**DEPARTMENT OF THE ARMY**

**UNITED STATES MILITARY ACADEMY**

**WEST POINT, NY 10996**

MACC-C-C4 15 August 2018

MEMORANDUM FOR RECORD SUBJECT: Academic Rewards and Lates / Absences

1. Purpose. The purpose of this memorandum is to outline the punishment for lates and absences to class and establish rewards.
2. Mission. The goal of the C4 incentives program is to encourage company academic excellence. The goal of the punishment outline is to provide clarity into how lates and absences will be punished to promote consistency.
3. Rewards. Company C4 will establish a system of academic incentives as given in Appendix A.
4. Punishments. Company C4 will adhere to the following punishments for lates and absences as given in Appendix B.
5. The POC for this memorandum is the undersigned at [john.colliton@usma.edu](mailto:john.colliton@usma.edu)

JOHN M. COLLITON Cadet Lieutenant C-4 Academic Officer

APPENDIX A: ACADEMIC REWARDS

|  |  |
| --- | --- |
| Activity | Incentive Awarded |
| A+ or A on a Major Graded Event worth 10% of final course grade | 1 day of PMI |
| Leading a company study session | 1 day of PMI |
| Leading 5 company study sessions | 1 Performance Pass |
| Attending company study session | 1 day of PMI |
| Improving by one letter grade in a class from 6 to 10 week grades or from 10 to 15 week grades | 2 days of either PMI OR drill excusal |
| CRLA tutor certification | 1 Performance Pass |
| Maintaining a GPA of 3.00 or higher at 6 week grades | 2 days of PMI |
| Maintaining a GPA of 3.00 or higher at 10 week grades | 2 days of PMI or 1 Performance Pass |
| Maintaining a GPA of 3.00 or higher at 15 week grades | 1 Performance Pass or 3 day of PMI |
| Upload all coursework (WRPs, writs, problem sets, etc.) in a class to the Cowboy online academic archive. | 1 day of PMI per course |

Note: Drill excusal excludes drill rehearsals in which there is an inadequate number of cadets present for drill. Drill excusal requires joint approval from the training officer.

APPENDIX B: ACADEMIC PUNISHMENTS

|  |  |
| --- | --- |
| 2 Unexcused Lates | 5 Hours |
| First Unexcused Absence | 5 Hours |
| Second Unexcused Absence | 10 Hours |
| Third+ Unexcused Absence | 15 Hours |

Note: Although the purpose of this memo is to provide a clear outline, punishment is ultimately up to the commander’s discretion.