



UNITED STATES MARINE CORPS  
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION  
SAN DIEGO, CALIFORNIA 92140-5001

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3  
11 FEB 1994

DEPOT ORDER P1530.1A

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MARINE ENLISTED  
COMMISSIONING EDUCATION PROGRAM (MECEP) PREPARATORY  
SCHOOL (SHORT TITLE: SOP FOR MECEP PREP SCHOOL)

Ref: (a) MCO 1560.15K (NOTAL)

Encl: (1) LOCATOR SHEET

1. Purpose. To publish information and establish guidelines for the conduct of the MECEP Preparatory School.

2. Cancellation. DepO P1530.1

3. Background. MECEP is open to all active duty Marines who meet the eligibility requirements and are selected for the program in accordance with the reference. It provides an opportunity for outstanding enlisted men and women on active duty to achieve careers as regular officers. Marines successfully completing the program receive a baccalaureate degree in either a technical or nontechnical field and are commissioned as second lieutenants in the United States Marine Corps.

4. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.

5. Information. The Preparatory School will be administered in accordance with the reference and any directives issued by the Commandant of the Marine Corps (Code MRON).

6. Recommendations

a. Recommended changes will be submitted to the Director, MECEP Preparatory School via the Assistant Chief of Staff, G-2/3.

b. The Director, MECEP Preparatory School, will annually review this Manual and take appropriate action on any recommendations submitted.

7. Certification. Reviewed and approved this date.

R. S. EVASICK  
Chief of Staff  
Acting

DISTRIBUTION: I

DepO P1530.1A  
11 FEB 1994

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR MARINE ENLISTED  
COMMISSIONING EDUCATION PROGRAM (MECEP) PREPARATORY SCHOOL  
(SHORT TITLE: SOP FOR MECEP PREP SCHOOL)

Location: \_\_\_\_\_  
(Indicate the location of the copy(ies) of this Manual)

SOP FOR MECEP PREP SCHOOL

RECORD OF CHANGES

Log completed change action as indicated.

<u>Change Number</u>	<u>Date of Change</u>	<u>Date Entered</u>	<u>Signature of Person Incorporated Change</u>

**SOP FOR MECEP PREP SCHOOL**

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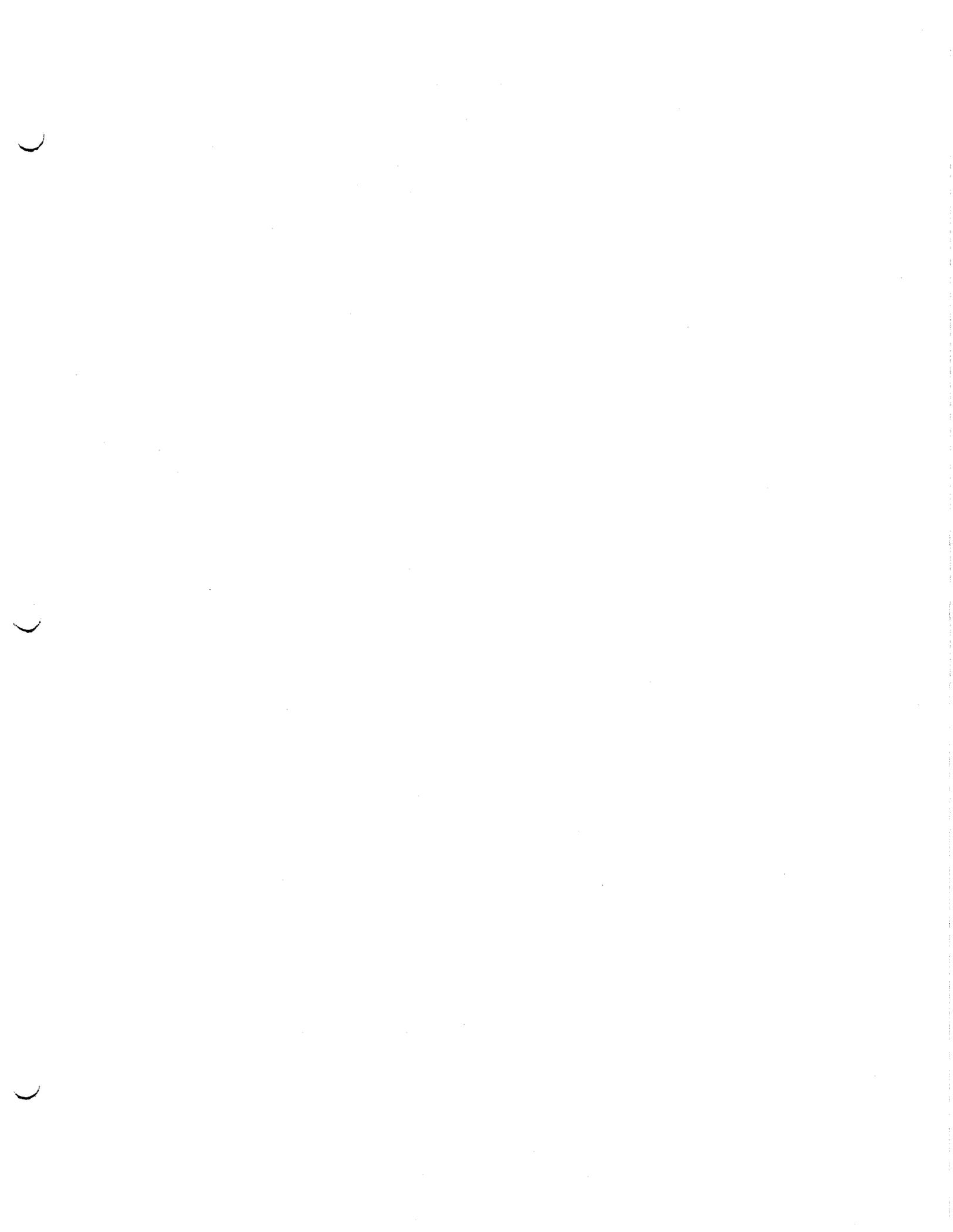
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SOP FOR MECEP PREP SCHOOL

CHAPTER 1

MISSION, SCOPE, AND ORGANIZATION

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# SOP FOR MECEP PREP SCHOOL

## CHAPTER 1

### MISSION, SCOPE, AND ORGANIZATION

1000. **MISSION.** The mission of the MECEP Preparatory School is to ensure that MECEP selectees are fully prepared for successful college-level academic work. Many selectees have been absent from the academic setting for a significant period of time, and others lack the traditional academic preparation. This preparatory session is designed to renew and enhance the selectee's mastery of the basic academic skills while at the same time it serves as the final stage of the transition process between the military and academic environments. In addition, the school will screen the selectees to determine if they have the necessary physical fitness and leadership potential to complete Officers Candidate School (OCS).

