

**BY ORDER OF THE
SUPERINTENDENT**

**UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3523**

6 DECEMBER 2018

Personnel

**REVIEW AND DISPOSITION OF
DEFICIENT CADETS**



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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and outlines procedures on the administrative processing of cadets deficient in academics and athletics, as well as the requirements guiding intercollegiate eligibility committee processes. This publication applies to all United States Air Force Academy (USAFA) personnel involved in the administrative processing of cadets deficient in academics and athletics or with intercollegiate eligibility committees. This publication does not apply to Air Force Reserve Command (AFRC) units or 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).

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. United States Code (U.S.C.), Title 10, Subtitle D, *Air Force*, Part III, *Training*, Chapter 903, *United States Air Force Academy*, Sections 9331, *Establishment; Superintendent; faculty*, and 9349, *Cadets: organization, service; instruction*, authorizes these agencies to

maintain and collect data prescribed in this publication. The F036 USAFA B, *Master Cadet Personnel Record (Active/Historical)* applies.

SUMMARY OF CHANGES

This instruction has been substantially revised and should be thoroughly reviewed. All references to military disenrollment were removed from this instruction. Military disenrollments are now covered in USAFAI 36-3504, *Disenrollment of United States Air Force Academy Cadets*.

Chapter 1

RECOGNITION LISTS AND PROBATION, AND HONOR CODE VIOLATION SANCTIONS

1.1. Recognition Lists and Probation.

1.1.1. Cadets on any probation (academic, honor, conduct, aptitude, or athletic) will neither be placed on nor remain on any merit lists (Dean's, Commandant's, Athletic Director's, or Superintendent's).

1.1.2. Restrictive sanctions and duty restrictions accompanying academic, conduct, aptitude, and athletic probation are at the discretion of the cadet's commander. For honor probation, restrictions are at the discretion of the Commandant of Cadets. Applicability, clarification, and or modification of restrictions should initially be addressed to the cadet's air officer commanding (AOC).

1.2. Honor Code Violation Sanctions.

1.2.1. Violations of the Cadet Wing Honor Code will be handled as set forth in the *Cadet Wing Honor Code Reference Handbook*.

Chapter 2

ACADEMIC REVIEW COMMITTEE (ARC)

2.1. Deficiency in Academics.

2.1.1. Official grades are released by Dean of the Faculty, Office of the Registrar (DFR) at each mid-semester, end of semester, and end of the summer term. Once released, official grades are immediately retrievable by cadets and AOCs in the Cadet Administrative Management Information System (CAMIS). Upon release of official grades, any cadet with an academic deficiency, as defined in Chapter 5 of the Curriculum Handbook, is on academic probation.

2.1.2. Academic deficiency is defined in the Curriculum Handbook, Chapter 5. The cadet will remain on academic probation until an official progress report (at prog, end of semester, or end of summer) show the deficiency has been corrected. Although a cadet may appear to be no longer academically deficient through ARC action (e.g., dropping course and/or changing major), the cadet will remain on academic probation until the next progress report.

2.1.3. Cadets may be removed from academic probation at mid-semester, at the end of a semester, or at the end of a summer term. Returning cadets who at the time of their departure from the United States Air Force Academy, were on academic probation will be on academic probation upon their return unless they successfully establish, in a written appeal to the Chair of their class-year ARC, they are no longer academically deficient as defined in Chapter 5 of the Curriculum Handbook.

2.1.4. At the end of each semester, the ARC will review all cadets on academic probation. The ARC may make retention recommendations or direct actions that are likely to improve a cadet's academic performance and standing.

2.1.5. The AOCs are responsible for notifying cadets of ARC directives and for ensuring cadets follow through with ARC directed actions. The AOCs should also identify who in their squadron is on academic probation, and ensure those cadets initiate USAFA Forms 68, *Cadet Academic Deficiency Evaluation and Probation Action Plan*, and ensure each academically deficient cadet participates in a squadron Academic Improvement Meeting (AIM). An AIM involves the cadet's chain of command, to include the squadron academic officer and invitation to the cadet's academic advisor, to assist the cadet in establishing a path to academic success and supporting his/her efforts in that endeavor. The AOCs should engage the cadet leadership and cadet academic advisors in the mentorship of academically deficient cadets.

2.1.6. Instructors will evaluate and complete Comment Cards on academically deficient cadets at mid-semester, end of semester, and after the end of the third summer term. Comment cards are required from all instructors for cadets appealing an ARC records review vote for disenrollment. An email notification will be sent to instructors of cadets that are requesting an ARC interview. Instructors will have 3 days to complete the additional comments before the updated comment cards will be pulled for the ARC interviews.

2.1.7. Mentoring of Deficient Cadets.

2.1.7.1. Cadet Academic Officers (CADOs), cadet squadron leadership, academic advisors, and AOCs are responsible for ensuring probationary cadets receive initial counseling and consistent academic mentoring throughout the probationary period. Initial counseling is documented utilizing the USAFA Form 68.

2.1.7.1.1. Probationary cadets have 10 duty days from the date official grades are released to complete the USAFA Form 68.

2.1.7.2. Upon the release of official grades, AOCs should provide a list of academically deficient cadets to the CADO. The CADO then engages the cadet leadership of probationary cadets and ensures each probationary cadet initiates a USAFA Form 68.

2.1.8. ARC Records Reviews. The ARC reviews the records of every academically deficient cadet within 10 days of the official grade release at the end of each semester and at the end of the summer term. The ARC Record Reviews at the end of the spring semester will be held before the USAFA graduation date.

