



**UNITED STATES MARINE CORPS**  
Advanced Infantry Training Battalion  
School of Infantry (West)  
Training Command  
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IULTC  
22 Oct 23

From: Company Commander, Infantry Unit Leaders Training Company  
To: Instructors, Students, and Parent Commands

Subj: COURSE AND STUDENT MANAGEMENT POLICY

Ref: (a) ScolO 1510.1K SOI West Student Training SOP  
(b) AITB SOP  
(c) IULTC SOP  
(d) IULTC Student TACSOP  
(e) NAVMC 1200.1J MOS Manual  
(f) MCO 1610.7B PES  
(g) MCO 1616.1 JEPES

1. Purpose. To prescribe academic policies, procedures, and responsibilities for the administration of students enrolled in Infantry Unit Leaders Training Company (IULTC) courses. This policy aligns with the policies and directives contained in references (a), (b), and (c).

2. General. IULTC provides advanced infantry and leadership training to develop proficient, aggressive, and resourceful small-unit leaders capable of training their units for and leading in combat on the modern battlefield. Although each Program of Instruction (POI) is different, they all emphasize student-centered experiential learning to achieve the desired learning outcomes.

3. Prerequisites and Preparation

a. The number one determinant of student success is the degree of preparation. All POIs include an Initial Performance Assessment (IPA). Matriculation is merit-based. Students will matriculate, or “pick up,” based on IPA standing. In cases where more students report than there are seats available, the IPA will determine the class roster.

b. Students are responsible for their own preparation and should refer to the IULTC website at <https://www.trngcmd.marines.mil/Units/School-of-Infantry-West/Advanced-Infantry-Training-Battalion/Infantry-Unit-Leaders-Training-Company/> to obtain course-specific preparation guides. There is no excuse for a lack of preparation. It is incumbent on all students to arrive physically and mentally prepared to succeed.

c. Parent commands share the responsibility for student preparation. Students are more likely to succeed if their parent unit is invested in their preparation. Best practices include unit-led preparation courses centered on the topics below.

d. Topics common to all courses include physical fitness and conditioning hikes, land navigation, weapons capabilities, tactical planning, combat orders, and operational terms and graphics.

Subj: COURSE AND STUDENT MANAGEMENT POLICY

4. Enrollment

- a. Upon check-in, students must meet course prerequisites; possess orders, a completed Command Screening Checklist, and Page 11 entry (if required); and have the required minimum gear list.
- b. As aforementioned, all advanced and leader courses begin with the IPA, which is used to establish a priority ranking for matriculation. Students who “fail” the IPA will not enter the respective course.
- c. Each course will include a Welcome Aboard Brief that includes an overview of the student management policy, field expectations and student TACSOP (reference (d)), and other pertinent information.
- d. Upon pick-up, course SNCOICs will submit a class roster to the IULTC Operations Chief that includes student name, rank, EDIPI, parent unit, and phone number.
- e. Billeting will be assigned as needed. Linen and room keys will be provided.

5. Academic Policy

- a. Grading and Evaluation. Each course includes a combination of written, performance, leadership, and physical evaluations. A student’s academic average is based on a cumulative average for all graded events conducted during the course. Student grades, “academic summaries,” are updated weekly and can be found at <https://intelshare.intelink.gov/sites/soi-w/aitb/iulc/IULTC%20Academic%20Summaries>.
- b. “Critical Events” and Graduation Requirements. Students must complete all course examinations and graduation requirements as outlined in the POI. The minimum passing scores for all written and performance-based examinations is 80 percent, with a few specific exceptions by POI (e.g., 3 of 4 points in land navigation). Copies of complete POIs are available upon request.
- c. Remediation and Retesting. Student success is instructor success. No student will be academically disenrolled without first being counseled, offered a remedial education plan and mentorship from a combat instructor. The maximum attainable score on a retest for purposes of computing the student’s academic average is 80 percent.
- d. Performance Review Boards (PRB). Students who fail to achieve course standards will be subject to a formal PRB comprised of company and instructor cadre leadership. Course standards are defined within the POI and include all written, performance, leadership, and physical evaluations. In general, a student will be referred to a PRB after their second failed evaluation.
  - (1) Parent command involvement (in person or by phone) is highly encouraged and IULTC will make reasonable efforts to inform the parent command of upcoming PRBs in a timely manner.
  - (2) The PRB will review records of counseling, review the remedial education plan, and verify combat instructor mentorship. The PRB will seek to understand extenuating circumstances surrounding student shortcomings. Upon its conclusion, the PRB will either update the remedial education plan and retain the student or recommend for disenrollment to the company commander.
- e. Academic Excellence. Students will be recognized with the following awards upon graduation.
  - (1) Honor Graduate. Awarded to the student with the highest overall grade point average (GPA).

