

Dean's Policy and Operating Memorandum 02-2*

OFFICE OF THE DEAN UNITED STATES MILITARY ACADEMY WEST POINT, NEW YORK 10996-1905

MADN-ORD

16 August 2004

Memorandum No. 02-2

END-OF-TERM PROCEDURES

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1. Purpose. To establish policies and procedures for completing all actions required to close out an academic term.
2. Applicability. These policies and procedures apply to all agencies of the Office of the Dean and those agencies of the Office of the Commandant involved in end-of-term processing (EOTP).
3. General. End-of-term procedures include a series of time-sensitive actions and decisions required to complete the administration of an academic term at the United States Military Academy. These actions include the administration of term-end examinations (TEEs), end-of-term processing (the assignment of final grades in all courses and determination of the disposition of deficient cadets), graduation and commissioning of eligible cadets.

*This DPOM supersedes DPOM 02-2, 13 May 1992.

4. Term-End Examinations.

a. The term-end examination period for each academic term is scheduled in accordance with USMA Regulation 1-1 (The Academy Schedule AY____) the Master Schedule and the AY Buff Card.

(1) During this period, the primary duty of all cadets is to prepare for and take scheduled term-end examinations. No other activities or duties involving cadet participation may be scheduled without the written approval of the Dean.

(2) The S1, USCC, will coordinate with the Operations and Registrar Division (ORD), Office of the Dean to develop a USCC Administrative Memorandum prescribing procedures for conducting normal administrative requirements for the Corps of Cadets during the term-end period.

(3) The two weeks prior to the start of term-end examinations is a critical period for cadets to complete long lead-time assignments and begin preparing for final examinations. Consequently, during this two-week period, the following activities will not be scheduled without the written approval of the Dean:

(a) Extracurricular activities.

(b) Lectures during the evening study period.

(c) Academic trips away from West Point. (An exception could be a Capstone Project Team briefing a sponsoring agency.)

(d) Noontime Seminars.

(4) Cadets may depart on pass or leave at the conclusion of their last scheduled term-end examination, subject to the provisions of the *USCC SOP* published policy. Cadets are not allowed to adjust their term-end examination schedules for the primary purpose of earlier departure on pass or leave.

b. Departments will normally administer a TEE in each course (exceptions are individual projects, individual research, and thesis courses). The purpose of this final examination is to:

(1) Enhance mastery of the course material by requiring cadets to review, integrate and synthesize the concepts presented from the start of the course to the end.

(2) Provide a comprehensive evaluation of the extent to which each cadet has mastered the course material.

c. Department Heads may exempt a course from a TEE. Exemptions are appropriate when a common examination is not possible because cadets in the course are pursuing separate inquiry, or when written examination is not the best instrument for evaluating cadet mastery of course material. Following Department Head approval, designated department representatives will notify the Office of the Dean, Operations and Registrar Division (ORD) of all exemptions.

d. All cadets enrolled in a course will take its scheduled TEE unless excused by the Superintendent, Dean, Commandant (emergency leave), or Surgeon, USMA (medical reasons).

(1) Cadets excused from a TEE normally will be required to take an alternate exam at a time mutually convenient to the cadet and the department. Departments are responsible for arranging the

details of the time and location with cadets, but must coordinate these arrangements with ORD (see paragraph (2) below). They may elect one of the following options for making up the TEE:

(a) Schedule the exam for a different period in the TEE week in which the cadet has no other exam scheduled.

(b) Delay the exam until after the TEE period at a time the cadet will be free of other duties to take it. In this case, the department will report a No Credit (NC) grade as a final course grade pending completion of the exam. Upon completing the exam, the department will report the appropriate final grade to ORD, which will over-write the NC with the grade awarded.

(c) The Department Head may elect to excuse the cadet from the TEE requirement completely in the following circumstances: First, the cadet's expected performance on the exam is not likely to change his or her final grade in the course; and second, the cadet agrees to forgo the opportunity to take the exam. In this case, the cadet will be awarded a final grade based on performance in the course up to that point.