2.1.8.1. The ARC Records Review results will be released via CAMIS letters to AOCs and Academic Advisors within 48 hours of the records review. The AOCs will receive an email with each probationary cadet's 1st ARC letter that received specific direction from the ARC. Not all probationary cadets will receive an ARC letter. However, all probationary cadets must complete the USAFA Form 68 and terms of academic probation. The AOCs should present the ARC letters to the appropriate cadets within 24 hours. Cadets recommended for disenrollment may be required to immediately attend an appellate rights briefing and may be directed to attend the mandatory briefing even if the AOC has not yet presented the 1st ARC letter.

2.1.9. Academic advisors are required to coordinate on the USAFA Form 68 and assign "Consultations" that are likely to lead the probationary cadet towards achieving academic excellence. Academic Advisors should review instructor comment cards, cadet Academic Program Summary (APS) and Grad Check documents, and previous counseling documentation prior to providing initial counseling sessions for probationary cadets.

2.1.10. The AOCs should work with their appointed squadron CADOs and cadet supervisory staffs to develop a cohesive academic strategy that ensures the squadron supports the achievement of academic excellence and motivates probationary cadets to develop and sustain habits that result in academic success.

2.1.11. Removal from Academic Probation. Cadets will be removed from all conditions of academic probation when official grades are released that indicate the cadet is no longer academically deficient. If a cadet remains on academic probation longer than one semester, e.g., because the repeat course for a single "F" grade is not offered in the succeeding semester, the cadet may petition the appropriate ARC Chair (through the ARC coordinator in the Curriculum and Academic Affairs Division (DFRC)) to be removed from academic probation.

2.2. Composition of the Academic Review Committee.

2.2.1. There are four ARCs, one for each class. Each ARC is composed of the following members:

2.2.1.1. Representatives of the Headquarters USAFA Dean of the Faculty (USAFA/DF):

- 2.2.1.1.1. Permanent Professor (Chair) - voting member.
- 2.2.1.1.2. Two professors or associate professors or any other military and/or civilian member eligible for the Faculty Senate - voting members.
- 2.2.1.1.3. The USAFA/DFR Academic Affairs Staff Officer (coordinator) - nonvoting member.
- 2.2.1.2. Representative of the Commandant (USAFA/CW):
 - 2.2.1.2.1. Group or Deputy Group AOC - voting member.
- 2.2.1.3. Representative of the Department of Athletics (USAFA/AD) - voting member.
- 2.2.1.4. Representative of the 10th Medical Group (10 MDG) (need not be present but will submit written inputs (including negative reply) to the coordinator) - nonvoting.
- 2.2.1.5. The cadet's academic advisor or Associate Air Officers Commanding for Academics (AAOCA) and AOC are to attend interviews of cadets recommended for disenrollment (not records review) as nonvoting members of the ARC. Whenever there is a conflict of ARC interviews, the advisor or AAOCA and AOC should attend the most senior cadet's interview.
- 2.2.2. Failure of any nonvoting member to attend an ARC will not invalidate otherwise valid committee proceedings.
- 2.2.3. Voting members may abstain or may be asked to abstain by appealing cadets. At least 4 voting members must participate in the vote. The ARC coordinators should attempt to find alternate voting members when necessary. The ARC Coordinators are authorized to vote in the rare occasion that two normal voting members abstain.

2.3. Academic Review Committee Responsibilities.

- 2.3.1. End-of-Semester and/or Summer ARC. Full voting membership ARC meetings are held at the end of each semester and at the end of the summer term. Reviews may include any academically deficient cadet.
 - 2.3.1.1. With the approval of the Dean, the ARC recommends cadets for disenrollment or late graduation. The committee will recommend to the Dean and Superintendent that cadets deficient in studies be disenrolled unless it determines that both their overall performance and the probability of successful completion of the academic program justify a recommendation for retention.
 - 2.3.1.2. Decisions by the ARC to retain cadets are final. Should the committee decide that overall performance and probability of successfully completing the academic program justify retention, other actions may be deemed necessary. Cadets may be directed to:
 - 2.3.1.2.1. Be counseled by the appropriate agency.
 - 2.3.1.2.2. Be underloaded, or take a normal load during the current or next semester. (See definition of underload and normal load in the USAFA Curriculum Handbook.)
 - 2.3.1.2.3. Repeat a course; remove an incomplete grade.
 - 2.3.1.2.4. Replace honors course with non-honors course.

- 2.3.1.2.5. Be removed from advanced placement course to lower level course with the course's sponsoring department head's approval.
 - 2.3.1.2.6. Change their academic major.
 - 2.3.1.2.7. Be removed from or limit participation in extracurricular activities.
 - 2.3.1.2.8. Be removed from or limited participation in military duties.
 - 2.3.1.2.9. Be automatically reviewed at a future progress report.
 - 2.3.1.2.10. Graduate on time with a deficiency or with an Academy Board waiver of a graduation requirement.
 - 2.3.1.2.11. Be assigned an academic minus. **Note:** A recommendation of academic minus indicates that disenrollment is not warranted solely on academic grounds. This recommendation will be forwarded to the Squadron AOC and Physical Education Review Committee (PERC) for consideration. If an academic minus is present, consideration for disenrollment should be given for a cadet whose deficiency in athletics or military matters might normally result in a retention vote. If the other committee recommends disenrollment, the appropriate ARC Chair will appear before the Academy Board if necessary with the other committee chair to explain the reasons for the ARC recommendation. An ARC will evaluate continued assignment of academic minus at each review.
- 2.3.2. Mid-semester ARC. Each ARC (the ARC Chair and the ARC coordinator) will review the records of deficient cadets. No retention and/or disenrollment voting occurs at mid-semester. Other actions may be directed.
- 2.3.3. End-of-Summer Term ARC. The third class ARC will review records of deficient cadets who attended any of the summer academic terms.

2.4. Academic Review Committee Preparation.

2.4.1. Committee Coordinator Responsibilities:

- 2.4.1.1. Ensure committee members are trained in responsibilities and procedures.
- 2.4.1.2. Distribute cadet deficiency reports at each progress report.
- 2.4.1.3. Prepare and distribute record review and/or interview schedules, agendas, and APSs as soon as possible to members and academic departments prior to the ARC meetings.
- 2.4.1.4. Assemble deficient cadet records and brief during committee review.

