

## **CARD 800 – General Academic Policies**

### **USCC SOP Chapter 8 Academics**

1. **Personal Responsibilities.** The primary responsibility for achieving satisfactory academic performance rests with the individual cadet. Cadets must develop a sense of personal responsibility for the achievement of the highest level of academic achievement of which they are capable. To meet this responsibility, cadets have an obligation to know their academic status, manage their time, and establish effective priorities. The performance of academic duties is a significant part of the process of preparing for the acceptance of the duties and responsibilities of Army officers. The standard for performance of academic duties is the same as that for the performance of officer duties

- excellence and one's personal best.

2. **Meeting Requirements for Graduation.** Cadets must understand that they alone bear the responsibility for completing an approved academic program and meeting all academic requirements for graduation. *The Academic Program* (Redbook) provides information on graduation requirements, descriptions of the core and elective programs, enrollment and scheduling procedures, course descriptions, academic counseling, and related matters. Counseling services are available to assist cadets, but assistance by counselors does not relieve cadets of their basic responsibility.

3. **Major.** All cadets must designate an area of elective concentration by selecting a major during the first term of third class year. Cadets are responsible to ensure that an eight-term academic plan, recording their choice is completed by the established deadline.

4. **Class Schedule.** Cadets are responsible to ensure they possess a valid individual schedule of class attendance at the start of each academic term.

- Cadets must ensure they are neither underloaded (taking less than five academic courses of three or more credit hours plus PE/MS) nor overloaded (taking more than six academic courses plus PE/MS) without written authorization by the Dean.
- Cadets must check their individual schedules for potential conflicts among class attendance. If any conflict is detected, cadets will report to the Office of the Dean during add/drop processing to resolve the situation.
- After the scheduled add/drop period, cadets may not drop a course without written approval of the Dean. Cadets desiring to drop a course must obtain a preprinted form at the Operations and Registrar Division, have it endorsed by their assigned academic counselor, company tactical officer, authorized representative from the academic department, and return it to the Office of the Dean for final action.
- The Dean will normally approve requests to drop from six academic courses to five (for valid reasons) if the request is submitted prior to the established deadline. Thereafter, such requests will be approved only in the most unusual circumstances and with thorough justification.

5. **Course Materials.** Cadets will ensure that they possess all required textbooks, course material and accessories prior to the start of each academic course, except for any material designated for issue in class. Cadets will not rely on using others' materials; they must have sole use of the book or other item for the entire term. Cadets should also have an individual copy of the 1 day/2 day schedule (Buff Card) for the current academic year.

6. **Cadet Information System (CIS) Access.** Cadet may access their personal academic information, to include 8TAP, Class Schedules, and grades at [http://cis/CIS/login/default\\_1.htm](http://cis/CIS/login/default_1.htm).

7. **Dean's Policy and Operating Memoranda.** The Dean of the Academic Board policy index is located at <http://www-internal.dean.usma.edu>. Then click on DPOMS on right side.

## **CARD 801 – General Class Attendance Guidance**

### **USCC SOP Chapter 8 Academics**

1. **Academy Schedule.** The Academy schedule includes six periods each academic day for scheduling classes. Attendance at regularly scheduled classes is a duty for all cadets.
2. **Excusals From Class.** Cadets may be excused from classes only by the Superintendent, the Dean (only those classes taught by the academic departments), the Commandant (only those classes taught by DMI, DPE, and LDB), heads of departments (only those classes taught by their respective department,) and the Surgeon (for illness or physical disability).
3. **Conflicts.** Conflicts among required duties may arise occasionally. Cadets are responsible to identify such conflicts as early as possible and resolve them expeditiously.
4. **Alternate Arrangements.** Cadets who need to attend a scheduled class at a time other than that prescribed for their section must obtain approval from their instructor and comply with all additional requirements. Cadets will not petition to attend a class at an earlier hour to permit early departure on pass or leave. Cadets must also notify the chain of command, to include the company tactical officer, of any alternate arrangements.
5. **Illness.** Cadets who become ill during class in a way that prevents further participation will inform the instructor. The instructor will excuse the cadet who will proceed immediately on sick call.
6. **Team Trip Sections.** Members of teams departing for an away competition will attend as much academic instruction as possible. Cadets may request from their instructors an early release from class, but release may not be earlier than 30 minutes prior to assembly for trip departure. Since corps squad athletes are scheduled with the last hour free, it is recommended that their bus departure time not be earlier than 30 minutes after E or K hour.
7. **Special Provisions for Wrestlers.** Wrestlers on the varsity and junior varsity wrestling squads designated to compete in a home match will be excused from class 5 hours prior to the scheduled competition in order to weigh in and eat a training meal. Cadets will return to scheduled class after the meal.
8. **Physical Education Class Attendance.** Corps squad athletes will attend physical education classes on days of competition, unless they have previously coordinated their absence with their instructor. At the beginning of the class, they will notify their instructor of the scheduled competition and then will participate in the physical education instruction as directed by the instructor. Injured cadets will be present for the class attendance report and will comply with directives issued by the instructor. (USMA REG 350-12, p 5-8)