(2) Since multiple courses are often involved when a cadet is excused, ORD will coordinate all makeups to prevent conflicts. ORD will coordinate/notify the department point of contact (POC) of each cadet excused from one of that department's TEEs. As ORD arranges makeups with each department POC, ORD will ensure the cadet knows the details (day, time, room, TEE administrator) of the Make-up TEE.

(3) The two most common reasons for cadets missing TEEs are emergency leave and entering the hospital during the TEE period. The following procedures will apply:

(a) USCC will coordinate with ORD for early notification of cadets qualifying for emergency leave. ORD will attempt to influence the period of absence so that cadets miss the fewest TEEs. Once the leave period is determined, ORD will coordinate the make-up of TEEs through the process discussed above.

(b) ORD will arrange with the Brigade Surgeon or USCC to obtain a daily listing of hospital admissions. For each admission, ORD will request a ruling on whether the cadet is able to take exams in the hospital. This information will be relayed to the department point of contact to assist in arranging exam times.

e. The start of the TEE period is a critical date for cadets. Cadets who commence TEEs will receive credit for the current term; they must complete all TEEs and will be awarded the grades earned in all courses. Cadets who resign, are separated, or otherwise depart from the Academy prior to the start of TEEs will be withdrawn from the term and will receive "W" grades in all courses in which enrolled. For this purpose, TEEs are deemed to have commenced as of the start time of the first exam period. The effective date of the cadet's departure is the official date of the cadet's written, formal resignation, the Superintendent's separation order, or the cadet's request for leave.

(1) Cadets found to have violated the Honor Code will attend class and complete all examinations until the final disposition of their case is determined by appropriate authority.

(2) Upon submission of a formal letter of resignation, a cadet will immediately stop attending class. ORD will coordinate with the S-1, USCC on the morning TEEs start to determine which cadets must complete TEEs and receive final grades, and which cadets will be withdrawn from the term.

(3) Cadets who submit letters of resignation that are later withdrawn, or whose resignations or separations are disapproved, will rejoin their class. In these cases, the Academic Board will determine the appropriate grade to be awarded for any courses not completed during the term.

f. TEEs will not exceed 3 1/2 hours in length (0735-1105, 1500-1830).

g. Procedures:

(1) Early in each term, ORD will request departments to identify courses which will not administer a TEE and any departmental constraints that should be considered in TEE schedule preparation. Examples of departmental constraints are grading time requirements, instructor availability, and courses requiring inclusion in, or exclusion from, the same examination period.

(2) ORD develops and publishes a tentative TEE schedule and distributes it to departments for comment. ORD then publishes a final schedule that includes alternate (makeup/make ahead) exams. TEE schedules will rotate between courses, i.e. if a course has a TEE on the last day during a TEE period, it will be moved to the first day (in-as-much-as-possible) during the next TEE period.

(3) ORD informs cadets of the availability of individual TEE schedules.

(4) ORD then considers requests from cadets who, for extreme personal or cogent academic reasons, request to change their TEE schedules by switching to or from alternate exams. Schedulers accommodate these requests if the moves do not reduce the overall study time available. ORD processes these requests and distributes a final TEE schedule to each cadet. ORD also provides electronic rosters of all cadets scheduled for each exam to departments.

(5) Departments will not administer TEEs except on dates and times on the final schedule without approval of the Dean.

5. End-of-Term Processing (EOTP). EOTP includes all actions involving academic administration from the last scheduled class day of one term until the start of the next term. All offices must accomplish these actions with speed due to the limited time available and with absolute accuracy due to their impact on cadets' retention and academic programs.

a. Completion of a course normally requires that a cadet has taken its TEE. No credit will be granted for a course not completed unless otherwise determined by the Academic Board.

b. The academic departments, DMI and DPE are responsible for reporting information pertaining to the courses taught by their departments. The Commandant is responsible for reporting information for Military Development and the Commissioning Review.

c. Under the provisions of paragraph 4-4, *Army Regulation 210-26*, the Academic Board is solely responsible for determining the proficiency and deficiency of cadets. All such identification prior to that determination constitutes a recommendation of the department concerned. Having found a cadet to be deficient, the Academic Board must then determine the appropriate disposition of the cadet's case, applying the options of paragraphs 4-5, *Army Regulation 210-26*.

d. Cadets deficient in a single course are entitled by law (10 U.S.C. 4351 (b)) to a reexamination in that subject. The following policies apply:

(1) Cadets recommended for separation for a single course deficiency must apply to the Academic Board for reexamination within ten days after being officially notified of the deficiency.

