

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

**AIR UNIVERSITY INSTRUCTION 36-2323**

**29 JULY 2010**



**Personnel**

**AIR UNIVERSITY MASTER'S DEGREE  
ADMISSIONS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing web site at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: HQ AU/CFR  
Supersedes: AUI 36-2323  
13 August 2009

Certified by: HQ AU/CF  
(Dr. Bruce T. Murphy)  
Pages: 10

---

This instruction implements AFPD 36-23, *Military Education*. It establishes Air University (AU) policy on admissions for Air War College (AWC) and Air Command and Staff College (ACSC) in-resident master's degree programs, ACSC online master's (OLMP) degree program, School of Advanced Air and Space Studies (SAASS) and the USAF Test Pilot School (USAFTPS) master's degree programs. This policy is also addressed in the *Air University Catalog*. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61/afirms/afirms>. This instruction applies to all eligible US and international students applying for admission to degree programs at Air University colleges and schools.

**SUMMARY OF CHANGES**

This rewrite: Prescribes the due dates for AU admissions requirements. It specifically addresses the due dates pertaining to International Officers: academic documents, Test of English as a Foreign Language (TOEFL), portfolio options and TOEFL appeals. The due dates changed in order better to coincide with each school's class start date and determine the student's degree status. The changes also reflect the admission requirements for the different ACSC OLMP concentrations.

**1. Master's Degree Admission Requirements for AU Resident Programs.**

1.1. Admission to the AU master's degree resident programs requires an individual (1) be selected to attend in residence, (2) either hold a qualifying undergraduate degree (US bachelor's degree from a regionally accredited institution or its equivalent) or meet admission requirements through the portfolio admission process, and (3) meet English proficiency requirements, as applicable. Provisional admission is not allowed for students attending AU resident programs.

**2. Master's Degree Admission Requirements for the AWC and ACSC Resident Program.****2.1. Transcripts and Academic Records.**

2.1.1. US students. AU/CFR verifies previous degrees for Air Force active duty, Guard, and Reserve officers through Air Force personnel records maintained at the Air Force Institute of Technology (AFIT) without action on the part of AF officers.

2.1.2. Sister-service officers and civilian applicants must request official transcripts from undergraduate institutions be mailed to AU/CFR NLT 31 August of the academic year for which they are selected to attend. Students are responsible for payment of transcript request from their undergraduate institutions.

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

2.2. International Officers. AWC or ACSC resident students pursuing a master's degree must submit the Intent to Apply letter, transcripts or academic records, and proof of English language proficiency to the AU Registrar (AU/CFR) to determine potential for successful completion of an AU master's degree program.

2.2.1. Intent to Apply. International students must sign the intent to apply letter during the applicable IOS Preparatory Course and submit to AU/CFR NLT 15 Jul of the year in which the student is selected to attend.

2.2.2. Transcript(s) or academic records for international students. International students must possess undergraduate or graduate degree qualifications equivalent to those required of US students. Records from academic institutions outside the US must be evaluated by an independent foreign credentials evaluation service to ascertain equivalency to US degrees. The credentialing agency must be a member of the National Association of Credentials Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). AU/CFR will assist international students with obtaining academic credential evaluation; students must submit transcripts and/or academic records to AU/CFR NLT 15 August of the year in which the applicant is participating. Students are responsible for payment of academic credential evaluation services.

2.2.3. Proof of English Language Proficiency. Individuals whose native language is not English must achieve an acceptable score on the Test of English as a Foreign Language (TOEFL) to be admitted to the master's degree program. In order to facilitate registration processing in a timely manner, applicants must take the TOEFL test NLT 1 August of the

year in which the applicant is participating. No TOEFL scores will be accepted from any test taken after 1 August. Students are responsible for payment of TOEFL testing.

2.2.3.1. The minimum acceptable score for admission to the AWC and ACSC master's degree programs is 83 on the internet-based TOEFL (iBT), 560 on the paper-based TOEFL (pBT), or 220 on the computer-based TOEFL (cBT).

2.2.3.2. Exceptions to TOEFL Requirement. Students whose native language is English are not required to take the TOEFL. Students who have completed a degree from a United States accredited institution within the last four (4) years are not required to take the TOEFL.

2.2.3.3. TOEFL Appeals. Students seeking to appeal TOEFL scores must have a US bachelor's degree from a regionally accredited institution or US equivalent bachelor's degree (see paragraph 2.2.2).

2.2.3.3.1. Students may appeal their admission status based on their TOEFL score if the iBT score is within the range of 75-82, pBT score within the range of 537-559, or cBT score within the range of 203-219. Scores below these ranges will not be considered for appeal or waiver.