1001. **SCOPE.** The MECEP Preparatory School is responsible for training prospective officer candidates in a set course of instruction. The School is a 9-week/44-day training program designed to transition Marines into an academically oriented/college frame of mind and is the first step in their screening as officer candidates. The Commandant of the Marine Corps (Code MRON) selects approximately 65 Marines to attend the one course that is conducted June through August annually.

1002. **ORGANIZATION.** The instructor staff is composed of Marine Corps Reserve Officers on temporary active duty and is administratively supported by an enlisted reserve staff. Billet assignments are as follows:

<u>Billet Title</u>	<u>Rank</u>
Director	Colonel
Executive Officer*	Major
Senior Instructor, English	Major - LtCol
Instructor, English	Lt - Maj
Instructor, English	Lt - Maj
Senior Instructor, Math/Science	Maj - LtCol
Instructor, Math	Lt - Maj
Instructor, Math	Lt - Maj
Instructor, Physical Science/Chemistry	Lt - LtCol
Instructor, Physics/Calculus	Lt - LtCol
First Sergeant**	GySgt
Administrative Chief (0193)	Sgt - GySgt
Administrative Clerk (0151)	LCpl - Sgt
Administrative Clerk (0151)	LCpl - Sgt

\* The Executive Officer is a regular officer assigned permanent duties as a Marine Officer Instructor (MOI) from an NROTC unit.  
\*\* The First Sergeant billet is filled by a senior enlisted Marine from an NROTC unit.

1003. COMMAND RELATIONSHIP. The MECEP Preparatory School falls under the staff cognizance of the Assistant Chief of Staff, G-2/3. The School is permanently established at the Marine Corps Recruit Depot, San Diego, California, and will draw full administrative and logistical support from this Command.

SOP FOR MECEP PREP SCHOOL

CHAPTER 2

CONDUCT OF TRAINING

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# SOP FOR MECEP PREP SCHOOL

## CHAPTER 2

### CONDUCT OF TRAINING

2000. GENERAL. The MECEP Preparatory School is designed to renew and enhance the student's mastery of the basic skills while serving as the final stage of the transition process between the military and academic environment.

2001. OBJECTIVES. The objectives of the 9-week MECEP Preparatory School are as follows:

1. Renew and enhance the students' mastery of basic academic skills in preparation for the college campus.
2. Serve as a transition period to mentally prepare the students for life away from the regular Marine Corps.
3. Through a rigorous physical training program, impart to the students what will be expected of them at Officer Candidate School (OCS) and how best to prepare themselves.

2002. TRAINING. The cycle of training at the School consists of an in-processing period, academic period, and out-processing period.

1. In-processing. This period is used to accomplish the tasks associated with reporting to the School and the Depot. Administrative matters associated with the TEMINS orders will be accomplished as well as any individual administrative requirements. This processing will take place on the Friday prior to commencement of classes.
2. Academic. The School's faculty members are professional educators on temporary active duty for the purpose of instructing in their specific civilian career fields. Academic instruction is conducted in accordance with established guidelines currently used in the civilian academic community. Training is carried out during a 9-week/44-day training schedule, conducted Monday through Friday. Course emphasis is on individual effort and strives to fully prepare the students for successful college-level work. Course descriptions are covered in Appendix A. Students are subject to a grading scale identical to that found on a college campus. Every effort is expended to help students master the required courses, but if a passing grade is not achieved, the student may be dropped from MECEP and returned to

their last command. The purpose and entire focus of the course is to provide a transition for the enlisted Marine from the fleet to the college campus with emphasis on academics and preparation for OCS. Physical training, aimed towards OCS, is regularly scheduled, as well as classes dealing with topics of concern to officer candidates.

3. Out-processing. Out-processing begins shortly after commencement of classes. A considerable amount of liaison work is carried out between the MECEP staff and CMC (Code MRON) in concert with individual college admissions offices. Requests for orders must be accomplished early in the program to ensure that timely PCS moves can be carried out by the students upon graduation. A mass reenlistment ceremony is conducted the day prior to a graduation ceremony which is the final event.

2003. MILITARY ASPECTS. MECEP is the first evaluated step in the passage from the enlisted ranks to a commissioning. In order for the School to function smoothly and to evaluate the students, the class is organized as a company with the normal billets. Billet holders change on a regular basis and are critiqued by the Executive Officer/First Sergeant. Emphasis is placed on their performance to prepare them for OCS the summer following MECEP Preparatory School.

#### 2004. STUDENT EVALUATIONS

1. The Evaluation Board consists of the senior instructor in Mathematics, senior instructor in English, the senior instructor in Science, and the Executive Officer. Additionally, the MECEP First Sergeant holds ex-officio member status. If required by the nature of a particular case, another faculty member may attend.

2. The Board will meet at the discretion of the Director. However, it is recommended that the Board be convened near the end of the 3rd, 5th, 7th, and 9th weeks of the School. At these meetings those students who have been identified as having a limited potential to successfully complete MECEP should be interviewed and a determination made by the Board as to whether the Marine should be allowed to continue in the program.

2005. DISENROLLMENT POLICIES. Those students who fail to progress satisfactorily in the course, or are considered as not having potential, will be disenrolled and returned to their parent commands. The final authority to disenroll rests with CMC

(MRON). Reasons for disenrollment include, but are not limited to, violation of military or civilian law; academic failure, defective attitude; personal/marital/financial instability; and psychological unsuitability.

2006. EVALUATION OF INSTRUCTION. The goal of the School is to provide the best possible instruction in the most efficient and effective manner. It is required that all instruction be evaluated in order to provide the best possible learning experiences. Each academic course will be critiqued by the staff and students.

1. Instruction Evaluation. During the fifth week of instruction, each student will complete an Instructional Evaluation Form for each course and forward it to the Director through the Senior Instructor. Additionally, the Director will monitor classes at random and complete Instructor Evaluation Forms to assist the instructor and the School in improving instruction. The Director's evaluations will be viewed by the instructor and the Director only.

2. Class Evaluation. The instructor will complete an After Instruction Report, commenting on any aspect of his course which may need review and revision.

