

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3510**

18 OCTOBER 2018



Personnel

**USAF ACADEMY CADET PROGRAM
RECOGNIZING CADET
ACHIEVEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFA/DFR

Certified by: HQ USAFA/DFR
(Dr. Tom Mabry)

Supersedes: USAFAI36-3510,
7 April 2005

Pages: 6

This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and outlines procedures used in administering evaluations and in predicting and analyzing cadet grade distributions. It applies to all USAFA personnel who give and grade cadet evaluations. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the (USAFA/DF). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This revision describes the change to cumulative overall performance average calculation and requirements to be a Distinguished Graduate, describes the five graduation distinctions which are

noted in the graduation program and on a cadet's transcript, and updates the requirements for the Commandant's List.

1. ACHIEVEMENT LISTS

1.1. The Dean's, Commandant's, Athletic Director's, and Superintendent's Lists recognize and reward cadets who excel in academic, athletic, or military performance, stimulate cadets' interest in improving their performance and are published at the end of each academic semester and summer term after publication of probation (academic, honor, aptitude, conduct, or athletic) lists.

2. QUALITY POINTS, SEMESTER GRADE POINT AVERAGE (SGPA), CUMULATIVE GRADE POINT AVERAGE (CGPA), AND CUMULATIVE NORMALIZED OVERALL PERFORMANCE AVERAGE (COPA)

2.1. Cumulative Grade Point Average (CGPA). See *Curriculum Handbook* "Grading" chapter.

2.2. Cumulative Military Performance Appraisal (CMPA). See USAFAI 36-2401, *Military Performance Appraisal*.

2.3. Cumulative Physical Education Average (CPEA). See applicable Athletic operating instruction.

3. GRADUATION RECOGNITION

3.1. The Academy Board will determine which cadets will receive recognition at graduation once final semester academic, military, and physical education grades are furnished by the Headquarters United States Air Force Academy Dean of the Faculty Office of the Registrar (HQ USAFA/DFR).

3.2. Distinguished Graduate. The graduation cumulative normalized overall performance average (COPA) is used to identify "Distinguished Graduates." COPA establishes the graduation rank order and gives preference for graduate education to the selected graduates. No more than 10 percent of the cadets on the graduation rank-ordered COPA listing will be identified as distinguished graduates. In order to be a distinguished graduate, the upper 10 percent of cadets, by graduation COPA, must also be in the top 50 percent of cumulative GPA, cumulative MPA, and cumulative PEA. The Academy Board can, at its discretion, extend below the top 10 percent of cadets by graduation COPA to identify the top 10 percent of cadets who also meet the criteria of being in the top 50 percent of cumulative GPA, cumulative MPA, and cumulative PEA. These distinguished graduates will be listed first on the graduation program as a group and in COPA rank order and will have "Distinguished Graduate" annotated on their transcript. Distinguished graduates will receive their diplomas in COPA order before the rest of the graduates. The rest of the graduates receive their diplomas alphabetically within their respective squadrons.

3.3. "Academic Distinction," "Military Distinction," and "Athletic Distinction." Cadets in the top 10 percent of cumulative GPA (CGPA), cumulative MPA (CMPA), and/or cumulative PEA (CPEA), will earn the graduation distinction, respectively, of "Academic Distinction", "Military Distinction", and/or "Athletic Distinction". These graduation distinctions will be annotated in the graduation program and on the cadet's transcript. See also *Curriculum Handbook* "Grading" chapter.

3.4. “Academy Scholar” distinction. Cadets who complete the Academy Scholars Program requirements will earn the graduation distinction of “Academy Scholar”. This distinction will be annotated in the graduation program and on the cadet’s transcript. See also *Curriculum Handbook* “Special Programs” chapter.

3.5. Preference for Graduate Education. See *Curriculum Handbook* index under Graduate School Opportunities.

3.6. Intercollegiate Athletic Achievement. Athletic achievement is recognized by letters, numerals, and other athletic awards, as determined by the Athletic Awards Council (CAC), which includes HQ USAFA/DF, HQ USAFA/CW, HQ USAFA/AD as described in USAFAI 36-2809, and USAFA Academy Cadet Awards Program.

3.7. Cadet Awards Program. Awards for outstanding achievement in military, academic, athletic, and extracurricular activities are described in USAFAI 36-2809, *USAF Academy Cadet Awards Program*.

4. DETERMINING THE DEAN’S, COMMANDANT’S, ATHLETIC DIRECTOR’S, AND SUPERINTENDENT’S LISTS (HONOR LISTS)

4.1. Cadets may not be on any honors list at any time if they are also on probation (academic, honor, aptitude, conduct, or athletic). Honors lists are created and published at the end of semesters and at the end of the summer term. The honors lists at the end of the summer term are based upon a combined spring/summer performance.

4.1.1. Cadet Administrative Management Information System Lifecycle Program Management Office (CAMIS Lifecycle PMO) computes the Dean’s, Commandant’s, Athletic Director’s, and Superintendent’s Lists at the end of each fall and spring semester and at the end of the summer term.

4.1.2. Academic Scheduling and Customer Service (HQ USAFA/DFRR) maintains these lists.

4.2. Dean’s List. Consists of cadets who have a minimum course load and whose most recent SGPA is at least 3.0, excluding Physical Education grades. Only grades for courses completed during the semester will count for the Dean’s List.