2.2.3.3.2. Processing TOEFL Appeal. The student prepares the appeal package which includes (1) a request for appeal composed by the student and, (2) a written recommendation from each member of their teaching team, including elective instructors with whom the student has had academic contact and IOS Preparatory Course instructors.

2.2.3.3.3. Students must submit TOEFL appeals to AU/CFR NLT 12 September of the year for which the student is participating. Appeals will not be accepted after 12 September.

2.2.3.3.4. Students may submit appeal request to their respective college Dean or directly to AU/CFR which will subsequently be presented to the school admissions committee for final decision. AU admission processes are controlled by AU/CFR.

2.2.4. Portfolio Option. The Air War College, Air Command and Staff College and School for Advanced Air and Space Studies provide a portfolio option to students who do not possess a US bachelor's or equivalent degree. The portfolio option is only available to international students.

2.2.4.1. Students seeking admission to the AU degree programs using the portfolio option must have a minimum acceptable score on the Test of English as a Foreign Language (TOEFL), as applicable (see paragraph 2.2.3.1.).

2.2.4.2. Denial of admission based on portfolio reviews is final and cannot be appealed.

2.2.4.3. Students must submit their portfolio packages to AU/CFR NLT 12 September of the year in which the applicant is participating. Portfolio packages will not be accepted after 12 September.

2.2.4.4. Portfolio Package. Minimally, the portfolio should contain as much information as necessary to demonstrate one's professional and educational history to include the following items.

2.2.4.4.1. Official result of an independent foreign credentials agency evaluation of all completed college, university and professional school coursework, to include diplomas and certificates (see paragraph 2.2.2).

2.2.4.4.2. A current resume which includes detailed description of professional work and, if appropriate, any work-relevant evaluations.

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

2.2.4.4.4. Program brochures, catalog pages and/or descriptions as necessary to support academic accomplishments.

2.2.4.4.5. Test of English as a Foreign Language (TOEFL) score sheet, as applicable.

2.2.5. Degree or diploma status is final. After 1 October, students may not opt out of the degree program for diploma status, nor opt out of the diploma program for degree status. If it is determined by the college a student must be moved from the degree program to the diploma program after 1 October, the college will submit the request to AU/CFR for processing.

### **3. Master's Degree Admission Requirements for the ACSC Online Master's Program (OLMP).**

3.1. Admission is currently limited to Air Force active duty, Guard, Reserve, and board selected Air Force civilians. Air Force civilians should contact their local civilian personnel office for specific admission requirements and application instructions. Admission may be open to Sister Service, international military, and other federal civilian applicants later based on AU Registrar and ACSC capability to support additional students.

3.2. Admission requirements for ACSC OLMP.

3.2.1. Joint Warfare Concentration. Students must be US Air Force active duty, Guard or Reserve 0-4 or 0-4 selects. Air Force civilians in grades GS-12 and above or NSPS Pay Band 2 and above may be competitively selected by AFPC/DPIF for admission. All applicants must hold a bachelor's degree (or equivalent) from a US regionally accredited institution.

3.2.2. Leadership Concentration. Students must be US Air Force 0-3s who have completed Squadron Officer School (resident or non-resident program), do not have a master's degree, and meet Total Active Federal Commission Service as stated on the ACSC OLMP web site. All applicants must hold a bachelor's degree (or equivalent) from a US regionally accredited institution.

3.3. Admission procedures. Individuals applying for admission to the ACSC OLMP must submit an online application through the AU Portal.

3.3.1. Transcript(s) for US students. AU/CFR verifies previous degrees for Air Force active duty, Guard, and Reserve officers through Air Force personnel records maintained at the Air Force Institute of Technology (AFIT) without action on the part of AF officers. Board selected civilian applicants must request official transcripts from undergraduate institutions be mailed to AU/CFR. AU/CFR must receive the official transcript NLT the last day of the first academic term in which student is selected to attend. Students are responsible for payment of transcript request from their undergraduate institutions.

### 3.3.2. Provisional Admission for ACSC OLMP.

3.3.2.1. Students may be placed in provisional admission status for up to one academic term pending receipt of the official transcript from a US regionally accredited institution. Failure of the student to submit appropriate documents or resolve admission issues within the first academic term of admission will result in an enrollment hold blocking further course registration. No extensions or waivers of the enrollment hold will be granted.

3.3.2.2. Students submitting bachelor's degree transcripts to AU/CFR from non-regionally accredited institutions will be required to provide the following additional documentation to AU/CFR.

3.3.2.2.1. A current resume which includes detailed description of professional work and, if appropriate, any work-relevant evaluations.

