending class for longer than one full day, the Associate Dean for students may request written documentation from their medical provider explaining the student's medical condition.

3) Commander's Critical Information Requirements (CCIR). In the event of death, serious injury/illness, hospitalization of a student or family member, or other events in the Commanding General's CCIR policy (published separately), the student (or their representative) must notify the Associate Dean for Students and the student leadership immediately (or as soon

as circumstances permit), as this information warrants a CCIR notice to the Commanding General.

d. *Leave.*

1) Ordinary leave. Ordinary leave will normally **NOT** be granted for periods when class is in session. Students must request leave or pass (see para. 11e. below) during weekends or holiday periods if they plan to travel more than 150 miles from TJAGSA. Leave will be processed through the Associate Dean for Students to the appropriate approval authority. A student's leave may be cancelled at any time if they fail, or are in jeopardy of failing, any course requirement. Examples of such course requirements include, but are not limited to, all outlines, drafts, and papers in the PCP. **Students should not purchase tickets or make non-refundable travel arrangements before their leave request is approved.** Students may request leave during planned writing weeks if, and only if, the student has completed all of the requirements, in accordance with the standards set in the PCP Manual, for the next writing program submission and has obtained approval from the paper advisor and the PCP Director prior to submission of the leave form. **PLEASE NOTE: The Commanding General may restrict leave at any time based upon the operational environment.**

(a) All leaves must be documented on DA Form 31.

(b) Students wishing to take leave must submit a DA Form 31 at least three duty days before the beginning of the intended leave period and before obligating any money for travel. Leaves are processed through the Associate Dean for Students to the appropriate approval authority. No leave is approved until the appropriate authority acts and the DA Form 31 is returned to the student.

2) Emergency Leave. Emergency leave must normally be documented through a Red Cross message. Contact the Associate Dean for Students for assistance with processing emergency leave.

e. *Passes*. The normal duty day for students is 0900 to 1720. Time during the duty day not scheduled for formal class is normally reserved for research and study.

1) Regular Pass. A short, non-chargeable, authorized absence from post or place of duty during normal off-duty hours is a regular pass. Non-duty periods of absence, other than normal duty hours, are considered a pass period, to include official holidays. A regular pass begins and ends on post, at the duty location, or at the location from where the student normally commutes to duty. Students must physically be at one of these locations when departing to or returning from a regular pass.

(a) Students may travel within a 150-mile radius of TJAGSA without a DA Form 31 during a regular pass period.

(b) Students wishing to travel more than 150 miles from TJAGSA must submit a DA Form 31 at least three duty days before the beginning of the intended pass period and before obligating any money for travel. Passes are processed through the Associate Dean for Students to

the appropriate approval authority. No pass is approved until the appropriate authority acts and the DA Form 31 is returned to the student.

2) Approval. The Associate Dean for Students is generally the approval authority for passes for Graduate Course Students.

12. **PLACES AVAILABLE FOR STUDY**. The schedule of instruction will designate periods of individual study as “Research and Study.” Normally, Research and Study may be accomplished in the classroom, in the TJAGSA library, in the Atrium Study area, at University of Virginia School of Law library, quarters, any empty TJAGSA classroom, or any other appropriate place. **PLEASE NOTE: Health and safety policies may limit these options based on the operational situation.** Research and Study time on the schedule may be insufficient to accomplish all study and academic tasks. Students are expected to use evenings and weekends, as necessary, to professionally accomplish all Graduate Course requirements.

13. **PHYSICAL FITNESS AND WEIGHT STANDARDS**.

a. *Physical Fitness Testing and Height/Weight*. Students shall maintain an appropriate level of physical fitness and meet their respective Service’s height/weight standards. Army personnel will comply with current policies for physical fitness testing. Students who fail physical fitness testing requirements established by Army policy and/or who fail to meet height/weight within the process described by regulation will be dismissed from the Graduate Course with mandatory negative annotations on the student’s AER. Members of other military departments attending the Graduate Course must meet their Service’s physical fitness standards. Physical fitness and weight standards do not apply to foreign students, unless directed by the sending foreign nation.

b. *Army Combat Fitness Test (ACFT)*. Army students must complete the ACFT as required by Army Policy. **All Army students** will participate in mandatory physical training sessions scheduled by the Dean to familiarize with the ACFT events and will participate in scheduled diagnostic and/or record ACFT during the course. **NOTE that these sessions will normally occur EARLIER than normal class hours.** Students are expected to plan for these sessions and make necessary arrangements, such as child care, to facilitate their attendance.