## **CARD 802– Classroom Procedures**

### **USCC SOP Chapter 8 Academics**

1. **General.** Military customs and courtesies will be maintained in academic settings.

Specific use and regulation of calculators, course text, and reference materials is determined by individual Academic Department regulations.

Cadets are not authorized to make written notes in reference manuals and problem pamphlets except as specifically authorized by departments. Notes may be made in other texts unless specifically prohibited by departments.

When the instructor commands "cease work," cadets will immediately stop writing, put down their writing instruments and make no further marks on boards or paper. Cadets who for any reason need to make additional marks must raise their hands, ask the instructor's permission, and comply with all directions.

Cadets will not be called to attention in class rooms upon the entrance of visitors after instruction has begun, unless specifically directed otherwise by the department in charge.

Cadets will not leave any place of instruction without the permission of their instructor. If they feel a need to leave the section room for any reason, they will obtain the instructor's permission before departing.

2. **Conduct.**

a. Cadets will conform to the highest standards of ethical behavior and military bearing in the performance of their academic duties.

b. Cadets will treat every member of the faculty with the courtesy appropriate to commissioned officers.

c. Smoking, using smokeless tobacco, chewing gum, and consuming food is prohibited at all times in classrooms, laboratories, lecture halls, and auditoriums.

d. At Department Head discretion, drinks are permitted in selected classrooms during duty hours. All beverages, except plain water, must be contained in an approved closed container. The only approved models of closed containers will be sold at the C-Store and no other closed containers are permitted.

(1) The department head exception to the policy is only applicable to duty time (i.e. instruction periods, CMDT's Hour, Dean' Hour).

(2) The department head exception to the policy is not applicable to evenings and weekends.

(3) The department head exception to the policy is not applicable to auditoriums and labs (Labs are controlled by the Department that owns the lab. In this case, the Chemistry Classrooms in Bartlett Hall, 3<sup>rd</sup> and 4<sup>th</sup> floor which have sinks and compounds in them are identified as a lab rather than a general purpose classroom).

(4) The department head exception to the policy is applicable to the department using the room even though the department owning the room may have a different view of the exception.

(5) In the case of REORGY Week, PMEE instruction, Summer Training, etc. (when rooms are scheduled by USCC), the department using the room could be/will be USCC S-3.

(6) If there are complaints following a mismanagement of the exception, the issue will be addressed to the using department head or in the case of REORGY Week, PMEE instruction, Summer Training, etc. USCC S-3.

(7) Cadets are responsible for remaining alert and attentive in class at all times. If they become sleepy, they may stand in the back of the classroom. They may not pace or make distracting movements while on their feet.

## **CARD 803– Class Uniforms and Section Marcher Responsibilities**

### **USCC SOP Chapter 8 Academics**

#### **1. Uniforms.**

The uniform for classes will be the duty uniform, with exceptions made for injury and special class functions that occur during the class day.

Cadets will leave outer garments and bags in the hallway. **Professors may at their discretion allow outer garments in class when environmental conditions warrant.**

Cadets are authorized to wear sweaters when temperature conditions warrant.

The uniform for additional instruction (AI) is the duty uniform (class uniform).

#### **2. Section Marchers' Responsibilities**

The first cadet named on each section roster is the section marcher and, in the absence of the instructor, will take charge of the section. If the instructor is not present within 2 minutes after the start of the class period, the section marcher will take charge of the section and direct another cadet to the office of the department concerned for instructions.

