

# Deans Policy and Operating Memorandum 6-01

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

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Memorandum No. 6-01

## Study Abroad Program (SAP)

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- This DPOM supersedes DPOM 6-01 dated 28 April 2008.

1. **Purpose.** This DPOM establishes policies and procedures for the Study Abroad Program that is managed by the International Intellectual Development Division (IIDD), Office of the Dean.
2. **Applicability.** This document serves as a guide to promote the effective allocation of Study Abroad Resources and is intended to synchronize resource planning and execution efforts within academic departments, divisions of the Office of the Dean, and directorates at the United States Military Academy (USMA).
3. **General.** This document describes the operations, procedures and general administrative requirements and responsibilities of the Office of the Dean related to the Study Abroad Program (SAP).
4. **Background.**
  - a. The purpose of the SAP is to provide an authentic culture and language immersion opportunity for qualified cadets to develop increased cross-cultural competence, foreign language proficiency, and knowledge of the regional dynamics in their target countries. Cadets selected for the program study for one semester at select foreign institutions, both military academies and civilian universities. Cadets are selected and placed at an institution based on a combination of cadet suitability, cadet performance scores, disciplinary offerings at the institution, cadet graduation requirements, and language ability. The Study Abroad Program supports the Academic Program Goals and the West Point Leader Development System (WPLDS).
  - b. Academic Program Goals. The Overarching Academic Program Goal is for each graduate to be able to “integrate knowledge and skills from a variety of disciplines to anticipate and respond appropriately to opportunities and challenges in a changing world.” The experiences that a cadet gets through the SAP enable that cadet to develop towards this goal, as well as other Academic Program Goals, in ways that one cannot during the standard academic year at the Academy. While on SAP cadets invariably think and act creatively, apply critical thinking skills, broaden their cross cultural competence, engage in uncertainty successfully, value individual contributions in teamwork, make decisions independently, adapt in thought and action, manage in a complex environment, listen and speak effectively, pursue continued intellectual development, and confront challenges.
  - c. West Point Leader Development System Outcomes: The SAP supports cadet attainment of the WPLDS Outcomes with the same challenges and experiential learning that support the Academic Program goals. Cadets participating in the SAP develop openness to new ideas and experiences, better understand ambiguous situations, communicate effectively with all audiences, learn to minimize cross-cultural misunderstanding, demonstrate respect for others, and work effectively with different cultures and people.
  - d. Considerations and Requirements for the Study Abroad Program.

- (1) On-Time Graduation: Cadets, staff, and faculty must ensure that participation in the Study Abroad Program does not affect on-time graduation by the cadet. Cadet selection must consider Academic, Military and Physical Program status, maturity, compatibility with cadet major course of study, impact on Summer Training, and all the other Graduation Requirements.
- (2) Maximizing Opportunity: Study Abroad coordinators must ensure cadets receive maximum benefit from this unique opportunity; therefore, the standard for all Studies Abroad is to ensure cadets:
  - (a) Visit the US Embassy (USEMB) for safety briefings, orientations, and other briefings from USEMB personnel and offices related to US national security concerns in the country/region.
  - (b) Visit / complete an orientation with US Army and or other service forces in country.
  - (c) Visit / complete an orientation with Host Nation military and government offices.

## **5. Responsibilities.**

### **a. USMA G3:**

- (1) Develop and implement USMA procedures for the submission of Country Clearance Requests (CCRs) that are in compliance with DoD regulations. Assist individual travelers, staff, and faculty in ensuring that country clearances have been granted prior to travel.
- (2) For cadets, faculty and staff involved in SAP:
  - (a) In concert with the West Point Installation Security Office, ensure travelers complete foreign travel requirements, as outlined in local policy, applicable regulations, and the Foreign Clearance Guide.
  - (b) Process CCRs and ensure travelers are in compliance with regulations prior to travel.
  - (c) Coordinate with the West Point Installation Security Office to schedule required Area of Responsibilities (AOR) briefings for travelers.

### **b. West Point Installation Security Office:**

- (1) Publish briefing schedules and conduct required briefings for cadets.