(2) Cadets who accept the reexamination will receive the following counseling procedures from the respective departments: (Reference: General Committee Minutes dated 23 January 1998)

(a) The department schedules appointments for the cadet with the Department Head, course director, and the individual instructor to outline the plan for remediation.

(b) The department ensures the cadet has the necessary materials to successfully conduct the remediation.

(c) The department identifies an additional single point of contact (POC) for the cadet to contact in the event of questions and the department establishes a plan for long distance additional instruction (AI) if it is required.

(d) The department may provide a copy of the failed examination.

(3) The reexamination shall occur within 60 days of the date of application. Cadets will normally depart West Point and take the reexam at the nearest military installation toward the end of the 60-day period to allow maximum time for preparation. ORD will coordinate the conduct of all reexaminations.

(4) The department which teaches the course concerned will prepare the examination and ensure it is of equal scope and difficulty with the course TEE. A department committee will grade the completed exam and report the results to the Department Head who will review the examination and determine/decide if the examination was passed or failed. The Department Head will report the examination results to ORD who will provide the reported results to the Academic Board.

(5) Cadets who fail the reexamination may not have another examination and their separation will be finalized.

(6) The Academic Board will consider the cases of all cadets who pass the reexamination to determine whether they are otherwise qualified for readmission to the Academy. The Board will consider all admission criteria in reaching this decision, to include the cadet's proficiency or deficiency in Academic Program Score Cumulative (APSC) and Cumulative Quality Point Average (CQPA) at the time of separation. The Board will normally advise the cadet at the time the initial decision to separate is made whether readmission is likely to be favorably considered in order that the cadet can plan accordingly.

(7) Passing the reexamination does not remedy the course failure. Cadets readmitted under these procedures will normally repeat the failed course, if it is required, or may choose to replace it with another course, if it is an elective.

e. Procedures. The Operations and Registrar Division exercises primary responsibility for all phases of EOTP and accomplishes the following actions:

(1) Publishes a Memorandum of Instructions (MOI) prior to the end of each term. This MOI includes all significant actions and suspense dates that must be accomplished.

(2) Requests each department appoint an officer to serve as the single point of contact for coordination of all EOTP actions. Departments report the name and phone number(s) of this point of contact to ORD and ensure that the officer is on call throughout the EOTP period.

(3) Ensures departments submit all grades. Department Heads must approve and submit final grades to ORD prior to the established deadline. Once approved, grades will be posted for electronic viewing by cadets, counselors, coaches, and other academy staff.

(4) Departments must review final electronic postings to verify that the grades posted match the approved final grades. Any changes to final postings will require coordination with ORD.

(5) Ensures departments report cadets who are deficient by the memorandum at Annex A.

(a) Departments must cross-check these reports with grade submissions to ensure that all cadets reported deficient have been awarded an "F" grade and all cadets to receive no credit have been awarded "NC" status.

(b) Departments will prepare one signed final report in hardcopy and will e-mail an electronic copy to ORD according to the published EOTP procedures. Final reports will account for all courses taught by the department during the preceding term.

(6) Calculates term/cumulative QPA's and Academic Program Score Term (APST)/Cumulative (APSC) and applies the rules for APST/APSC monitoring (see *Redbook*, *USCC SOP*, and *DPOM 02-6*). Adds cadets determined to be deficient in APSC/CQPA to the Graybook.

(7) Ensures the Leader Development Branch (LDB), USCC, distributes the names of cadets reported deficient to the company Tactical Officers (TACs). The TAC, and only the TAC, will inform cadets of the course(s) in which they have been reported deficient, but will not divulge the disposition recommended by the reporting department.