Subj: COURSE AND STUDENT MANAGEMENT POLICY

(2) Gung Ho Award. Awarded to the student whose peers would most like to serve with in combat as determined by anonymous voting.

(3) Instructor's Choice Award. Awarded to the student recognized by the instructors for outstanding performance in the course.

(4) Awards for academic excellence is considered commendatory material according to the PES.

6. Conduct Policy

a. General Expectations

(1) Students are expected to be warfighting professionals – completely committed to personal growth and success while attending the School of Infantry. Personal, financial, or legal issues that may interfere with coursework should be disclosed prior to matriculation.

(2) Lack of effort or failure to turn in complete work on time are considered conduct violations.

(3) Students will adhere to military customs and courtesies.

(4) Uniforms will be serviceable and within Marine Corps standards.

(5) Students will adhere to hygiene and grooming standards.

(6) Students will request permission to depart the 52 Area from the instructor staff during working hours.

(7) Students will request permission to go out of bounds during a liberty period (e.g., >100 miles in a 24-hour period, >200 miles in a 48-hour period, >300 miles in a 72-hour period, and >400 miles in a 96-hour period).

(8) Students will inform the instructor cadre when reporting to sick call and provide documentation upon their return.

(9) Students will read, understand, and adhere to the IULTC Student TACSOP. The latest version of the IULTC Student TACSOP is available on the IULTC website:

<https://www.trngcmd.marines.mil/Units/School-of-Infantry-West/Advanced-Infantry-Training-Battalion/Infantry-Unit-Leaders-Training-Company/>.

(10) Students will obey the orders of the instructor cadre and adhere to course-specific guidelines.

(11) Students will address any issues, questions, or concerns with their instructor cadre. Combat Instructors are available to teach, coach, and mentor to enable student success.

b. Honor Code. A Marine does not lie, cheat, steal, or tolerate those who do. Students attending advanced infantry and leadership courses are expected to be men and women of character. Students suspected of an honor code violation will be subject to a CRB, may be disenrolled from the course, and may be punished under the UCMJ.

(1) Cheating includes but is not limited to acts such as plagiarism (presenting someone else's ideas, words, data, or work as one's own), using unauthorized notes (e.g., copies of or answer keys from

Subj: COURSE AND STUDENT MANAGEMENT POLICY

previous or current exams), or unauthorized communication during individual effort events (e.g., land navigation).

(2) Responsibilities. Students and instructors must report suspected honor code violations. Evidence such as student work and written statements will be collected and available for review before the CRB.

c. Conduct Review Boards (CRB). Students who fail to adhere to standards of conduct will be subject to a formal CRB comprised of company and instructor cadre leadership. Standards of conduct are outlined below and include any violations punishable under the Uniform Code of Military Justice (UCMJ).

(1) Parent command involvement (in person or by phone) is highly encouraged and IULTC will make reasonable efforts to inform the parent command of upcoming CRBs in a timely manner.

(2) The CRB will review counseling records and seek to understand the circumstances surrounding the conduct policy violation. Upon its conclusion, the CRB will either retain the student, retain and place on conduct probation, or recommend the student for disenrollment.

7. Absences. Students must attend all scheduled classes and training events unless they are excused by the instructor cadre. Students who miss more than 24 hours of classroom instruction or eight hours of field training will be disenrolled from the course.

8. Disenrollment

a. Academic. No student will be disenrolled for academic failure without convening at least one PRB. Additional PRBs are not required but may be afforded to the student based on the judgment of the instructor cadre, OIC, and company leadership.

b. Conduct. No student will be disenrolled for conduct without convening at least one CRB. Additional CRBs are not required but may be conducted based on the judgement of the instructor cadre, OIC, and company leadership.

c. Medical. Students may be disenrolled if they are placed on a light-duty or sick-in-quarters (SIQ) status that causes them to miss more than 24 hours of classroom instruction or eight hours of field training.

d. Unit Recall. Students will be disenrolled upon unit recall. IULTC may recommend unit recall in cases where a student is faced with unforeseen personal issues.

e. Future Enrollment and Phase Pick-up. Students who are disenrolled from a course will receive a letter with a positive or negative recommendation for future enrollment and phase pick-up, depending on the cause of disenrollment.

f. Disenrollment Procedures

(1) A “drop package” will include a drop cover sheet, return orders from S-1, final academic summary, drop counseling indicating future enrollment/phase pick-up eligibility, all PRB/CRB records, and all written counseling records.