- (2) Forward Joint Personnel Adjudication System notifications (Security Clearance verifications) to appropriate US Embassies, as required.
- c. Commandant of Cadets:
  - (1) Approve cadet selection for SAP.
  - (2) Cancel any study abroad based on the safety or security situation.
- d. Dean of the Academic Board:
  - (1) Approve cadet selection for SAP.
  - (2) Cancel any study abroad based on the safety or security situation.
- e. IIDD:
  - (1) Develop, coordinate, and promote a comprehensive program of educational and cultural opportunities allowing for cadet Study Abroad opportunities with military and civilian institutions.
  - (2) Monitor and advise the departments in fiscal accountability associated with SAP execution.
  - (3) Assist AARS, Department Academic Counselors (DACs), cadets and the Department of Foreign Languages in developing SAP academic programs and courses that support USMA cadet graduation requirements.
  - (4) Inform the chain of command of any serious incidents involving West Point personnel involved in the SAP using the procedures outlined in MAAS Memo, SUBJ: Serious Incident Reports (SIRs) Policy Memorandum, dated 27 JUL 11.
  - (5) Partner with academic departments to develop, coordinate and promote a comprehensive study abroad program, to include the selection process, staffing the proposed Order of Merit / Selection Lists (OML), and all other internal USMA coordination in close collaboration with USMA G-3, USCC, and the academic departments. External coordination with host institutions will be led by managing department.
  - (6) Recommend SAP locations, in coordination with USMA G-3 and academic departments, to the Dean.
  - (7) Provide AARS an annual list of course substitutions approved by the various departments.

- (8) Resource and coordinate SAP Information Technology (IT) support to cadets and academic departments.
- (9) Monitor cadet status and compliance with required country clearances, pre-travel briefings, and mandatory training prior to SAP.
- (10) Assist in the administrative execution of SAP to include, but not limited to:
  - (a) Assistance to departments to arrange cadet travel.
  - (b) Payment to foreign institutions.
  - (c) Coordination with West Point Installation Security Office for JPAS forwarding, as required.
  - (d) Monitor and assist academic departments with SAP Academic Progress Evaluations and AMS entry requirements and procedures.
- (11) Receive and track cadet accountability reports and Serious Incident Reports (SIRs).
- (12) Assist Center for Languages, Cultures, and Regional Studies (CLCRS) in researching, funding, and establishing assessment procedures for cadets participating in SAP.
- (13) Provide Cadet Bank/Treasurer's Office with cadet account details prior to departure of each cadet on SAP.
- (14) Pay for services provided to SAP foreign cadets as required by either the relevant MOA or reciprocal agreement.
- (15) In concert with the USMA G-3, assist in the coordination of external visits to West Point by VIPs and dignitaries (civilian and military) from countries where SAP is active.
- (16) Brief the General Committee annually on the status of SAP.
- f. Information and Educational Technology Division (IETD):
  - (1) Support IIDD and academic departments, as required, in researching new and existing information technology in support of the development and delivery of courses taken Not in Residence (NIR) and cadet connectivity while overseas.
  - (2) Develop, in concert with organizational priorities, AMS support to support SAP location selection.

- (3) Coordinate with IIDD for issuing laptops and securing e-mail accounts for visiting International SAP cadets.

g. Office of Academic Affairs and Registrar Services (AARS):

- (1) Maintain records of cadet SAP performance, to include transcripts from the host institution and SAP Academic Progress Reporting Memoranda.
- (2) Monitor course completion reporting and academic progress of SAP cadets.
- (3) Publish an annual list of host institution courses and the corresponding USMA courses that the various departments have approved for transfer credit.
- (4) Assist IIDD, DACs, cadets and the Department of Foreign Languages in developing SAP academic programs and courses that support USMA cadet graduation requirements.

h. Academic Departments:

- (1) Nominate institutions to IIDD for consideration in the SAP using the format in Annex H.
- (2) Receive SAP Academic Progress Evaluations from IIDD, conduct internal review of evaluations, and complete appropriate entries in AMS for course completions. Submit Department Head memorandums to AARS, thru IIDD, for all SAP transfer credits for those courses offered within that department.
- (3) Partner with IIDD to develop, coordinate and promote a comprehensive study abroad program to include creation and nomination of the initial SAP location, all coordination with external host institutions, and subject matter expertise on cadet viability for possible program inclusion. Partner with IIDD for all internal coordination, cadet selection criteria and Selection List development.
- (4) Partner with CLCRS to support assessment of cadets participating in SAP.
- (5) Coordinate with host institution to ensure the timely transference (to USMA) of transcripts, academic progress and course completion information.
- (6) Designate an Officer in Charge for all SAP cadets managed by that department. The OIC will:
  - (a) Submit weekly status reports to IIDD for cadets involved in SAP.

