



OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000

MADN

07 July 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Classroom Standards

1. **PURPOSE.** To ensure that all faculty have a common understanding of our classroom standards. It is important to maintain a high and consistent level of discipline and professionalism to inculcate professional habits among our cadets. It is also important that cadets see consistency of standards and discipline across all of West Point's programs. Please know the standards and make corrections when they are not met. If a cadet repeatedly fails to meet the standard, we must engage our TAC teammates (via Cadet Observation Report) so that they can help reinforce consistent discipline across the Academy.

2. **REFERENCES:**

a. USCC SOP, Standards of Cadet Conduct and Appearance, September 2015, <https://collab.westpoint.edu/uscc/USCC%20SOP/Forms/AllItems.aspx>

b. Dean's Policy and Operating Memorandum (DPOM) 02-3, Classroom and Related Departmental Standards, 08 January 2007, <https://portal.westpoint.edu/dean/Pages/DPOMs.aspx>

3. The following standards will be enforced.

a. **Section Marcher Responsibilities:**

(1) Instructors will identify a section marcher before or on lesson #1.

(2) The section marcher will call the section to attention and render an oral accountability report at the start of class.

(3) The section marcher will annotate each cadet who is absent, arrives late, or departs early at each session. Cadets will report to their respective section marcher for accountability at lectures.

b. **Absentee Reporting:** Instructors will submit accountability reports via AMS.

c. Food in the classroom:

(1) For standard class days, cadets cannot have food or gum in the classroom at any time.

(2) For occasions where a special event is being held, departments can request an exception to policy from the Director of the Dean's Staff to have food in a classroom or auditorium.

d. Drinks in the classroom: The language in the current version of DPOM 02-3 is out of date and will be updated in the revised DPOM. My expectation for drinks in the classroom is that accidental tipping of the container does not result in significant spillage.

(1) All drinks (including plain water) must have a fully sealable lid. This can be a twist cap such as on bottled drinks or a closable mechanism common on many coffee travel mugs (as on the original "Dean approved containers"). Cadets are expected to fully seal the container after taking a drink.

(2) Standard cups from coffee shops on post ARE NOT acceptable. Although these cups have lids, they are often not fully sealable and are too flimsy to sustain tipping over.

e. Uniform for classes: Cadets will be in the duty uniform of the day. Exceptions are listed in Ref a. Faculty should ask a cadet to clarify why he/she is not in the duty uniform. This serves of a mechanism to not only enforce standards but also to help us become aware of other things going on in a cadet's day.

f. Uniform for AI: Cadets will be in the duty uniform of the day. Exceptions are listed in Ref a.

g. Jackets, Sweaters and Backpacks:

(1) Cadets will leave outer garments in the hallway. If environmental conditions dictate, instructors can allow reasonable outer garments to be worn in the classroom (black jackets, sweaters or ACU/OCF fleece) for some or all of the cadets in the class. It is unacceptable for any cadet to wear their jacket as a means to conceal that they do not have the proper uniform shirt on underneath.

(2) Cadets will leave backpacks and bags in the hallway. We have had isolated issues of theft in academic buildings in the past. Instructors can allow/encourage cadets to bring valuables into the classroom as long as they do not disrupt the class. If we encounter issues with theft in the future, we will re-address this issue.

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h. **Classroom Cleanliness:** It is our responsibility to ensure that our classrooms represent the standards of our institution. Our custodians are instructed not to move or remove items in the classroom that are personal items (e.g., water bottles, uniform items, etc.) or materials related to academic instruction (e.g., notebooks, textbooks, stacks of papers, etc.). These items tend to collect in rooms and create a disheveled appearance. I expect our faculty to keep the classrooms neat and tidy so that our teammates on the custodial crews can keep them clean.

4. The above list addresses many of the important standards but is not comprehensive. Direct any questions to our DDS, COL Kraig Sheetz.



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Dean of the Academic Board

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