Air Force Global College

ONLINE LEARNING MASTERS PROGRAM HANDBOOK

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Air University
Air Force Global College
Maxwell AFB, Alabama
www.airuniversity.af.mil

The OLMP Handbook outlines key policies, structures, and procedures for the delivery and management of distance learning programs administered by the Air Force Global College (AFGC). This authoritative publication applies to all personnel and students involved in the OLMP programs.

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1. GENERAL INFORMATION

1.1 Program Overview
The Air University (AU) Online Master's Program (OLMP), managed by the Air Force Global College (AFGC), expands upon AU's resident programs, offering broad access to consistent educational standards. OLMP graduates earn a Master of Military Operational Art and Science (MMOAS) degree. Those completing the joint warfare concentration may also qualify for Joint Professional Military Education (JPME) Phase I and Intermediate Developmental Education (IDE) credit.

The OLMP uses a distance learning (DL) format with asynchronous online activities, including exercises, individual assignments, and group assignments, to assess learning objectives. Instructors are selected for their academic and/or operational expertise, ensuring high-quality instruction. Enrollment is voluntary and subject to predefined time limits.

1.2 Role of the OLMP in PME
The OLMP enriches learning topics, communication skills, and critical thinking for Air Force military officers and selected civilians. Courses are designed to use the online environment to enhance comprehension of USAF and Joint Force requirements. Through DL, students develop into practitioner-scholar-leaders, preparing them for advanced military-associated careers by fostering discovery, integration, application, and teaching

1.3 Accreditation and Program Information
All AU courses, including those in the OLMP, are accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), confirming their quality and adherence to high educational standards

1.4 Eligibility
Applicants interested in enrolling in the OLMP must possess a bachelor's degree from an accredited college or university. Detailed eligibility requirements for military officers may be found at https://www.airuniversity.af.edu/gcpme/OLMP/.

Civilians in the Department of the Air Force in grades GS-12 and GS-13, or equivalents, are eligible to participate. Civilian selection is a competitive process, and applications must be vetted through HQ AFPC/DP2ZL. Civilians interested in participating should contact their local civilian personnel office.

Members of the Career Intermission Program (CIP) and those on Individual Ready Reserve (IRR) may not enroll in the OLMP. If, however, CIP or IRR members are already enrolled in distance learning programs offered through AFGC, they are eligible to continue to advance in their program according to the AU Catalog and this handbook. CIP and IRR members should keep their contact information in their ASU profile current. Any administrative actions should be routed through HQ AFPC/DP3DA and AU AFGC/DOA.

1.5 Award of Degree
Graduates of the OLMP are awarded an accredited Master of Military Operational Art and Science (MMOAS) degree along with a diploma. Irrespective of the completion of courses in

multiple concentrations of study, only one MMOAS degree and diploma is awarded.

1.6 Transfer Credit

Transfer credits from military or civilian programs or institutions will be evaluated and may be accepted for concentration-specific (Nuclear and Operational Warfare) program requirements. Determination of credit awarding is based on alignment with Program Learning Outcomes (PLOs), credit equivalency based upon accreditation guidelines, and AFGC leadership approval. Students who withdraw from the OLMP and later re-enroll may retain credit for courses previously completed. Credit retention depends on the length of time since the previous courses were completed and the courses' alignment with the latest AU Catalog. Content changes find if the earlier coursework is still valid based on changes in subject matter and/or PLOs.

Students planning to withdraw from the OLMP to switch to the ACSC DL non-master's program must submit a ticket to have their completed courses evaluated for potential credit.

1.7 Tuition and Fees

The OLMP does not involve tuition costs and does not require an Active Duty Service Commitment (ADSC). Consequently, AU and AFGC do not issue IRS Form 1098T or provide waiver letters for student loan deferment. Students bear the cost of personal expenses, such as internet access, computer equipment, and other materials needed for course completion. While the majority of course materials are available online, students may need to cover costs for textbooks or specific equipment needed for the program, with these expenses varying by course.

1.8 Program Flow and Extensions

The OLMP is a rigorous program that demands significant personal dedication and commitment in terms of time and effort. As a graduate-level program, students are expected to spend 15-18 hours each week on coursework per course. Students typically complete the program and graduate within 18-24 months. The maximum time for completing the OLMP is five years. After this first period, students may request an added 12-month extension through the Student Portal.

1.9 Required Courses

Highly qualified instructors exclusively facilitate the OLMP courses to ensure structured and interactive learning experiences. These courses are designed to promote active engagement and meaningful dialogue between students and instructors. For a detailed overview of the required core courses and their corresponding semester hours in the OLMP, see Table 1.