2.4.2. Group and Squadron AOC Responsibility. The AOCs will forward evaluations (USAFA Office Form - 299, *AOC Evaluation of Cadet*) to the ARC Chair through the group AOC member for cadets recommended for disenrollment at the records review. AOCs will not complete their section of the cadet's USAFA Form 68, as normally happens for a cadet on academic probation, as the AOC's written inputs to the ARC will be on the USAFA Office Form - 299. These evaluations will include any data the AOC believes to be significant for ARC decision-making, i.e., suitability for commissioning, Weekend Academic Call to Quarters (WACQ) assigned and/or served, multiple probations, and personal and medical information.

2.4.3. Academic Advisor or AAOCA Responsibility:

2.4.3.1. Mid-semester. The ARC requires advisors to oversee cadets in all categories of academic probation in completing the USAFA Form 68. Overloaded cadets on academic probation will be required to drop the overload. If recommendations require an academic program summary (APS) change, it must be submitted with the USAFA Form 68. All cadets on academic probation must be counseled within 10 duty days after the publication of the progress report.

2.4.3.2. End of Semester. The ARC requires advisors to oversee cadets in all categories of academic probation in completing the USAFA Form 68 and submitting it to the ARC coordinator. If recommendations require an APS change, it must be submitted with the USAFA Form 68. All cadets on academic probation must be counseled within 10 duty days after the beginning of the following semester.

2.4.4. Academically Deficient Cadet Responsibilities. Cadets on academic probation will complete a USAFA Form 68 according to instructions on the form and submit to the academic advisor or AAOCA. The USAFA Form 68 will be completed within 10 duty days after the publication of the mid-semester progress report, and within 10 duty days after the start of each new semester for end-of-semester progress reports. **Exception:** Cadets listed on an ARC interview roster must complete a USAFA Form 68 with their appeal package. If cadets fail to complete a USAFA Form 68 and deliver it to their academic advisor or AAOCA by the established deadline date, the academic advisor or AAOCA will forward the cadet's name to the AOC, who will take appropriate disciplinary action.

2.4.5. Instructor Responsibility:

2.4.5.1. Mid-semester. The ARC requires instructors to complete Comment Cards for all "C-," "D," and "F" grades in their courses. Comment Cards are optional for other cadets.

2.4.5.2. End of Semester. The ARC requires instructors to complete Comment Cards for all "C-," "D," and "F" grades in their courses. Comment Cards are optional for other cadets.

2.4.5.3. End-of-Semester ARC Interviews. The ARC requires instructors to complete Comment Cards for all their cadets listed on the ARC interview roster regardless of final grade. Instructors may complete letters of recommendation for cadets who elect to be interviewed by the ARC in appealing a disenrollment recommendation. A cadet's request for a letter is not an institutional requirement but, instead, an instructor prerogative.

2.4.5.4. End-of-Summer Term. The ARC requires all summer academic instructors to complete a Comment Card for all "C-," "D," and "F" grades in their courses. The Comment Card will be submitted no later than two days after the last day of the summer term classes.

2.4.6. Medical Staff Responsibilities. The medical representative will review the medical records of cadets being considered. A medical representative need not be present at committee meetings, but if there is significant medical information, either written or verbal comments need to be prepared for the committee. A negative reply to the coordinator prior to committee meetings is required.

2.4.7. Athletic Representative Responsibilities. The athletic representative will review the athletic and physical education records of all cadets reviewed.

2.5. Academic Review Committee Procedures.

2.5.1. Committee Process:

2.5.1.1. The ARC reviews records of academically deficient cadets at the end-of-semester and/or summer term progress reports. The committee votes and makes recommendations for retention or disenrollment of cadets. If the cadet is a relative or involved socially with any voting member of the ARC that he or she would normally meet, the cadet must report to an unbiased ARC determined by the Vice Dean of the Faculty.

2.5.1.2. During the review, all relevant information is considered. A profile or character sketch of the cadet is compiled using information from the instructor Comment Cards, formal records of counseling, military performance appraisals, athletic ratings, medical history, and any written statements submitted by the cadet.

2.5.1.3. Cadets recommended for disenrollment after a records review (unless previously resigned) will be presented with a letter of notification from the Associate Dean for Student Academic Affairs and Academy Registrar (electronically through the AOC) within two duty days of completion of the records review process. The appropriate ARC coordinator will present this notification. Each coordinator will brief cadets on their rights to present evidence as to why they should not be disenrolled and on the type of evidence considered relevant by the ARC. Cadets receiving such a notification have 72 hours to choose one of two options. The two options are:

2.5.1.3.1. Written Statements Before and Personal Interview Before the ARC. Written statements may be submitted for consideration at the personal interview if presented to the ARC coordinator on or before the fifth day after receipt of the ARC results letter. This is the only time cadets will be permitted to present their case orally and in writing. To exercise this right, cadets must appear in person before the ARC on the date, time, and location specified for the interview. Cadets will not be allowed to call witnesses to testify in person before the ARC. The cadet's academic advisor or AAOCA and AOC are expected to attend the interview. As the situation dictates, informed alternates may stand-in.

2.5.1.3.2. Waiver of Personal Interview and Written Statements.

2.5.1.4. The ARC will interview cadets who elected to appeal no earlier than the sixth day after sending the letter of notification for academic disenrollment. After the interview, the ARC will vote again on whether to recommend disenrollment to the Dean and then to the Superintendent.