The section marcher will call the section to attention when the instructor enters the classroom, or as directed by the instructor if present at the start of the period. The section marcher will then render an oral accountability report as follows:

- (1) "Sir/Ma'am, the section is all present," or
- (2) "Sir/Ma'am, there are (number) cadets absent."

c. Immediately after the section marcher has reported, individuals will inform the instructor of any authorized early departures or exemptions from grading. Cadets who arrive late will report to the instructor upon entering the classroom as follows: "Sir/Ma'am, Cadet (Name) reports late from (authorized activity)."

d. The section marcher will obtain an absentee report (a section roster, or other form as the instructor may designate) from the instructor and annotate each cadet who is absent, arrives late, or departs early at each session. The section marcher will verify the accuracy of the absentee report and turn it into the instructor at the end of the class or lecture.

e. For WPRs, section marchers will leave absentee reports on the instructor's desk at the beginning of the period. Cadets arriving late or departing early will report to the instructor in charge of the writ for instructions.

f. Accountability at Lectures.

(1) If the lecture is in conjunction with an academic course, the regular section marcher for each section is responsible for taking attendance.

(2) Section marchers will be present at the lecture facility prior to the "be seated" time. Cadets required to be at the lecture will report to the section marcher at the facility, or will comply with other procedures for recording attendance. Cadets may escort to lectures only if specifically authorized by the sponsor of the lecture.

(3) Section marchers will submit attendance reports to their instructor at the conclusion of the lecture. Cadets who arrive late or depart early will report to an instructor at the lecture.

(4) For classified lectures, section marchers will ensure that only cadets having required security clearances enter the lecture hall. Sponsors of classified lectures will brief section marchers on procedures to be used to verify attendance and will provide names of cadets not authorized to attend.

## **CARD 804 – Academic Trips**

### **USCC SOP Chapter 8 Academics**

#### **1. Definitions.**

A mandatory educational trip is defined as a trip sponsored by an academic department and compulsory for all cadets enrolled in an academic course of the sponsoring department. It maybe scheduled at least partially during time reserved for other required cadet activities. Trip-related costs such as transportation, tickets, meals, etc., will not be defrayed by cadets.

Voluntary educational trip is defined as a trip sponsored by an academic department for those enrolled cadets who volunteer to participate in the trip. It maybe scheduled during times reserved for voluntary cadet activities. Trip-related costs may be defrayed by cadets. No coercion, implicit or otherwise, will be used to induce cadets to participate.

2. **Cadet Participation.** Cadet participation in educational trips, whether mandatory or voluntary, becomes a duty once the Company Tactical Officer approves it and the cadet's name appears on the trip roster. Cadets must then participate in the trip unless they are:

Excused by the Superintendent, Dean of the Academic Board, or sponsoring academic department. The Commandant of Cadets, Director of Intercollegiate Athletics, or the head of an academic department may object, for cause, to a cadet's participation (such objections will be considered on a case-by-case basis).

Scheduled to take a written partial review (WPR) during the period of the trip. If prior arrangements to take the WPR at an alternate time have been made with the academic department concerned, or waived by the department, a cadet may then participate. The responsibility for obtaining waivers or establishing alternate times for WPRs rests with the cadet.

A member of a corps squad team that has a scheduled competition or a practice for a scheduled United States Naval Academy, United States Air Force Academy, or Royal Military College competition, unless a waiver has been granted by the Director of Intercollegiate Athletics.

**Note: If a Cadet is assigned to a trip section that departs after the last class of the day giving insufficient time to change into the proper uniform, the Cadet may attend class in trip section uniform as long as it is one level above “as for class” uniform.**

## **CARD 805 – Additional Instruction**

### **USCC SOP Chapter 8 Academics**

#### **1. Additional Instruction (AI).**

##### **a. Academic.**

(1) Additional instruction is instruction on course material supplemental to that presented during normal class time as scheduled in the course syllabus.

(2) Additional instruction is normally presented by the cadet's regularly assigned instructor, but in any case by an instructor of the department presenting the course.

(3) Material covered in AI is restricted to that previously covered during regularly scheduled class attendance. Coverage of future material (pre-teaching) is not permitted.

(4) AI may be scheduled in accordance with the Academy schedule (USMA REG 1-1). Departments are encouraged to arrange times for AI that are mutually agreeable to cadets and the department, particularly in the cases of cadets who bear heavy institutional responsibilities. AI will not be conducted during the evening study period without the prior approval of the Dean. Although AI is not normally presented during the TEE period, specific questions addressed by cadets to instructors will be answered.