(8) Consolidates the information from final reports to produce the Graybook for each cadet class. Part I is an index of those cadets recommended for Academic Board consideration (Annex B). Part II provides an individual data sheet on each cadet listed in the index except those recommended for routine Academic Board action.

(9) Schedules meetings of the Class Committees, composed of the Dean, Commandant, Surgeon, and heads of those departments which teach predominantly to each class. The Class Committees consider the cases of cadets reported as deficient and make recommendations as to their disposition. Committee deliberations consider all aspects of a cadet's performance, to include past academic record, Military Development/Military Program Score Cumulative (MPSC), Physical Development/Physical Program Score Cumulative (PPSC), Medical record, and potential for graduation and commissioned service.

(10) Prepares the Report of the Class Committee and forwards to the Academic Board the Committee's recommendations as to the proficiency or deficiency of cadets and the disposition of each case of deficiency. The Academic Board considers the Class Committee report and votes whether to confirm each finding of deficiency, to approve the recommended disposition of each case not involving separation or turnback. The Board also determines disposition of cases recommended for separation, turnback, or in which no recommendation is forwarded.

(11) Prepares an official memorandum to separated cadets notifying them of the Academic Board's decision. Arranges with the Dean of the Academic Board to sign each memorandum. The memorandums for cadets of the Third and Fourth Classes are sent through the Commandant to the cadets and direct that they will be separated and discharged from the Army. The memorandums for cadets of the First and Second Classes inform them that they are being recommended to Department of the Army (DA) for separation.

(12) Coordinates with S-1, USCC, who prepares a memorandum to DA recommending that the First and Second Class cadets be separated, transferred to the U. S. Army Reserve and not called to active duty. The S-1 also prepares a memorandum for the Superintendent's signature directing the Commandant to separate and discharge from the Army applicable cadets of the Third and Fourth Classes.

(13) Coordinates with S-1, USCC, who prepares an information packet for each cadet being separated. This packet includes a copy of the separation letter and an unofficial copy of the cadet's academic transcript.

(14) Confirms the decisions of the Academic Board with the S-1, USCC, who notifies the tactical officers, who in turn notify the cadets of the disposition of their cases.

(15) Provides the official memorandum signed by the Dean of the Academic Board, official and/or unofficial transcripts, a form to request additional transcripts, advice and counsel for further pursuit of a college education during outprocessing through ORD. Following this outprocessing, cadets separated for academic deficiency depart West Point pending approval of their separation.

(16) Updates cadet records in the Cadet Information System (CIS) based on Academic Board decisions concerning cadet deficiencies and dispositions. In conjunction with academic counselors, updates individual cadet academic plans to reflect changes required by Academic Board decisions.

(17) Completes action on the following academic awards:

- (a) Dean's List Designation.
- (b) Distinguished Cadet Designation (Term 2).
- (c) Dean's Company Award.
- (d) Individual Department Awards.

(18) Notifies the Office of Policy, Planning, and Analysis (OPA) that the Academic Performance Score (APS), and the Quality Point Average (QPA), are correct and ready for processing. OPA executes programs to calculate the Cadet Performance Evaluation Score.

(19) Provides final grades to cadets by CIS.

(20) Coordinates with DOIM to prepare automatic mailer reports of grades for parents. USCC informs cadets during the first term of Fourth Class year that the Privacy Act requires their consent before the Academy can release grade information to their parents, or designated recipients. USCC processes cadet requests, keeps the record copy of each cadet's privacy act designation, maintains the computer file of SSNs of all cadets electing not to release grade information, and forwards a copy of the designation form to ORD for inclusion in the cadet's academic file.

(21) Prepares a term-end statistical report. This report presents grade distribution statistics for all classes, for each individual class and for each course offered during that term.

(22) Provides deficient cadets a written notification of the disposition of their deficiency(ies).

