

**BY ORDER OF THE
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3542**

17 AUGUST 2018

Personnel

**ASSIGNING AND PROCESSING
FORMAL GRADES**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and outlines responsibilities for assigning and processing formal grades. It applies to all United States Air Force Academy (USAFA) activities involved with formal grading and requires collecting and maintaining information protected by the Privacy Act of 1974, as authorized by *Title 10, United States Code 903*. Systems of Records Notice F050 AFA B, Instructor Academic Records, apply. 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).

SUMMARY OF CHANGES

This revision updates the office symbol for HQ USAFA/A6. No content is changing.

1. Responsibilities. Assigning and processing formal grades is a joint responsibility of several USAF Academy activities, each of which is tasked in this instruction. The Dean of the Faculty (HQ USAFA/DF) is the overall monitoring activity for assigning formal grades and will work through the Vice Dean of the Faculty (HQ USAFA/DFV) to ensure that all activities comply with their responsibilities. The ultimate responsibility for assigning letter grades (or changes to them) at the mid-semester report and at the end of a course belongs to the Department Head of the appropriate academic departments or Deputy Director of Athletic Programs (HQ USAFA/ADP).

1.1. HQ USAFA/A6:

1.1.1. Provides automated services for:

1.1.1.1. Updating the Academic Grade Data.

1.1.1.2. Maintaining the Student Information System database and associated applications.

1.1.2. Advises appropriate activities on data preparation procedures and problems to include computer systems analysis and programming support.

1.2. Academic Scheduling and Customer Services (HQ USAFA/DFRR), Student Academic Affairs and Academy Registrar:

1.2.1. Maintains the entire official certified permanent course grades and records of all graded and non-graded performances by individual cadets.

1.2.2. Updates courses and letter grades for past semesters on the Student Information System database as required.

1.2.3. At the request of cadets and former cadets, prepares and mails transcripts of their permanent records and assesses and collects transcript fees as applicable.

1.2.4. Maintains the proper safeguards to protect release of grade information on each cadet as required by the Privacy Act by assuring proper completion of Incoming Class Data Collection Screen.

1.3. DF Department Heads and HQ USAFA/ADP:

1.3.1. Appoint grade-processing coordinators as liaisons with Information Services (HQ USAFA/DFRI), Office of the Registrar.

1.3.2. Ensure that each course director chooses the appropriate printing option for the grade report.

1.3.3. Ensure that final grades are not released to cadets prior to the publication of the final course grade report and that the predicted and actual grade distributions are NOT released to cadets. Department Heads and HQ USAFA/ADP may release mid-semester grades to cadets after Lesson T20.

1.3.4. Sign, or have the Deputy Department Head sign, the annotated mid-semester or final course grade report for letter grade assignment indicating concurrence with the grades assigned.

1.3.5. Ensure that the following are accomplished for each graded course:

1.3.5.1. Complete and submit to the Student Information System, through HQ USAFA/DFRI, required grade inputs for all mid-semester reports and end-of-semester or end-of-term grade reports.

1.3.5.2. Advise HQ USAFA/DFRR, by memorandum, of all letter grade changes due to administrative error.

1.3.5.3. Advise HQ USAFA/DFRR, by memorandum, of all incomplete grade assignments due to either uncontrollable or controllable circumstances.

1.3.5.4. Advise HQ USAFA/DFRR, by memorandum, of the removal of "I" grades. For more information on "I" grades, see the *Curriculum Handbook*, chapters 4-6.

1.3.5.5. Assign and submit to HQ USAFA/DFRR, within 3 workdays after receipt of a drop-add authorization sheet, a grade of "WP," "WF," or a final grade (if the course has been completed) for each disenrolled cadet who departs after Lesson T20.

2. Procedures:

2.1. Pass/Fail Courses. Pre-registered courses, such as Airmanship courses, automatically assign a "P" grade. Failures and incompletes are assigned by exception. The Department Head must notify HQ USAFA/DFRR, by memorandum, no later than the first day of the final exam period, of "F" or "I" grades to be awarded at the end of semester or term. If a cadet departs the Academy or drops a pass/fail course prior to the end of the semester, HQ USAFA/DFRR will notify the department by a drop/add authorization sheet. The department should assign a grade within 3 workdays. All pass/fail grade reports must be verified and signed by the Department Head within 5 days of course completion.