Program Concentration	Concentration Courses	Core Courses	Total Credit Hours
Joint Warfare	LC-5510	LW-5510	30 Hours
	JF-5510	AP-5510	
	JP-5510	NS-5510	
	JA-5510	WS-5510	
Leadership	EL-5301	RE-5610	
	FO-5301	RE-5611	
	OL-5301		
	TL-5301		
Nuclear Warfare	NW-5302		
	AFIT NWEPP[1]		
Operational Warfare	OW-5302		
	Weapons Instructor Course[2]		
NOTES [1] Students receive 12 transfer credits by completing the NWEPP course [2] Students receive 12 transfer credits by completing the USAF Weapons Instructor Course			

Table 1: OLMP Program Courses

1.10 Locating Course Information

In the ASU learning environment students can access course descriptions and syllabi through the Student Portal. This can be done by selecting the 'view details' link on the course card.

1.11 Program Concentrations

OLMP concentrations require 12 semester hours of coursework in addition to core courses. Detailed descriptions, eligibility, and associated courses are in the AU Catalog. Only the Joint Warfare Concentration awards a master's degree, JPME Phase 1, and Air Command and Staff College (ACSC) credit (Intermediate Developmental Education/IDE credit).

1.12 Prerequisite Courses

The OLMP includes three prerequisite courses. New students must complete the Orientation Course (OC-5510) before enrolling in other classes. The research question developed in RE-5610 forms the foundation for the research project in RE-5611. Completing Joint Planning (JP-5510) is mandatory for the Joint Warfare Concentration before enrolling in Joint Air Operations (JA-5510).

1.13 Research

Courses in the Online Master's Program (OLMP) require original research and the development of a comprehensive paper focused on issues relevant to modern warfighters. RE-5610 and RE-5611 are both rigorous courses that demand extensive research and a significant time commitment. Students are encouraged to enroll in RE-5610 after completing approximately 30% of the program. This timing allows for adequate exposure to relevant research topics and helps students readjust to the demands of academic research and writing. A list of current research topics can be found in the Canvas Academic Resource Center. Due to the intensive nature of research in the OLMP, students are not permitted to enroll in RE-5610 and RE-5611 consecutively; a minimum of one term must pass between these two courses.

2. POLICIES AND PROCEDURES

2.1 **Registration**

Course registration is done through the ASU Student Portal at https://au.asu.edu/portal/. Students log in, select the desired course, and click "Register". Initially, students are limited to registering for one course at a time for their first three courses (excluding Orientation). After completing three OLMP courses, students may register for two courses simultaneously, though they are advised to balance commitments carefully to avoid challenges and potential withdrawals. Course registration occurs during a designated window, which closes three weeks before the term starts. The registration period for the next term opens once the previous term closes. Students should consult the OLMP Academic Calendar on the AFGC website for dates.

Sample Course	Registration Ends	Course Accessible	Course Start Date	Last Day to Withdraw	Course End Date	Course Finalized
Course Title	D-21 days	D-2 days	D-Day	2359 of Last Day of Week 3	D+8 weeks	Course End + ~10 days

Table 2: Sample Course Calendar

Late registration may be possible in rare cases, depending on capacity. Students desiring late registration must contact Student Services via a help ticket through the Student Portal. Enrollment after the term's start date is not allowed.

2.2 **Withdrawal**

2.2.1 Voluntary Course Withdrawal: Students unable to complete a course after registration may drop it without penalty via the ASU Student Portal before the term begins. From the start date until 2359 (Central Time) of the third week, students can withdraw and receive a Withdrawal Passing (WP) or Withdrawal Fail (WF) grade based on performance. Students not participating in the first three weeks will be marked as No-Shows (WN). WP/WF/WN grades do not affect GPA. However, accumulating more than one WN grade, or more than three total WP/WF/WN grades, will result in program suspension. To withdraw between the class start date and the third week, students must submit a help ticket through https://au.asu.edu/portal/support with their name, rank, course details, service component, reason for withdrawal, and whether they wish to disenroll entirely. After the third week, withdrawals are considered course terminations, resulting in zero points for remaining assignments and an overall course grade reflected in the transcript.

2.2.2 Involuntary Administrative Course Withdrawal: Instructors may withdraw students who fail to actively participate during the first three weeks, resulting in a WN grade after attempts to rectify the issue. Accumulating more than one WN grade or three total WP/WF/WN grades leads to program suspension.

2.2.3 Program Withdrawal: Students may formally withdraw from the OLMP. Re-entering students must adhere to current AU catalog requirements. Withdrawal is processed via chat or email through ASU support. Students are expected to continuously progress without "major gaps," defined as no course completions in the first six months after admission or twelve continuous months without a course completion at any point. A "major gap" without pre-approval from Student Services may be considered an

"informal" withdrawal. A commander's (or civilian equivalent's) endorsement letter is required to re-enter after formal or informal withdrawal.