14. **ACADEMIC EVALUATION REPORTS (AER) – DA Form 1059-2**.

a. Army Regulation 623-3 requires an AER for Army students. Sister service students will receive an AER, but the information from the AER will be translated to the appropriate sister service form under processes established by the senior member of that sister service on the faculty. Civil service students will receive an AER which will be forwarded to their supervisor at their sending command for incorporation into their annual rating on DPMAP. International Military Students will not receive an AER. Their performance will be documented on DD Form 2496, International Student Academic Report.

b. In addition to overall academic performance, AERs for the Graduate Course evaluate strategic thinking and written and oral communication. These attributes are evaluated based on faculty observations of all aspects of the officer’s performance and participation during the course.

1) Ratings and Comments for the **Strategic Thinking Block** are based on classes, courses, assignments, and special projects that enable an assessment of the student's ability to think critically, creatively, and systematically; to employ an ethical reasoning framework, evaluate contrasting points of view, apply historical lessons, and draw valid conclusions. At a minimum (list is not exclusive), student performance in the following sub-courses or electives are reviewed to evaluate this block on the AER:

i. The main driver from core instruction for comments and blocking in this section is the average of the scores for the two National Security Law essay examinations, the Government Ethics sub-course, and the Leadership Philosophy exercise.

ii. The following electives will also be considered for comments in this block (again, this list is not exclusive):

1. Principled Counsel in Judge Advocate Practice
2. History of Warfare
3. Advanced Acquisitions IV
4. Advanced Standards of Conduct (Government Ethics)
5. Critical Analysis of the Military Justice System
6. History and Evolution of Victim Rights
7. China: Strategy and Law
8. International Human Rights

iii. The Thesis option under the PCP may also warrant comments in this block in addition to the written and oral communication blocks.

2) Ratings and comments in the **Written Communication block** assess the student's ability to write clearly, concisely, and correctly; convey ideas convincingly, and use sources skillfully. The main driver for ratings and comments in this block will be the Core Writing Requirement. Selection of a piece for publication is also a key factor. Electives with a significant writing requirement may also be a source for comments in this block.

3) Ratings and comments in the **Oral Communication block** assess the student's ability to speak clearly, correctly, and confidently; convey ideas convincingly, and negotiate effectively. The main driver for ratings and comments in this block will be the Brief the SJA Exercise and electives that assign a significant oral communication requirement. Included in this block are the student team that achieved the highest score in the Oral History elective.

4) Comments in the **Notable Academic Performance block** will address items reflecting overall performance that are not mentioned elsewhere in the report. For example, the highest score in an elective or a perfect score on an exam that is not addressed in other more specific blocks might go in this block. Concentrations are also incorporated into this section.

c. Other types of service, leadership, and volunteer activity might also be included in this block if not mentioned elsewhere on the form. During the second semester, students will receive a survey where they will have the option to submit significant activities or achievements that they view as relevant to their AER. The Dean has sole authority to determine whether any activity or achievement is included in the final AER. Students with a final overall grade average of C- (1.67 on the 4-point scale) or higher receive an AER indicating "Graduate." Students with

a final overall grade average below C- (1.67), or who fail to successfully complete all course requirements, receive an AER annotating “Non-Graduate.”

d. Students who excel during the course, have no failures on any graded assignments, meet all required military standards, such as H/W and ACFT, and rank within the top 10% of the class receive the “Distinguished Graduate” block at the discretion of the Dean.

e. Students who demonstrate strong performance during the course, have no failures on any graded assignments, meet all required military standards, such as H/W and ACFT, and whose class rank is between 11% and 30% of the class receive the “Superior Graduate” block at the discretion of the Dean.

