

Deans Policy and Operating Memorandum 02-21*

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

MADN-ORD
Memorandum No. 02-21

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TERM-END EXAMINATIONS

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1. Purpose To establish policies and procedures for conducting final examinations in courses at the end of each 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, which teach courses in the academic program.

3. General

a. Departments will normally administer a term-end examination (TEE) in each course. 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.

b. Department heads may exempt a course from a TEE. Departments will notify the Operations and Registrar Division (ORD) upon request of all exemptions granted. Exemptions are appropriate when:

(1) A common examination is not possible because cadets in the course are pursuing separate inquiry.

(2) Cadet mastery of course material can be better evaluated using an instrument other than a written examination (e.g., a major final paper, project, or design). Regardless of the instrument used in

lieu of a written examination, all work must be completed and submitted no later than the end of the last scheduled class period.

- c. TEEs will not exceed 3½ hours in length.
- d. Departments will administer TEEs only on the dates and times shown on the final schedule. Any change or exception must be approved by ORD.
- e. Take home or examinations designed to be completed in other than scheduled TEE periods or rooms are not authorized.

4. Scheduling.

a. The TEE period for each academic term is scheduled in accordance with USMA Regulation 1-1 (the Annual Calendar and Master Schedule).

b. The two weeks prior to the start of TEEs 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:

- (1) Extracurricular activities.
- (2) Lectures during the evening study period.
- (3) Academic trips away from West Point.
- (4) Noontime Seminars.

c. During the scheduled TEE period, the primary duty of all cadets is to prepare for and take scheduled TEEs. No other activities or duties involving cadet participation may be scheduled without the written approval of the Dean. The Office of the Dean (ORD) will approve any and all exceptions concerning activities and duties during the scheduled TEE period.

d. 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 the "W" status 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 resignation, the Superintendent's separation order, or the cadet's request for leave. If a cadet wishes to resign before the start of TEEs, he/she must do so NLT noon on the Friday before TEEs commence.

(1) Cadets found to have violated the Honor Code may attend class and complete all examinations until appropriate authority determines the final disposition of their case. Alternatively, they may request leave pending final action on their case.

(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.

e. Cadets may depart on leave at the conclusion of their last scheduled TEE, subject to the provisions of USCC Regulation 600-1. ORD will not allow cadets to adjust their TEE schedules for the primary purpose of earlier departure on leave.

5. Excusals

a. 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).

b. 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. They may elect one of the following options for making up the TEE:

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

(2) Give the exam 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 grading the exam, the department will report the appropriate final course grade in writing to ORD. ORD will update the cadet's grade record by overwriting the NC with the grade awarded.

(3) The department head may elect to excuse the cadet from the TEE requirement and award a final grade based on performance in the course up to that point. This option is appropriate when:

(a) The cadet's expected performance on the exam is not likely to change his or her final grade in the course, and

(b) The cadet agrees to forgo the opportunity to improve his or her grade by taking the exam.

c. 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:

(1) ORD will coordinate with S-1, USCC, 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.

(2) ORD will coordinate with USCC to obtain a daily listing of hospital admissions. For each admission, ORD will request a USMA Brigade Surgeon ruling on whether the cadet is able to take exams in the hospital.

d. Since a number of courses may be involved when a cadet is excused for medical reasons or for emergency leave, ORD will coordinate all makeups to prevent conflicts. ORD will notify the department

point of contact of each cadet excused from one of that department's TEEs. As departments arrange makeups, they must ensure the cadet knows the details and notify ORD.

6. Procedures.

a. 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. ORD will also request that each department designate a point of contact for all matters involving term-end processing.

b. ORD will develop and publish a tentative TEE schedule and distribute it to departments for comment. ORD will then publish a final schedule that includes departmental comments and the requirement for alternate (makeup/make-ahead) exams. Cadet TEE Schedules will be made available on the Cadet Home Page (cis).

c. ORD will consider requests from cadets who, for extreme personal or cogent academic reasons, request to change their TEE schedules by switching to or from alternate exams. ORD will accommodate these requests if the moves produce a better overall distribution of study time. Cadets will be allowed to request changes for a period of four weeks from the available date.

d. Based on course TEE enrollments, departments will submit requests for the number of classrooms required for each examination. They will also include requests for any special facilities needed. ORD will consolidate these requests, distribute the available classrooms, and publish a room assignment listing. Departments will request adjustments where needed.

7. Proponent The proponent for this Dean's Policy and Operating Memorandum is the Operations and Registrar Division, Office of the Dean (MADN-ORD), x2050/2051.

FOR THE DEAN OF THE ACADEMIC BOARD:

/s/
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Vice Dean for Resources