6. Graduation and Commissioning of Cadets. Under the provisions of Chapter 5, *Army Regulation 210-26*, the Academic Board determines which cadets have met all requirements for graduation and, except for foreign cadets and those not meeting medical standards, recommends their appointment as commissioned officers in the Regular Army.

a. In certifying cadets for graduation, the Academic Board applies the following criteria: each cadet must be found to have completed successfully the course of instruction, including academic, military and physical education and training; to have maintained the standards of conduct; and to possess the moral qualities, traits of character, and leadership essential for a graduated cadet. Cadets determined to have met these criteria receive a diploma and become graduates of the Military Academy. Contingent upon this graduation, medically qualified U. S. cadets are recommended to the Secretary of the Army for appointment as commissioned officers in the Army.

b. To support the commissioning process, the Commandant conducts periodic commissioning reviews. These reviews result in the cadet's current developmental progress is satisfactory and would lead to commissioning, or that the cadet exhibits flaws which require special developmental programs to reach acceptable levels of performance.

c. First Term Procedures: During the first term, the Company and Regimental Tactical Officer's review the files of all First Class cadets to determine their suitability for commissioning. Cadets not meeting the standard commissioning requirements are placed in special developmental programs.

d. Second Term Procedures.

(1) In April, the Commandant provides a list of May Graduates to DA.

(2) At the End of the second term, the commandant reports the status of each First Class cadet and recommends the following disposition:

(a) Graduate and commission the cadet.

(b) Do not graduate and continue the cadet at USMA for late graduation.

(c) Recommend to DA that the cadet be graduated, but not commissioned.

(d) Recommend to DA that the cadet be separated. The cadet would be assigned to the Summer Garrison Regiment (SGR) or placed on leave pending DA approval.

(3) S1, USCC includes the non-eligible cadets in the second listing of late graduates. The S-1, USCC, again provides summary information for any cadet not recommended for graduation and commissioning.

(4) The First Class Committee and Academic Board consider the cases of all cadets listed in the Graybook, determine deficiency and suitability for commissioning, and decide the

appropriate disposition for each case. At the conclusion of its deliberations, the Academic Board votes the motions at Annex C, graduating and recommending for appointment as commissioned officers those members of the First Class found to be qualified.

(5) ORD updates the CIS based on Academic Board decisions, especially the graduation status for those members of the First Class who will not graduate. Proper designation of non-graduates permits continued processing of the graduating class and ensures late graduates remain on the database.

(6) ORD notifies OPA that the CIS is correct and available to support running of other graduation programs. The AG executes programs to produce graduation program listings, labels and seating information.

(7) S-1, USCC, prepares a memorandum to DA indicating those First Class cadets not qualified for commissioning, and recommending the appropriate dispositions. The AG signs and dispatches this memorandum.

(8) Using the initial Cullum number provided by AOG, ORD executes a program which lists the graduation class in alphabetical order, assigning the Cullum number for printing of the Register of Graduates.

(9) ORD produces academic transcripts for each member of the First Class. These transcripts are sent to the department responsible for each cadet's major or field of study for review and certification that the cadet completed all requirements for the award of the designated degree. Upon return, any required corrections are made and the transcripts are included in the permanent record maintained by the ORD Graduate Records Section.

(10) ORD notifies OPA that Academic Performance Scores are accurate and ready for processing. OPA executes programs to compute the Cadet Performance Score and Rank. OPA uses the CPR to produce a report containing the Army Promotion List (APL) sequence for all graduated cadets. OPA sends this APL report to DA in July, listing all May and June graduates, and in January, listing all summer and December graduates.

7. Mid-Year Graduation.

a. Cadets generally become mid-year graduates in one of two ways. The first is when the Academic Board approves an additional semester in which to complete all requirements for graduation which they are unable to do in the terms remaining before their class graduates. The second occurs when they miss a regular academic term for any reason, such as, medical leave, suspension, etc.

b. Potential mid-year graduates normally carry a full academic load during their last semester. Cadets not needing five academic courses to meet graduation requirements may petition the Dean to underload.

c. ORD processes mid-year graduates in the following manner:

(1) Coordinates with S-1, USCC, prior to the beginning of term-end examinations to ensure that potential mid-year graduates are reviewed for commissioning. The review for commissioning considers any questionable cases and refers those not eligible for commissioning to the Academic Board.