(5) Though AI is optional, once cadets have made appointments to receive AI or otherwise committed to attend AI at a specified time, attendance becomes mandatory and cadets will be reported if absent. Cadets are responsible to avoid conflicts or to resolve them should they occur.

b. **Physical Education.** The Director of Physical Education will designate cadets to attend additional or special instruction (e.g., special swimming, total fitness development program). This instruction should not be confused with voluntary AI and has priority over all duties, passes, and extracurricular activities, but not over ceremonies, corps squad practice or competition, and academic AI. It will be scheduled from 1550 to 1650 hours. Cadets are responsible to coordinate all absences at least 48 hours in advance with the DPE instructor and to arrange an alternate time to make up the session. DPE may require a cadet to make up the session regardless of the reason for the absence. The option to excuse the cadet from making up any missed session rests with the Director of Physical Education.

#### **2. Tutoring.**

a. **Definition.** Tutoring covers all supplemental instruction not included in AI. It is authorized for all cadets and is normally voluntary. Cadets may receive tutoring individually, as part of organized cadet groups, while confined to the hospital, or during trips away from West Point.

b. **Who May Tutor.** Tutoring is normally conducted only by other cadets or by USMA instructors not assigned to the department in whose course the tutoring is conducted. Exceptions to this policy must receive prior written approval of the Dean.

c. **Company Tutoring Programs.** The USCC chain of command manages company tutoring programs in which tutoring is conducted by other cadets. Cadets are required to keep the chain of command informed of any tutoring they are involved in, whether as tutor or recipient of instruction.

d. **Payment.** Cadets and USMA personnel may not accept payment for tutoring.

e. **Material Covered.** Tutoring may properly address material covered in past lessons, current assignments, or future lessons, except that tutoring conducted by USMA instructors may not cover future material. In all cases, the goal of tutoring should be genuine mastery of disciplinary skills and material, not a passing grade in a particular lesson.

f. **Documentation.** When assistance is provided on any assignment to be submitted to an instructor, the tutor must caution tutored cadets regarding their obligation to document all assistance received.

## **CARD 806– Homework, WPR and Exam Procedures**

### **USCC SOP Chapter 8 Academics**

#### **1. Homework.**

a. **Documentation.** Cadets will understand and apply the current version of the pamphlet, *Documentation of Written Work*. This pamphlet prescribes policies for the preparation and documentation of all homework. Plebes will be issued a printed copy early in their first term. Thereafter, cadets may access annual updates from the Dean's internal website, <http://www-internal.dean.usma.edu/staff/aad/DWW/index.htm>.

b. **Turn in.** Cadets will turn in all homework NLT the established due date when informed in advance that an assignment must be submitted. Cadets who will miss a class for any authorized reason (e.g., guard, corps squad competition) are required to arrange to turn in homework at or prior to the prescribed class period. An exemption from grading (stay back) does NOT excuse cadets from turning in homework assigned prior to the event for which the stay back was authorized. Cadets who are excused by the Surgeon for medical reasons must arrange with their instructor to submit required homework at the earliest practical time.

c. **Study Material.** The possession and use of solution pamphlets or sheets, either cadet-prepared or departmental handouts, is permitted; but they may not be rented, sold, or purchased. This in no way precludes the purchase or possession of commercial workbooks, problem solution sets or study guides. Study materials prepared in limited numbers by a department and placed on "reserve" are sensitive items and may not be removed from the reserve location.

#### **2. Examination Procedures.**

a. **Discussion of Exams.** Cadets are authorized unrestricted discussion of anything that occurred in a class or an examination as soon as they are dismissed from the class. Discussion may be with anyone, whether or not that individual has attended the class or examination.

b. **Examination References.** Departments will specify, for each course for which they are responsible, authorized sources or notes that may be used during examinations. Cadets will assume that no references are authorized unless they receive instructions to the contrary.

#### **3. Written Partial Reviews (WPR).**

a. **Attendance.** All cadets, less those officially excused, will take WPRs as scheduled.

(1) Cadets are officially excused from attendance at regularly scheduled WPRs only for the following reasons:

- (a) Medically excused by the Surgeon, USMA (see paragraph b. below).
- (b) On emergency leave or special pass.
- (c) Participating in corps squad competition or trips.
- (d) Participating in cadet public relations council trips.
- (e) Participating in honor investigative hearings.
- (f) Appearing before an investigating officer UP *Regulations*, *USMA*, or UCMJ proceedings.