- (b) Inform the Chain of Command and IIDD of any serious Incidents as outlined in *MAAS Memo, SUBJ: Serious Incident Reports (SIRs) Policy Memorandum, dtd 27 JUL 11*.
  - (c) Coordinate with SAP cadets' Department Academic Counselor (DAC) to develop a suitable academic program of study.
  - (d) Ensure SAP participants complete assessments of study abroad experience as directed.
- i. Department of Foreign Languages:
  - (1) Recommend allocation of resources to IIDD for SAP languages, countries and locations between the languages in the USMA curriculum.
  - (2) Assist CLCRS in researching, funding, establishing, executing, and assessment procedures for cadets participating in SAP.
  - (3) Assist academic departments in understanding and interpreting international course descriptions, syllabi, transcripts, and Academic Progress Evaluations as requested.
  - (4) Assist AARS, IIDD, DACs, and cadets in developing SAP academic programs and courses that support USMA cadet graduation requirements.
- j. Center for Language, Cultural, and Regional Studies (CLCRS):
  - (1) Conduct research and related activities, in coordination with DFL, IIDD and other USMA agencies, in support of SAP. Research will include, but is not limited to, determining best practices for integrating SAP with the USMA Academic Program and the West Point Leader Development System.
  - (2) Investigate, develop, implement, and maintain best practices and procedures to both prepare cadets for, and assess their performance before and after SAP experience from three perspectives: foreign language, cross - cultural competence and regional expertise. Develop and administer process for measuring program effectiveness.
  - (3) Conduct theoretical and applied research in foreign language proficiency, second language acquisition, cross-cultural competence, and regional expertise in support of USMA's academic program goals, DoD initiatives, and HQDA force education efforts.
  - (4) Develop and coordinate assessment of SAP cadets to include assessment in Language Proficiency, Cross Cultural Competence and Regional Expertise.
- k. Cadet Bank:

- (1) Adjust cadet's accounts as directed by IIDD and DFL prior to and after SAP.
- (2) As required, provide IIDD with accounting information for payment of foreign cadet outstanding balance.

l. Department Academic Counselors (DACs):

- (1) Develop a suitable program of study and integrate that program with the cadet's Eight Term Academic Program (8TAP) in collaboration with the cadet, IIDD and appropriate academic departments to ensure that cadets meet all graduation requirements.
- (2) For NIR courses, ensure that cadets order the necessary textbooks so that they have the necessary textbooks prior to departure. If books are not received by cadet prior to departure, DACs will deliver required textbooks to IIDD for shipment to cadet.
- (3) Receive updates from cadets on courses in which the SAP cadets enroll upon arrival at host institution. Monitor, advise and assist cadets in verifying and scheduling appropriate courses at host institution.

m. Cadets:

- (1) Develop a SAP course of study, in consultation with the sponsoring academic department, the DAC, AARS and IIDD, which meets cadet developmental needs and supports USMA graduation requirements. Cadets are responsible to ensure that SAP supports scheduled graduation date.
- (2) Inform IIDD and DACs of confirmed courses upon arrival at host institution. Report should be received within one week of arrival at host institution.
- (3) Install Virtual Private Network (VPN) software on their computer and take the computer to the Goldcoats to test functionality PRIOR to departing USMA for SAP and upon return from SAP.
- (4) Coordinate with IETD upon return from SAP to have laptop inspected for functionality and virus-check.
- (5) Report personal accountability status to OIC as directed.
- (6) Report serious incidents as described in Annex B as necessary. To facilitate this reporting, all participants should have the following contact information on their person at all times:



- (a) Telephone number and address of the servicing US Embassy (Marine Guard Post) and US Defense Attaché Office.
  - (b) Central Guard Room, USMA. The telephone number for Central Guard Room is: (001) (845) 938-3804 / 3030.
  - (c) The telephone number of the Departmental SAP OIC.
  - (7) Complete assessment of study abroad experience, in- and out-processing prior to and after completion of SAP, as directed.
  - (8) Complete all training requirements associated with SAP travel.
  - (9) Apply for Passports and Visas IAW requirements.
- 6. Study Abroad Program Management:** In coordination with the various academic departments, IIDD will develop, coordinate, and promote SAP to advance cadet language proficiency, cultural awareness, and regional expertise.
- a. General.
    - (1) SAP is an interdisciplinary program: Cadets will be considered and selected without regard to department or academic major.
    - (2) SAPs sponsored by the Department of Foreign Languages and others as directed by the Dean will support and assess cadet development of language proficiency, cultural awareness, or regional expertise. Assessment will utilize standard assessment tools, adopted by CLCRS, Office of the Dean and USMA.
    - (3) Personnel Accountability: Accountability and safety of participants is vital to success. SAP OICs, as designated by departments, are responsible for ensuring personnel accountability. Reporting procedures are included at Annex A.
    - (4) Fiscal Accountability: IIDD will monitor and advise the various academic departments and OICs to ensure compliance with budgeted allocations. The academic departments are responsible to ensure compliance with allocations and the timely submission of fiscal documentation.
  - b. Serious Incident Reporting (SIR): Academic departments, OICs, IIDD, and cadets share responsibility to keep the chain of command and other officially interested parties informed of all serious incidents. Serious incidents include, but are not limited to: serious injury, criminal targeting or victimization, involvement with legal systems, and any other situation likely to discredit the individual, host nation authorities or USMA. Requirements for SIRs are outlined in *MAAS Memo, SUBJ: Serious Incident Reports*

*(SIRs) Policy Memorandum, dated 27 JUL 11.* Specific instructions for SIR are included at Annex B.