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

3.3.2.2.3. AU/CFR will present the package to the respective college admissions committees IAW para 6.4.3. The committee may allow a student to be admitted under provisional status. In this case student will be allowed to take no more than two academic courses and must achieve a grade of "B" or higher in each course. If student achieves a "B" or higher in each course, student will be placed in fully admitted status. If student does not achieve the grades as stated, student will be removed from OLMP. No extensions or waivers on admissions will be granted.

3.4. AU/CFR forwards student admission verification to ACSC/DLO and notifies applicants of admission status.

3.5. In the event of over-subscription to ACSC OLMP courses, ACSC/DL will determine which applicants are enrolled based on (1) the needs of the Air Force, (2) the educational needs of the individual (does the individual already possess a master's degree? intermediate developmental education [IDE] completed?), and (3) the order in which applications are received.

## **4. Master's Degree Admission Requirements for School of Advanced Air and Space Studies (SAASS).**

4.1. SAASS students are chosen by a central selection board at the Air Force Personnel Center (AFPC). To apply for consideration, officers must have completed or be in attendance at an intermediate developmental education (IDE) program in residence.

4.1.1. Admission to SAASS is highly competitive. Those seeking admission must formally apply while or after attending an IDE program. The application process requires applicant to write an essay on a subject selected by the commandant.

4.1.2. Applicants must either have a master's degree or bachelor's degree (or equivalent) from a regionally accredited US institution with an overall grade point average of 3.25 or higher on a 4.0 point scale. A central selection board convened at AFPC makes final admission selections among qualified applicants.

4.1.3. Transcripts and Academic Records.

4.1.3.1. US students. Air Force active duty, Guard, and Reserve officer's degree status will be verified by the AU Registrar through Air Force personnel records maintained at the Air Force Institute of Technology (AFIT) without action on the part of AF officers. Sister-service officers and civilian students must request official transcripts from undergraduate institutions be mailed to AU/CFR NLT 1 October of the academic year in which the applicant is participating. Students are responsible for payment of transcript request from their undergraduate/graduate institutions.

4.1.3.2. International students. International students must possess undergraduate or graduate degree qualifications equivalent to those required of US students. Records from academic institutions outside the US must be evaluated by an independent foreign credentials evaluation service to ascertain equivalency to US degrees. The credentialing agency must be a member of the National Association of Credentials Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). AU/CFR will assist international students with obtaining academic credential evaluation; students must submit transcripts and/or academic records to AU/CFR NLT 1 October of the academic year in which the applicant is participating. Students are responsible for payment of academic credential evaluation services.

4.1.4. Proof of English Language Proficiency.

4.1.4.1. International students must be native English speakers or score in the 95th percentile of the Test of English as a Foreign Language (TOEFL) within four years before entering SAASS. Nonnative English speakers must have attended an English-speaking resident intermediate developmental education program, preferably Air Command and Staff College (ACSC). Those who attended ACSC must also have attended the ACSC International Officers School Preparatory Course. Students entering SAASS who have not attended ACSC must have attended an English-speaking intermediate program in residence but will forego the preparatory course due to conflicts with the SAASS course schedule. Students are responsible for payment of TOEFL testing.

## **5. Master's Degree Admission Requirements for USAF Test Pilot School (USAFTPS).**

5.1. Admission to the USAFTPS is extremely competitive. It is not uncommon for potential students to be alternates two or three times before being accepted. There are three tracks for which students may apply: Experimental Test Pilot (ETP), Flight Test Engineer (FTE), or Flight Test Navigator (FTN)/Flight Test Remotely Piloted Aircraft Operator. Civilian, Navy,

Marine Corps, and Allied Nation personnel are also encouraged to apply for these programs. Refer to AFI 99-107, *Test Pilot School (PA)*, for the application process details.

#### 5.1.1. Transcripts and Academic Records.

5.1.1.1. US students. Air Force active duty, Guard, and Reserve officer's degree status will be verified by the AU Registrar through Air Force personnel records maintained at the Air Force Institute of Technology (AFIT) without action on the part of AF officers. Sister-service officers and civilian students must request official transcripts from undergraduate institutions be mailed to AU/CFR NLT 14 duty days after the class start date. Students are responsible for payment of transcript request from their academic institutions.

5.1.1.2. International students. International students must possess undergraduate or graduate degree qualifications equivalent to those required of US students. Records from academic institutions outside the US must be evaluated by an independent foreign credentials evaluation service to ascertain equivalency to US degrees. The credentialing agency must be a member of the National Association of Credentials Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE) (see paragraph 2.2.2.). Official academic evaluation documents will be provided to AU/CFR by the USAFTPS Registrar office. Students are responsible for payment of academic credential evaluation services.