(2) If any activity other than those listed above conflicts with a WPR, attendance at the WPR takes precedence. Cadets with conflicts may not participate in the activity even though the activity itself has been approved. Cadets may petition the head of the department administering the WPR to take the exam at an alternate time to resolve a conflict. The option to allow alternate attendance at WPRs rests with the department head.



## **CARD 806– Homework, WPR and Exam Procedures**

### **USCC SOP Chapter 8 Academics**

Arrangements for taking WPR at alternate times should be coordinated as soon as possible after the conflict is determined, but not later than 48 hours prior to the regularly scheduled exam period.

(3) Department heads may require cadets to make up a scheduled WPR regardless of their reason for absence.

(4) When a conflict with a WPR attendance will result, cadets will not schedule themselves for an official duty or exchange duty tours voluntarily without the prior concurrence of the department concerned.

(5) Cadets who have more than one graded requirement (more than two in the case of first and second class cadets) due on the same day may request permission to attend an examination at an alternate time. Responsibility for seeking relief rests with the cadet, while the faculty role is one of cooperation in granting permission where reasonably feasible. All cadets may be scheduled for two major requirements during the academic periods on an A/Dean Saturday.

b. **Hospitalized Cadets**. Hospitalized cadets whom the Surgeon, USMA determines to be unable to prepare for or take a WPR will be excused. Cadets so informed by the Surgeon will notify the department concerned that they are medically excused as soon as practically possible.

(1) Hospitalized cadets unable to attend class, but not medically excused by the Surgeon, may be required to take a WPR.

(2) Cadets may request to take an examination even though they are eligible to be excused for medical reasons, if the Surgeon approves.

(3) The department concerned will decide whether an examination will be administered in the hospital and will inform the cadet of its decision.



## **CARD 807 – Stayback Policy**

### **USCC SOP Chapter 8 Academics**

1. **Who Can Authorize.** Authorized events will occasionally interfere with a cadet's ability to prepare the next day's lessons properly. When these events occur, exemption from grading (stay back) ensures that cadets' daily grades will not be penalized. Cadets may be exempted from grading by only the Superintendent, Surgeon, Dean, or Department Head (exceptions include for corps squad and competitive club athletes and Honor Investigative Hearings).

2. **Definition.** Exemption from grading (stay back) is defined as follows:

a. Cadets are excused from taking written partial reviews (WPRs) and writs and may not be graded on in-class recitation. Cadets are expected, however, to prepare their lessons and to participate in all classroom activities to the best of their ability.

b. Cadets are NOT excused from turning in papers, reports, design projects, presentations, and other requirements assigned well in advance of the event which authorized the exemption from grading. Cadets may also be graded on lab exercises in which the grade is based on activities conducted in the lab rather than on outside preparation.

3. **Automatic Stay Backs.** Cadets may be exempt from grading in accordance with the following conditions:

a. Cadet-in-charge of quarters (CCQ). All CCQs must complete all scheduled graded events (WPRs, writs, labs, quizzes, briefings, team reports, etc.) as scheduled.

b. Medical reasons (only under the following conditions):

(1) Cadets who report during an academic period that they are ill and then report directly to the hospital.

(2) Cadets may request exemption from grading at an attendance that includes a WPR when, because of illness or injury, they have missed lessons covered in that review. Department heads will determine whether to grant requests. Normally cadets will not be exempted from grading on a WPR on this basis. However, the WPR can be rescheduled at the discretion of the department head.

c. Corps squad and competitive club participation competition (see USMA Reg 350-12). Members of athletic teams competing in weeknight home competitions beginning at or after 1900, or in away late afternoon or evening competitions are authorized to report themselves exempt from grading in morning classes on the following day. In the event that the team's return to central guard room (CGR) is after 0100, the Officer Representative (OR) may excuse the team members from the first two morning class periods. The exemptions for competitive club teams apply only for events on Sundays or holidays as *USCC 28-1, Regulations For Extracurricular Activities* precludes weekday competitions. The OR or OIC, when reporting the return to CGR, will annotate decisions and excused cadets on the trip roster and turn it in to the officer-in-charge (OC).

d. Extracurricular activities and clubs. Cadets who participate in an extracurricular activity home event, trip section, or club activity that returns during the evening study period, if that participation is voluntary, will not be exempt from grading the following day. If unusual circumstances arise, the officer in charge of the activity may petition the Dean for an exemption from grading. In this situation, cadets should prepare for class as if the exemption will not be granted.

e. Honor investigative hearings. Cadets involved in honor investigative hearings must attend classes the following day, regardless of the hearing's duration. If the hearing continues beyond 2100, cadets involved are exempt from grading in their morning classes. If the hearing continues beyond 2200, cadets involved are exempt from grading all day. If the hearing continues beyond 0200, the Special Assistant to the Commandant for Honor may excuse HIH members from the first two class periods on the following day. The SAH submits those cadets' names to the Registrar's office (e-mail or by other means).

f. **When to Declare.** Cadets who are properly exempted from grading must report that fact to their instructors immediately after the section marcher's report has been rendered. At the time the report is rendered, exempted cadets may request a grade. This option may not be elected or changed after instruction has begun.

