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Personnel

VIOLATIONS OF ACADEMIC STANDARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, and sets forth the procedures for determining academic penalties for violations of academic standards. It applies to all Academy personnel involved with graded cadet work. See **Attachment 1** for glossary of terms.

SUMMARY OF REVISIONS

Changed the duty title of HQ USAFA/AHP from Director of the Physical Education/Intercollegiate Division to Director of Athletic Programs/Head, Physical Education Department. A bar (|) indicates revisions from the previous edition.

1. Academic Penalties . Decision authorities will determine whether a cadet has violated academic standards. Academic penalties are imposed to protect the academic integrity of the institution and the relative class standing of those cadets who abide by academic standards.

1.1. **Penalty Proportions.** In general, the penalty shall be proportional to the severity of the violation. Penalties shall not be merely token, which might encourage contempt for academic standards. Ordinarily, the most severe academic penalty shall be a zero on the whole assignment.

1.2. **Graded Homework.** If a cadet gets unauthorized help on a graded homework assignment, then the academic penalty could be zero on the whole assignment. Where decision authorities determine that the cadet's action was inadvertent or unavoidable, a lesser academic penalty may be awarded. If the cadet did not document the help, the matter may be referred to the Cadet Honor System.

1.3. **Severe Penalties.** If a decision authority believes that circumstances warrant a more severe penalty than zero on the whole assignment, he or she will coordinate with the appropriate mission element head. More severe academic penalties may include awarding a course grade of "F" and removing the cadet from the course.

2. Standard of Proof . The decision authority's determination that a cadet violated academic standards must be based on a preponderance of credible evidence. Proof beyond a reasonable doubt is not required.

3. Procedures for Determining Academic Penalties for Academic Standards Violations:

3.1. **Initial Notification.** When it appears a cadet has violated academic standards, the decision authority will carefully review all the relevant evidence. The cadet will be notified of the allegation and given an opportunity to respond to it. Additionally, the matter will be referred to the Cadet Honor System, if appropriate.

3.2. **Determination.** After thoroughly reviewing all the relevant evidence (including the cadet's response to the allegation, if any), the decision authority will, in a timely manner, determine (independently of any possible associated honor proceedings) whether the cadet violated academic standards in accordance with paragraph 1. The cadet will be notified of this decision and the reasons. If, after coordination with the mission element head, the decision authority imposes a more severe academic penalty than zero on the whole assignment, then the cadet's Air Officer Commanding (AOC) and academic advisor will be notified as well.

3.3. **Change of Penalty Notification.** The decision authority will promptly notify the cadet and the cadet's AOC and academic advisor of any changes to the academic penalty.

3.4. **Assignment of Course Grade of "F" or Removal From Course.** If a course grade of "F" is awarded or the cadet is removed from the course, the decision authority will notify, in writing, the cadet, the AOC, the academic advisor, and the Office of the Registrar (HQ USAFA/DFR).

4. Responsibility of Records. Units are responsible to comply in accordance with AFI 37-138, *Records Disposition--Procedures and Responsibilities*) and AFMAN 37-139, *Records Disposition Schedule*, for maintaining and disposing of electronic or paper records kept on file.

DAVID A. WAGIE, Brig Gen, USAF
Dean of the Faculty

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

Decision Authority—A Dean of the Faculty (HQ USAFA/DF) department head, the Commander, 34th Education Group (34 EDG/CC), and the Director of Athletic Programs/Head, Physical Education Department (HQ USAFA/AHP).

Mission Element Head—The Dean of the Faculty (HQ USAFA/DF), the Commandant of Cadets (34 TRW/CC), and the Director of Athletics (HQ USAFA/AH), or officers they designate.

Violation of Academic Standards—Conduct incompatible with academic integrity or institutional values. For example, submission of work for credit that is not the cadet's own, whether intentional or not, is a violation of academic standards.