- (1) Reports will be submitted to the US authorities in-country, the event chain of interest (OIC and academic department), as well as the chain of command.
- (2) The Dean of the Academic Board or the Commandant of Cadets may cancel an event based on situational concerns.

c. SAP Location Selection.

- (1) Foreign universities and academies will be proposed by the Academic Departments thru IIDD to the Dean. Locations will be selected based on the overall compatibility of the academic program, military program and physical program suitability, language requirements, and security concerns. Academic departments and other agencies may nominate institutions to IIDD for consideration using the format in Annex H. IIDD will coordinate with appropriate departments, DFL, and USMA G-3 to determine feasibility and appropriateness of any nominated foreign institution. The Dean will make final determination on adding any institution to the SAP offerings.
- (2) Cadets are not authorized to contact foreign institutions to discuss initiating a SAP.

d. Cadet Selection.

- (1) Selecting cadets for these opportunities is a multi-phased, shared responsibility, and must be coordinated with USCC and the Brigade Tactical Division (BTD). Cadets must be screened for achieving acceptable standards in USMA Academic, Military and Physical Programs.
- (2) Minimum Program Score requirements for SAP selection are 2.5/2.5/2.5 (APSC/MPSC/PPSC). The Dean may waive the minimum APSC of 2.5, and the Commandant may waive the minimum MPSC and/or PPSC of 2.5.
- (3) Cadets must meet all other location specific requirements, such as language proficiency and timeline requirements.
- (4) IIDD will assist the various academic departments in developing and staffing an applicant list that includes consideration of a cadet's academic, military and physical program scores, and cadet suitability.
- (5) IIDD will coordinate with appropriate USCC agencies to receive the concurrence of the cadets' chain of command and the Commandant of Cadets.
- (6) IIDD will coordinate concurrence with all academic departments and de-conflict non-concurrence when required.

- (7) The Commandant and the Dean have final approval authority for all selections.
  - (8) Cadets are restricted to one (1) semester of study away from USMA. This one semester includes the Semester Abroad Program and the Semester Academy Exchange Program (participating US service academies).
  - (9) International Cadets are not eligible for the SAP.
- e. SAP Course Load Criteria.
- (1) Every cadet must take the equivalent of at least five (5) courses worth 3.0 credits each (the same as a cadet in-residence at USMA). Cadets taking more than 5 courses require registrar approval and must be requested through IIDD.
  - (2) Cadets must take the equivalent of at least three (3) courses taught in the target language (any subject). Two courses may be in English (either at the host institution or NIR back to USMA). Requests for exception to this policy should be submitted by the sponsoring academic Department Head, through IIDD to the Dean of the Academic Board in memorandum format. These requests must be submitted timely in order to facilitate final 8TAP coordination.
- f. Course Selection. The SAP cadet's DAC will coordinate with that cadet, with support from the academic department sponsoring the SAP and IIDD, as appropriate, to develop a suitable academic program of study.
- (1) When notified of a cadet's interest in SAP, DACs should begin to develop a suitable-integrated program of study abroad. DACs should NOT apply these changes until officially notified that the cadet is selected and approved for SAP. Scheduling and 8TAP issues must be resolved to the DAC's satisfaction prior to the cadet's departure on SAP. Departments retain authority over their cadets' programs of study.
  - (2) DACs must ensure that the SAP cadets' course load is integrated with all academic graduation requirements. DACs will use Study Abroad Program Course Form (Annex C) to confirm compatibility and post 8TAP changes for SAP cadets no later than 30 days prior to departure of the cadet.
  - (3) DACs will ensure SAP courses support West Point academic graduation requirements for their major and that all course substitutions are approved by the academic department offering said course no later than 30 days prior to Term End Exam Week before departure on SAP.
  - (4) DACs will confirm actual courses in which cadets are enrolled while at host institutions no later than one week of the start of classes at the host institution. DACs

will assist cadets in making required changes to 8TAPs related to changes between planned courses and actual courses.