## **CARD 808 – Physical Education Testing**

### **USCC SOP Chapter 8 Academics**

1. **Fitness Tests**. Cadets will take all physical education fitness tests for their class in accordance with instructions published in USCC training memorandums. Cadets will take all fitness tests on time whenever possible. Cadets will not miss another duty to take a fitness test. Cadets who fail to report for a record DPE exam will be given a grade of “F” for that test. That includes cadets on a valid medical excusal.

2. **Medical Excusal**. Cadets will take the primary test as scheduled for their class unless medically excused. ALL cadets, including cadets on valid medical excusals are required to report to the testing site for each and every test, at the designated time in the appropriate uniform. The only exception to this policy is cadets on crutches. Cadets on valid medical excusals are excused from testing only after they have been cleared by a DPE Sports Medicine officer. Once a cadet has been excused from a test by a DPE Sports Medicine officer, he/she will need to coordinate with the DPE testing officer to resolve the absence in one of the following ways:

- If the medical condition is likely to be resolved in a timely manner, arrange to take a scheduled makeup test.
- Based upon the cadet's specific limitations and the Surgeon's recommendation, DPE may determine that an alternate test is appropriate. This alternate test will be given approximately 2 weeks after the medical screening.
- If the medical condition is likely to persist through the end of the current term and an alternate test is not practical, a no credit grade (N/C) will be awarded for the current physical education course. Cadets will then arrange to take a makeup test in a subsequent term to resolve the N/C.

3. **Corps Squad Testing**. Cadets on corps squad teams will take the pre-season fitness test according to their individual team's schedule, unless excused by the Surgeon or DPE. Athletes excused from the pre-season fitness test will take the primary test with their class (USMA 350-12, Para 5-9).

## **CARD 809 – Term-End Examinations (TEEs)**

### **USCC SOP Chapter 8 Academics**

#### **1. Term-End Examinations (TEEs).**

a. **Participation**. All cadets will take TEEs as scheduled by the Dean. TEEs take precedence over all other duties during the examination period. No one will schedule activities during the TEE period without the written permission of the Dean. Cadets who identify a conflict with a TEE must resolve the conflict so that they may take the scheduled TEE. Normally, cadets must complete the TEE to receive credit for a course. Only the Superintendent, the Dean, or the Surgeon, USMA may excuse cadets from a scheduled TEE - As a rare emergency /medical exception, only the Dean (ORD) in consultation with the Surgeon and the cadet can petition the Department for grades.

b. **Excusal**. The Dean will normally excuse cadets from a TEE only under the following circumstances:

(1) Some courses are able to accomplish the evaluative objectives of the TEE by alternate means. Cadets enrolled in courses not requiring a TEE must complete the alternate requirement to receive credit for the course.

(2) Cadets required to be absent from the Academy for institutionally approved reasons may be excused from taking TEEs. Participation in Rhodes and Marshall Scholarship competitions is a common example. In each case, the Dean will ask the departments teaching these cadets for a recommendation on TEE excusal for their courses. Based on the departments' recommendations, the Dean may excuse the cadets from TEEs, awarding grades based on prior performance in the course, or may require the cadets to take a makeup TEE upon their return.

c. **Exceptions for Medical Reasons**. Cadets who are unable to complete one or more courses for medical reasons, or other reasons beyond their control, may receive course credit in one of the following ways:

(1) If cadets are hospitalized during the TEE period and the Surgeon concurs, cadets may elect to take course TEEs in the hospital. Departments will coordinate with cadets and the hospital to determine a time and location to administer the TEE.

(2) Departments may recommend to the Dean that a grade be awarded based on prior performance in the course. If approved, cadets are excused from the TEE and receive course credit.

(3) Departments may recommend that a TEE be scheduled for a later date following the cadet's recovery. In this case, no credit (NC) will be awarded temporarily. Once the TEE is made up, the department will report a final course grade and appropriate credit will be awarded.