2.3 Grades

Student achievement is assessed using assignment rubrics provided to instructors and students, detailing performance levels and requirements. Grades are assigned according to the OLMP Grade Matrix, with letter grade numerical conversions used for GPA calculation. Students whose GPA falls below 3.0 enter academic probation. Courses with D or F grades must be repeated. Both the initial and repeated course grades are factored into the overall GPA. A second failure in a repeated course leads to administrative dismissal. Students cannot repeat courses where they have already achieved a passing grade. Students are responsible for monitoring their GPAs and academic progress. Accumulating two WNs or four W grades (WN/WP/WF) results in administrative dismissal.

Grade	Percentages	Grade Conversion
A	93 – 100%	4.0
A-	90 - 92%	3.7
B+	87 – 89.9%	3.3
B	83 – 86.9%	3.0
B-	80 – 82.9%	2.7
C	70 – 79.9%	2.0
D	60 – 69.9%	1.0
F	59.9% and below	0

Table 3: OLMP Grade Matrix

2.3.1 Grade Appeals: Instructors assign grades based on mastery of objectives, submitted via the Canvas Learning Management System (LMS). Students can appeal an assignment grade using the grade appeal form (Attachment 2) after waiting at least one business day from posting, but within three business days. The re-grade decision is final and may result in a lower grade. If the instructor is unavailable, appeals can be directed to the Course Director via the help desk. Students are responsible for providing supporting evidence. Appeals are reviewed and regraded within two business days. This process is for individual assignment grades, not overall course grades.

2.4 Academic Standing

2.4.1 Academic Probation: If a student's GPA falls below 3.0 (B) on a 1.0-4.0 scale, they will be placed on academic probation and notified by AFGC's Chief of Academic Affairs. Students have two 8-week terms of attempted credit (including W grades) to raise their GPA above 3.0. Failure to do so results in academic suspension, with notification by the Chief of Academic Affairs. Students are responsible for checking their GPAs.

2.4.2 Academic Suspension: Students may be suspended for not raising their GPA above 3.0 during probation, receiving more than one WN grade, or accumulating more than three W grades. A subsequent reinstatement followed by another W grade leads to a second suspension; a third suspension is grounds for permanent dismissal. Students seeking

reactivation after suspension must submit a commander's endorsement letter. If a student is removed from suspension but their GPA remains below 3.0, they return to probation. Continuous progress toward a 3.0 GPA is essential; situations where a 3.0 GPA is mathematically impossible will result in administrative dismissal. Such students may convert completed courses to ACSC DL certificate credit. Students who remain suspended and are not reinstated after three consecutive terms will be administratively withdrawn.

2.4.3 Academic Dismissal: Students face dismissal for: receiving three unsatisfactory grades (D or F), two failing grades in the same course, or accumulating three WN grades. Violations of AU's academic integrity policies (see Section 3.5), other misconduct, or receiving a third suspension also lead to dismissal.

2.4.4 Summary Disenrollment: Per AUI 36-2602, students may be involuntarily disenrolled for misconduct. Students can appeal to non-voluntary disenrollment, as detailed in AUI 36-2602, paragraph 6.7.3.2.

2.5 Incomplete Grades

Due to the rigorous nature of DL courses and students' commitments, unforeseen circumstances may prevent prompt completion. The standard course closure is seven days after the scheduled end date, at which point grades are finalized. OLMP terms require timely submissions. For unforeseen circumstances (e.g., deployment, bereavement), students should immediately contact their Course Instructor (CI) to request an "Incomplete Contract". This contract allows work to be made up during an agreed-upon period after term end, at the CI's discretion. A contract may be extended up to 4 weeks, with a possible additional 4-week extension, totaling no more than 8 weeks from the original course end date. If no contract is coordinated before the term ends, the grade in the grade book becomes final.

2.5.1 Policies for "Incompletes" include:

2.5.1.1 The student and the CI must complete an "Incomplete Grade Contract"

2.5.1.2 Incompletes must be resolved within four weeks from the term's last day, unless a second 4-week extension is granted.

2.5.1.3 "Incomplete" grades are finalized when the CI submits the grade in Canvas and notifies the Course Director (CD).

2.5.1.4 The Chief of Academic Affairs may grant exceptions.

2.5.1.5 Failure to meet contract terms results in the gradebook's reflected grade becoming final.

2.5.1.6 CIs may allow submissions within the seven-day post-course grading period without Academic Affairs (AA) or DO coordination; a contract is optional but recommended. A formal agreement is required for extensions beyond seven days, and the CI must inform the CD.

2.5.1.7 Procedures for incomplete contracts: Document all accepted post-course work on the contract and provide it to the CD. Notify the CD if work is expected to be graded after seven days. For deliverables, essays/projects are submitted in Canvas, and discussions occur via Canvas. Grading is based on content, responsiveness, and rubric criteria.