- (5) During and upon completion of the SAP, each cadet's DAC and appropriate the Course Directors will take steps necessary to confirm the validity of the courses taken as appropriate for future SAP course substitution and, if found deficient, take appropriate corrective action.

- g. USMA Courses Taken Not in Residence. USMA does not offer distance learning courses. However, to complete their USMA coursework, cadets may have to take one or more courses through NIR status. Cadets will not take more than two courses via this mode. IIDDD will coordinate all aspects of NIR courses. Courses taken NIR considerations include: course offerings and selection, pedagogy, and technical support.

(1) Course offerings and selection:

- (a) Departments retain the right to offer USMA courses, at their own discretion, in an NIR mode (see DPOM 2-08, para. 9.g.1, for more info). These courses must be within the department's current, approved curriculum, and conducted thru e-mail and or web-conferences. Coursework will be completed IAW policies established in Documentation of Written Work.
  - (b) Departments retain the ability to independently submit a course through the curriculum committee process to support teaching a course solely in an NIR mode. Refer to DPOM 5-5 for the requirements to add new courses to a department's curriculum.
  - (c) Cadets taught via NIR often generate additional faculty workload. Departments may offer any course via NIR with the understanding that cadets in such courses will count as a local cadet for faculty workload.
- (2) Pedagogy: All NIR courses must adhere to the approved syllabus for that course. This includes cadet deliverables, assessments and other course requirements. Courses completed in this manner will be entered on the cadet's transcripts and official records and cadets will receive letter grades (not transfer credits) for such courses. See DPOM 2-8 for additional requirements associated with NIR courses.

(3) Technical Support:

- (a) IIDDD, DFL and IETD will assist departments in the delivery of NIR courses. IIDDD coordinates this assistance effort in support of the departments. IETD provides technical expertise. DFL provides regional expertise.
- (b) In coordination with the participant's DAC, IIDDD will provide any additional computer hardware and software requirements.

- (4) Textbook Issue: For SAP cadets taking NIR courses, cadets are responsible for ordering required textbooks for delivery to the cadet prior to departure on SAP.
- (5) Tracking NIR courses: IIDD will maintain a list of all cadets taking NIR courses at any point in time, along with a list of which courses they are taking.

## **7. Academic Evaluations, Transcripts and Progress Reporting:**

- a. Transfer Credits will only be processed into Cadet Academic Records upon receipt of Official Transcripts or Grade Report from the host institution. All transcripts for USMA Cadets conducting SAP must be forwarded directly from the Host Institution to the Academic Department controlling that SAP.
- b. Departments will forward these evaluations to IIDD as per the format at Annex E.

IIDD will then forward evaluation data to any other academic departments, as required, for courses in those departments, as per the format in Annex F. To comply with the grading requirements of DPOM 2-8, Department Heads will verify the course evaluations and submit final Credit / No Credit transfer approval memorandums through IIDD to AARS.

- c. When a cadet does not achieve a passing evaluation (either failing or an incomplete) at the host institution:
  - (1) The Department Head offering the corresponding course at West Point may evaluate the cadet's subject area knowledge for the equivalent USMA course. This will be done by administering an appropriate evaluative tool. If the results of that evaluation warrant, Academic Department Heads may either:
    - (a) Submit a memorandum thru IIDD, to AARS requesting that course be listed as "Validated." The memorandum will be included in the cadet's official file and must explain the evaluative tool used and describe the cadet's acceptable performance on that tool. If "Validated," the course will then be treated as all other Validated Courses and cannot be used to satisfy any required minimum number of courses as discussed in *Part I* of the *USMA Academic Program (Red Book)*, under *GRADUATION REQUIREMENTS AND ACADEMIC STANDARDS*.
    - (b) Deny Credit.
  - (2) If the Department determines that the cadet did fail the course, AARS will not enter "failed" courses on a cadet's USMA Academic Transcript.

- (3) When a cadet does achieve a passing evaluation at the host institution the department offering the course will enter a “T” in coordination with IIDD and AARS, as per paragraphs a. thru c., above.

**8. Program Assessment:** The Center for Language, Cultural and Regional Studies (CLCRS) implements a system to periodically assess the success and suitability of the various institutions and locations. This system includes assessment of cadet development and growth, and program effectiveness. Assessment will cover the areas of language proficiency, cultural awareness, regional expertise, and human terrain. CLCRS accomplishes this task within the existing assessment institutional framework (Assessment Steering Committee).

