

DEAN'S POLICY AND OPERATING MEMORANDUM 02-03*

Office of the Dean
United States Military Academy
West Point, New York 10996-5000

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Classroom and Related Departmental Procedures

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1. Purpose. To provide guidance for routine administrative policies and procedures required to support academic instruction.
2. General. This memorandum incorporates policy and guidance adopted by the General Committee and Academic Board and is applicable to all departments.

* This is an administrative update that supersedes DPOM 02-03 dated 4 August 2023.

3. Definitions.

- a. Class Attendance. Any scheduled meeting of cadets with an instructor in a course of studies.
- b. Written Partial Review (WPR). A course-wide examination of the subject matter of preceding lessons.
- c. Term-End Examination (TEE). The final examination in a course, lasting not more than 3½ hours.
- d. Homework. All written work done outside of class and submitted to a faculty member to complete the requirements of an academic course.

4. Outside the Classroom Assistance.

- a. Additional Instruction (AI).
 - (1) Additional instruction is departmental course instruction 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 may be given by any instructor of the department giving the course.
 - (3) Cadets are authorized to request and receive additional instruction on any academic day. Although additional instruction is not normally presented during the TEE period, questions addressed by cadets to departments will be answered.
 - (4) Departments are encouraged to arrange times for additional instruction that are mutually agreeable to cadets and the department. This applies particularly in the cases of cadets who bear heavy institutional responsibilities.
 - (5) Although additional instruction is voluntary, once a cadet has made an appointment to receive additional instruction or otherwise committed himself/herself to attend a specified time, it becomes mandatory and the cadet should be reported in case of absence. It is the cadet's responsibility to avoid conflicts or to resolve them should they occur.
 - (6) Cadets may receive AI at times and places mutually agreeable to them and their instructors and not in conflict with other class or duty responsibilities during the week. The Commandant or his designated representative is authorized to approve and/or excuse cadets from drill and ceremonies, and Chain of Command/Unit Training Time to allow cadets to participate in AI. Additionally, Head Coaches of Corps Squad teams are authorized to excuse cadets from practice to allow them to participate in AI (Reference: USMA Reg 1-1, para 4-3m).

(7) Departments will, on request, provide additional instruction to cadets confined to the hospital.

(8) Additional instruction for athletes may be provided outside of the academic area if it is provided in a room or facility that is conducive to learning and is in keeping with NCAA rules and guidelines. This extension of the location of AI is dependent on academic resource availability and the mutual convenience of the instructor and the cadet. This extension of AI will meet all other requirements of AI.

(9) Cadets will be in the duty uniform of the day during AI.

b. Tutoring.

(1) Tutoring covers all supplemental course instruction not included in additional instruction.

(2) Tutoring may normally be conducted only by other cadets or 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.

(3) The Center for Enhanced Performance (CEP) provides the training and administrative support for the organized company tutoring programs in which tutoring is conducted by other cadets. Training for all tutors occurs in a conference format during a Wednesday Evening Lecture Period of the fall semester. Additional training is provided on a voluntary basis for cadets seeking College Reading and Learning Association (CRLA) certification.

(4) Tutoring is authorized for all cadets and is normally voluntary. Cadets may receive tutoring individually or as part of organized cadet groups sanctioned by the Commandant.

(5) Cadets and USMA personnel may not accept payment for tutoring.

(6) When assistance is given on assigned themes, outside projects, or other homework, the tutor must caution the cadet regarding his or her obligation to acknowledge assistance under the provisions of the Documentation and Acknowledgment of Academic Work (DAAW). Those involved in cadet tutoring should be acutely sensitive to the danger of making unauthorized disclosures of material related to future writs or exams.

(7) Tutoring is authorized for cadets confined to the hospital and for cadets during trips away from West Point.

(8) Tutoring is authorized during the Evening Study Period (ESP).