3. Course Evaluation. The overall content, sequencing, and effectiveness of the course will be evaluated on a continuing basis through written critiques, staff meetings, and course reviews. At the end of each 44-day course, each student will complete a Course Critique as depicted in Figure 2-1. These will be read and evaluated by each instructor, the Senior Instructor, the Executive Officer, and the Director.

SOP FOR MECEP PREP SCHOOL

UNITED STATES MARINE CORPS  
MECEP Preparatory School  
Marine Corps Recruit Depot/Western Recruiting Region  
San Diego, CA 92140

1000  
MECEP

From: Director  
To: MECEP Student

Subj: MECEP REVIEW/CRITIQUE

1. The mission of the MECEP Preparatory School is to ensure that MECEP selectees are prepared for university-level academic work. Selectees come from a variety of backgrounds ranging from those who have recent college experience to those who have backgrounds absent from the academic environment for many years. This school is designed to instill good study habits while building or enhancing basic academic skills in mathematics, science, and the English language. The school also serves as the final stage of the transition process from military to the academic environment.

2. During week five you had the opportunity to comment on the course structure and the instructors in each subject. We are now asking for your evaluation of the overall program. This particular questionnaire has been standardized over the past several years so that we can compare student evaluations from year to year. Indicate your agreement or disagreement with each statement by circling the appropriate heading. Each statement is followed by a space for appropriate remarks in the event you wish to elaborate on your marking. Please be sure your remarks are stated in a positive and constructive manner. Point out areas where you have had problems that hinder the accomplishment of the school's mission. Corrective action will be based on your comments. In addition to suggestions for improvement, also comment on factors you found especially helpful either for your future studies or for your efforts to obtain a commission.

3. Thank you for your comments, and best wishes for your success in the Marine Corps.

[Director]

Figure 2-1 -- Course Critique

SOP FOR MECEP PREP SCHOOL

MECEP Preparatory School Critique Form

Name: \_\_\_\_\_ Rank: \_\_\_\_\_  
College Semester Hours Already Completed: \_\_\_\_\_

LEGEND: N/A - Not applicable      D - Disagree  
          SD - Strongly disagree    A - Agree  
          SA - Strongly agree

Instructions and Academic Matters Circle One

1. The instructors were well qualified.      SA    A    D    SD    N/A  
Remarks:

2. The instruction was presented in a      SA    A    D    SD    N/A  
professional manner.  
Remarks:

3. The instructors exhibited a concerned      SA    A    D    SD    N/A  
and helpful attitude.  
Remarks:

4. The pace and level of instruction      SA    A    D    SD    N/A  
helped develop (or improve) my study habits.  
Remarks:

5. Academic counsel was available to      SA    A    D    SD    N/A  
students who requested assistance in the  
selection of a major field of study.  
Remarks:

6. The school fulfilled its mission of      SA    A    D    SD    N/A  
preparing me for university level instruction.  
Remarks:

SOP FOR MECEP PREP SCHOOL

LEGEND: N/A - Not applicable      D - Disagree  
SD - Strongly disagree      A - Agree  
SA - Strongly agree

---

7. The MECEP staff provided adequate administrative support. SA A D SD N/A  
Remarks:

---

8. MCRD support units provided adequate administrative and logistical support. SA A D SD N/A  
Remarks:

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9. HQMC provided me timely notification and orders for the MECEP program. SA A D SD N/A  
Remarks:

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**GENERAL**

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10. The school offered a sufficiently challenging and varied physical training program. SA A D SD N/A  
Remarks:

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11. The quarters aboard MCRD were adequate. SA A D SD N/A  
Remarks:

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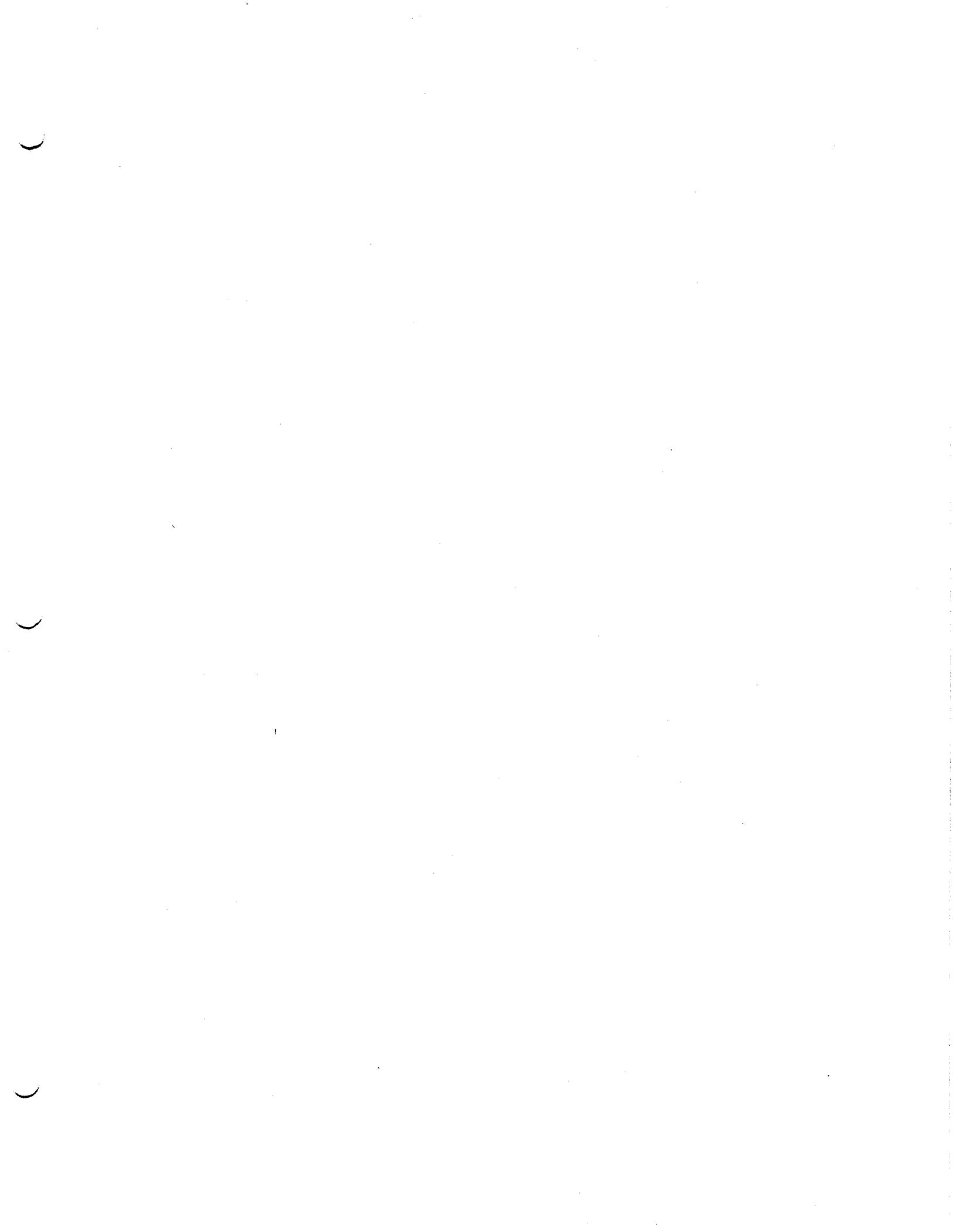
12. The messing provided aboard MCRD was adequate. SA A D SD N/A  
Remarks:

SOP FOR MECEP PREP SCHOOL

CHAPTER 3

ADMINISTRATION AND LOGISTICS

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CHAPTER 3

ADMINISTRATION AND LOGISTICS

3000. GENERAL. The Administrative staff of the MECEP Preparatory School will coordinate closely and directly with Headquarters & Service (H&S) Battalion, MCRD, San Diego, CA. The primary function of the staff is to see that all the administrative, pay, and logistical needs of the students, staff, and faculty are fulfilled.

3001. CHAIN OF COMMAND. While attending the School, the students will adhere to the following chain of command:

Student Class Leader  
First Sergeant  
Executive Officer  
Director  
Commanding Officer, H&S Battalion  
Commanding General, MCRD

3002. REQUEST MAST. Request Mast procedures follow the chain of command through H&S Battalion to the Commanding General, MCRD.

3003. DAILY ROUTINE. The basic daily routine for students attending the School is as follows:

<u>Routine</u>	<u>Daily</u>
Expiration of Liberty	0530
Reveille	0530
Breakfast	0600
Morning Formation	0630
Classes Commence	0700
Noon Meal	1200-1300
Classes Conclude	1515
Physical Training	1530-1730 (MWF)
Administrative Time	1515-1630 (TTh)
Field Day	1630 (Th)
Evening Meal	1800-1900
Studyhall/Tutoring (as required)	1900-2200 (M-Th)

3004. MESSING FACILITIES. The students and staff have access to the mess hall at the Depot. Students receive per diem at the surcharge rate. Married students with spouses present receive commuted rations instead of per diem.

3005. BILLETING (STAFF & STUDENTS). Those officers who live outside the 50-mile commuting radius are billeted in the Bachelor Officer Quarters (BOQ) at Naval Training Center (NTC). Enlisted staff members are billeted at the BEQ aboard the Depot. Students are also billeted in the BEQ aboard the Depot except those living in the San Diego area. Students and staff who live nearby are permitted to commute to the Depot until they have problems with tardiness. Tardiness will result in the student moving into the BEQ.

3006. LEAVE AND LIBERTY. Due to the intensity and brevity of the School, emergency leave is the only leave that will be authorized. Liberty is at the discretion of the Director, and special liberty is not authorized.

3007. MAIL. Students receive mail once each day during the time period of 1100-1400. The mail is procured from the H&S Battalion mail room by the Administrative Chief or the Administrative Clerk, as appointed by the Administrative/Personnel Officer.

3008. FIELD DAYS. Weekly field days will be conducted on Thursdays at 1630.

3009. NAME TAGS. Name tags are to be worn in accordance with current Depot directives. One name tag will be provided by the S-4, H&S Battalion; additional name tags are available at the Marine Corps Exchange for a nominal charge.

3010. TELEPHONES. Public telephones are available behind building 8W, in the library, and also throughout the BEQ. Messages are taken for students on office phones, but students are not allowed to use office phones for personal business.

3011. FITNESS REPORTS. Transfer (TR) fitness reports will be submitted on each student and staff member, sergeant and above, in accordance with current directives. Upon completion, all MECEP fitness reports will be mailed to CMC (MRON). The reporting senior (RS) and reviewing officer (RO) for MECEP fitness reports are as follows:

<u>Individual</u>	<u>Type</u>	<u>RS</u>	<u>RO</u>
Student	TR	XO	Director
First Sergeant (AMOI)	TD	XO	Director
Admin Staff	RT	Admin Officer	XO
Instructors	RT	Director	MRON
XO (MOI)	TD	Director	MRON
Director	RT	CG, MCRD	N/A

3012. PROFICIENCY AND CONDUCT MARKS. Proficiency and conduct marks for each Corporal will be assigned in accordance with current directives. The Executive Officer/First Sergeant will assign the marks based on the Student's overall performance.

3013. STUDENT POLICIES. While at the School, all students will adhere to the following policies and procedures unless otherwise instructed by the School staff.

1. Students will be treated as professional, mature Marines and are expected to act accordingly.
2. Each student will be assigned a BEQ room and is expected to make all formations, field days, duty assignments, and other scheduled activities, regardless of off-base residence or proximity of family.
3. All living areas will be maintained in a good state of police and appearance.
4. Students are expected to keep their appearance squared away and are subject to inspection at any time during the work day.
5. The chain of command will be used in all military matters except in an emergency.
6. Stragglers during PT runs will be documented in the student's folder.

3014. ADMINISTRATIVE CHIEF. The appropriate rank for the Administrative Chief is gunnery sergeant/staff sergeant. The duties of this billet are many and diverse, and the responsibilities are moderate to heavy.

1. Administrative - Students. The Administrative Chief is the primary liaison between H&S Battalion and the students for all their administrative needs. This includes coordinating for per diem, orders and modifications to orders, TMO needs, health

and dental needs, and coordination between students and staff. Furthermore, the Administrative Chief is the first stop for any other student problems which can make this a high stress billet.

2. Administrative - Staff. The staff members are primarily reservists. Reserve status presents special problems to include accession, identification, dependent identification cards, the creation of discharge and travel packages.

3. Paperwork. In the absence of the Administrative Clerk, all the duties of the clerk position fall on the Administrative Chief. When the position is filled, the clerk is responsible directly to the Administrative Chief. Additionally, the Administrative Chief is responsible for the procurement of all supplies required by the office during the course of the school.