f. The final decision on all AER blocking and comments is reserved to the Dean.

g. Students can attain one of the following class standing designations on the AER which will be highlighted as a Notable Academic Achievement:

Class Position	AER System Designation
Highest Overall Graduate	Valedictorian
Second Highest Overall	Salutatorian
Graduate Class Rank Thru #5	Honor Graduate
"Top Block"	Distinguished Graduate (10% Limit)
Additional Block above "Graduate"	Superior Graduate (30% Limit)

15. **MASTER OF LAWS (LL.M.) DEGREE.**

a. The Commanding General/Commandant may, upon the recommendation of the Dean and faculty, confer the degree of Master of Laws in Military Law upon graduates who have fulfilled degree requirements of successfully completing 31.5 credit hours with an overall grade point average of at least 2.33 on a 4.33-point scale (C+) and who achieve a grade of C+ or higher on the scholarly paper requirement. Students with a final overall grade point average of less than 2.33, or a final grade of less than C+ in the scholarly paper, ordinarily do not receive the LL.M. degree unless award of the degree is approved by the Commanding General/Commandant under extraordinary circumstances.

b. *Concentrations.* Students may seek an academic concentration in one of the following specific disciplines: Criminal Law, Administrative and Civil Law, National Security Law, or Contract and Fiscal Law. This concentration is annotated on the student’s academic transcript and AER. **Students may only declare one concentration.**

1) To qualify for a concentration, the student must complete all the requirements for the LL.M. degree and take at least five (5) elective credits in the specific discipline. Additionally, the student **must** write their core scholarly paper in the area of concentration.

2) Since the core scholarly paper must be written in the area of concentration, expanded research paper elective credits DO count toward satisfying the 5-elective credit concentration requirement. Consequently, a student writing a 4-credit research paper would receive one (1) elective credit toward their concentration and would need to successfully compete four (4) additional credits in the area of concentration. A 6-credit research paper writer would receive three (3) elective credits toward the concentration and would need to complete two (2) additional elective credits in the area of concentration. Thesis participants who otherwise meet course requirements are normally awarded a concentration in the concentration area in which their thesis is written. Additionally, credit earned in the Writing Style and Composition elective counts toward the 5-elective credit requirement, because the work completed in that class is specific to the concentration area in which the student is writing.

3) Credits earned for IPP electives count toward the 5-elective concentration credit requirement if the individual project is prepared in the area of concentration. Other electives that count toward more than one concentration are indicated in the Graduate Course Elective Catalog, distributed separately.

4) To obtain a concentration, students must successfully complete **ALL** core, elective, and PCP requirements for the Department/Practice Area in which they seek to concentrate at the LL.M. standard (C+).

5) Students must submit, via email, to the respective Department Chair with copy to the Registrar (Don Dudley), an intent to concentrate in an area by the end of the 2d Quarter. If a student does not meet the requirements for concentration in a particular area, the Department Chair for that discipline notifies the student in writing, outlining the specific reason(s) that preclude them from concentrating in that area.

16. **AWARDS**. Special awards and certificates recognizing outstanding achievement are presented at graduation. These achievements are also annotated on the awardee's AER.

a. *Valedictorian*. Awarded to the student with the highest overall GPA. To be eligible for this award, the student must have no failures on any academic assignment and must meet all required military standards.

b. *Salutatorian*. Awarded to the student with the second-highest overall GPA. To be eligible for this award, the student must have no failures on any academic assignment and must meet all required military standards.

c. *Honor Graduate*. Awarded to the students with the third- through fifth-highest overall GPA. To be eligible for this award, the student must have no failures on any academic assignment and must meet all required military standards.

d. *Distinguished Graduate*. Awarded to students within the top 10% of the class, measured by GPA. To be eligible for this award, the student must have no failures on any academic assignment and must meet all required military standards.

e. *Superior Graduate*. Awarded to students whose class rank, measured by GPA, falls between the top 11% and 30% of the class. To be eligible for this award, the student must have no failures on any academic assignment and must meet all required military standards.