**9. Funding.** SAP receives funding from various sources that include: Language Transformation Initiative (LTI) funds, foundational gift funds, OMA funds, and private contributions. Funds will be allocated as indicated below.

a. Appropriated Funding:

- (1) LTI funds are provided to projects which demonstrate potential for measurable improvement in the areas of cadet language proficiency, cultural awareness, and regional expertise.
- (2) Direct Funding: Funding provided by an outside agency for a pre-specified and pre-coordinated purpose.
- (3) Military Interdepartmental Purchase Request (MIPR): Funding provided by another military agency for a specific purpose. MIPRS will be processed IAW current USMA G8 guidelines.

b. Donated Funding (Gift Funding):

- (1) Foundational funds are funds donated to USMA from various academic foundations to promote international academic studies.
- (2) Private Funds: Those funds donated for specific or non-specific purposes as specified by donors to the Association of Graduates.
- (3) Other Funding Sources: Funding will be allocated as they become available and within the stipulations of the granting agency.

c. Direct Funding: Funding provided by an outside agency for a pre-specified and pre-coordinated purpose.

**10. Proponent:** The proponent for this plan is the IIDD of the Office of the Dean.

MICHAEL F. YANKOVICH  
COL, EN  
Vice Dean for Operations

Encl. ANNEX A: Cadet Accountability Reporting  
ANNEX B: Serious Incident Reporting  
ANNEX C: SAP Course Form  
ANNEX D: SAP Out-Processing Form  
ANNEX E: SAP Academic Progress Reporting Memo (Departmental)  
ANNEX F: SAP Academic Progress Reporting Memo (IIDD)  
ANNEX G: SAP Course Selection and Grade/Transfer Credit Processing  
ANNEX H: Nomination of a SAP Host Institution

Distribution:  
DPOM A

## **ANNEX A: Cadet Accountability Reporting**

1. Academic departments sponsoring studies abroad will monitor and report the status of SAP cadets. Academic departments will report SAP cadet status to IIDD weekly. IIDD will review and forward a consolidated report, as necessary, to the academic departments and USCC.
2. Reports will include:
  - a. Name(s) of cadet(s).
  - b. Location.
  - c. Status: health, finance, logistics, academic status, curriculum and communications status.
3. See Annex B for Serious Incident Reporting.



## **ANNEX B: Serious Incident Reporting (SIR)**

1. **General.** *MAAS Memo, SUBJ: Serious Incident Reports (SIRs) Policy Memorandum, dtd 27 JUL 11* outlines the requirements for Serious Incident Reporting. This annex applies to staff, faculty and cadets participating in SAP, AIADs and other overseas events. It does not preclude any other serious incident reporting procedures that other agencies may impose.
2. **Background.**
  - a. *MAAS Memo, SUBJ: Serious Incident Reports (SIRs) Policy Memorandum, dtd 27 JUL 11* outlines the requirements for Serious Incident Reporting.
  - b. All Cadets, while away from USMA or overseas, represent not only themselves, but the United States Military Academy and the US Army. Persons involved in serious incidents overseas must pay particular attention to their well being and the good name of all they represent. In all cases, if there is any doubt as to the seriousness of a situation, REPORT it.
3. **Serious incidents** include, but are not limited to, the following:
  - a. Death or injury (loss of limb, eyesight, or life at risk).
  - b. Any arrest by law enforcement agency.
  - c. Larceny or loss of government property in excess of \$1,000.00.
  - d. Any victimization that involves the attention of non-US law enforcement agency.
  - e. Any other incident that might bring discredit upon a cadet, USMA or the US Army (to include negative media exposure).
4. **USMA** personnel involved in any of the above situations must quickly advise the appropriate authorities and take appropriate actions. The most important action in all cases is to first seek emergency medical attention, if required. Next, contact the following:
  - a. If overseas, US Embassy personnel.
  - b. Central Guard Room, USMA. CGR will follow other procedures informing authorities at USMA. The telephone number for Central Guard Room is: (001) (845) 938-3804 / 3030.
  - c. SAP OIC.
  - d. IIDD and the SAP OIC will report any notifications to USCC and the appropriate academic department.
  - e. The intent is to get the most correct and current information to the Commandant and the Dean, or in their absence, the USCC Chief of Staff and Dean's Chief of Staff.
  - f. To facilitate the appropriate handling of a serious incident, all cadets and OICs will carry the contact information required above on their person at all times.