5. Classroom Standards and Procedures.

a. Purpose. To ensure that all faculty have a common understanding of classroom standards. It is important to maintain a high and consistent level of discipline and professionalism to inculcate professional habits among cadets. It is also important that cadets see consistency of standards and discipline across all 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, the instructor must engage that cadet's TAC team (via Cadet Observation Report) so that they can help reinforce consistent discipline across the Academy.

b. Subject to any restrictions imposed by departments, cadets may use section rooms for study before the first period class, during unscheduled periods before the end of the class day (except that section room will not be available for study purposes for 10 minutes after completion of a scheduled class), and after the last class period. The senior cadet present in the room will maintain order and discipline. Cadets will be brought to attention when the instructor enters the room.

c. Instructors will be present in their section rooms at assembly. Between the oral report of the section marcher and dismissal by the instructor, instructors are responsible for maintaining high standards of decorum.

d. When a visitor enters a classroom, and that visitor is senior in rank to the highest-ranking person within a classroom, the instructor will call the room to attention. If the instructor does not see the visitor when they enter, the cadet closest to door is expected to call the room to attention. Department Heads may exempt their departments from calling classrooms to attention up to the rank of O-6/GS-15. Protocol equivalents for civilian faculty members are outlined in USMA Reg 150-2.

e. Absentee Reporting.

(1) Cadets may be excused from classes only by the Superintendent, the Dean (only academic courses – those contributing to the APS), the Commandant (only Military Science and Physical Education courses), the Heads of the Departments (only those taught by their respective departments), and the Commander, MEDDAC (for illness or physical disability). A Department Head may authorize a cadet to attend a given lesson during a period other than the cadet's regularly scheduled period if the alternative period is not in conflict with other cadet duties and if the cadet presents cogent reasons.

(2) Absentee Reporting: Instructors will check absence reports for completeness. Instructors will submit accountability reports via AMS.

(3) Cadets will not self-excuse themselves from their required place of duty for any reason. The Cadet chain of command does not have the authority to excuse other

Cadets from their place of duty. At no time will a Cadet be the final approval authority to excuse another Cadet from presence at an appointed place of duty.

(4) Cadets will not self-excuse themselves from their place of duty for illness, wellness, sick call, or medical appointments, except in emergency situations involving risk to life, limb, or eyesight. Excusals from place of duty related to illness and/or wellness requires Company Tactical (TAC) Team notification and approval, sign out in the Cadet Information System (CIS), and supporting documentation (i.e., valid quarters slip issued by a medical professional or a valid Cadet Medical Excusal). Cadets will not schedule routine medical and wellness appointments at a time that conflicts with another place of duty requirement. Cadets will make every effort to schedule non-routine medical appointments at a time when the Cadet does not already have a previously scheduled duty activity or place of duty.

f. Section Marcher Responsibilities:

(1) Instructors will publish a section marcher rotation prior to the start of lesson four. Instructors will select Section Marchers from their PDR assignments. Each Cadet from the PDR system should receive equitable opportunities to serve as section marcher. The intent of this policy is to ensure instructors have additional opportunities to observe the leadership qualities they are being asked to evaluate through the PDR system.

(2) Before lesson four, instructors will select cadets to serve as section marcher on a random basis.

(3) The section marcher will call the section to attention at the start of class and briefly inspect the section's uniforms and general appearance. They will also ensure the following conditions are met before class begins:

- i. Cadets do not have food, gum, or backpacks in the classroom.
- ii. Cadets are wearing the uniform of the day to class. Male Cadets are clean-shaven. All Cadets' hair follows AR 670-1. Cadets are not wearing outer garments (black jackets, sweaters, ACU ECWCS items) unless all Cadets in the classroom are wearing the same outer garment.

(4) Section Marchers should inspect for the following conditions:

- i. Unclean, Unpresentable, or Unserviceable footwear.
- ii. Unclean, Unpresentable, or Unserviceable uniform items.
- iii. A male or female Cadet whose hair is out of regulation.

(5) With the section at attention, section marchers will render an oral accountability report indicating which Cadets are absent (A), late (L), or departing (D) early in accordance with instructions disseminated by the Dean and Department Heads.

(6) Section Marchers will hold individual Cadets responsible for their uniform and for maintaining the classroom environment. There are generally three categories of corrections:

i. On the Spot- These can be easily corrected without leaving the classroom or academic building.

ii. Correctable in Room- These violations require the Cadet depart to their room to make the correction. Cadets should be marked late by the section marcher if they do not return to the classroom at the start of the instruction period.

iii. Long Term- These violations require the purchase or tailoring of new uniform materials or otherwise cannot be resolved during the class period.