2.5.1.4.1. For any ARC interview (those proceedings described in [paragraph 2.5.1.3.1.](#)), the cadet meeting the ARC shall be permitted to challenge committee members for cause. A reasonable likelihood that the member cannot be impartial will constitute cause. The committee chair will rule on any such challenge, including those made against the chair. Should the challenge for cause be against the chair, that

chair must consult an attorney from the Headquarters USAFA Staff Judge Advocate (HQ USAFA/JA) office prior to ruling on the challenge.

2.5.1.4.2. The USAFA/DFRC will send an interview results notification letter to the AOC and Academic Advisor through CAMIS/email if cadets are retained by the ARC or the Dean of the Faculty. The AOCs should immediately share the retention letter with the cadet and begin the academic probation process.

2.5.1.4.3. Records of cadets recommended for disenrollment after an ARC interview will be presented to the Dean for approval or disapproval of the ARC's recommendation. If the Dean concurs with a recommendation for disenrollment, CW is notified to issue a LON to the cadet within 48 hours. The cadet has 3 duty days to provide new information that will be forwarded to the Dean and USAFA/JA. The ARC case file with the accompanying recommendations shall be reviewed by USAFA/JA. The ARC case file, including any additional information provided by the cadet in response to the LON, will be reviewed by the Dean prior to submitting his/her recommendation to the Superintendent.

2.5.1.5. Cadets presented to the Superintendent for disenrollment will be notified of their final disposition by USAFA Staff Judge Advocate Cadet Disenrollments (HQ USAFA/JACD) through their chain-of-command.

2.5.2. Voting. A quorum composed of at least four qualified voting ARC members must be present for voting on any proposed action. A majority vote by the quorum is required for all proposed actions before the ARC, except as otherwise provided in this paragraph. Each member of the committee has one vote on all recommendations brought before the committee. Recommendations for disenrollment or retention in each case are proposed as a formal motion. An open vote is taken on the motion and the details of the committee's deliberations and votes for disenrollment will be given to the Dean and, if the Dean concurs, then the Superintendent, including full identification and explanation of minority and abstention votes on all cases required to be forwarded to them for consideration. For cadets recommended to the Superintendent for disenrollment, the committee will include in its findings whether the active duty commitment for a first or second-class cadet should be waived. The results of the committee meeting are confidential and will be revealed only to the Superintendent or Academy Board as needed.

2.5.2.1. Retention Votes:

2.5.2.1.1. All 5-0, 4-1, 4-0, 3-2, or 3-1 ARC votes for retention are final.

2.5.2.1.2. The ARC Chair will present all other votes to the Dean.

2.5.2.2. Disenrollment:

2.5.2.2.1. The ARC Chair presents all ARC votes for disenrollment to the Dean. The Dean can concur or overturn the ARC's recommendation and retain the cadet.

2.5.2.2.2. With the Dean's concurrence, the ARC Chair presents all ARC votes for disenrollment to the Superintendent for final decision.

2.5.2.2.3. The Superintendent will make the final decision on cadets recommended for disenrollment by the ARC.

2.5.2.3. Abstention Votes:

2.5.2.3.1. Any voting member with a predisposition of the ARC case, the ARC Chair will disqualify the individual from voting, and their vote will be recorded as an abstention.

2.5.2.3.2. Abstention votes are included for purposes of satisfying the majority vote requirement. For example, a vote of two for retention, two for disenrollment, and one abstention would result in a recommendation for the cadet's retention since the required three-vote majority was not met.

2.5.2.3.3. After the introduction of the ARC Interview panel, the chair will ask the appealing cadet if they have a reason to believe any voting member on the board cannot render a fair and objective decision. If the cadet states that a panel member may have a bias, then the chair and the cadet will discuss the alleged bias in private. After the discussion, the chair will decide if the committee member will vote or not.

2.5.3. Observers. Members of the Academy Board, representatives from the Headquarters USAFA Office of Admissions (HQ USAFA/RR) and USAFA/DFR, and faculty members are encouraged to attend ARC meetings as observers with coordination and approval of the ARC coordinator.

Chapter 3

PHYSICAL EDUCATION REVIEW COMMITTEE (PERC)

3.1. Deficiency in Physical Education.

3.1.1. Cadets are deficient in physical education when they have a cumulative Physical Education Average (PEA) below 2.0 or fail intramurals or a Phy Ed course. Cadets are also considered to be deficient if they do not have a valid Physical Fitness Test (PFT) or Aerobic Fitness Test (AFT) score in the last two consecutive semesters (e.g., long-term medical issues). Cadets who are deficient or placed on Athletic Probation will be reviewed by the Physical Education Review Committee (PERC).

3.1.2. Athletic Probation.

3.1.2.1. Cadets will go on athletic probation and be placed in the athletic reconditioning program (RECONDO) if their cumulative PEA is below 2.00.

3.1.2.2. Failure of a Phy Ed course.

3.1.2.3. Intramural deficiencies will be directed to the PERC Chair for appropriate action.

3.1.2.4. The Fitness Testing and Evaluation Division (ADPT) will notify AOCs and cadets when cadets are placed on or removed from athletic probation. A complete listing of cadets on athletic probation will be maintained by ADPT.