# ANNEX C: Study Abroad Program (SAP) Course Form

## Annex C: STUDY ABROAD PROGRAM COURSE FORM

TERM	DATES:	
CDT NAME:		CDT ID:
CDT CO:		CDT MAJOR:
HOST INSTITUTION:		COUNTRY:

DAC NAME:		TEL:
DAC NAME:		TEL:

HOST COURSE #	HOST COURSE NAME	USMA COURSE #	USMA COURSE NAME	USMA COURSE DIRECTOR'S NAME	USMA COURSE DIRECTOR'S SIGNATURE

### USMA COURSES TAKEN "DISTANCE":

USMA COURSE #	USMA COURSE NAME	USMA COURSE DIRECTOR'S NAME	USMA COURSE DIRECTOR'S SIGNATURE

ALL COURSES MUST BE APPROVED THROUGH SIGNATURE OF USMA COURSE DIRECTOR  
CADETS MUST TAKE EQUIVALENT COURSES LOADS TO USMA REQUIREMENTS

DAC SIGNATURE:		DATE:
CDT SIGNATURE:		DATE:
IIDD VALIDATION:		DATE:
COUNTRY CLEARANCE VERIFIED		DATE:

Completed forms should be turned in to the IIDD, Ms. Deb Hanrahan, SAP Coordinator, X:830Z.

DPOM 6-1, ANNEX C: Study Abroad Course Form, Revised OCT 12

<b>Annex D: Study Abroad Cadet Out-Processing Sheet</b>		
Purpose: To ensure/verify that cadets departing USMA on SAP have completed all coordination requirements prior to departure. See reverse for additional information.		
Cadets Name: _____ Term: _____		
Foreign Host Institution/CounForeign Host Institution/Country: _____		
DEPT POC Name/Language Group: _____		
Class 20      USMA Cadet Company:      TAC Officer Name: _____		
Non-USMA/Non-Army Alternate Email Address: _____		
Cadet Phone (Cell):      Depart Date:      Return Date: _____		
To be completed by DEPT POC and DAC		
SAP POC Name/Language Group:      Phone Extention: _____		
DAC:      Phone Extention: _____		
<u>Initials/Date</u>		
1. CO TAC Team	Barracks Clearance/Storage Check	
2. DPE Intramural Supply	Arvin Gym, IM Supply Room Mr Ed Padella, x5769	
3. DPE Regimental Guidance Officer	Arvin Gym See your RGO in DPE Guidance	
4. USCC S-1: Cadet Personnel	Wash. Hall, Room 4205	
5. Language Testing- CLCRS	Wash. Hall 4th Floor Room 4320 Ms Sherri Bellinger, x5329	_____
6. DEPT POC	Wash. Hall 5th Floor (POC from the Department Sponsoring the SAP)	_____
7. Cadet Post Office	Wash. Hall, Basement	
8. Service & Issue Center Arms Room	Wash. Hall, WB-4 Mr James McTamaney, x4785	_____
9. Center for Personal Development	Wash. Hall, Room 6306 Ms Grable, x3022	_____
10. USCC SARC:	Nininger Hall, 3rd Floor MAJ Missy Rosol, x7479	
11. USMA Library	Jefferson Hall Circulation Desk	
12. Gold Coats	Bldg 606, 1st Floor Mr Bill Goldsmith, x4332	_____
13. Cadet Store	Bldg 606, 2nd Floor Ms Lenora Grable-Grant, x2418	_____
14. Cadet Health Clinic	Bldg 606, 2nd Floor Mae Fitzgerald x5787 ( call to schedule an appointment )	_____
15. USMA Treasurer	Bldg 600, 3rd Floor Mr Miguel Hernandez, x4262	_____
16. IIDD (with completed 8 TAP form)	Bldg 600, 2nd Basement Ms Deb Hanrahan, x8307 or Brent Matthews, x0210	_____
IIDD is the last office to visit and will maintain this form and the Cadets 8 TAP form See reverse for instructions		

**ANNEX E: SAP Academic Progress Reporting Memo (Departmental)**  
**ANNEX E: SAP Academic Progress Reporting Memo (Departmental)**

MADN-OFFICE SYMBOL

DATE

MEMORANDUM THRU International Intellectual Development Division

FOR Office of the Registrar

SUBJECT: Study Abroad Grading / Transfer Credit, Cadet NAME

**ANNEX F: SAP Academic Progress Reporting Memo (Departmental)**

MADN-XXX

DATE

MEMORANDUM THRU IIDD

FOR Office of the Registrar

SUBJECT: Study Abroad Transfer Credits, Cadet XXXXXXXXXX, C#XXXXXX

1. Cadet NAME (CLASS/COMPANY) attended INSTITUTION during TERM. Enclosure 1 is a copy of grades/transcripts provided by that institution. Enclosure 2 is a copy of the SAP Course Form authorizing subject courses.