3. STUDENT CONDUCT AND RESPONSIBILITIES

Participating in AFGC programs helps Air Force Airmen and Space Force Guardians enhance essential technical, analytical, and critical thinking skills for military leadership. While online learning offers flexibility, it requires strong time management and self-discipline. Attendance is mandatory, with adherence to participation standards outlined in course materials. Online courses may demand higher performance than traditional settings. Students are encouraged to relate their experiences to coursework to enhance group learning. Not meeting requirements can result in withdrawal or removal from the program. This handbook outlines timelines, participation expectations, and consequences for missed objectives or disruptive behavior, which could lead to dismissal.

3.1 Professional Behavior
AFGC requires students to uphold professionalism and commitment to their development. Unacceptable conduct may lead to academic or military disciplinary actions, including administrative holds on course enrollment.

3.1.1 Sexual harassment and discrimination based on ethnicity or race are intolerable and must be reported, with violations subject to disciplinary actions under AETC Instruction 36-2909 and the UCMJ.

3.1.2 Fraternization, defined as unprofessional relationships between officers and enlisted members, is prohibited if it undermines authority or promotes favoritism, especially between instructors and students.

3.2 Email and Online Discussion Protocols
Students must exercise sound judgment on AFGC online messaging. All correspondence is monitored and archived. For feedback, use designated surveys. In facilitated courses, the Course Instructor is the main contact; students should follow the chain of command. Complaints about an instructor should go to the Chief of Academic Affairs via the help ticket system.

3.3 Information Protection
3.3.1 Privacy Act: The Privacy Act imposes civil and criminal penalties for the unauthorized disclosure of personal information from a "system of records." Both Canvas and the LMS are prohibited from sharing personally identifiable information without obtaining consent. If consent is given, any electronic correspondence must clearly show this approval. Posting personal information implies consent; however, this does not apply to family members.

3.3.2 Foreign Disclosure of Information: According to AFPD 16-2, sharing information, documents, or training materials with foreign entities or international organizations is not allowed unless there is explicit authorization. AFGC materials must not be given to foreign visitors without prior approval. If you have questions about sharing information or documents, please contact the course instructor. They will coordinate with the Director of Student Services for further guidance.

3.3.3 Submission Guidelines: All student submissions must adhere to unclassified standards. The consequences for disseminating classified information within an unclassified context may result in penalties of up to ten years of imprisonment, substantial fines, or a combination of both. Should there be any uncertainty about the classification status,

students are advised to seek clarification before uploading any documents to Canvas LMS.

3.4 **Academic Integrity**

3.4.1 Guiding Publications: AU and AFGC adhere to Air University Publication 1 (AU-1), the AU Style Guide, which is based on the Chicago Manual of Style for uniform writing, formatting, and citation standards. The AFGC Style Guide, derived from these publications, aids students with research, writing, and citation.

3.4.2 Academic Expression and Attribution: Academic expression should reflect individual understanding. Students are encouraged to cultivate independent thought and credit sources when ideas or words are borrowed. Previously submitted work cannot be reused or reformatted for current assignments without explicit written instructor approval. Refer to Annex A for more details.

3.4.3 Plagiarism: Plagiarism is intentionally appropriating another's written work, parts of their writings, or their ideas or language, and presenting them as one's own. Examples include copying verbatim without citation or using a source's structure and content with minor changes without credit. Students are responsible for their work and must ask for clarification if they have questions about citations. All use or mention of others' work must be cited according to the AFGC Style Guide and AU-1. Plagiarism is unethical and will result in academic sanctions, including review by the Distance Learning Academic Review Committee (DLARC), potentially leading to program suspension or dismissal and notification to the student's commander. Students must use Turnitin for assignment submissions to check for academic similarity. The Turnitin report highlights resemblances to other sources, and the identified areas should be revised (cited or replaced) before final submission. The "similarity index" alone does not determine plagiarism but is a reference.

3.4.4 Cheating: Cheating, giving, or receiving improper aid on assignments, is an ethical violation that can lead to suspension or dismissal. Except for authorized group activities, academic work should be solely the student's creation. Unauthorized discussion, disclosure, or possession of Global College assessment materials violates Air University integrity standards and UCMJ Article 92.

3.4.5 Contract Cheating and Unauthorized Use of External Resources: All submitted work must be generated solely by the student. Engaging individuals or pay-for-service agencies for "contract cheating" is prohibited. Uploading work to non-AU sites, using websites like Quizlet or Course Hero for quiz/exam/paper materials, or employing artificial intelligence (AI) mechanisms to generate papers is not permitted. Violations will trigger a DLARC review and administrative action. Students shall refer to the AFGC AI Policy letter for Generative Artificial Intelligence (AI) tool usage and expectations.