3.2. The Physical Education Review Committee (PERC).

3.2.1. The PERC may review cadets deficient in the PFT, AFT, intramural programs, physical education courses, or PEA. The committee may recommend what it deems necessary for each individual case. The most common recommendations follow, but are not limited to:

3.2.1.1. Assigning counseling by the appropriate agency (AD, DF, CW).

3.2.1.2. Requiring the cadet to repeat a Phy Ed course to better his or her PEA or to remove an incomplete grade.

3.2.1.3. Evaluating and recommending the cadet for medical turn-back.

3.2.1.4. Requiring the cadet attend a summer-term physical education program in place of leave.

3.2.1.5. Removing or limiting the cadet's extracurricular activities.

3.2.1.6. Removing or limiting the cadet's participation in military duties.

3.2.1.7. Assigning an athletic minus.

3.2.1.8. Recommending late graduation with summer reconditioning.

3.2.1.9. Recommending disenrollment for physical aptitude deficiency.

3.2.2. The Director of Athletic Programs or Deputy (USAFA/ADP or USAFA/ADPV) can decide, based on the number of cases being reviewed to convene more than one PERC board

during a review cycle. **Note:** A recommendation for an athletic minus indicates athletic deficiencies, which does not solely warrant disenrollment itself. This recommendation will be forwarded to the Squadron AOC and Academic Review Committee for consideration. If CW or the ARC recommends disenrollment based partially on the athletic minus recommendation, a PERC representative will appear before the Academy Board, if necessary with the other committee chair, to explain the reasons for the PERC recommendation. Recommendations for disenrollment or late graduation will be forwarded to the Superintendent through the Director of Athletics (AD) and the appropriate chain of command. Medical turn-back recommendations will be forwarded to the Commandant of Cadets (USAFA/CW) through the applicable Squadron Air Officer Commanding (AOC) in consultation with the 10th Aerospace Medicine Squadron Cadet Clinic (10 AMDS/SGP), when applicable.

3.3. Composition of the Physical Education Review Committee.

3.3.1. Chair directed by USAFA/AD – voting member.

3.3.2. Two Athletic Department representatives (chosen by the Director of Athletic Programs or Deputy) – voting members.

3.3.3. A CW representative – voting member.

3.3.4. A representative from the Dean of Faculty – voting member.

3.3.5. A representative of the 10th Medical Group (need not be present) – nonvoting member.

3.3.6. A reconditioning program Officer in Charge (OIC) (need not be present) – nonvoting member.

3.3.7. The recorder – nonvoting member.

3.3.8. The AOC or AMT of any cadet interviewed by the committee will attend to offer any pertinent testimonies. The Academic Advisor is also advised to attend.

3.3.9. Observers. Observers may attend PERC meetings with permission from the chair. Observers attending the meeting will not be allowed to speak during the proceedings unless the chair specifically requests it. No observer will be allowed to stay in the room during the final discussions and voting.

3.4. Physical Education Review Committee Procedures.

3.4.1. The PERC will be convened as directed by the Director of Athletic Programs to consider cadets who are deficient in any aspect of the Physical Education program. The PERC will make appropriate recommendations to the Superintendent through the Director of Athletics and the appropriate chain of command. The PERC will normally meet at the end of each semester and at the end of the summer. There are two types of PERCs – Review and Interview.

3.4.1.1. PERC Review: Members review the athletic histories of athletically deficient cadets. The five voting members vote to decide what course of action needs to be followed based on the cadet's individual history and inputs from the RECONDO OIC and 10 MDG. While the PERC can recommend a number of different actions, some of

the more common outcomes are athletic probation, counseling, athletic minus, and disenrollment.

3.4.1.2. PERC Interview: Cadets who elect to appeal a PERC Review disenrollment decision have a minimum of five working days to prepare a retention package for a PERC Interview. The cadet will be given written notice of his or her deficiency and rights. The PERC Interview will convene to hear the cadet's appeal. The AOC or AMT will be present for the PERC Interview. The Academic Advisor is advised to attend. If the Academic Advisor cannot attend, then the advisor must submit a letter to the PERC Interview with their impressions of the cadet, including a recommendation for retention or disenrollment. The PERC votes on a course of action following the cadet's appeal; the PERC Interview is the cadet's last opportunity to appeal. However, the chain of command from the Athletic Director through the Superintendent may request the cadet appear before them. If the disenrollment decision stands, the PERC Chair will present the case to the Director of Athletics.

3.4.1.3. If the Athletic Director concurs with a recommendation for disenrollment, the Athletic Director is the initiating authority and will notify the cadet, through the Group AOC and the Commandant, that he/she is being recommended for disenrollment, the basis of the recommendation and supporting documentation, the characterization of discharge proposed, and his/her right to respond. CW issues a Letter of Notification (LON) to the cadet within 48 hours.

3.4.1.4. The cadet has 3 duty days to provide new information that will be forwarded to the Athletic Director and USAFA/JA. The PERC case file with the accompanying recommendations shall be reviewed by USAFA/JA. The PERC case file, including any additional information provided by the cadet in response to the LON, will be reviewed by the Athletic Director prior to submitting his/her recommendation to the Superintendent. The Superintendent will make the final decision on cadets recommended for disenrollment by the PERC and Athletic Director.

3.4.1.5. Cadets presented to the Superintendent for disenrollment will be notified of their final disposition by USAFA Staff Judge Advocate Cadet Disenrollments (HQ USAFA/JACD) through their chain-of-command.

3.4.2. Voting: A quorum composed of at least four qualified voting PERC members must be present for voting on any proposed action. A majority vote by the quorum (a 2-2 vote is not considered a majority vote) is required for all proposed actions before the PERC, except as otherwise provided in this paragraph. Each voting member of the committee has one vote on all recommendations brought before the committee. Recommendations for disenrollment or retention in each case are proposed as a formal motion. An open vote is taken on the motion and the details of the committee's deliberations and votes for disenrollment will be included in the PERC minutes. For cadets recommended to the Superintendent for disenrollment, the committee will include in its findings whether the active duty commitment for a first- or second-class cadet should be waived. The results of the committee meeting are confidential and will be revealed only to the Superintendent or Academy Board as needed. PERC retention votes are final and forwarded only to the Director of Athletics.

3.4.2.1. Abstention Votes:

3.4.2.1.1. Any voting member with a predisposition of the PERC case, the PERC Chair will disqualify the individual from voting, and their vote will be recorded as an abstention.

3.4.2.1.2. Abstention votes are included for purposes of satisfying the majority vote requirement. For example, a vote of two for retention, two for disenrollment, and one abstention would result in a recommendation for the cadet's retention since the required three-vote majority was not met.