(7) Section Marchers are responsible for knowing the standard and upholding it. Cadets will be well-versed on all standards from USCC Reg 600-20, USCC PAM 600-20, USCC PAM 670-1, and AR 670-1 that apply to them and their peers. Failure to execute Section Marcher responsibilities may result in verbal and/or written counseling by Instructors.

(8) Section Marchers may write negative CORs for particularly glaring or repeated violations.

g. 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 Vice Dean for Operations to have food in a classroom or auditorium.

h. Drinks in the Classroom: Drinks are authorized in the classroom. Department Heads may further restrict the type of drink, type of container allowed in class, to include no authorized drinks if it would pose a safety hazard.

i. Discussion of Classroom Work.

(1) Cadets are not authorized to discuss the content of any exam (quiz, writ, or WPR), until the exam has been released from academic security by the course director. The instructor will clearly identify and notify cadets of the parameters of the exam period in advance of the exam being administered. In particular, instructors should identify

when cadets may begin to discuss the exam (e.g., “cadets may not discuss exams until all cadets from their assigned section have completed the exam,” “exams can be discussed after [date],” etc.).

(2) Discussion, here, is defined as either written or verbal communication regarding the content, structure, or other general information regarding the exam.

(3) Department Heads may adopt policies consistent with this guidance, to include directing all graded events be released from security immediately.

(4) Department Heads may grant exceptions to this policy.

(5) Course directors should include the following statement on all exams: “This WPR (or quiz, writ, or TEE) will be released from academic security _____. Prior to that time, I may not discuss any aspects of this exam with anyone except an XX### instructor.” This statement will include a blank for cadets to fill in the conditions for release from academic security. e.g. a specific date-time group or “once exams are returned”. This policy does not preclude an instructor from allowing cadets to talk about the test immediately following the exam. In that case the blank could be filled with “immediately following ‘Cease Work’” or “upon turn-in of the individual exam”.

(6) It is critical that we not create a culture in which cadets believe that they are potentially putting themselves at a significant disadvantage by complying with this policy. In multi-section courses, especially those with multiple instructors, course directors will make reasonable efforts to minimize the potential for an advantage as a result of discussion, whether authorized or unauthorized.

(7) With respect to classroom writs, WPRs, TEEs, and other graded exercises presented during different attendance periods, departments will not administer versions so similar that unrestricted discussion of the earlier version would provide unfair advantage to the cadets taking the later version.

(8) Take home exams are not authorized.

j. Course leadership will determine and clearly communicate to cadets the authorized references for any in-class graded event.

k. When the command “cease work” is given, writing will cease, and pencils/pens/chalk will be dropped. Any writing or recording of data after this point will resume only with the express permission of the instructor.

l. Cadets are responsible for adhering to specific course policies regarding multiple submissions of academic work. See DAAW 3.B.6 “Multiple Submissions of Academic Work” and 3.B.7 “Documentation of Previous Work.”

m. Classroom Cleanliness: All instructors should clean their boards when they depart their assigned rooms.

6. Exemption from Grading.

a. In addition to profiles, cadets may be exempted from grading only by the Superintendent, Surgeon, Dean, or a Department Head.

b. Cadets so exempted from grading must report that fact to their instructors immediately after the section marcher report has been rendered. This report should include the official who exempted the cadet and the reason for the exemption. Even when cadets will not be graded, they must participate in classroom activities to the best of their abilities. At the time the report is rendered, the exempted cadet may state that he or she requests a grade. This option may not be elected or changed after instruction has begun.

c. Cadets who report that they are exempted from grading will be exempted. Normally, no effort will be made to verify exemptions.

d. Authorizations Associated with Late Returns from Trip Sections (informally known as "Staybacks" policies).

(1) Returning after 1930. Cadets competing away from West Point who return after 1930 hours are authorized to report themselves as exempt from unannounced grading in morning classes the following day. Cadets are not exempt from WPRs, submitting papers, projects, and reports on the day they are due. The Officer in Charge will notify ODEAN/AARS and respective companies of such authorizations before classes begin that morning. Cadets are expected, however, to prepare their lessons and to participate in all classroom activities to the best of their ability.

