

**BY ORDER OF THE COMMANDER  
AIR WAR COLLEGE**

**AIR UNIVERSITY INSTRUCTION 36-2315  
AIR WAR COLLEGE  
SUPPLEMENT 1**



**August 2004**

**PERSONNEL**

**STUDENT DISENROLLMENT PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AUI 36-2315, 25 March 2004, is supplemented as follows:**

This supplement prescribes the functions and procedures for Air War College resident student disenrollment and faculty board actions, in addition to the specifications of AUI 36-2315, *Student Disenrollment Procedures*, dated 25 March 2004. It applies to faculty, staff, and students.

**SUMMARY OF REVISIONS**

This revision changes the title “Office of Evaluation” to “AWC Institutional Effectiveness Office,” modifies notification procedures by DF and DO, and adds a procedural review between CAV and an appointed review officer.

7. Administrative Elimination Procedure. The AWC Commandant may administratively eliminate students (either disenroll or deny enrollment). The dean of students notifies the commandant through the dean of academic affairs and vice commandant in writing of situations when administrative elimination procedures may be appropriate. The commandant then designates a commissioned officer senior in rank to the student to validate and subsequently initiate administrative elimination actions. An information copy of AU Form (IMT) 747, “Record of Administrative Action,” is also forwarded to AWC/CAV and HQ AU/CFR.

8. Summary Disenrollment. Summary disenrollment procedures may be used in misconduct cases, academic deficiency, or in situations the commandant determines there are sufficient facts to allow a thorough review. In situations of misconduct which apply to the academic environment, such as violations of Academic Integrity (AUI 36-2309) or Academic Freedom (AUI 36-2308), the dean of academic affairs notifies the commandant through the dean of students and vice commandant in writing of possible grounds for disenrollment of a student. In situations of possible misconduct unrelated to academics, the dean of students notifies the commandant through the dean of academics and vice commandant in writing of possible grounds for disenrollment of a student. For situations involving purely academic deficiency, the dean of academic affairs notifies the commandant through the dean of students and vice commandant in writing of possible grounds for disenrollment of a student.

8.2. The review officer or committee chair appointed by the commandant meets with AWC/CAV to review AUI 36-2315 and to obtain relevant school records.

11. Membership of Faculty Boards. The AWC Commandant appoints AWC faculty who meet AUI 36-2315 board membership criteria to serve as faculty board members.

13. Post-Disenrollment Disposition. The appointed reviewer or senior ranking member of a review committee or faculty board ensures all post-disenrollment disposition actions are processed and that directorates and AWC/CAV are informed in order to maintain accurate records of students and proceeding results.

13.5.11. Send one copy of AU Form (IMT) 747 (for administration of summary disenrollment) or AU Form (IMT) 864 (for faculty board disenrollments) to HQ AU/CFR.

13.6. Maintaining Disenrollment Records. The complete, **original** record of summary disenrollment or faculty board proceedings is filed in the AWC Institutional Effectiveness Office.

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Commandant