3.5 **Academic Freedom**

Academic freedom should be exercised with sound judgment to avoid making offensive or irresponsible remarks. Although AU promotes open discussions in the classroom, criticism of senior officials is prohibited. Respectful debate must adhere to the Uniform Code of Military Justice (UCMJ), U.S. Code (U.S.C.), and Air Force Instruction (AFI). In coursework, academic freedom promotes diverse perspectives while ensuring respect for and adherence to academic integrity. Violations will result in sanctions. Faculty must maintain these standards

and foster a learning environment free from discrimination, harassment, or prejudice.

3.6 Communication Platforms

Using Global College communication platforms (message system, discussion boards, forums, Help Desk) requires common sense and sound judgment. These platforms are for official AFGC program communications, are consistently monitored, and are archived.

3.7 Copyright Compliance

Copyrighted materials in coursework are for educational use only during AFGC programs. Dissemination or reproduction, in whole or part, without explicit copyright holder permission, is prohibited. The AU-1, Air University Style Guide, outlines protocol for citing copyrighted materials.

3.8 Confidentiality and Disclosure

Confidentiality of personally identifiable information is a priority; disclosure to unauthorized individuals is prohibited. Students asked for for personal information should report it to the Global College Director of Student Services. Sharing information, documents, or training materials with foreign entities or international organizations needs approval from the Office of the Secretary of the Air Force.

4. SUPPORT SERVICES

4.1 Student Complaints and Grievances

AFGC provides an open and fair environment for students to voice complaints and grievances, managing them according to Air University Instructions. Students should seek resolution at the lowest level, escalating to higher command channels or the Inspector General (IG) only when necessary. Complainant confidentiality is maintained where possible, though disclosure may be needed for a thorough investigation. To initiate a formal complaint, students must submit a Memo for Record (MFR) and an AU Form 6, "Student Complaint/Grievance Application," to their course instructor or the appropriate level in the Global College chain. Complaints are forwarded to the Chief of Academic Affairs with an MFR detailing events. The Chief of Academic Affairs will schedule a meeting with the Grievance Review Committee (GRC), which may request additional information from the student. If the GRC cannot resolve the issue, the Chief of Academic Affairs will liaise with outside agencies. Once determined, the Chief of Academic Affairs will inform the student in writing and forward details to AU/A3 per AUI 36-2602. The entire process aims for completion within 60 days of formal notification. Students have 30 days from the event to submit a complaint or grievance. A process diagram is in Annex C.

4.2 Student Resources and Support

AFGC offers extensive support via the ASU Student Support Center, which aims to enhance academic experience with tools for study habits, critical thinking, and Canvas LMS navigation. The center provides access to FAQs, course/program guides, and help ticket submission instructions.

4.2.1 Library and Information Services: Students can access reference materials within each Canvas LMS course and the Academic Resource Center tab. They also have 24-hour access to online electronic libraries and databases, including the Air University (AU)

Library. AFGC students do not have access to the ASU library. The AU Library (Muir S. Fairchild Research Information Center/MSFRIC) offers library research classes and resources via the Canvas Academic Resource Center tab. Students are encouraged to use MSFRIC resources and dedicated research librarians, who can be reached via email and phone listed on the Academic Resource Center library webpage. Using AU librarians for research assistance complies with academic integrity standards.

4.2.2 Writing Resources: AFGC recognizes that many OLMP students may be re-engaging with academics after a hiatus. Students needing writing assistance should use the resources provided. Contact the course instructors to format or draft research outside the course information. The "Writing" page of the Academic Resource Center provides access to the Air University Teaching and Learning Center Writing Lab with self-paced guides and tutorials. The AFGC Style Guide, AU Style Guide, and The Tongue and Quill are highly recommended for writing, attribution, and citation consistency. The latest versions are available at the Academic Resource Center.

4.2.3 Special Accommodations for Students: Students needing special assistance or accommodations can petition AFGC/DOA, Academic Affairs, for support. Upon petition, the Chief of Academic Affairs provides instructions on necessary documentation.

4.3 Technical Requirements

4.3.1 Intermediate Technical Proficiency: Students need intermediate computing skills, including managing electronic files, submitting materials via ASU Canvas LMS, using word processing software and email, downloading/uploading files, and installing/updating software and browser plug-ins.

4.3.2 Required Hardware/Software: For initial enrollment, a DoD-issued Common Access Card (CAC) and CAC reader are required to access the AU Student Portal. After initial enrollment, course registration, courseware, and student support are accessed via the ASU Student Portal on a personal computer, which does not require a CAC. Upon program completion, students with a CAC can access unofficial transcripts via the AU Student Portal and request official transcripts through the AU Service Desk. Students without a CAC should email transcript requests to au.support@asu.edu. Due to .mil firewalls, using a personal computer and high-speed internet is recommended for Canvas access.