(2) Returning after 2330. Cadets returning from competition or trip section activities away from West Point after 2330 hours are excused from breakfast formation, breakfast, and morning classes until 0930. If a cadet chooses to attend class prior to 0930, they are excused from all class grading during that period. The Officer in Charge will notify the ODEAN/AARS and respective companies of such authorizations before classes begin that morning.

(3) Arriving after 0200. The Cadet's first official duty is lunch formation. If a cadet chooses to attend class prior to lunch formation, they are excused from all in class grading during that period. The Officer in Charge will notify the ODEAN/AARS and respective companies of such authorizations before classes begin that morning.

(4) 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.

(5) Other possible situations in which exemptions from grading may be

authorized.

i. Medical reasons as authorized by a profile. Instructors should carefully review the profiles of those cadets who have recently received cognitive profiles and should provide optimal flexibility in rescheduling graded events in conjunction with return-to-learn protocols and guidelines. At no time should instructors override the conditions of a profile nor ask a cadet for the reason for the profile.

ii. Home corps squad competitions conducted during evening study period (see USMA Reg 350-12). Members of athletic teams competing in weeknight home competitions beginning at or after 1900 are authorized to report themselves exempt from unannounced grading in morning classes on the following day.

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 1930, cadets involved can request exemption from grading in their morning classes the following day. If the hearing continues beyond 2330, cadets involved are exempt from all unannounced grading the following day. If the hearing continues beyond 0200, the Special Assistant to the Commandant for Honor may excuse HH members from all classes prior to lunch on the following day. If a cadet chooses to attend class prior to lunch formation, they are excused from all grading during that period. The SAH submits those cadets' names to the Registrar's office (e-mail or by other means).

f. In situations described above, Department Heads may require cadets to submit papers or to take WPRs at a later date if such activities were scheduled on the day from which excused.

g. If graded events are scheduled during a trip section or a home Corps Squad competition, cadets will work out alternate WPR arrangements with the permission of the respective instructors. Cadets are responsible for coordinating alternate attendances and WPR dates with their instructors at least 48 hours in advance.

h. Cadets on an approved trip section will attend scheduled academic instruction but are authorized early release from class. Such release may not be earlier than 30 minutes prior to assembly for trip departure.

i. Cadet requests for extensions of due dates for homework will be granted by instructors only for compelling reasons. Extensions will not normally be granted without penalty. Department Heads will establish policies to control extensions of due dates.

j. When possible, scheduling of multiple major graded requirements on the same day should be minimized to avoid unreasonable coincident demands upon cadet's time. Cadets having more than one major graded requirement (more than two in case of First and Second Class cadets) due on the same day may request permission to attend an examination on an alternate day. Responsibility for seeking relief rests with cadets,

while the faculty role is one of cooperation in granting permission when reasonably feasible. Such coordination must be completed at least 72 hours in advance of the requirement.

7. Written Partial Reviews (WPRs).

a. WPRs may be scheduled at any time during a term. Department Heads may require cadets missing a WPR to take a make-up or make-ahead at a time not in conflict with other scheduled duties.

b. WPRs may be scheduled in the Dean's Hour and evening exam periods, as may laboratory exercises and lectures. Scheduled laboratories take priority over Dean's Hour WPRs. Other lectures and activities should yield in priority to laboratories and WPRs.

c. Departments will establish appropriate policies for writs and disseminate timely instructions so that cadets know what references and other materials are required and what other references may be used.

8. Term End Exams (TEEs). TEEs are scheduled at the end of each term and take precedence over all other activities and formations. Cadets may be authorized to be absent from a scheduled TEE only by the Superintendent, Dean, Commandant (emergency leave), Surgeon (medical reason), or Department Head (hospitalized cadet, if appropriate). TEEs will not exceed 3 ½ hours in length and will be conducted in the scheduled time period. Cadet requests to adjust their TEE schedules will not normally be considered. However, cadets with compelling reasons (e.g., significant life event like the wedding or graduation of an immediate family member) may petition AARS for a TEE schedule adjustment. Instructors are not authorized to grant cadet requests to adjust their TEE schedules, nor should they feel compelled to make petitions on behalf of cadets. Instructors should direct cadets who want to change their TEE schedules to petition AARS.