(4) If it is impractical to complete the course, no credit may be awarded in the current term and the cadet will be required to repeat the course in a subsequent term.

d. **Impact of Start of TEEs**. The start of the TEE period is a critical date.

(1) Cadets who resign or are separated from the Academy prior to the first day of examinations will be withdrawn from all courses. They will receive a W (withdrawn) status on their transcript for all courses they have not completed and will receive no academic credit for those courses.

(2) Once cadets begin their first TEE, they must complete all scheduled examinations. They will receive regular letter grades for all courses in which enrolled. If they fail to complete a TEE in a course and are not properly excused as described above, departments will award final course grades based on non-completion of the TEE.

2. **Scheduling Departures for Leave**. Cadets should not make leave plans prior to the announcement of TEE times. Cadets are not authorized to reschedule TEEs to depart on leave early. Examinations will not be rescheduled simply because cadets have made commitments to depart prior to the end of the TEE period. Cadets needing to make travel arrangements prior to receipt of their final TEE schedule should plan their departure from West Point after the last possible TEE.

## **CARD 810 – Academic Program Score**

### **USCC SOP Chapter 8 Academics**

1. **Cadet Responsibility.** Cadets are responsible for knowing the status of their academic performance in the courses they are taking each term. Cadets can view a report of their grades on line during the term. While these reports can help cadets monitor their progress, they are generally inadequate to keep abreast of current performance. Only individual instructors have consistently up-to-date grade information. Cadets should therefore develop the habit of seeking frequent counseling from their instructors to find out how they are doing and how they might improve their performance.

2. **Grade Standards.** Cadets must achieve a grade of D or better in all required academic (core and elective), military science and physical education courses. Grades of N/C may be awarded temporarily, but cadets must resolve the circumstances that resulted in the N/C and be awarded a letter grade in order to receive credit for the course.

3. **Deficiency in Academic Program Score (APS).**

a. In addition to passing each required course, cadets must achieve a minimum cumulative quality point average (APSC) of 2.00 in order to graduate. The Academic Board has established intermediate levels (peg points) of Academic Program Score Term (APST) and Academic Program Score Cumulative (APSC) to monitor cadet academic progress and to signal substandard achievement. The following table shows the QPA peg points below which cadets of each class will be considered deficient:

Academic Deficiency

Class Year APSC APST

**Fourth**

First Term None 1.67    Second Term/STAP 1.70 1.67

**Third**

First Term 1.80 1.67    Second Term/STAP 1.90 1.67

**Second**

All Terms 1.95 1.67

**First**

All Terms 2.00 1.67

b. The APST is the credit-hour-weighted average of grades in all academic courses taken during a term, (excluding Military Science and Physical Education). The APSC is the credit-hour-weighted average of grades in all academic courses previously taken at the Academy, (excluding Military Science and Physical Education), except those grades in repeated courses replacing prior grades of D and F.

c. Cadets who fall below the levels (peg points) shown in the table for the applicable semester will be reported deficient to the Academic Board at term end.

## **CARD 811 – Academic Program Score Probation**

### **USCC SOP Chapter 8 Academics**

1. Cadets deficient in APSC who are retained at the Academy and cadets whose APST is below 1.67 will be placed on academic probation for the following term. Cadets are removed from academic probation at the end of the next term in which both their cumulative and term scores exceed the peg points in the table. Grades earned in the summer term academic program (STAP) may raise the cumulative score (APSC) above the required peg point and remove a cadet from cumulative probation. However, cadets must achieve better than 1.67 in a full academic term of 16 weeks in order to be removed from academic probation for term performance.