4.3.3 Program Delivery via ASU Systems: AFGC uses ASU's online learning environment for top-tier service. ASU's Canvas hosts all AFGC programs. AFGC creates course content and provides instructors for self-paced and facilitated courses, overseeing the student experience. All course materials, except optional textbooks, are in the LMS. Canvas handles all course requirements, including discussions, submissions, feedback, and grade postings. Some copyright-protected content is provided in place of textbooks for use only within the course and AFGC programs. Some materials may also be accessible through the AU Library. For content inquiries during facilitated courses, contact the instructor via LMS; otherwise, contact the AFGC Help Desk. The AFGC Help Desk, accessible via the ASU Student Portal, offers 24/7 call, chat, email, or help ticket options. Do not use the AU Service Desk for help with tickets except as noted in paragraph 10.2.

5. PROGRAM COMPLETION

5.1 **Graduation**
Students qualify for the Master of Military Operational Art and Science Degree upon completing all course requirements and achieving a cumulative GPA 3.0. Courses graded "D" or "F" must be retaken; a second failing grade in any retaken course leads to program dismissal. To receive a diploma, students must submit a graduation application, emailed upon enrollment in their final course. Graduation processing and academic honors evaluation occur after application and fulfillment of requirements. Students with a final GPA of 3.950 or higher receive "Highest Academic Distinction".

5.2 **Diplomas**
Diplomas are mailed to the address on the graduation application; students should ensure their address is current to avoid delays. Graduates of the Leadership, Operational Warfare, or Nuclear Weapons Concentrations who meet IDE and Joint PME I eligibility may apply to the non-master's ACSC DL supplemental program to earn IDE/JPME I credit. This condensed program includes three applied and eight self-paced courses. Applications are submitted via a help ticket through student services.

5.3 **Research Awards**
The "General William R. Looney III Award for Expeditionary Air, Space, and Cyberspace Power Studies" is the top annual OLMP research award for the best paper in these domains, fostering intellectual contributions to the US Air and Space forces. Additionally, Dean, Air Force Global College awards recognize outstanding research projects in International Security Studies, Joint Warfighting, Leadership and Command Studies, Strategy and Warfare Studies, Future Trends Studies, Total Force, and Operational Art and Science. The OLMP faculty chooses winners from the top papers in each RE-5611 course. Publishing research as a private citizen is permissible with a necessary disclaimer. Manuscripts intended for publication must undergo security review by HQ AU/CAO-OSP.

5.4 **AFR/ANG Study Hours and Reserve Points**
Air Force Reserve (AFR) and Air National Guard (ANG) members may qualify for Extension Course Institute (ECI) retirement points upon successful program completion. AFGC does not have jurisdiction over these determinations; members should consult the Air Reserve Personnel Center (ARPC). ARPC and its sister-service counterparts manage the determination and recording of ARC retirement points independently of AFGC. HQ ARPC/DDPPKB is solely responsible for awarding these points. Neither AU nor AFGC can discuss or determine ARC retirement points issues. Retirement points will not accumulate for distance learning if the course or program is undertaken while already earning points in another status.

ATTACHMENT 1: COMMANDER'S REINSTATEMENT LETTER TEMPLATE

(USE APPROPRIATE LETTERHEAD)

MEMORANDUM FOR AFGC/DO

FROM: (Appropriate Commander)

SUBJECT: Program Reinstatement Request

I request (Rank/Full Name) be reinstated into the (Insert Program Name) distance learning program. I acknowledge the student has completed XX of XX courses since enrolling in the program on (Date) and we discussed why they were disenrolled (Circle one: Timeout, Academic Integrity, Multiple Failures). I am confident they understand what is needed to complete the remaining courses within this last 6-month extension. Additionally, I have counseled (Rank/Last Name) on the importance of completing PME and the impact it has on one's career.

<div align="center">

(Digital signature required)
COMMANDER'S SIGNATURE BLOCK

</div>

ATTACHMENT 2: GRADE APPEAL APPLICATION

Students wishing to appeal a failing grade issued by their instructor must first confer with the instructor via phone, email, or through the message system in the learning management system and attempt to resolve the issue informally. Students must wait 24 hours after the instructor posts the grade in question. This "cooling off" period provides the student with reflection and permits a more objective communication between student and instructor. However, all appeals must be initiated before the end of the third calendar day following posting of grades. If the issue remains unsolved after the informal effort with the instructor, the student may appeal the grade using the process described below. For grades affecting a cohort, all members of the group must agree on the grade appeal.