4. Additional tasks. The Administrative Chief monitors telephone use, and maintains the long distance log book. Also, he is responsible to the First Sergeant for any additional tasks he may designate, and in the absence of the First Sergeant, absorbs that billet as well.

3015. ADMINISTRATIVE CLERK. The appropriate rank for Administrative Clerk is corporal/sergeant. The responsibilities are heavy at times, and always vital to the efficient running of the School. Among the duties of the Clerk are the following:

1. Typing. The Administrative Clerk provides extensive production of all written needs. This includes, but is not limited to, typing the fitness reports, the summer report, course syllabi, instructor support, and all correspondence pertaining to the School.

2. Copying. The Administrative Clerk coordinates the procurement of copying facilities which are used extensively by the School.

3. Gathering & Distribution of Paperwork. The Administrative Clerk sees to the timely distribution of class materials to the instructors, and also interacts with H&S Battalion, as necessary, to facilitate the tasks assigned.

4. Telephone Usage. It is imperative a staff member be in the office to handle the phones. The Clerk often holds the responsibility of answering the phones, handling phone matters, taking messages for students, and relaying calls to the officers on the staff.

5. Responsibilities. In the absence of the Administrative Chief, the Administrative Clerk fulfills all responsibilities of the Administrative Chief. This position requires an efficient and responsible person, who is mature enough to adapt quickly to a hectic environment.

3016. PAY AND PER DIEM

1. Both staff and students rate advance per diem at the rate of 80% of the current entitlement for each 30 days of duty. Per diem requests may be submitted twice, as the School lasts beyond 60 but not over 90 days.

2. To receive advance per diem, the original and three copies of all orders and endorsements must be submitted to Disbursing/Travel. Ten working days must be allowed for checks to be printed.

3. Paychecks will be available on the first and fifteenth of each month. Students not on direct deposit should have the program explained in detail. The convenience and security of direct deposit make it a worthwhile program, especially while on campus.

4. A delegation of authority is required to pick up checks. This can be granted by the Commanding Officer. Otherwise, H&S Battalion will pick up checks and the Administrative Chief may pick them up from H&S Battalion.

5. Change of address for allotments must be done telephonically by the student. The number is Autovon: 465-7062 or commercial: (816) 926-7062.

6. Any other changes in status of allotments can be done by an allotment request form sent to H&S Battalion. This includes "start VEAP" allotments.

7. Advance pay for students is available in conjunction with their PCS orders. Though this Command has a general policy of "no 24-month paybacks," students can be authorized up to three months advance with a 24-month payback upon approval by the School Director. These checks can be requested as soon as PCS orders on the students are received from HQMC.

3017. SUPPLY. The School is given a budget which the Administrative Officer distributes. The supply form (NAVMC 10700) is filled out in accordance with current Marine Corps directives and

signed by the Administrative Officer. The credit card is procured from the Budget Officer in Bldg 31. With the credit card and forms, anyone so tasked by the Administrative Officer may go to Self-Service and purchase the required supplies.

3018. REENLISTMENT. It is required by HQMC that every participant in the MECEP program have a four year active duty commitment remaining upon completion of the MCECEP Preparatory School. The students will be required to reenlist or extend prior to graduation. A single, mass reenlistment is scheduled for the day prior to graduation. The reenlistment packages are completed by the H&S Battalion Career Planner.