3.4.3. After the introduction of the PERC Interview panel, the Chair will ask the appealing cadet if they have a reason to believe any voting member on the board cannot render a fair and objective decision. If the cadet states that a panel member may have a bias, then the Chair and the cadet will discuss the alleged bias in private. After the discussion, the Chair will decide if the committee member will vote or not.

3.5. PERC Preparations. Prior to convening the PERC Interview, the recorder will prepare a list of all athletically deficient cadets arranged by deficient categories. The following information will be provided:

3.5.1. Athletic History Form.

3.5.2. Minutes from the last PERC the cadet met.

3.5.3. AOC remarks and recommendation on *AOC Evaluation of Cadet*.

3.5.4. A written "get well plan" from the appealing cadet.

3.5.5. A Memo for Record from the appealing cadet's RECONDO Cadet in Charge (CIC).

3.6. PERC Scheduling. The PERC members will be notified of the scheduled meeting approximately one week prior to the meeting.

3.6.1. The PERC recorder will prepare and distribute an agenda to each PERC member prior to the meeting.

Chapter 4

INTERCOLLEGIATE ELIGIBILITY COMMITTEE

4.1. Intercollegiate Athletics Eligibility Requirements.

4.1.1. Eligibility for participation in intercollegiate athletics will be, as a minimum, always in accordance with the Constitution and bylaws of the National Collegiate Athletic Association (NCAA) and the rules of the Mountain West Conference (MWC) for sports designated as MWC sports. The NCAA and MWC eligibility standards include both minimum cumulative GPA criteria and satisfactory progress toward graduation.

4.1.2. A member of an intercollegiate squad whose cumulative GPA falls below the following NCAA standards at the time a new semester begins becomes ineligible for competition until the beginning of the next semester (if he/she then meets the cumulative GPA requirement):

4.1.2.1. In the sport of baseball, a cadet athlete who does not meet the minimum GPA requirement at the beginning of the fall term shall not be eligible during the remainder of the academic year per NCAA rules.

Table 4.1.

<u>Intercollegiate Eligibility GPA requirements (NCAA)</u>	
Beginning of Semester	Cumulative GPA
3	1.80
4	1.80
5	1.90
6	1.90
7 and subsequent semesters	2.00

4.1.3. In addition to the minimum NCAA requirements in the [Table 4.1.](#), a cadet athlete also becomes ineligible for competition when he/she enters a new semester and fails to meet USAFA standards (below). A cadet athlete will be declared ineligible for any of the following circumstances:

4.1.3.1. Multiple “F” grades.

4.1.3.2. An “F” grade in a repeat course.

4.1.3.3. Cumulative MPA or cumulative PEA below 1.5.

4.1.3.4. Majors GPA below 2.0 during first-class year.

4.1.4. Eligibility committees may approve waivers to USAFA standards, but may never approve waivers to the NCAA requirements listed in [Table 4.1.](#)

4.2. Composition of the Intercollegiate Eligibility Committees.

4.2.1. The eligibility committees will be composed of the following individuals:

4.2.1.1. USAFA/DF representative (voting member and committee chair).

4.2.1.2. The coach (voting member).

4.2.1.3. A CW representative (voting member).

4.2.1.4. The Officer Representative (OR). The OR will serve as a nonvoting recorder for the committee and will monitor the grades of all cadets on the team roster.

4.2.1.5. The committee chair will be a field grade officer (or above) or civilian equivalent.

4.2.2. The Athletics Liaison office (USAFA/ADPL) will provide a list of members of each eligibility committee to USAFA/DFR, USAFA/CWVV, and to the NCAA Faculty Athletics Representative (FAR).

4.3. Procedures for Eligibility Committees.

4.3.1. When, at mid-semester progress report or end-of-semester final grades, a cadet athlete is placed on academic probation, his/her status as a member of an intercollegiate team will be determined by an eligibility committee for the appropriate sport. In addition to the cases required to be reviewed under [paragraph 4.3.3.](#), a cadet athlete placed on athletic, conduct, and/or aptitude probation may be reviewed by the eligibility committee at the request of CW or the Athletic Director.

4.3.2. The eligibility committees for intercollegiate sports will determine a proper course of action for a cadet who is deficient in any way. The committee's objective goes beyond just ensuring the cadet meets minimum NCAA and MWC academic requirements. The committee is tasked with providing guidance and, if needed, restrictions on cadets to ensure they are on a path leading towards graduation and commissioning. A committee may merely warn the cadet, restrict attendance at practices, recommend extra instruction, or declare the cadet temporarily ineligible to participate in trips or contests. A cadet declared ineligible may be retained on the team and allowed to practice only (not compete in contests).

4.3.3. Eligibility committees will meet within two weeks after the start of classes each semester and within two weeks following the publication of the progress report at each mid-semester to make decisions in academic, athletic, conduct, and aptitude probation cases resulting from:

4.3.3.1. Single or multiple "F" grades.

4.3.3.2. Incomplete grades involving extenuating circumstances.

4.3.3.3. Deficient semester or cumulative GPAs, PEAs and/or MPAs.

4.3.3.4. Major GPA below 2.00 (first-class cadets only).

4.3.4. Each eligibility committee will record minutes of its proceedings and send copies to the FAR, USAFA/DFR, USAFA/ADPL, USAFA/ADWC, and USAFA /CWVV. If no team members are deficient, a negative report must be submitted.

4.3.5. Actions taken by the eligibility committees are completely separate from those actions taken by the ARCs; however, the eligibility committees will keep the FAR informed of their actions. The FAR, in turn, will inform the ARC Chairs of eligibility committee actions (if necessary).

Chapter 5

TITLE 10 PROCEDURES

5.1. Disenrollment of Cadets. Cadets with deficiencies will be processed for disenrollment in accordance with the provisions of AFI 36-3504, *Disenrollment of United States Air Force Academy Cadets*.