(2) All disenrollments will be approved by the IULTC Company Commander. Sister-service and foreign student disenrollments will be endorsed by the AITB Battalion Commander.

Subj: COURSE AND STUDENT MANAGEMENT POLICY

(3) The package will be scanned and saved, then turned in to the IULTC Operations Chief who will disenroll the student in MCTIMS with the appropriate code.

9. Fitness Reports

a. Sergeants and above will require a “to TAD” (TD) fitness report from their command before reporting to AITB. Upon graduation or disenrollment, IULTC will complete a “not observed,” “from TAD” (FD) fitness report. The course OIC will serve as the Reporting Senior (RS) and the IULTC Company Commander will serve as the Reviewing Officer (RO). The OIC will obtain relevant information such as grade point average and commendatory material for inclusion in the report.

b. Adverse reports. Disenrollments due to academic failure will not result in an automatic adverse report for sergeants and above. Course OICs serving as the RS will determine if academic failure resulted from negligence or other conduct-related shortcomings, which may justify an adverse report. Conduct-related disenrollments will result in an adverse report. The MOS Manual and PES support this policy and are summarized below. See references (e) and (f).

(1) The MOS Manual establishes that IULTC courses are required “skills progression” courses, and failure to complete required progression could impact future recommendations for promotion.

(2) The PES requires a factual basis for adversity and includes “comments pertaining to the MRO’s drop from, or failure at, a school because of the MRO’s unwillingness to try, cavalier attitude, or unprofessional conduct; and comments identifying academic failure in an MOS career progression school, or an academic or leadership failure at a PME course of instruction,” as examples of adverse material.

(3) The PES also states that “reporting officials must not, however, penalize a Marine for lacking the MOS prerequisites for the school or for lacking formal education or natural abilities or aptitudes to complete the school. If the MRO is dropped from a school due to lacking the natural abilities or aptitude to complete the course, and not because of those items listed [above], the RS shall comment as follows in section I, ‘MRO was disenrolled from the school because he/she did not meet the required prerequisites.’ The RS will complete the report as a regular, non-adverse, fitness report.”

10. Junior Enlisted Performance Evaluation System (JEPES)

a. Corporals and below will receive “to TAD” (TD) marks JEPES (if required) from their command before reporting to AITB. See reference (g). Upon graduation or disenrollment, IULTC will complete a “TAD complete” (TC) evaluation.

b. Course SNCOICs will create the JEPES occasion and submit for review to the IULTC Senior Enlisted Leader (SEL). The SEL will forward the validated markings to the Battalion Commander for approval.

c. JEPES Marking

Student	Individual Character	MOS Proficiency	Leadership
Honor Graduate	5.0	5.0	5.0
Gung Ho	4.7	4.7	4.7
Instructor’s Choice	4.7	4.7	4.7
Academic Top 10%	4.0	4.0	4.0

Subj: COURSE AND STUDENT MANAGEMENT POLICY

Average Graduate	3.0	3.0	3.0
Academic Bottom 10%	3.0	2.5	3.0
Academic Disenrollment	3.0	0.9	3.0
Conduct Disenrollment	0.9	3.0	0.9
Medical Disenrollment	3.0	Refer to standing (2.5 or 3.0)	3.0
Unit Recall	3.0	Refer to standing (2.5 or 3.0)	3.0

11. Graduation. A formal graduation will be conducted at the AITB Theatre upon the conclusion of each course.

a. The graduation uniform is the seasonal service uniform (Service B or Service C). Active-duty guests will wear the appropriate uniform of the day. Civilian guests are asked to dress in business-casual civilian attire.

b. Graduations will be live-streamed on the AITB West Facebook page for friends and family who are unable to attend in person.

12. Open-door Policy. IULTC has an open-door policy that allows all students and parent commands to raise concerns directly to the company leadership. Contact information is available on the IULTC website: <https://www.trngcmd.marines.mil/Units/School-of-Infantry-West/Advanced-Infantry-Training-Battalion/Infantry-Unit-Leaders-Training-Company/>.



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