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## UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES

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Office of the President  
PPM-004-2016 (SOM)  
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### **SUBJECT: Part-Time Enrollment in USU Courses, Certificates and Degree Programs**

1. **Purpose:** To define the policies and procedures for faculty, uniformed members, staff or civilians enrolling in USU courses and Degree Programs on a part-time basis.
2. **Applicability:** This policy applies to all of the schools, colleges, agencies, institutions and centers that comprise USU.
3. **Background:** The Military has a long history of actively providing tuition assistance so that active-duty members may take college and graduate coursework at schools accredited by the U.S. Department of Education. These courses, degrees and certificates are taken while simultaneously serving on active duty in order to enhance the knowledge and skills of the member for the benefit of the sponsoring Service. The increasing complexity of modern healthcare knowledge and technology require providers and academicians of all types to actively maintain educational currency and competency through continuing education. USU strives to meet these needs by offering part-time enrollment to individuals desiring additional training. Likewise, novel educational program delivery across distance learning platforms creates opportunities for uniformed members and civilians to participate in USU educational offerings. This policy memorandum defines policies on: (1) faculty enrollment or auditing of USU courses, (2) part-time enrollment in graduate courses leading to academic credits, (3) part-time enrollment in graduate courses leading to degrees for faculty, uniformed members and civilians, and (4) enrollment in distance-learning courses leading to certificates. In each instance, before a Federal employee (civilian or military), may take a course at USU, there must be a determination by supervisors that the course(s) relates to the individual's government duties and will assist in the performance of their duties.
4. **Procedures:**  
Requirements for application and matriculation are determined by the department or program offering the curriculum as approved by the Dean of the sponsoring School or College, and the President of USU. Enrollment for credit results in the establishment of an academic record in the Office of the Registrar and is reported on an official USU transcript. There are several possible situations that require slightly different procedures. In a situation that does not meet one of the categories below the case should be referred to the appropriate school's Dean for further clarification.

#1: USU Faculty requests to AUDIT a course (*no academic credit is awarded*)

- i. Faculty member discusses with his/her Chair to determine if the time dedicated to this coursework is for the overall benefit of the school, service or institution. Postgraduate Dental College faculty must obtain support of their Program Director, Chair (if applicable), and approval from their local chain of command.
- ii. If the request is endorsed as noted above, the faculty member requests approval from the course director to audit the course.

*ALL of the following procedures (#2- #4) apply to faculty, uniformed members, staff & civilians.*

#2: Individual requests attendance in a course for academic CREDIT (*non-degree*)

- i. Faculty member discusses attendance with their Chair to determine if the time dedicated to this coursework is for the overall benefit of the school, service or institution. Postgraduate Dental College faculty must obtain support of their Program Director, Chair (if applicable), and approval from their local chain of command to include concurrence with higher level service authorities (if required).
- ii. If the request is endorsed as noted above, the faculty member requests approval from the course director to enroll in the course.
- iii. The federal civilian faculty member must obtain approval to take this course from Civilian Human Resources (CHR). An SF-182, "Request for Training" form may be required based on the type and length of training. The uniformed faculty member must inform their USU Senior Service Advisor who will determine if higher level endorsement is required.
- iv. A non-federal civilian faculty must obtain endorsement by the course director. Additionally, advanced coordination with the USU Office of the General Counsel is required as they may need a formal MOU between USU and their home institution.

#3: Individual requests enrollment in courses leading to a graduate DEGREE

- i. Faculty member discusses enrollment with their Chair to determine if the time dedicated to the degree program is for the overall benefit of the school, service or institution. Postgraduate Dental College faculty must obtain support of their Program Director (PD), Chair (if applicable), and approval from their local chain of command to include concurrence with higher level service authorities.
- ii. If the request is endorsed as noted above, the faculty member requests approval from the graduate Program Director to enroll. Enrollment will require formal review for admission to the program by the appropriate admission committee.


- iii. The Federal Civilian faculty member must obtain approval from Civilian Human Resources (CHR).
- iv. The Uniformed faculty member must inform the USU Senior Service Advisor who will request endorsement of this request from the Service Director of Medical Education, (or equivalent for Nursing and Dental Corp Officers) if full-time enrollment is requested. If the Service is consulted they may: a) endorse the request, b) deny the request, or c) endorse the request contingent upon the service member agreeing to an extension of their Active Duty Service Commitment (ADSC).
- v. A non-federal civilian will require endorsement by the Program Director. Additionally, advanced coordination with the USU Office of the General Counsel is required as they need a formal MOU between USU and their home institution.

#4: Individual faculty, uniformed military, staff or civilians requests enrollment in a non-degree CERTIFICATE offered via multiple modalities to include Distance-Learning (*N.B. Policies enumerated in PPM-004-2001, or update must be followed in all distance education programs; see attachment 1*)

- i. Faculty member discusses with their Chair to determine if the time dedicated to this certificate program is for the overall benefit of the school, service or institution. Postgraduate Dental College faculty must obtain support of their Program Director, Chair (if applicable), and approval from their local chain of command to include concurrence with higher level service authorities.
- ii. If the request is endorsed as noted above, the faculty member requests approval from the Program Director to enroll in the course.
- iii. The federal civilian faculty member must obtain approval to enroll in this certificate program from Civilian Human Resources (CHR). The Uniformed faculty member must inform the USU Senior Service Advisor who will determine if higher level endorsement is required.
- iv. A non-federal civilian will require endorsement by the Program Director. Additionally, advanced coordination with the USU Office of the General Counsel is required as they may need a formal MOU between USU and their home institution.
- v. A non-faculty, uniformed member must request approval from the Program Director to enroll in the certificate program. They will need to follow local command requirements for further approvals.
- vi. In all cases, further review will be required by a formal admissions committee prior to granting enrollment in a USU certificate program.

**5. Release:** This policy is approved for release to all personnel and organizations involved in USU educational programs.

**6. Effective Date:** This PPM-004-2016 is effective immediately.



Charles L. Rice, MD  
President

Attachment:  
As stated