5.2. Notification Procedures. Disenrolled cadets will be notified, in writing, by HQ USAFA/JACD. The HQ USAFA/JACD counsels all disenrollees on their rights and options.

5.3. Legal Reexamination (Title 10, United States Code U. S.C. 9351, *Cadets: deficiencies in conduct or studies; effect of failure on successor*). Any disenrolled cadet who is deficient only because of failure to pass a required examination in any one subject is entitled to a reexamination of equal scope and difficulty in that subject, provided both his or her semester and cumulative GPAs are more than or equal to 2.00 for all courses exclusive of the one failed. The cadet must apply in writing to the Office of Student Academic Affairs and Academy Registrar.

5.3.1. The Secretary of the Academy Board or the Registrar will notify cadets of their entitlement to reexamination, in writing.

5.3.2. An ARC coordinator must counsel cadets entitled to a reexamination concerning their Title 10 rights. Cadets will designate, in writing, whether they wish to take the reexamination within ten days of their receipt of the official written notification of disenrollment. Cadets who apply will not be outprocessed until the results of the reexamination are known. The reexamination will be prepared, administered, and graded by the department offering the failed course within five duty days of the department's notification of the cadet's request. The five duty days do not include weekend days, federal holidays, periods of authorized emergency leave, or days where the cadet is admitted as an inpatient in a hospital. Cadets awaiting reexamination will not be sent Temporary Duty (TDY). The reexamination will be of comparable scope and difficulty to the final examination in the failed course. Departments will notify USAFA/DFRC, in writing, of the cadet's final examination grade for placement in the cadet's official records.

5.3.3. The department concerned will notify USAFA/DFRC of the date, time, and location of the reexamination.

5.3.4. Cadets will prepare for their reexamination primarily through individual study. They will not be allowed to attend regularly scheduled classes in the course they failed.

5.3.5. If disenrollment occurs at the end of the fall semester or at the end of the summer term, the cadet will attend all academic and military formations while awaiting reexamination.

5.3.6. If disenrollment occurs at the end of the spring semester, the cadet will take the reexamination in lieu of leave.

5.3.7. Cadets who successfully pass a reexamination will be formally readmitted to the Cadet Wing. The original "F" grade will remain on the transcript, and the cadet will be placed on academic probation until successful completion of the failed course if the course is

a core course or major's requirement. If the course is an elective course or the cadet changes major, the duration of the academic probation is until the next progress report.

5.3.8. Cadets who fail a reexamination are not authorized to take another reexamination.

5.4. Participation in Final Examinations.

5.4.1. Cadets who plan to resign at the end of a semester and elect to take final examinations will receive letter grades and may be disenrolled for academic deficiency in lieu of voluntary resignation if they are deficient in studies at the final grade report. To avoid the possibility of academic disenrollment, a cadet must resign and be officially removed from all classes prior to the start of final examinations.

5.4.2. Cadets notified of the Superintendent's approval of or recommendation for disenrollment before the end of the last day of classes in a semester or term will not be allowed to take finals and will receive no credit for that semester or term. Grades of "WP" or "WF" will be awarded. If, however, all course work is completed and no final examination is required nor any project remains ungraded the grade earned will be awarded.

5.4.3. Cadets notified of the Superintendent's approval of or recommendation for disenrollment after the start of final examinations for a semester or term may complete all final examinations and will receive all credit earned.

Chapter 6

REPORTS

6.1. Disenrollment Case File. HQ USAFA/JACD will forward the disenrollment case file to the Secretary of the Air Force for approval in appropriate cases. The case file will include a recommendation from the Superintendent. The Superintendent will recommend the type of separation and whether any active duty commitment should be waived.

6.2. DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training.* HQ USAFA/JACD will prepare a DD Form 785 on any cadet pending disenrollment.

6.3. DD Form 214, *Certificate of Release or Discharge from Active Duty.* When a cadet is discharged from the Air Force or transferred to another component, HQ USAFA/A1A will issue a DD Form 214 under the general criteria of AFI36-3202, *Separation Documents*.

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

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

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

AFI 36-3202, *Separation Document*, 22 November 2005

AFI 36-3504, *Disenrollment of United States Air Force Academy Cadets*, 9 July 2013

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

AFPD 36-35, *United States Air Force Academy*, 14 March 2018

USAFAI 36-2007, *Application for and Administration of Cadet Turnback Program*, 18 April 2007

USAFAI 36-3504, *Disenrollment of United States Air Force Academy Cadets*, 7 July 2017

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 214, *Certificate of Release or Discharge from Active Duty*

DD Form 785, *Record of Disenrollment from Officer Candidate-Type Training*

Prescribed Forms

USAFA Form 68, *Cadet Academic Deficiency Evaluation and Probation Action Plan*

Abbreviations and Acronyms

AAOCA—Associate AOC for Academics

AD—Department of Athletics

ADPT—Fitness Testing and Evaluation Division

AFCW—Air Force Cadet Wing

AFT—Aerobic Fitness Test

AMT—Academy Military Training Non-Commissioned Officer

AOC—Air Officer Commanding

APS—Academic Program Summary

ARC—Academic Review Committee - See terms for definition

CADO—Cadet Academic Officer

CAMIS—Cadet Administrative Management Information System

DF—Dean of Faculty

F—Failure

GPA—Grade Point Average
IC—Controllable Incomplete
IU—Uncontrollable Incomplete
MWC—Mountain West Conference
NCAA—National Collegiate Athletic Association
OIC—Officer in Charge
OPR—Office of Primary Responsibility
OR—Officer Representative
PE—Physical Education
PEA—Physical Education Average
PERC—Physical Education Review Committee
PFT—Physical Fitness Test
USAFA—United States Air Force Academy
W—Withdraw
WACQ—Weekend Academic Call to Quarters
WF—Withdraw Failing
WP—Withdraw Passing

Terms

Academic:

Academic Probation—The status of a cadet who is deficient in established academic performance standards.