f. *Superior Performance in Administrative and Civil Law.* Awarded to the student who exhibits superior achievement in all core, elective, and Professional Writing requirements for Administrative and Civil Law. To be eligible for this award, a student must receive a concentration in Administrative and Civil Law. Superior achievement is assessed by performance in core and elective classes, participation in class and seminar discussions, quality of written submissions and oral presentations, and other factors that demonstrate exceptional commitment to scholarship in the field of Administrative and Civil Law.

g. *Superior Performance in Contract and Fiscal Law.* Awarded to the student who exhibits superior achievement in all core, elective, and Professional Writing requirements for Contract and Fiscal Law. To be eligible for this award, a student must receive a concentration in Contract and Fiscal Law. Superior achievement is assessed by performance in core and elective classes, participation in class and seminar discussions, quality of written submissions and oral presentations, and other factors that demonstrate exceptional commitment to scholarship in the field of Contract and Fiscal Law.

h. *Superior Performance in Criminal Law.* Awarded to the student who exhibits superior achievement in all core, elective, and Professional Writing requirements for Criminal Law. To be eligible for this award, a student must receive a concentration in Criminal Law. Superior achievement is assessed by performance in core and elective classes, participation in class and seminar discussions, quality of written submissions and oral presentations, and other factors that demonstrate exceptional commitment to scholarship in the field of Criminal Law.

i. *Superior Performance in National Security Law.* Awarded to the student who exhibits superior achievement in all core, elective, and Professional Writing requirements for National Security Law. To be eligible for this award, a student must receive a concentration in National Security Law. Superior achievement is assessed by performance in core and elective classes, participation in class and seminar discussions, quality of written submissions and oral presentations, and other factors that demonstrate exceptional commitment to scholarship in the field of National Security Law.

j. *Best Primer.* Awarded to the student whose primer is identified by the PCP Director with input from faculty advisors as demonstrating superior scholarship and writing.

k. *Jaqueline R. Little Award for Excellence in Writing.* Awarded to the student whose research paper (4 credits or 6 credits) is identified by the PCP Director with input from faculty advisors as demonstrating superior scholarship and writing.

l. *Best Thesis.* Awarded to the student whose thesis is identified by the PCP Director with input from faculty advisors as demonstrating superior scholarship and writing.

m. *Most Innovative Paper in Concentration Areas.* Academic departments, in their sole discretion, may choose to recognize a student who wrote either a research paper or thesis for demonstrating innovative and cutting edge thought in that concentration area. A panel of faculty members from the Department overseeing that concentration selects the winner. In addition to the academic departments, the Leadership Center may also choose to recognize a student who wrote an innovative research paper or thesis.

n. *Best Paper by an International Student*. Awarded to the international student whose paper is identified by the PCP Director, with input from faculty advisors, as demonstrating superior scholarship and writing.

o. *Outstanding Trial Advocacy*. Awarded to the student who demonstrates superior advocacy skills in the Federal Litigation Elective.

p. *The Sally R. MacDonald Selfless Service Award*. Awarded to the student who demonstrates servant leadership and selfless service to their classmates and The Judge Advocate General's Legal Center and School community and institution throughout the course. Students vote on this award, which is affirmed by a committee consisting of the Dean, the Associate Deans, and the Department Chairs.

q. *The Semper Fidelis Distinguished Leadership Award*. Awarded to the student, from any military service, who demonstrates outstanding leadership characteristics, regardless of serving in a formal leadership position, during the course. Class members vote on this award, which is affirmed by a committee consisting of the Dean, the Associate Deans, the Senior Marine Representative for TJAGSA, and the Department Chairs. A successful nominee for this award must demonstrate some or all of the following:

- 1) Superior academic performance;
- 2) Leadership within the Judge Advocate community and TJAGSA (e.g., mentorship of OBC students or UVA Law School students);
- 3) Leadership or volunteerism in the local community (e.g., youth athletics, religious/spiritual programs, community service);
- 4) Participation in class activities (e.g., athletic, social, military and academic);
- 5) Demonstrated leadership traits (e.g., self-discipline, responsibility, and integrity); and
- 6) Recognition by fellow students.

r. *The Colonel Edyie M. Rob Award for Excellence in Mentorship*. This award is presented to the Graduate Course student who is nominated by one or more of the students from the Officer Basic Course with whom they have a mentor relationship for excellence in that mentoring role. A panel of TJAGLCS leaders selects the winner from among the nominees.