2.2. Graded Course - Letter Grade Assignment:

2.2.1. Departments will furnish HQ USAFA/DFRI with the grades for their courses at mid-semester and at the end of semester or end of term.

2.2.2. HQ USAFA/DFRI, in return, will furnish a mid-semester or final course grade report for each course to the department. Academic departments and HQ USAFA/ADP ensure the security of these final permanent reports, certify accuracy with a complete signature on the Registrar's copy, and return them to HQ USAFA/DFR. Department Heads and HQ USAFA/ADP must ensure that an authorized official is available in their departments during the mid-semester and end-of-semester grading cycles to authenticate these forms.

2.2.3. Grade changes to the final course grade report are authorized until the Department Head or HQ USAFA/ADP has signed the report. Any changes after that point must be submitted in writing to HQ USAFA/DFRR.

2.2.4. Any grade changes that become necessary after completing final course grade reports, with the exception of "I" grades, should be sent to HQ USAFA/DFRR as soon as possible so that all products associated with a grade change (i.e. transcripts, APSs, GPAs and Honor Lists) can be updated. All grade change letters should be signed by the Department Head, Deputy Department Head, or HQ USAFA/ADP and should be in the format noted in [Attachment 3](#).

2.2.5. To submit or remove an "I" grade, follow the procedures outlined in the Registrar's "I" grade procedure memorandum that is submitted to each department before each grading cycle. See [Attachment 4](#) for the format for changing "I" grades.

2.3. Unsatisfactory Completion of Accelerated and Advanced Fourth Class Courses. Fourth-class cadets who do not satisfactorily complete accelerated or advanced courses will normally be awarded a "W" in those courses. The department forwards a memorandum to HQ USAFA/DFRR along with the course grade report concerned. The memorandum will also indicate which follow-on course or courses the cadet must take in future semesters. For more information, see the *Curriculum Handbook*, Chapter 7 (Grade Protection).

2.4. "I" Grades. HQ USAFA/DFRR will notify group air officers commanding (AOC) about cadets receiving controllable and uncontrollable "I" grades. The penalties attached with these grades are as follows:

2.4.1. Uncontrollable "I" Grades. Uncontrollable incomplete work for full semester courses at the middle or end of semester will be awarded an "I" grade. HQ USAFA/DFRR and the department awarding the grade will monitor incomplete work. Uncontrollable incomplete work should be completed at the earliest opportunity. A cadet will not be placed on academic probation solely for an uncontrollable "I" grade.

2.4.2. Controllable "I" Grades at Mid-semester. Cadets earning a controllable "I" grade at mid-semester will be placed on academic probation for the remainder of the semester.

2.4.3. Controllable "I" Grades at End of Semester. Cadets earning a controllable "I" grade at the end of semester will be restricted to USAFA through the last scheduled final examination period or until all course work is completed. If the cadet departs at the end of the semester or summer term with a controllable "I" grade, the final letter grade may be determined by assigning a zero for the incomplete work. In addition, the Department Head, working in coordination with the course director, will determine if, in spite of zero credit for incomplete work, minimum course requirements have been satisfied to warrant an overall passing course grade.

3. Specific Procedures. Throughout each semester, Office of the Registrar (HQ USAFA/DFR) will publish specific procedures for all the previous general procedures.

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 December 2015

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

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

Title 10, U.S.C. 903

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

AOC—Air Officers Commanding

CAMIS—Cadet Administrative Management Information System

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy

Terms

Academic Grade Data—A subset of the Student Information System database containing records maintained for each cadet for each graded course offered during the current semester.

Course Grade Report—Published at mid-semester, end of semester, and end of summer term. The mid-semester grade reflects temporary progress grades that are subject to change by the end of the semester, or term, based on overall performance.

Graded Course—A course for which a grade of "A," "A-," "B+," "B," "B-," "C+," "C," "C-," or "D" is awarded upon successful completion. Grades of "F" (failing), "W" (withdrawn), "WP" (withdrawn passing), "WF" (withdrawn failing), and "I" (incomplete) may also be awarded at the end of a graded course. At the end of the fall semester, an "N" (no grade) may be awarded to continuing (two-semester) courses.