Academic Review Committee (ARC)—A standing committee of the Academy Board responsible for making disenrollment recommendations to the Superintendent on cadets deficient in studies—. At the end of each semester/term, the ARC reviews the cases of cadets with deficient grade point averages (GPAs), recommends rehabilitative actions for those voted for retention, interviews cadets initially recommended for disenrollment, and takes disenrollment recommendations to the Superintendent for final approval. The Office of Primary Responsibility (OPR) for records of ARC meetings and actions is USAFA/DFR.

Comment Card—Information provided by the instructor on a cadet taking his or her course to provide a written picture of the cadet’s classroom performance both academically and militarily. The ARC, Dean, and Superintendent use this information to determine the cadet’s potential to graduate from USAFA and be commissioned into the US Air Force. When ARCs are in session, this information may be obtained by contacting the Registrar Office (USAFA/DFR); otherwise, this information may be obtained by contacting the appropriate academic department.

Deficient in Academics (Academic Probation)—Any cadet whose academic record meets any one of the following criteria, whether at mid-semester or at the end of the semester/summer term, listed below, is considered to be deficient in academics and is automatically placed on academic

probation. See the Curriculum Handbook Chapter 5 for additional information regarding categories of academic deficiency. The ARC at a record review will determine whether the cadet should be recommended for disenrollment to the Superintendent, or for any other appropriate action.

A grade of “F” or a controllable “I” in any course, whether graded or pass/fail, required for graduation or commissioning— This includes majors or elective courses, and Airmanship courses. A grade of “F” in a Phy Ed course results in placement on Athletic Probation.

Cumulative or semester GPA less than 2.00. Core GPA less than 2.0 will also be tracked for academic probation after a cadet’s third semester— GPA calculations incorporate all graded courses, including Phy Ed.

Major GPA less than 2.00 in the first—class year.

GPA—The numeric average achieved by cadets in graded courses. The semester GPA is determined by dividing all quality points earned during a semester/term by the semester hours attempted. The cumulative GPA is determined by dividing all quality points earned during all semesters/terms by the total of all the semester/term hours attempted. A maximum of 13 semester hours of repeat courses may be used to replace original grades in the computation of the cumulative GPA. Quality points are earned per semester hour based on the following:

Table A1.1— GPA/Quality Points.

Grade	Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0

Incomplete—An interim grade of “I” signifies that course requirements have not been completed for the particular course.

Controllable “I” Grade—Given when willful failure to complete required course assignment(s).

Uncontrollable “I”—Given when course requirements have not been met due to incapacity, sickness, or emergency beyond the control of the cadet.

Weekend Academic Call to Quarters (WACQ)—WACQs are weekend study periods of 60 minutes duration assigned to cadets (first class cadets exempt) to improve their academic performance—. WACQs are assigned by the AOC with the assistance of the CADO for the remainder of the semester as follows: one automatic WACQ for being on academic probation

plus one for each “C-“, two for each “D,” and three for each “F” grade. Additional WACQs may be assigned by the academic advisor, up to a maximum of 15 per weekend. Cadets may select the specific period on the weekend to serve their WACQs. Logging of WACQs in the squadron is the responsibility of the cadet. WACQs may be served at the same time as confinements, but in that case will be served in the cadet’s room unless the cadet’s AOC authorizes otherwise. Cadets in good standing may serve WACQs anywhere. The Cadet Wing Academic leadership, with approval from the Dean of the Faculty, can propose and implement an alternative WACQ accountability system. Cadets on academic probation will serve according to the following limitations:

—Third and fourth-class cadets will serve in their rooms or at the library.

—Second class cadets may serve at their sponsor’s, academic advisor’s, AOC’s, or instructor’s house as well as in their rooms or the library.

—Any cadets away on athletic trips may serve WACQs wherever they can as time allows.

Athletic:

Athletic Probation—The status of a cadet who is deficient in any physical education program as determined by the Athletic Director or the PERC. Athletic probation involves closer monitoring of the cadet’s performance in physical education programs and directed remedial efforts.

Deficient in Athletics—Any cadet with a cumulative PEA below 2.0, or who does not have a valid PFT or AFT score in the last two consecutive semesters (e.g., long-term medical issues), or who fails intramurals or a Phy Ed course is considered to be deficient and will be reviewed by the PERC.

Eligibility Committees—A group of officers and civilians who meet at least twice each semester to review the proficiency of intercollegiate cadet athletes—. Every USAFA/AD sponsored intercollegiate athletic team is required to have an eligibility committee. USAFA/AD or its designee serves as the OPR for records of eligibility committee actions. See Chapter 4.

Physical Education Review Committee (PERC)—A standing committee of the Academy Board—. The committee evaluates cadets deficient in the physical education program and makes recommendations to the Athletic Director and the Superintendent. USAFA/ADP or its designee serves as the OPR for records of PERC meetings and actions.

General:

Academic or Athletic Minus—A determination by the appropriate Academy Board subcommittee that a cadet’s performance in a particular area is marginal but not so inadequate as to warrant disenrollment—. Another subcommittee may, if it finds that the cadet’s performance in a second area of performance is also marginal, but not so inadequate as to warrant disenrollment, recommend the cadet for disenrollment based upon marginal performance in two or more areas. Minus recommendations must be forwarded to the other standing committees of the Academy Board (ARC and PERC) and considered under their deliberations.

Deficient Cadet—A cadet who fails to meet the required standards in conduct, integrity, training, athletic or academic proficiency, or aptitude for commissioned service.

Disenrollment—Termination of cadet status. Disenrollment does not in itself end other military obligations (AFI36-3504).

Progress Reports—Academic, athletic, and military grades and performance averages published each mid-semester, end of semester, and end of the summer term.