17. STANDARDS OF ORIGINALITY FOR STUDENT WORK. All student papers, outlines, or presentations submitted for evaluation shall comply with the requirements set forth in TJAGSA Circular No. 351-9 (Standards of Originality for Student Work). If it is alleged that a student has plagiarized on any graded or assessed event, the Dean may direct the student to re-test or resubmit the event. For suspected plagiarism in PCP submissions, the Dean may refer the matter to the Writing Program Committee as defined within the PCP Manual paragraph 2-1. If a case is referred to them, the Writing Program Committee shall perform a preliminary inquiry in accordance with AR 15-6, Chapter 4. If the Committee finds that the allegation is credible, the Dean may refer the matter to an investigating officer in accordance with AR 15-6, Chapter 5.

18. **DISMISSAL**. Graduate Course students are professional officers and attorneys. They are expected to maintain the highest standards of personal and professional conduct, at all times, whether on or off duty. Students may be dismissed from the course for the following reasons:

a. *Academic Performance*. Students whose academic performance falls below established standards in this circular and who cannot recover through remedial instruction and work may be processed for dismissal.

b. *Misconduct*. Students whose personal conduct falls below the acceptable standard for field grade officers may be dismissed from the course. **This includes academic misconduct, such as plagiarism.**

c. *Absences/Inability to Complete the Course*. Students who cannot complete the course and/or all academic requirements because circumstances prevent them from either attending class or satisfactorily completing all course work required may be considered for dismissal.

d. *Height/Weight or ACFT Failure*. Army students who do not comply with the Army's height/weight or ACFT policy requirements may be dismissed from the course.

Student dismissals will be processed in accordance with AR 350-1, *Army Training and Leader Development*, and other applicable regulations. Dismissal from the course is an administrative process, not a punitive one. Therefore, dismissal from the course does not restrict the Commanding General from pursuing other criminal and/or adverse actions that might be appropriate to the conduct.

19. **STUDENT CONCERNS / COMPLAINTS**. While we strive for a smooth and productive year, we recognize that students may at times have concerns. We always welcome the submission of those concerns or complaints.

a. *Concerns/Complaints Related to Military Policy*. Students who have concerns/complaints related to military law and policy should refer to specific reporting systems for those areas and the specific staff personnel identified for such complaints (such as sexual harassment/assault, equal opportunity, whistleblower protection, etc.). General concerns may always be taken to the military chain of command/supervision, all of whom maintain an open door policy. The primary point of contact for students to raise concerns within the chain of command/supervision is the Associate Dean for Students.

b. *Concerns/Complaints Related to the American Bar Association (ABA) Standards for Approval of Law Schools*. If a student has a concern regarding the School's compliance with the ABA Standards, those concerns/complaints should be reported to the Associate Dean for Academics. The Associate Dean for Academics maintains a record of all such complaints and their resolution. The Associate Dean for Academics will respond to the student with the resolution, or provide an interim response, within 14 business days of receiving the concern/complaint.

20. **DEAN'S GUIDANCE**. While there are many details in this circular, your overall perspective toward the Graduate Course should be one of expectation and opportunity. You will have the opportunity to grow intellectually and professionally as a Judge Advocate. You will have the opportunity to get to know your peers and contemporaries, not only in the Army, but in

the sister services and of other nations. You will have an opportunity to have a regular schedule so that you can enjoy events with your family, friends, and significant others, that ordinary military assignments may not provide. If you focus on and apply yourself to these opportunities, I am sure you will have an enjoyable and successful year. This is my hope for each of you! The faculty and I stand ready to assist you to meet your goals as you take advantage of the opportunities provided in the Graduate Course.

TONYA L. BLACKWELL
Colonel, JA
Dean