2. The Department of DEPARTMENT assigns Transfer Credit as follows, for courses taken within this department:

Host Course Name	Host Course Number	Host Evaluation	USMA Course Name	USMA Course Number	Credit/No Credit

3. I recommend assigning Transfer Credit for the following courses, for courses not associated with this Department:

Host Course Name	Host Course Number	Host Evaluation	USMA Course Name	USMA Course Number	Credit/No Credit

4. The Point of contact for this memorandum is NAME, at EXT: PHONE NUMBER.

SIGNATURE BLOCK  
DEPARTMENT HEAD

**ANNEX F: SAP Academic Progress Reporting Memo (IIDD)**

MADN-IID

DATE

MEMORANDUM FOR Head, Department of NAME, United States Military Academy

SUBJECT: Study Abroad Grading / Transfer Credit, Cadet NAME

1. Subject Cadet attended UNIVERSITY NAME in LOCATION/COUNTRY during TERM. Enclosure 1 is a copy of the Study Abroad Course Form authorizing subject courses. Enclosure 2 is OFFICE CONTROLLING SAP preliminary evaluation of the cadet's performance for subject courses associated with your department.

2. The USMA courses that this cadet completed during this Study Abroad are listed below. Request you complete the table by inserting the USMA final evaluation for each course, and sign the appropriate block.

Host Course Name	Host Course Number	Host Evaluation	USMA Course Name	USMA Course Number	Credit/No Credit

3. Please return this memo to IIDD by the suspense date above, after you have assigned the final evaluation(s).

4. The Point of contact for the ORIGINATING DEPARTMENT memo (ENCL 2) is POC FROM DEPARTMENT MEMO, at Ext: POC PHONE NUMBER.

5. The Point of contact for this memo is Ms. Debra Hanrahan, at Ext: 8307, or Mr. Brent Matthews, at Ext: 0210.

**SIGNATURE BLOCK**  
**ASSOCIATE DEAN, IIDD**

## **ANNEX G: Study Abroad Course Selection and Grade/Transfer Credit Processing**

- 1. General:** SAP cadets must take the equivalent of a full load of classes at USMA (5 classes or the equivalent).
  - a. If a cadet goes on a Language Regional Expertise and Culture (LREC) funded SAP (DFL sponsored), the cadet must take and complete three courses in the host language (any subject). Two courses may be in English (either at host institution or NIR back to USMA).
  - b. Non-LREC SAP (sponsored by other Academic Departments or by IIDDD) must also take a full load of classes and have a language component.
- 2. Course Selection:**
  - a. Cadets and DACs develop course selections and ensure they meet USMA on-time graduation requirements. All courses must have, Course Director or Higher approval from the Department offering the course.
  - b. Courses offered in an NIR mode require concurrence of the Course Director from the Department offering the course.
- 3. Transfer Credit:** Cadets receive “Transfer Credit” upon completion of courses at host institution:
  - a. Successful completion is verified thru transcripts from that institution.
  - b. Sponsoring Departments send recommendations for granting / not granting transfer credit to IIDDD IAW Annex E.
  - c. IIDDD forward recommendations to Departments offering transfer credit for that course IAW Annex F. Upon Department Head concurrence, course directors enter a “T” into AMS as an evaluation.
  - d. These “T”s will NOT be included in the academic program average, but credit is given for course.
  - e. For any courses a cadet does NOT complete successfully (failed), no entry is made on the USMA Transcript.
- 4. Courses Taken Not in Residence:** For NIR courses, grades are processed as if the course was taken at USMA, and will have a letter grade assigned. This grade WILL be computed into Academic Averages (see DPOM 2-8 for additional details).

## **ANNEX G: Study Abroad Selection and Grade/Transfer Credit Processing**

## **5. Military Development Grade:**

- a. USCC / BTD assign a MD grade for Semester Abroad.
- b. Generally, USCC / BTD assign a duplicate grade as that which the cadet received the grading period prior to the Semester Abroad.
- c. In cases where individual cadets performed either very well, or very poorly, USCC / BTD may adjust that grade appropriately.



## ANNEX H: Nomination of a SAP Host Institution

Submitting Department:			Date:	/ /
Department POC:			Phone:	( )- -
Proposed Academic Year:	AY: _____	Semester: _____		
Country:				
Institution Name:				
Institution Address:				
URL:				
Institution POC:			Phone:	( )-( )- -
Fall Semester Dates:	Start: _____	End: _____		
Fall Final Dates:	Start: _____	End: _____		
Spring Semester Dates:	Start: _____	End: _____		
Spring Final Dates:	Start: _____	End: _____		
Approximate Tuition Costs:	\$ _____	(Per Semester)		
Approximate Lodging Costs:	\$ _____	(Per Semester)		
Requirement/Justification (specifically address why previously approved institutions do not meet the requirement):				