Grades—A cadet's performance in any graded course of instruction is officially reported to DFR at mid-semester and end-of-semester or summer as one of the following: "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D," "F," "P" (passing), "W" (withdrawn), "WP" (withdrawn passing),

"WF" (withdrawn failing), "IC" (incomplete, controllable) and "IU" (incomplete, uncontrollable).

"W," "WP," and "WF" Grades—A "W" grade is awarded when a cadet withdraws from a course between Lesson M9 and Lesson T20. If a cadet drops a course prior to Lesson M9, the course will not appear on the mid-semester report or an official transcript. If a cadet drops a course after Lesson T20, the department offering the course will award a "WP" or "WF" grade, as appropriate. In exceptional cases, the Dean of the Faculty (HQ USAFA/DF) or the Vice-Dean (HQ USAFA/DFV) may award a "W," "WP," or "WF" grade, as appropriate, to a cadet withdrawing from a course.

"I" Grades—An "I" grade is a temporary grade given at the mid-semester or ends of semester. "I" grades can be controllable or uncontrollable. An uncontrollable "I" grade (IU) indicates that course work or a final examination has not been completed for causes that are not within the control of the cadet, such as medical incapacity or emergency. A controllable "I" grade (IC) indicates that the cadet was responsible for failure to complete an assignment considered being important for evaluating course work.

Grade—An "N" grade is awarded at the end of the fall semester in a course that continues for an entire academic year. "N" grades may be awarded in Military Training 100 (BCT) and Military Training 220 (CST) when cadets are physically unable to complete one or more phases of the programs. "N" grades may not be awarded as final grades in a course. An "N" grade may be awarded in a pass/fail course at the mid-semester report to reflect no grade available. At the end of the fall semester, an "N" grade may be awarded only in continuing courses.

Pass/Fail Non-graded Courses—Pass/fail non-graded courses are courses for which a grade of "P" or "F" is awarded upon successful or unsuccessful completion of the course. If a cadet departs prior to course completion, the following grades may be awarded depending on the number of lessons the cadet completed: "W," "WP," or "WF."

Attachment 2

CADET RECORDS AND REPORTS NECESSARY FOR FORMAL

LETTER GRADE ASSIGNMENT AND SUBMISSION DURING SEMESTER

The following				
Sequence	Activity or Individual	Will Prepare or Perform	By or On	And Distribute To
1	DFRI	Predicted Grade Distributions	Lesson 5	ADP and all DF Academic Depts.
2	DFRI	Letter on mid-semester or final semester grade submission times	Lesson 11 Lesson 30	ADP and all DF Academic Depts.
3	Grade Processing Coordinators	Incomplete grade letters	Lessons 21 and 40	DFRR
4	Grade Processing Coordinators	Letter grade assignments on grade files	Lesson 21 and finals	DFRI
5	DFRI	Midterm or final course grades report	as scheduled	ADP and all DF Academic Depts.
6	Grade Processing Coordinators or Course Directors	Certification of reports	as scheduled	DFRI
7	Grade Processing Coordinators	Assign permanent letter grades to previous "I" grades	24 hours after cadet clears "I" grade	DFRR

Attachment 3**FORMAT FOR CHANGING GRADES**

A3.1. Department, Course Title and Number.

A3.2. Cadet's Class Year.

A3.3. Cadet's Squadron.

A3.4. Cadet's Name.

A3.5. Cadet's SSN.

A3.6. Change grade from _ to _.

A3.7. Rationale:

Attachment 4

FORMAT FOR CHANGING 'I' GRADE

A4.1. Department, Course Title and Number.

A4.2. Cadet's Class Year.

A4.3. Cadet's Squadron.

A4.4. Cadet's Name.

A4.5. Cadet's SSN.

A4.6. Type of "I" grade to be awarded or removed.

A4.6.1. _____ Uncontrollable "I" with the cadet not placed on academic probation solely for this incomplete grade.

A4.6.2. _____ Controllable "I" with the cadet restricted through finals and on academic probation the following semester if the "I" is not removed by the end of the grading cycle.

A4.7. Estimated Completion Date or Actual Completion Date.

A4.8. Change "I" grade to permanent _ .