SOP FOR MECEP PREP SCHOOL

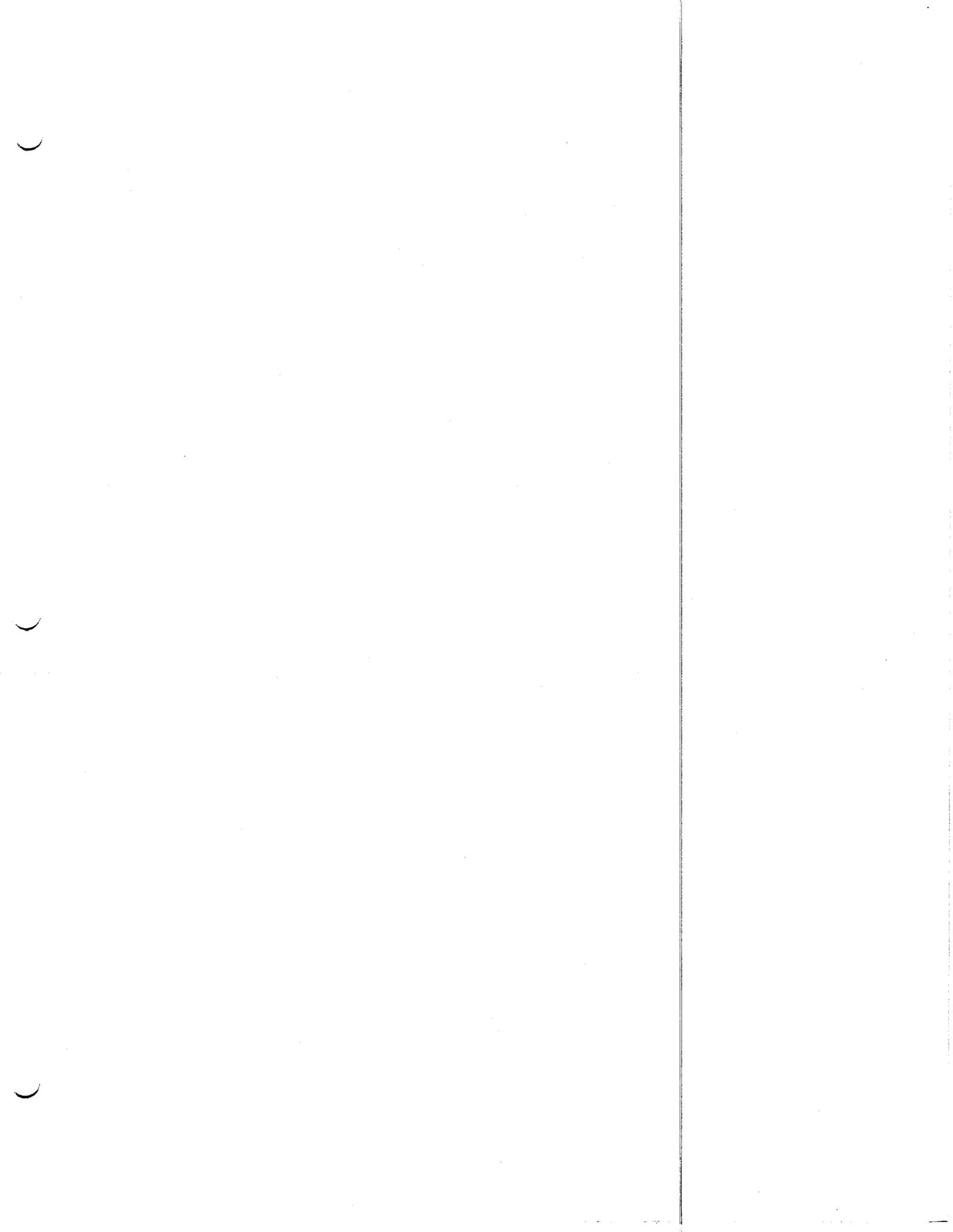
CHAPTER 4

ACADEMIC AFFAIRS

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# SOP FOR MECEP PREP SCHOOL

## CHAPTER 4

### ACADEMIC AFFIARS

#### 4000. GENERAL

1. MECEP offers a comprehensive and concentrated review of English, mathematics, and science. The pace of the School is fast and demanding.
2. Student assignments to colleges or universities are based on successful completion of the Preparatory School. A Marine who fails an academic course or a Marine who fails to demonstrate the maturity and integrity expected of an officer candidate is subject to disenrollment from the program and subsequently, reassignment within his MOS.
3. During the early stages of the program, Marines entering from BOOST may demonstrate relatively high levels of preparation. On the other hand, as the program progresses, the rigorous demands placed on the students will have the effect of causing all of the students to operate at a high level of academic output.
4. The students engage in a nine-week course.
5. Faculty accomplish the academic tasks that the Director assigns. Guidance in the accomplishment of these tasks is provided by the contents of this Manual.

#### 4001. SCHEDULING

1. The Director is the scheduling coordinator. The schedule of both academic and military events associated with the program is published annually in the MECEP Student Guide.
2. The Director shall appoint an Academic Officer. The duties of the Academic Officer are to: administer the mathematics placement test, counsel any student whose mathematics performance on the test is incompatible or marginal with respect to an indicated major, assign students to classes, and distribute completed class rosters.
3. Proper class placement is an important element in the success of the MECEP Preparatory School. This is particularly true in the case of the mathematics curriculum. Proper initial placement reduces the number of requests for a change of major later in the preparatory school session, thus reducing the turmoil caused by a change in a student's schedule. Since proper mathematics placement is crucial to the success in the science curriculum as well as the mathematics curriculum, a mathematics diagnostic test is administered to aid in the placement process.

4. Counselling is an important element in the placement process for those students who have doubts about a choice of major or whose poor mathematics skills contraindicate a technical or business major. Interest testing, using the Stron-Campbell Interest Inventory, and counselling services are offered to any student who indicates a need for such help, whether by personal request, by poor performance on the mathematics diagnostic test, or by referral from the MECEP Evaluation Board.

5. Construction of the student schedules is a multi-step process which is greatly aided by the use of a spreadsheet or a database program on a microcomputer.

6. Administration of the mathematics placement test is conducted on Monday, check-in day. The test is administered to all students at 1300. It may be necessary to administer the test to stragglers as needed at a later date. Prior to distributing the test, the Academic Officer or the senior instructor should welcome the students aboard. The following salient points should be addressed:

a. The purpose of the MECEP program is to provide a means for highly qualified enlisted personnel to obtain a commission in the Marine Corps. The student should be made aware that the goal is to obtain a commission, not to get a degree in nuclear physics.

b. The Mission of the MECEP Preparatory School is to prepare MECEP selectees for university level study. The student should be made aware that the goal of the school is to improve the students' probability of success on campus.

c. The MECEP Preparatory School offers three programs to the students: The science curriculum, which is offered to those who wish to major in a science (including computer science), engineering or mathematics; the business curriculum, which is offered to those who wish to major in economics, finance, management, business administration or any related field; and the arts curriculum, which is offered to all other students.

d. Counselling and testing services are available to those who are interested or need assistance in selecting a major. Success in any field generally requires two things: an interest in the subject and sufficient talent to comprehend and work with the subject matter.

7. The time limit for the test is two hours. All test material (including scratch paper) will be collected after the test. The tests are scored immediately.

8. Any student who scores 7 or below on the mathematics diagnostic test and who indicate a desire to major in a field requiring the science or the business program will be counselled on Friday afternoon. The arts program is strongly recommended to these students, especially to anyone scoring 5 or below. The student is free to choose at this point; however, if the student fails to perform in a satisfactory manner, the MECEP Evaluation Board will dictate a change if necessary. Students shall be advised that it is very difficult to change programs later in the session due to the curriculum and that delaying a change may cause a student to fail out of the program.

9. The construction of students schedules is accomplished using the following steps:

a. Assign all business students to Physical Science I and arts students to the Physical Science II class.

b. Assign all science and engineering students to the physics, chemistry, and calculus classes.

c. Assign all business program students to the Applied Calculus class.

d. Using the results of the mathematics diagnostic test, sort all arts students by test scores. Assign the poorest 10 to 20 students to the basic algebra class. Assign the remaining arts program students to the Math Analysis class. Some reference to the SAT mathematics scores may be necessary to decide marginal cases.

e. Sort all business and arts students by the SAT verbal scores. Starting at the top of the list, assign alternate students to sections A and B of the literature class (This ensures heterogeneous grouping for literature class).

f. Sort all students not assigned to section B of the literature class by the SAT verbal scores. Starting at the top of the list, assign alternate students to sections A and B of the English composition class.

g. Sort all students not assigned to section A or B of the English composition class by the SAT verbal scores. Starting at the top of the list, assign alternate students to sections C and D of the English composition class.

10. Three copies of the completed rosters are printed for each class. One copy is posted on the board so that students can determine the classes/sections to which they have been assigned.

Two copies are provided to the respective instructors. Note: SAT scores are considered confidential information and should not be posted.

#### 4002. TEXTBOOKS

1. MECEP textbook inventory is maintained by the Director.
2. Requests concerning new or supplemental materials should be submitted, via the appropriate Branch Senior Instructor, to the Director.
3. The Depot library provides supplementary resources. Additionally, the local public library system is available to the students as are the facilities of the three major college libraries in the area.

4003. ACADEMIC COUNSELING. The faculty regularly counsels any students considered to be at risk. The outcome of each session is to be recorded on a locally reproduced "counseling record," obtainable from the Executive Officer.