The student must provide documented evidence to support the appeal. This evidence will be a concise written summary of the student's position, including relevant facts, desired resolution, arguments supporting the proposed resolution, and relevant supporting documentation. The evidence must be attached to this Grade Appeal Form, be no more than two pages, and emailed to the instructor. The burden of proof for the dispute lies with the student.

The instructor will review the student's appeal, provide comments, and submit the response to the applicable course director for adjudication within 48 hours of receipt. The course director will respond to the student and instructor by email within three duty days of receipt, providing a decision and brief justification.

I,_____, (last 4 of SSN)_____, have informally discussed the disputed grade with my instructor and am not satisfied with the resolution.

Therefore, I am submitting a formal appeal for review by my instructor and for a final decision on this matter by the course director (or equivalent). I understand the resulting grade may be lower, higher, or remain the same and that the course director (or equivalent) decision is final.

Course name and section: ___

Instructor name: _____

Inclusive dates of course: ___

Grade received:_____Grade sought: _____

Student Signature:___Date: _____

Date & Time Appeal Received by Instructor:_____Initials: _____

ATTACHMENT 3: KEY LINKS

URL	Title	Purpose
https://www.airuniversity.af.edu/GCPME	Global College Website	Program Information and Enrollment Instructions
https://au.asu.edu/portal	Registration Portal	Course registration and access
https://au.asu.edu/portal/support	Support Portal	Contact Global College Student Services Help Desk for Any Issues (Excluding Formal Transcripts and Records Updates)
https://www.airuniversity.af.edu/Academic-affairs/	AU Catalog	AU Educational Program Rules and Regulations & Policies
https://auservicedesk.af.edu/education	AU Service Desk	Only use to Contact AU Registrar for Official Transcripts and Records Updates

ANNEX A: ACADEMIC WRITING AND ORIGINALITY CHECKING

1. For academic writing, it is imperative that, when borrowing the words or thoughts of others, writers properly credit—cite—previous work. This not only applies to other writers, but in many cases, to thoughts and ideas they themselves have written in previous academic papers or other public forums. This process of citing gives credit where credit is due and allows readers to know and understand the origins of those thoughts and ideas.

2. Within Air University, the Chicago Manual of Style is the source for how to format, write, and cite one's writings. Air University has developed a "boiled down" version of Chicago Style. Students can use the Air University publication AU-1 as their guide to write assignments. Course instructors will grade according to AU-1.

3. Students must never copy or use others' words or thoughts without proper citing.

4. Students must never "share" their work with other students—past, present, or future—unless participating in a group assignment.

5. A flowchart for academic writing can be found in Figure 2.

6. After writing your assignment, conduct a "similarity check" of your work. Air University subscribes to originality checking software to allow students to double-check their work and minimize plagiarism—the use of others' work without proper citations. Contact your instructor if you need assistance.

   a. The Turnitin report contains several sections which provide valuable information regarding the submitted assignment. After receiving the results of the Turnitin submission, students should review the report and make necessary adjustments to the assignment contents. This may involve adding the proper citation or replacing the applicable section. Be sure to cite properly in all cases whether using direct quotes or paraphrasing.

   b. Students should note that the "similarity index" alone does not determine plagiarism or cheating but is only used as a reference point. Refer to AU-1 for additional details.

