



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY COMMAND AND GENERAL STAFF COLLEGE
DEPARTMENT OF DISTANCE EDUCATION
290 STIMSON AVENUE
FORT LEAVENWORTH, KANSAS 66027-2301

ATZL-LSG-D

1 May 2020

MEMORANDUM FOR Command and General Staff Officer Course (CGSOC) Common Core-Distance Learning Students

SUBJECT: Requirement Timeline to Complete CGSOC Non-Resident (Distance Learning and TASS) Common Core

1. References:

a. Army Regulation 350-1 (Army Training and Leader Development), 10 December 2017.

b. Command and General Staff College Bulletin 903 (Academic Performance, Graduation and Awards Policies and Procedures), January 2018

c. Command and General Staff School Policy Memorandum #21 (CGSS Policy on Specific and Additional Instructions for the Department of Distance Education, 24 September 2019

2. Purpose. To announce the CGSOC non-resident (Distance Learning and TASS) Common Core (CC) requirement to complete the course in 18-months, effective 1 June 2020.

IAW AR 350-1, paragraph 3-15a (2) and (3), and 3-39d (4)(c) the Command and General Staff School can dismiss students for lack of motivation and failure to achieve academic progress. Students enrolled in CGSOC Distance Learning programs who do not make adequate progress or are inactive for extended periods of time or missing school completion timelines outlined in the published course standards may be dis-enrolled for non-participation by the school Director without the requirement of a DA form 1059-2 (AER) being submitted.

3. Common Core (CC) Course Completion Requirement Timeline.

a. To meet Joint Professional Military Education-1 credentialing requirements for field grade officers, students enrolled in the CGSOC Distance Learning CC program of instruction must complete the course within eighteen (18) calendar months of enrolling in Phase 1. The 18 months include ATRRS reservations and any modality changes between the three phases. Enclosure 1 provides a suggested block completion timeline.

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b. To keep students on track and encourage dialogue with instructors, students are required to show progress by completing at least one assignment (defined as completing a quiz, or submitting a written assignment) in Blackboard every sixty (60) days. If a student fails to complete an assignment within a 60-day period, their Blackboard account is locked and the student must contact their instructor for courses of action. At ninety (90) days of inactivity, the student is administratively disenrolled.

c. The Blackboard system will notify students of their progress in the course. Instructors will counsel students near the end of their completion timeline.

d. Students unable to complete the course within 18-months due to extenuating circumstances may request a one-time two (2) month extension. An extension request example can be found in Enclosure 2. Extensions are on a case-by-case basis. The approval authority is the Director, Department of Distance Education (DDE).

e. Students who request voluntary disenrollment prior to the completion of a CC Phase will not retain credit for the incomplete Phase. Students who request voluntary disenrollment with Phase 1 or Phase 2 complete will retain credit if the Phase(s) were completed within one year prior to the current academic year. Completion credit is applied to subsequent course starts using the same curriculum build but no older than one academic year from the most current program.

4. Students may request voluntarily disenrollment for deployment, medical or personal reasons. The first disenrollment is without prejudice. A Request for Action 2 (Enclosure 3) form is required to request disenrollment for any DDE course. If a student voluntarily disenrolls a second time, they will receive a non-referred DA 1059 and will be prohibited from reenrolling for a year.

5. Additional information regarding student disenrollment and dismissals can be found in CGSC Bulletin 903 and CGSS Policy Letter # 21.

6. Point of contact for this memorandum is the DDE Student Operations Division at (913) 758-3502.

3 Encls

1. Suggested Timeline
2. Extension Request
3. Request for Action

FRANK S. VICTOR

COL, LG

Director, Department of Distance Education