4.3. Commandant’s List. Consists of cadets whose most recent semester military performance appraisal (SMPA) is in the upper third of their class year. In addition, the top basic cadet from each Basic Cadet Training (BCT) squadron, selected through a nominative process, may be authorized to wear the Commandant’s pin for their fall academic year semester.

4.4. Athletic Director’s List. Consists of cadets whose most recent semester physical education average (SPEA) is 3.00 or above and who pass all Physical Education Courses, the Physical Fitness Test, and the Aerobic Fitness Test. See applicable Athletic operating instruction for special cases.

4.5. Superintendent’s List. Consists of cadets who are on the Dean’s, Commandant’s, and Athletic Director’s Lists.

5. DETERMINING ACHIEVEMENT LISTS FOR RETURNING CADETS

5.1. Cadets returning after a period of leave without pay (turnbacks) will be placed on any achievement list they were on before they left the Academy.

5.2. Cadets returning after honor suspension, disenrollment, or resignation will not be placed automatically on an achievement list. However, they may earn placement on any list as early as the first reporting cycle after returning to the Cadet Wing.

6. LATE GRADUATIONS

6.1. Cadets who graduate late through no fault of their own, such as a delay due to medical reasons, may be assigned a COPA rank order equal to comparable classmates who graduated on time.

6.2. All late graduates will be awarded any graduation recognition they would have earned had they graduated on time. Transcripts will note this recognition.

7. ADMINISTRATIVE ACTIONS

7.1. When a cadet is listed on the Dean's, Commandant's, Athletic Director's, or Superintendent's List, a notation will be made on the grade report and on the permanent transcript. These transcript entries will not be changed if cadets are later removed from achievement lists because they were placed on probation.

7.2. After a cadet has graduated, his or her permanent transcript will reflect the final CGPA rank order standing in the graduation class (for example, "137 of 992").

7.3. The Associate Dean for Student Academic Affairs & Academy Registrar will notify a cadet, in writing, who qualifies for preference for graduate education.

8. COPA, CMPA, AND CPEA LISTINGS

8.1. These will not be made available for public dissemination.

8.2. The graduation COPA rank order will not be released to graduates before the graduation exercise. HQ USAFA/DFRR will forward the rank-ordered graduation COPA listing only to Graduate Studies Programs office (HQ USAFA/DFRL), Public Affairs Media Relations Division (HQ USAFA/PAM), and the Academy Board.

8.3. After the graduation exercise, HQ USAFA/DFRR will forward the graduation rank-ordered COPA listing to the Air Force Personnel Center (AFPC).

8.4. Upon written request, HQ USAFA/DFRR will furnish the graduate with his or her individual COPA rank order.

9. RESPONSIBILITIES

9.1. Commandant of Cadets (HQ USAFA/CW):

9.1.1. Notifies HQ USAFA/DFRR when cadets are to be removed from or added to the Commandant's List due to an administrative error.

9.1.2. Notifies HQ USAFA/DFRR immediately to remove a cadet from the Commandant's, Dean's, Athletic Director's and Superintendent's Lists as a result of being placed on honor, conduct, or aptitude probation.

9.2. Dean of the Faculty (HQ USAFA/DF):

- 9.2.1. Notifies HQ USAFA/DFRR when cadets are to be removed from or added to the Dean's List due to an administrative error.
- 9.2.2. Notifies HQ USAFA/DFRR immediately when a cadet is to be removed from the Dean's, Commandant's, Athletic Director's, and Superintendent's Lists as a result of being placed on academic probation.
- 9.3. The Director of Athletics (HQ USAFA/AD), through Physical Education (HQ USAFA/ADP):
 - 9.3.1. Notifies HQ USAFA/DFRR when cadets are to be removed from or added to the Athletic Director's List due to an administrative error.
 - 9.3.2. Notifies HQ USAFA/DFRR immediately when a cadet is to be removed from the Dean's, Commandant's, Athletic Director's, and Superintendent's Lists when the Physical Education Review Committee places that cadet on athletic probation.
- 9.4. HQ USAFA/DFRR:
 - 9.4.1. Updates achievement lists as necessary.
 - 9.4.2. Prepares the Graduation Program by annotating all records for each cadet graduating with distinction or honors.
 - 9.4.3. Places Associate Dean for Student Academic Affairs & Academy Registrar letter notifying cadet of graduate education preference in diploma box, and forwards copies to Air Force Institute of Technology (AFIT) and AFPC.
 - 9.4.4. After each graduation ceremony, forwards rank-order listings of final COPA to the AFPC.

ANDREW P. ARMACOST, Brig Gen, USAF
Dean of the Faculty

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-360, *Publications and Forms Management*, 1 Dec 2015

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFPD 36-35, *United States Air Force Academy*, 25 May 2011

USAFAI 36-2809, *Military Performance Appraisal*, 18 Mar 2014

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

BCT—Basic Cadet Training

CGPA—Cumulative Grade Point Average

CMPA—Cumulative Military Performance Appraisal

COPA—Cumulative Normalized Overall Performance Average. The COPA is computed by first normalizing the component measures of CGPA, CPGA, and CPEA. Next, a transitional cumulative OPA value is computed using these normalized CGPA, CPGA, and CPEA values at 50 percent CGPA, 40 percent CPGA, and 10 percent CPEA. Finally, these transitional cumulative OPA values are normalized to produce the final graduation cumulative normalized Overall Performance Average (COPA).

CPEA—Cumulative Physical Education Average

SGPA—Semester Grade Point Average

SMPA—Semester Military Performance Appraisal

SPEA—Semester Physical Education Average