

**17 June 1998**

**Personnel**

**ASSIGNING AND PROCESSING FORMAL  
GRADES**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ USAFA/DFRI (Mr Joe Ogrodny)  
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Certified by: HQ USAFA/DFR (Dr Dean Wilson)  
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This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*, and outlines responsibilities for assigning and processing formal grades. It applies to all USAF Academy activities involved with formal grading and requires collecting and maintaining information protected by the Privacy Act of 1974, as authorized by Title 10 U.S.C. 903. USAFA Form 13, contains a Privacy Act statement required by AFI 37-132. Systems of Records Notice F050 AFA B, Instructor Academic Records, apply. See [Attachment 1](#) for glossary of Terms.

**SUMMARY OF REVISIONS**

Changes HQ USAFA/DFRD to HQ USAFA/DFRI and made minor sentence structure changes.

**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 Director of Operations (HQ USAFA/DFS) to ensure that all activities comply with their responsibilities. The ultimate responsibility for assigning letter grades (or changes to them) at the midsemester report and at the end of a course belongs to the Department Head of the appropriate academic departments, 34th Education Group Commander (34 EDG/CC), or Deputy Director of Athletic Programs (HQ USAFA/AHP).

**1.1. Commander, 10th Communications (10 CS):**

1.1.1. Provides automated services for:

1.1.1.1. Updating the Academic Grade Data.

1.1.1.2. Maintaining the CAMIS 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. Cadet Examinations and Records Division (HQ USAFA/DFRR), Office of the Registrar:**

- 1.2.1. Maintains the entire official certified permanent course grades and records of all graded and nongraded performances by individual cadets.
- 1.2.2. Updates courses and letter grades for past semesters on the CAMIS 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. With written permission of the individual cadet, mails the USAFA Form 6, **United States Air Force Academy Grade Report**, to the cadet's parents or legal guardians.
- 1.2.5. Maintains the proper safeguards to protect release of grade information on each cadet as required by the Privacy Act by assuring proper completion of USAFA Form 13, **Disclosure of Cadet/Cadet Candidate and Medical Information**.
- 1.2.6. Distributes USAFA Form 6 to each cadet.

**1.3. DF Department Heads, 34 EDG/CC, and HQ USAFA/AHP:**

- 1.3.1. Appoint grade-processing coordinators as liaisons with Data Information Services (HQ USAFA/DFRI).
- 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, 34 EDG/CC, and HQ USAFA/AHP may release midsemester grades to cadets after Lesson T21.
- 1.3.4. Sign, or have the Deputy Department Head sign, the annotated midsemester 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 10 CS, through HQ USAFA/DFRI, required grade inputs for all midsemester reports and end-of-semester or end-of-term grade reports.
  - 1.3.5.2. Advise Examinations and Records (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 T21.

**2. Procedures:**

**2.1. Pass/Fail Courses.** Preregistered 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 a computer data file containing the grades for their courses at midsemester and at the end of semester or end of term. See [Attachment 2](#) for the format used in submitting grades.

2.2.2. HQ USAFA/DFRI, in return, will furnish a midsemester or final course grade report for each course to the department. Academic departments, 34 EDG, and HQ USAFA/AHP 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/DFRI. Department Heads, 34 EDG, and HQ USAFA/AHP must ensure that an authorized official is available in their departments during the midsemester 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, Deputy Department Head for 34 EDG, or HQ USAFA/AHP 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, 34 EDG/CC or HQ USAFA/AHP 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.

**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 Midsemester. Cadets earning a controllable "I" grade at midsemester 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 Heads in coordination with their course directors 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.

**4. Forms Prescribed.** USAFA Form 6 and USAFA Form 13.

RUBEN A. CUBERO, Brig Gen, USAF  
Dean of the Faculty

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

**CAMIS**—Acronym for Cadet Administrative Management Information System, the unified USAFA computerized database.

**Academic Grade Data**—A subset of the CAMIS database-containing records maintained for each cadet for each graded course offered during the current semester.

**Course Grade Report**—Published at midsemester, end of semester, and end of third summer term. The midsemester 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 midsemester and end-of-semester or summer as one of the following: "A," "A-," "B+," "B," "B-," "C+," "C," "C-," "D," "F," "P" (passing), "N" (no grade, continuing with no penalty), "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 T21. If a cadet drops a course prior to Lesson M9, the course will not appear on the midsemester report or an official transcript. If a cadet drops a course after Lesson T21, 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 midsemester 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 (such as certain physical education courses). "N" grades may be awarded in Military Training 100 (BCT) and Military Training 220 (SERE) 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 midsemester 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 Nongraded Courses.**—Pass/fail nongraded 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**

Sequence	The following Activity or Individual	Will Prepare or Perform	By or On	And Distribute To
1	DFRI	Predicted Grade Distributions	Lesson 5	AHP, 34 EDG/CC, and all DF Academic Depts.
2	DFRI	Letter on mid-semester or final semester grade submission times	Lesson 11 Lesson 30	AHP, 34 EDG/CC, and all DF Academic Depts.
3	Grade Processing Coordinators	Incomplete grade letters	Lessons 22 and 42	DFRR
4	Grade Processing Coordinators	Letter grade assignments on grade files	Lesson 23 and finals	DFRI
5	DFRI	Midterm or final course grades report	as scheduled	AHP, 34 EDG/CC, 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 A, B, C, D, AND F 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.** Assign "I" grade/Change "I" grade to permanent \_\_\_\_ .