#### 4004. FINAL EXAMINATIONS

1. Each instructor will conduct a two-hour final examination. Special consideration is given to scheduling essay examinations earlier in the three day examination period at a time designated by the Director.
2. Examination grades and final course grades are submitted to the Senior Mathematics Instructor for calculation of class statistics.

#### 4005. GRADING

1. Duties of Academic Officer. The duties of the Academic Officer are to: prepare and distribute class rosters to be used as grade sheets; provide guidance to instructors on grading procedures, especially on converting grades to Navy scale; determine rank in class information; provide the Director with the list of nominees for the top student awards; and prepare class statistics for the final report.
2. Class Rosters. The initial class rosters are prepared by the Academic Officer. Class rosters must be revised as students

change schedules due to changes in programs or as directed by the MECEP Evaluation Board. The final class rosters should be printed and distributed for use as grade sheets prior to the beginning of final exams.

3. Guidance on Grading. Guidance on the grading procedures must be provided to instructors, particularly to the instructors who are teaching in the MECEP Preparatory School for the first time. Final grades have traditionally been expressed in terms of Navy scale. Navy scale allows for greater discrimination and tends to reduce the probability of ties when determining rank in class. It must be made clear to new instructors that a simple A, B, C, or D grade is not sufficient, the top student in each academic area receives an award. The instructors must provide a score to the nearest three decimal places.

4. Notes on Grading used for English Composition and Literature. The English department uses the following grading scale and weight system:

Scale

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	85-90
B-	83-84
C+	81-82
C	72-80
C-	70-71
D+	68-69
D	62-67
D-	60-61

5. Conversion of Grades to Navy Scales. Both a conversion table and a conversion formula are provided in order to assist in converting grades to Navy scale. The conversion table is for the English instructors who use a variable range scale for letter grades. Please note that it is necessary to interpolate for fractional percentage grades such as 85.5%. The conversion formula is for the mathematics and science instructors using a percentage grade where 60 is passing (a grade of D). The P variable is the percentage score to be converted to the Navy scale system.

A+	100	4.000	B-	84	3.400	D+	69	2.838
	99	3.963		83	3.363		68	2.800
A	98	3.925	C+	82	3.325	D	67	2.763
	97	3.888		81	3.288		66	2.725
	96	3.850					65	2.688
	95	3.813	C	80	3.250		64	2.650
				79	3.213		63	2.613
A-	94	3.775		78	3.175		62	2.575
	93	3.738		77	3.138			
				76	3.100	F	59	2.463
B+	92	3.700		75	3.063		58	2.425
	91	3.663		74	3.025		57	2.388
B	90	3.625	C	73	2.750	F	56	2.350
	89	3.588		72	2.950		55	2.313
	88	3.550	C-	71	2.913		50	2.125
	87	3.513		70	2.875			
	86	3.475						
	85	3.438						

#### CONVERSION FORMULA FRACTIONAL PERCENTAGES (P)

NAVY SCALE =  $0.0375 (P) + 0.250$  where  $(P) = 60$  is passing

For any instructor who uses a different passing grade, an appropriate formula must be derived by solving the set of equations:

$$4.000 = C_1 \text{ times } 100 + C_2$$

$$2.500 = C_1 \text{ times passing} + C_2$$

6. Determining Rank in Class. The rank in class is determined on the basis of academic performance. The first step is to compute an average score for each student. Since mathematics and English classes meet daily while other classes meet only three times a week, mathematics and English are weighted in the computation of the average. For students with technical majors the formula for the average is:

$$\text{Avg} = (5 \times \text{math} + 3 \text{ physics} + 3 \text{ chemistry} + 5 \text{ English}) / 16$$

and for non-technical students the formula is:

$$\text{Avg} = (5 \times \text{math} + 3 \text{ physical sci} + 5 \text{ literature} + 5 \text{ English comp}) / 18$$

The average score is computed to the nearest three decimal places. After computing the average score for all students, sort the students by average score in descending order. The resulting list is the rank in class list.

7. Class Statistics. The rank in class information is published on page 1 of Appendix A of the annual MECEP Preparatory School Report. Appendix A of the annual report also contains a table entitled "SAT SCORE COMPARISON." The SAT score statistics must be prepared for the current year. The information for the previous four years is obtained from the report of the previous year.

#### 4006. EXTRACURRICULAR ACTIVITIES

1. General Policy. The overall pace of the course will be rapid and will not allow the luxury of special liberty to participate in extracurricular activities. Students are reminded that the academic curriculum is their first priority and must receive their utmost attention and effort.

2. MECEP Picnic. There will be a picnic scheduled for the MECEP faculty, staff, students, dependents, and guests near the end of the course, prior to graduation.

3. MECEP Ironman Team. A continuing tradition of the school is participation in the annual Special Ironman Competition. Particularly well-conditioned students are invited to test their strength, endurance, and overall physical fitness in a series of demanding events, including running, biking, swimming, the "O" course, confidence course, 40 pull-ups, and 500 sit-ups. Four-man teams are assembled according to ability. Be prepared. The 1993 MECEP Ironman Teams took First, Third, and Fourth Place honors. Several Marines won individual awards as well.

4. Mt. Charleston Hike. The Mt. Charleston hike/climb is the newest feature to the school's growing traditions. An overnight camp-out is conducted, followed by a 0730 start at 7,600 feet for a climb that will allow for many rewarding vistas. Much of the Mt. Charleston plant life is endemic to the area, existing nowhere else in the world. The climb peaks at 11,918 feet; it is rated difficult and is a test of strength, endurance, mental discipline, and overall physical conditioning. A trip into Las Vegas is a welcomed culmination to the climb.

4007. GRADUATION. A certificate of course completion will be presented to each successful graduate. The certificate will be signed by the Director and presented during an appropriate ceremony. Figure 4-1 is a sample copy of the certificate. In addition to the graduation certificate, those students scoring 285 or higher on the PFT will also receive a certificate of superior performance, Figure 4-2.