2. Cadets placed on academic probation are subject to the following measures during the probationary period:

- Mandatory counseling by the cadet's assigned academic counselor within 2 weeks of the start of the current term (it is the cadet's responsibility to seek out the counselor). The counselor will review academic performance following the 10th and 15th weeks of the term and conduct additional counseling as warranted. The company tactical officer will review the report and place a copy in the cadet's TAC file.
- Mandatory review by the company tactical officer of the chain of command duties, extra curricular activities, and club and corps squad sports participation that may interfere with the cadet's academic performance and time management.
- Assessed room tours in lieu of area or fatigue tours.
- Cadet on academic probation will be flagged by the tactical officer and is no longer eligible for driving privileges, routine passes, off-post privileges (OPPs), walking privileges, and voluntary extracurricular trip sections (see Chapter 5, Privileges and USCC REG 351-2 for specifics regarding flagging).
- Limited to participation in one extracurricular activity or corps squad sport or extracurricular activity at a time. This will be reviewed on a monthly basis.
- Ineligible to participate in events which involve the loss of academic time, either class or evening study period (e.g., away booster trip sections, spectator at home athletic contests, extracurricular activity events - DCA and religious trips, voluntary lectures or films, CPRC, conferences, etc.), except for participation in the one extracurricular activity provided for in paragraph (e) above. Participation in a mandatory educational trip that is required for a course requirement is permitted.
- Not authorized to use the following facilities during evening study period: day room, post movie, and Eisenhower Hall (except to attend mandatory lectures). Cadets on academic probation may purchase take-out food at Grant Hall. Stopping to socialize is not authorized.
- IAW the tactical officer, instructors may request that a cadet's privileges are reduced or withdrawn. The initial withdrawal of privileges may be verbal followed with a written request sent through the BTO to the company tactical officer. The request will be followed with a monthly review.

3. **Withdrawal of Privileges.** The company tactical officer may withdraw a cadet's privileges upon the request of an instructor if both agree that this course of action is essential to improve the cadet's grades.

## **CARD 812 – Disposition of Deficient Cadets**

### **USCC SOP Chapter 8 Academics**

1. **Department Input.** Department heads assess the proficiency or deficiency of cadets in courses taught by their departments at the end of each term. In arriving at this determination, the department head considers the cadet's overall course average, grades on daily requirements and special projects, performance on WPR, marginal or failing performance on the TEE, and the instructor's evaluation. The department head then reports all cadets with failing grades to the Academic Board with an initial recommendation for the disposition of their cases. The Dean likewise reports all cadets deficient in APSC/CQPA.

2. **The Academic Board.** The Academic Board, composed of the Superintendent, Dean, Commandant, DIA, Director of Admissions, Director of Military Instruction, Director of Physical Education, and the heads of all academic departments, deliberates each case. The Board considers the cadet's complete record, based on official reports and information from the tactical officer, instructors, and other staff and faculty who know the cadet personally. It evaluates the cadet's performance in intellectual, military, physical, and moral/ethical development. The Board makes the final determination of deficiency and recommends the appropriate disposition of the case based on the cadet's potential to complete the USMA program of instruction and to render exemplary service to the nation as an Army officer. The Board may recommend that the cadet be separated, turned back to the next lower class, remanded to the summer term academic program, placed in a conditioned status, or other action as appropriate.

3. **Cadet Submission of Information.** Cadets may not appear in person before the academic board, but they may submit in writing, matters relevant to their performance. Submissions are limited to no more than three documents.

a. The purpose of submitting matters in writing is to provide the board information relevant to its deliberations which might not be available from other sources. Board procedures have evolved over time to ensure that all such information is routinely available. It is rare that a significant issue is known only to the cadet. The board assumes that all cadets tried hard and really want to remain at the Academy, so statements that only reemphasize these facts are unnecessary.

b. Cadets who think a written statement might be appropriate should seek the counsel of their company tactical officer. If both agree that a statement is necessary, the cadet will prepare the final copy and deliver it to the tactical officer for reproduction. 25 copies of the statement must be delivered to the Operations and Registrar Division, Office of the Dean (Room 112, Taylor Hall) not later than 48 hours prior to the meeting of the Academic Board. If the cadet is away from West Point when the deficiency notification is received, he or she must plan ahead to ensure the mail delivery meets this deadline.

4. **Reconsideration.** Cadets who have reason to believe that the Academic Board failed to consider relevant information in reaching a decision concerning the disposition of their deficiency may petition the Dean of the Academic Board for reconsideration. Such petitions must be submitted in a timely manner, normally prior to implementation of the board's decision, but in all cases within 10 days following the board's decision. Petitions for reconsideration must establish clearly the facts that the cadet believes were unavailable to the board during its original deliberations. The Dean will evaluate the merits of the petition and may reject the appeal if he determines no new substantive information is presented. He may also bring the case back to the full Academic Board if he determines that the case deserves reconsideration.

5. **STAP.** Cadets required to repeat a course normally incur an obligation to attend one STAP session for each course repeated. Cadets who are able to continue to make normal academic progress without attending STAP may request exemption from STAP attendance by submitting a formal application, which they may obtain from the Operations and Registrar Division.