9. Hospitalized Cadets.

a. The USCC Surgeon will determine whether hospitalized cadets are able to attend class and whether their injuries or illnesses prevent them from adequately preparing for class. The Surgeon is authorized to exempt cadets from grading for medical reasons.

b. Academic departments are expected to work with cadets and tactical officers to provide materials related to the class, to include additional instruction, WPRs, TEES, etc., as appropriate.

10. Laboratories (except Foreign Language laboratories).

a. Laboratory periods will not normally exceed 120 minutes in length.

b. Laboratory exercises may be wholly or partially completed during the scheduled laboratory period. Cadets may be required to prepare preliminary or final laboratory reports outside the classroom, but assignments must not place an excessive study time requirement on the cadet. (Up to one hour of study time for a two-hour laboratory block is considered acceptable.)

c. During a laboratory exercise full collaboration is normally authorized among members of a group assigned to one set of equipment while taking data and preparing the laboratory report. Laboratory instructions to cadets will clearly indicate what collaboration is permitted.

11. Homework.

a. Academic departments from time to time may require cadets to complete work out of class to be turned in to the department. All such work will be considered homework within the meaning of this policy.

b. Assignment of homework may vary from department to department and from course to course within a department. The department will clearly state and inform cadets whether homework will or will not be graded. Departments may use graded homework assignments to achieve specific pedagogical objectives when such homework assignments are preferable to other learning alternatives.

c. In the preparation of homework, departments will require documentation of source material and acknowledgement of assistance from others, to include generative AI, in consonance with generally accepted scholarly standards and as prescribed by the *Documentation and Acknowledgment of Academic Work (DAAW)*. All homework will meet the policy standards prescribed in the DAAW.

d. In using outside ideas and data, practices unacceptable in sound scholarly work will not be acceptable in a cadet's homework, no matter how carefully documented. Therefore, if a submitted work is inadequately researched, leans too heavily on a single source or sources, employs an excessive degree of verbatim or paraphrased use of another's work, has been rewritten by another person, is improperly documented, is a solution copied from another person's paper, or merely repeats without evidence of individual thought ideas and data gained from any source, the grade may be cut at the discretion of the department. Such a cut would be based primarily on indications of insufficient reflection of individual thinking in the submitted work.

e. Department Heads will ensure that instructors explain to their students how these homework policies are to be implemented in their courses early in each term.

12. *reserved.*

13. Periodic Development Reviews (Cadet PDR).

a. Each instructor will be assigned up to eight PDRs to complete on cadets assigned to their section(s). Instructors will carefully observe cadets whom they instruct in an effort to provide feedback on the cadet's development as a leader.

b. Direct liaison and consultation between academic instructors and company tactical officers on the developmental needs of cadets are encouraged.

c. The automated PDR is available in AMS; in-person meetings with the cadets are required.

14. Cadet Observation Report (COR). The COR is an electronic form that is available to Cadets, Officers, Non-Commissioned Officers, Civilian Staff, Faculty, and any Academy Official and can be used to report outstanding or deficient cadet behavior. Those who wish to submit an electronic COR will find it listed in AMS.

15. Auditing Classes and Classroom Visits.

a. Auditing Classes. An informal audit (sitting in on a lesson or lessons) is permitted for cadets or USMA employees provided there is a seat available and the audit is approved by course leadership. An informal audit excludes registration, enrollment (the name does not appear on any official roster), and the granting of any grade in the course. The instructor and the auditor will determine the auditor's involvement in the course lessons.

b. Classroom Visitation. Classroom visitation is encouraged for prospective cadets and routinely involves a special event for USMAPS and the Director of Admissions (DAD) where a prospective cadet will accompany a current cadet to classes. Special classroom visits by the Board of Visitors, Accreditation Teams, etc. will be coordinated and arranged with the respective department(s). Any classroom visit by an individual other than that stated will be requested and approved by the Department Head or course director.

16. References.

a. DPOM 02-01 Gradekeeping.

b. USCC Reg 600-20, USCC PAM 600-20, USCC PAM 670-1, and BTD Policy Letters.

c. *Documentation and Acknowledgment of Academic Work*, O/Dean, Academic Affairs, 2023.

d. USMA Regulation 350-12, Intercollegiate Athletics.

17. Proponent. The proponent for this Dean's Policy and Operating Memorandum is the Academic Affairs and Registrar Services, Office of the Dean, (MADN-OPS-ARS) (x2050).

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