5.1.2. Proof of English Language Proficiency. Proof of English language proficiency for international students attending USAFTPS is IAW AFI 99-107.

## 6. Responsibilities.

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

6.2. Registrar (AU/CFR). The AU Registrar develops procedural guidance concerning graduate school admissions.

6.2.1. Coordinates due dates for academic credential evaluation and TOEFL scores with the Spaatz Center, Air War College, Air Command and Staff College and School for Advanced Air and Space Studies as determined by this AUI.

6.2.2. Briefs AWC and ACSC international students on admission requirements during the applicable IOS Preparatory Course.

6.2.3. Notifies prospective AWC, ACSC and ACSC OLMP sister-service and civilian students of the requirement to provide official academic transcripts.

6.2.4. Verifies previous degrees of AF officers through Air Force personnel records maintained by AFIT, Classification and Coding Section.

6.2.5. Submits student portfolio and TOEFL appeal packages to the applicable admissions committees. The AU/CFR is appointed as a non-voting member of any admissions related committee.

6.2.6. Retains admissions documentation for each AU degree-granting college/school as a historical record of the process for five years.

6.2.7. Coordinates with each AU graduate college to develop a message concerning AU admission procedures for international officer's NLT 1 October each year for the next AY students.

6.3. College Academic Deans. The academic deans of each AU degree-granting college/school develop and execute admission, correspondence, and documentation procedures to facilitate communication with students and AU/CFR regarding admission concerns.

6.4. AWC, ACSC, SAASS, USAFTPS Responsibilities.

6.4.1. Submit final student admission roster to AU/CFR within 30 days of course start date. The roster must include rank, last name, first name, MI, suffix, SSN, rank/grade, and component.

6.4.2. Within each college, appoint an admissions committee.

6.4.2.1. The AWC dean will chair the AWC Admissions Committee. The following AWC personnel are appointed to the committee: DE, DA, CF, and DEX. The AU/CFR is appointed as a non-voting member of any admissions related committee.

6.4.2.2. The ACSC dean will chair the ACSC Admissions Committee. The following ACSC personnel are appointed to the committee: DE, CF, 21 STUS CC, and DEA. The AU/CFR is appointed as a non-voting member of any admissions related committee.

6.4.2.3. The SAASS Commandant and Dean chair the Committee of the Whole (Faculty Senate), which rules on admissions requirements. Subcommittees will be appointed as required. The AU/CFR is appointed as a non-voting member of any admissions related committee.

6.4.3. College Admissions Committees.

6.4.3.1. Convene between 15-30 Sep each year. Student degree or diploma status must be determined NLT 1 Oct each year.

6.4.3.1.1. Evaluates academic credentials and potential for successful completion of a master's degree program for students who apply using the portfolio option or TOEFL appeal and makes recommendations through the Dean to the Commandant. Each applicant will be evaluated on his or her own merit to determine if the person's "preparation" is judged adequate for the rigors of the master's degree program.

6.4.3.1.2. Admissions committee provide a recommendation for the college dean to present to the commandant for final approval and admission to the degree program.

6.4.3.1.3. Notify, in writing, AU/CFR and student of student admission status.

6.4.3.2. Review and evaluate admissions policies for their respective college/school on an annual basis and recommend changes as appropriate through the college Dean to the Commandant. The Commandant will coordinate changes through AU/CF to the AU/CC for concurrence.

**7. Adopted Form:** AF Form 847, *Recommendation for Change of Publication*

ALLEN G. PECK, Lieutenant General, USAF  
Commander, Air University

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-23, *Military Education*

AFI 99-107, *Test Pilot School (PA)*

*Air University Catalog*

***Abbreviations and Acronyms***

**ACSC**—Air Command and Staff College

**ACSC/DLO**—Air Command and Staff College Distance Learning Office

**AFIT**—Air Force Institute of Technology

**AFPC**—Air Force Personnel Center

**AICE**—Association of International Credential Evaluators

**AU**—Air University

**AU/CC**—Commander, Air University

**AU/CF**—Air University Chief Academic Officer

**AU/CFR**—Air University Registrar

**AWC**—Air War College

**BOV**—Board of Visitors

**DL**—Distance Learning

**ETP**—Experimental Test Pilot

**FTE**—Flight Test Engineer

**FTN**—Flight Test Navigator

**BT**—Internet-Based Test of English as a Foreign Language

**NACES**—National Association of Credentials Evaluation Services

**OLMP**—Online Master's Program

**BT**—Paper-Based Test of English as a Foreign Language

**SAASS**—School of Advanced Air and Space Studies

**TOEFL**—Test of English as a Foreign Language

**USAFTPS**—United States Air Force Test Pilot School