



**DIRECTOR  
INTER-AMERICAN DEFENSE COLLEGE  
FORT LESLEY J. McNAIR  
WASHINGTON, DC 20319-5066**

CID/603-20  
16 November 2020

MEMORANDUM FOR ALL IADC PERSONNEL

SUBJECT: Admissions Policy

**1. References.**

- a. Inter-American Defense College (IADC or College) Regulation dated 18 June 2019
- b. Organization of American States Executive Order No. 16-03, "The General Secretariat's Institutional Policy on Gender Equality, Diversity & Human Rights"
- c. Government of the District of Columbia Higher Education Licensure Commission, Certificate of Non-Discrimination
- d. IADC Admission Manual
- e. IADC Course Catalog and Student Handbook
- f. IADC Staff and Faculty Handbook

**2. Purpose:** This Policy provides guidance on requirements and guidelines for the admission of candidates to the IADC and enrollment into the fully accredited Inter-American Defense and Security Program.

**3. Applicability:** This policy applies to all IADC personnel involved in the admissions process.

**4. Definition:**

a. Admissions Council: The Admissions Council will be convened by the IADC Director and administered by the Registrar and Admissions Officer with the purpose of selecting students for admission into the fully accredited Inter-American Defense and Security Program. The Council endeavors to identify applicants that support the

SUBJECT: Admissions Policy, CID/603-20

goals and objectives set forth in the College's Mission Statement and Strategic Roadmap. The Council reviews the admissions requirements for the program annually and recommends changes in the standards for admission to the Director.

## **5. Policy:**

- a. In accordance with the IADC Regulation, the IADC invites all member nations of the Organization of American States (OAS) to nominate candidates for evaluation by the IADC Admissions Council. OAS member nations receive an initial allocation of two candidates per class. The IADC Director, as informed by the Admissions Council, is the ultimate authority on the number of students as well as the final number of eligible candidates from each country to be admitted per academic year – not to exceed institutional capacity.
- b. The IADC admissions process explicitly follows the guidance as set forth by the OAS' General Secretariat Institutional Policy on Gender Equality, Diversity, and Human Rights as well as the District of Columbia Higher Education Licensure Commission's Certificate of Non-Discrimination.
- c. OAS member and observer nations are entitled to nominate graduate-level candidates to the accredited master's degree program in compliance with IADC enrollment criteria.
- d. Some OAS member and observer nations may not have graduate-level candidates to nominate, but could instead nominate able candidates to study and perform at the undergraduate-level. The IADC accepts nominations of undergraduate candidates and enrolls them into its Diploma Program on a case by case basis.
- e. Sponsoring organizations must officially nominate military, police forces, and government civilians and financially support them during the year-long course. Processing official travel documents, to include official visas, is a sponsoring organization's responsibility as well. The IADC considers official sponsoring organizations to be the federal or national governmental organizations authorized and capable of adhering to United States (U.S.) Department of State regulations for official entry of IADC-accepted students into the U.S.
- f. Eligible military, police force, and government civilian applicants must have the rank, seniority, and professional experience described on Attachment 1: (Student Profile).
- g. The latest deadline for the Registrar and Admissions Division to process international nominees and application packets is 2 months prior to the start

SUBJECT: Admissions Policy, CID/603-20

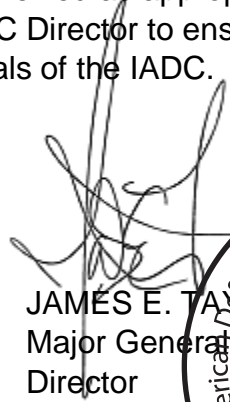
of the academic year (July 1st). This deadline allows the Foreign Credentials Service of America (FCSA) time to complete evaluations of foreign transcripts. This does not apply to students who have finished their degrees in the United States. Students who have completed their degrees in the United States must submit their admissions packet 6 weeks prior to the start of the academic year. Any deviations from this timeline must be approved by the IADC Director and the Admissions Council.

- h. Any situations or circumstances regarding student admissions not included in this policy or addressed by other agreements or policies will be resolved by the IADC Director and the Admissions Council.
- i. The members of the Admissions Council are:
  - 1) Director (Convening Authority)
  - 2) Vice Director
  - 3) Chief of Studies
  - 4) Deputy Chief of Studies
  - 5) Chief of Staff
  - 6) Chief, Department of Administration
  - 7) Chief, Department of External Relations
  - 8) Chief, Department of Institutional Effectiveness
  - 9) Registrar and Admissions Officer (Chair and non-voting)
  - 10) Faculty Member
- j. Other members as determined by the Convening Authority:
  - 1) Assistant Registrar and Admissions Officer / Student Assessments
  - 2) Registrar and Admissions NCO

SUBJECT: Admissions Policy, CID/603-20

- k. The responsibilities of the Admissions Council are to verify the essential requirements of eligibility, education, professional experience, and sponsorship of the candidates to be admitted to the IADC. The Council also has the responsibility to ensure emphasis is placed on obtaining the highest level of diversity for the student body. Priority for additional candidates will be given to member nations that provide personnel to serve at the College as staff members through the Voluntary National Contribution (VNC) program and to member nations that have been unable to nominate candidates for reasons beyond their control.
  
- l. The Faculty member's primary contribution to the Admission Council is to assess students' academic backgrounds and help with early identification of incoming students with potential academic challenges.

**6. Responsibilities:** The point of contact for this policy is the Registrar and Admissions Division. This policy will be reviewed as appropriate by the Chief, Department of Administration and the IADC Director to ensure it remains consistent with the mission, vision, and academic goals of the IADC.

  
JAMES E. TAYLOR  
Major General, USA  
Director