(2) Schedules the term-end examinations for potential mid-year graduates within the first four days of the exam period. Departments report pass/fail for those cadets not in jeopardy of CQPA deficiency, and letter grades for those identified as being at risk, not later than the prescribed suspense.

(3) Prepares the Graybook for cadets to be considered by the First Class Committee and Academic Board. Included are those cadets requiring routine Academic Board actions, any course or CQPA deficiencies and any cadets recommended not eligible for commissioning.

(4) Schedules meetings of the First Class Committee and the Academic Board for the last day of the term-end examination period. The Class Committee and Academic Board conduct deliberations in the same manner as described earlier for normal EOTP. The Board concludes by voting motions for graduation and commissioning for those cadets determined to be qualified.

(5) Confirms Academic Board decisions with the AG, who conducts graduation and commissioning ceremonies.

(6) Provides updates of the Cullum Report to the Directorate of Alumni Affairs and of the APL to S-1, USCC, based on the results of the mid-year graduation.

8. Summer Term Academic Program (STAP). STAP allows cadets to take courses in a concentrated format during a four-week summer term because of prior course failure or underloading during a regular academic term. The abbreviated format results in somewhat different administrative procedures.

a. Departments conduct STAP courses equal in scope and difficulty to their regular term courses. However, they are free to determine the number of class attendances each day and number of days the course will be taught during STAP. Upon completion of the course, cadets depart on leave or scheduled summer training.

b. ORD executes the following End-of-Term Procedures at the conclusion of STAP:

(1) Schedules STAP graduation normally the day following the last day of STAP. Consequently, timely processing of potential STAP graduates is critical.

(a) Identifies to teaching departments those First Class cadets who only have to pass their STAP course to complete graduation requirements. Departments report to ORD a pass/fail grade for these cadets as soon as the STAP TEE is graded, and follow with a routine grade submission as soon as practical.

(b) Identifies those potential STAP graduates who must obtain better than a "D" grade to raise their CQPA to 2.00 in order to graduate. Departments must submit a letter grade for these cadets not later than the deadline specified. ORD computes a new CQPA based on this grade and determines the appropriate disposition of the existing CQPA condition for the Graybook.

(c) Prepares the standard First Class Graybook for distribution usually the day prior to graduation. The First Class Committee and Academic Board meet graduation day, review the cases in the Graybook and certify eligible cadets for graduation and appointment as commissioned officers in the Regular Army.

(2) Processes the underclasses in a manner similar to the completion of a regular term. Departments submit letter grades for STAP courses in accordance with the schedule ORD publishes.

ORD produces a Graybook for each class. The Class Committees and Academic Board meet, consider cases of deficiency and determine dispositions.

(3) Notifies cadets of the results of Academic Board decisions upon their return from summer training. Cadets to be separated complete out-processing actions.

(4) Monitors the progress of cadets not recommended for graduation with their class. When the Commandant determines that these cadets have satisfied requirements for graduation, schedules meetings of the First Class Committee and Academic Board to certify cadets for graduation and commissioning.

c. Other policies pertaining to STAP are covered in DPOM 02-24, Summer Term Academic Program.

9. Proponent. The proponent for this Dean's Policy and Operating Memorandum is the Operations and Registrar Division, Office of the Dean (ORD).

FOR THE DEAN OF THE ACADEMIC BOARD:

/s/

Encls

STANLEY C. PRECZEWSKI
COL, FA
Vice Dean for Resources

REPORT A
STANDARDIZED TEMPLATE

MADN-_____

(DATE)

MEMORANDUM FOR DEAN OF THE ACADEMIC BOARD

SUBJECT: Department of _____, Final Report of Deficient Cadets, _____ Term, Academic Year

1. The following cadets will not receive credit for the courses indicated this term:

Grad Year	SSN	Name	Co	Course	Reason
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2. Recommended action and reason therefore is as indicated for each cadet who has been in a conditioned status during the term:

Grad Year	SSN	Name	Co	Course	Resolution
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3. The following named cadets were deficient in the courses indicated as of the end of the (first/second) term:

Grad Year	SSN	Name	Co	Course	Initial Recommendation
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4. Negative Reports for:

5. Request the Surgeon be prepared to discuss the degree to which medical problems could have affected the performance of the deficient cadets listed in the course indicated:

Grad Year	SSN	Name	Co	Course	Problem
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Colonel, Professor USMA
Head of Department

CF:
Ea. Member Academic Board
ODIA
O/Dean, ORD (Ms. Lynn O'Dell)
Surgeon (ATTN: LTC Smith, Cadet Health Clinic)

REPORT B

REPORT OF DEFICIENT AND CONDITIONED CADETS (GRAYBOOK)

CLASS OF 2004 FIRST CLASS TERM 043

1. ORGANIZATION OF THE GRAYBOOK: The GRAYBOOK consists of two parts.

a. PART I contains four sections:

(1) SECTION 1: Cadets recommended for routine Academic Board action, rather than for deficiency, and includes the following categories:

- * Cadets recommended for removal of a prior condition (CQPA: Terms 042/043) (APSC, MPSC, PPSC: Term 051).
- * Cadets recommended to be medically excused (MEDEX).
- * Cadets recommended for temporary "no credit" in a course.
- * Cadets awarded a grade for a previous "no credit."

(2) SECTION 2: Cadets recommended for standard Academic Board action, other than separation or turnback, and includes the following categories:

- * Cadets deficient in one course (to include Military Development (MD)).
- * Cadets deficient in CQPA: Terms 042/043 (APSC or MPSC or PPSC: Term 051.)

(3) SECTION 3: Cadets recommended for standard Academic Board action, other than separation or turnback, and includes the following categories:

- * Cadets deficient in two courses.
- * Cadets deficient in one course and CQPA: Terms 042/043 (APSC or MPSC or PPSC Term 051)

(4) SECTION 4: Cadets recommended for nonstandard Academic Board action in the following categories:

- * Cadets deficient in three or more courses.
- * Cadets deficient in two courses and CQPA: Terms 042/043 (APSC or MPSC or PPSC: Term 051.
- * Cadets failing to meet terms of CQPA: Terms 042/043 (APSC, MPSC, or PPSC conditioning: Term 051.)
- * Cadets deficient in Military Development (MD) and one or more courses.
- * Cadets initially recommended for separation, turnback, designation as a potential December graduate, or for individual consideration.

b. PART II contains individual data sheets on cadets in PART I, SECTIONS 2-4 (standard and nonstandard) arranged in ascending order of Cumulative Academic QPA within each section.

2. GRAYBOOK CODES: The following codes are used in the GRAYBOOK in the STATUS and/or INIT (Initial Recommendation) columns.

ADMIN	Administrative Exception
ASIC	Academic Special Interest Cadet
COND	Conditioned (For CQPA, ASIC and Military Development only)
COND(X)	Previously conditioned, (X) = number of times
CONT	Continue present condition
DEF	Previously deficient or failed terms of prior condition
DROP	Failed course, make up w/another
EMER LV	Emergency Leave
FOUND	Found for academic honor - retained
GRAD	Deferred Graduate (DEC or STAP)
MEDEX	Medically excused
N/C	No Credit
NOREC	No recommendation
PENDR	Pending review of honor case
REMOVE	Remove prior condition
RPT	Repeat failed course
SEP	Separate
STAP	Repeat course in Summer Term Academic Program
T/B	Turnback
TBD	Cadet owes a course undesignated at present
UNRES	A course failed and not to be repeated

REPORT C

Academic Board Motions for Graduation and Commissioning

MOTIONS

That those members of the Class of 2004 who meet the standards established by paragraph 5-3, AR210-26, Regulations for the United States Military Academy, be graduated and awarded diplomas prescribing the degree of Bachelor of Science.

That pursuant to paragraph 5-4, AR210-26, Regulations for the United States Military Academy, those medically qualified graduates of the Class of 2004, with the exception of all foreign cadets of that class who are ineligible for commissions, be recommended for commissioning in the Armed Forces.