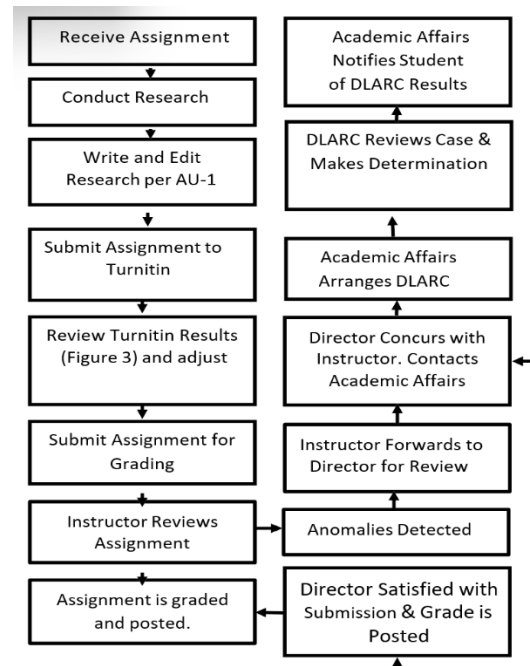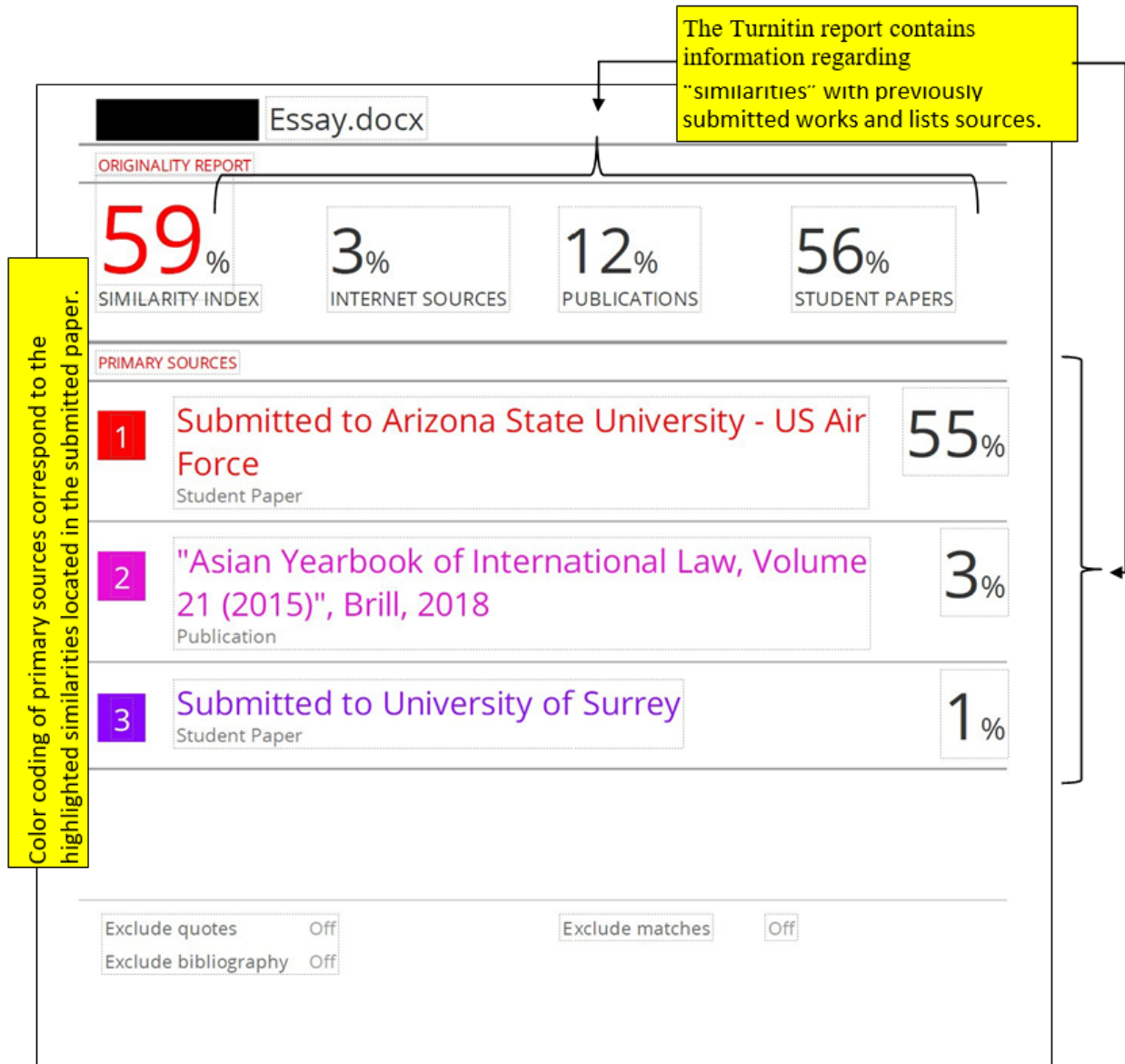   c. Refer to Annex B and Figure 3 for a detailed annotated description of the Turnitin report.

Figure 2: Academic Paper Submission Process

ANNEX B: SAMPLE TURNITIN REPORT

The Turnitin report contains information regarding "similarities" with previously submitted works and lists sources.

Color coding of primary sources correspond to the highlighted similarities located in the submitted paper.

Essay.docx

ORIGINALITY REPORT

59% SIMILARITY INDEX

3% INTERNET SOURCES

12% PUBLICATIONS

56% STUDENT PAPERS

PRIMARY SOURCES

1	Submitted to Arizona State University - US Air Force Student Paper	**55%**
2	"Asian Yearbook of International Law, Volume 21 (2015)", Brill, 2018 Publication	**3%**
3	Submitted to University of Surrey Student Paper	**1%**

Exclude quotes   Off   Exclude matches   Off
Exclude bibliography   Off

Figure 3: Example Results of Turnitin Submission. In this example, 56% of the student paper submission was obtained directly from the previously submitted work of other students.

The "Similarity Index" result includes properly cited passages, so the score is unlikely to be zero. Plagiarism includes improper citation which can occur at any score.