



DEPARTMENT OF THE ARMY
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996

MACC-O

26 September 2016

MEMORANDUM FOR United States Corps of Cadets, West Point, NY 10996

SUBJECT: Policy Letter #22: Academic Policy

1. Purpose. The purpose of this memorandum is to establish policies governing academics for the United States Corps of Cadets. This policy letter runs concurrent to the academic policies set forth in Section 1, Standards of Cadet Conduct and Appearance of the USCC SOP.

2. Updated Policies.

a. Classroom Conduct. Cadets will abide by the standards of classroom conduct IAW USCC SOP, Standards of Cadet Conduct and Appearance, Section I, Chapter 6.

b. Class Late Arrivals and Absences. Cadets are expected to attend all classes and academic events, and accomplish their academic duties in a timely manner. Failure to do so is unprofessional and demonstrates an inability to exercise personal responsibility. Standardized minimum punishments for late arrivals, unexcused absences, late assignments and failing to turn in assignments, are outlined in USCC Regulation 351-2, Chapter 1, Table 1-5.

c. Evening Study Period (ESP). See *USMA Regulation 1-1*. Additional policies are outlined below.

i. If all occupants of a room have a term GPA of 3.0 or higher in all academic classes (as shown in CIS after 6, 10, or 15 week grades), they may close their doors during ESP. In all other cases during ESP, Third and Fourth class Cadets must open their door at a minimum by placing a trashcan in the door. Regardless of the position of the door, all Cadets are expected to maintain good barracks study conditions. No activity within any Cadet room should disturb study in any adjacent Cadet room.

ii. All Cadets may use on-post facilities prior to 1930 hours on days with an evening study period, and taps when there is no ESP. Cadet officers and sergeants may use on-post facilities until taps on all days.

iii. 3rd and 4th Class Cadets are confined to the Cadet area limits during ESP. Only Cadet Sergeants and Cadet Officers may use Arvin Gym during the hours of ESP. Fourth and Third-class Cadets may go to Arvin Gym in order to practice for mandatory DPE classes. They must be engaged in activity that directly relates to their requirements

MACC-O
SUBJECT: Policy Letter #22: Academic Policy

for those classes and must be supervised by a PDO Staff member, or CoC member (SL or higher).

iv. 3rd and 4th Class Cadets and any Cadets on Academic Probation are not authorized to use the following facilities during ESP: day room (unless utilized for study), post movie, and Eisenhower Hall except to attend mandatory lectures. Cadets may purchase take-out food at Grant Hall. Stopping to socialize is not authorized.

v. Electronic recording and listening equipment will be played in such a manner that it cannot be heard outside the perimeter of the room with the door closed. In the event the electronic equipment is disturbing to a roommate, the Cadet desiring to listen to the device will use a headset. Cadets are not authorized to play electronic recording and listening equipment outside of their rooms while in the barracks.

vi. Fourth Class Duties. During the hours of ESP, Fourth Class Cadets will not conduct duties, including trash and laundry.

3. Stay Backs. Authorized events will occasionally interfere with a Cadet's ability to prepare for the next day's lessons properly. When these events occur, exemption from grading (stay back) ensures that Cadets' daily grades will not be penalized. Exemption from grading (stay back) is defined as follows:

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

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

4. Stayback Authorization. Cadets may be exempted from grading by only the Superintendent, Surgeon, Dean, or Department Head.

5. Automatic Stay backs. Cadets may be exempt from grading in accordance with the following conditions:

(a) Medical reasons (only under the following conditions):

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

MACC-O

SUBJECT: Policy Letter #22: Academic Policy

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

(b) Corps Squad and Competitive Club competition (see USMA Reg 350-12). Members of athletic teams competing in weeknight competitions that return later than 0100 the next morning are authorized to report themselves exempt from grading in classes before lunch on the following day. In the event that the team's return to CGR is after 0100, the Officer Representative may excuse the team members from the first two morning class periods. The exemptions for competitive club teams apply only for events on Sundays or holidays as USCC 28-1, Regulations for Extracurricular Activities precludes weekday competitions. The OR or OIC, when reporting the return to CGR, will annotate decisions and excused Cadets on the trip roster and turn in it to the officer in charge.

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

(d) Honor Investigative Hearings. Cadets involved in honor investigative hearings must attend classes the following day, regardless of the hearing's duration. If the hearing continues beyond 2100, Cadets involved are exempt from grading in classes before lunch. If the hearing continues beyond 2200, Cadets involved are exempt from grading all day. If the hearing continues beyond 0100, the Special Assistant to the Commandant for Honor may excuse HIH members from the first two class periods on the following day. The SAH submits the names of the Cadets to the Registrar's office.

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

MACC-O

SUBJECT: Policy Letter #22: Academic Policy

7. The point of contact for this memorandum is the Brigade Senior Enlisted Leader at 845-938-7904.

A handwritten signature in black ink, appearing to read "BJ Reed", is positioned above the printed name.

BRIAN J. REED

COL, IN

Brigade Tactical Officer