SOP FOR MECEP PREP SCHOOL



Figure 4-1 -- Graduation Certificate

*Certificate  
of  
Superior Performance*

*The Director of MECEP Preparatory School  
takes great pleasure in presenting this  
Certificate of Superior Performance to*

\_\_\_\_\_

*for achieving a Score of*

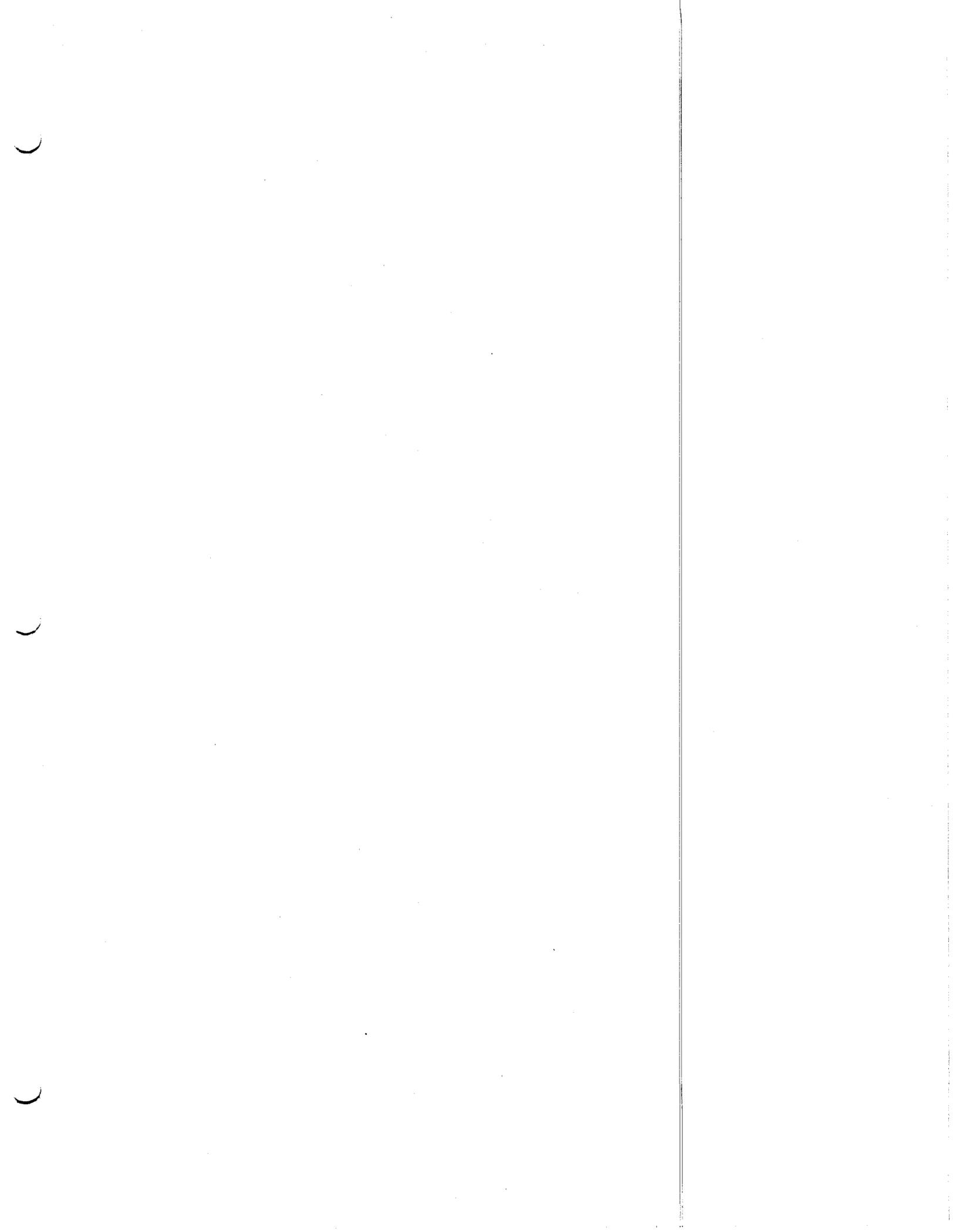
\_\_\_\_\_

*on the Physical Fitness Test as prescribed by the  
Commandant of the Marine Corps*

DATE \_\_\_\_\_

DIRECTOR \_\_\_\_\_

Figure 4-2 -- Certificate of Superior Performance (PFT)



# SOP FOR MECEP PREP SCHOOL

## APPENDIX A

### COURSE DESCRIPTIONS

#### 1. English

a. English Composition. The course in English composition and grammar seeks to develop and to enhance the Marine's ability to communicate in the English language. This ability is considered fundamental to success in any course of study. The program includes an introduction to the writing process, essay writing, and a research paper. A comprehensive grammar review is included in the course. This building block course is required of all students.

b. American Literature. The introductory American Literature course complements the composition course through its writing requirements and through the demands placed upon the students to develop reading and analytical skills. The student will be required to read at the college level in the scope and the intensity of literary selections, and to analyze, formulate, and write at an equal level. The student will be acquainted with the American literary cultural heritage. Required for all non-technical majors.

#### 2. Science

a. Chemistry. An introductory, college-level course covering fundamental principles, atomic and molecular structure, chemical reactions, stoichiometry, behavior of gases, thermochemistry, and intermolecular forces. Required for all engineering and science majors.

b. Physics. The course covers the basic principles of college-level mechanical physics. Mathematical models which are used to illustrate the concepts make use of differential and integral calculus. Required for all engineering and science majors.

c. Physical Science. A college-level course including the principles, applications, and historical development of physics, chemistry, astronomy, and earth science. Required for all liberal arts and business majors.

3. Mathematics. Engineering, science, and business majors concentrate on either calculus or analytical geometry. Liberal arts majors concentrate on either trigonometry or algebra.

## SOP FOR MECEP PREP SCHOOL

a. Calculus. The course is equivalent to the typical Calculus I course offered at most universities. It covers an introduction to derivatives, integrals, and their applications, including analytical geometry. Required for all engineering, physical science, and computer science majors.

b. Applied Calculus. The course is a composite of college-level algebra, trigonometry, and a brief introduction to integral and differential calculus. Topics include systems of equations, logarithmic functions and their theories, solutions of triangles, trigonometric functions, and basic differentiation and integration. Required for all business-related majors.

c. Analysis of Mathematics. An integrated course in college algebra and trigonometry, it includes algebraic concepts and theory, graphing of relations and functions, fundamental and analytic trigonometry, exponential and logarithmic functions, systems of equations, matrices, and complex numbers. Required for political science, psychology, criminology, and related majors.

d. College Algebra. This course is basic college algebra and includes the study of algebraic concepts and theory, graphing of relations and functions, exponential functions, systems of equations, and complex numbers. Required for all history and other liberal arts majors.