

**21 JANUARY 2000**



**Personnel**

**EVALUATING AND DISTRIBUTING  
CADET GRADES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, and outlines procedures used in administering evaluations and in predicting and analyzing cadet grade distributions. It applies all USAFA personnel who give and grade cadet evaluations.

**SUMMARY OF REVISIONS**

Changed HQ USAFA/DFRD to HQ USAFA/DFRI

**1. Evaluations:**

**1.1. Graded Take-Home Evaluations.** Dean of the Faculty (HQ USAFA/DF) departments or 34th Education Group Commander (34 EDG/CC) divisions will not normally give take-home examinations. The Vice Dean of the Faculty (HQ USAFA/DFV) or 34 EDG/CC may make exceptions to this procedure. Routine homework assignments may be graded but this must be specified beforehand. Any exceptions to individual effort must be specified in writing in assigning graded homework.

**1.2. Final Examination Exemptions for Exceptional Students.** At the department head's discretion, a final examination exemption procedure may be established in core and elective courses. This procedure meets the following criteria:

1.2.1. The excused cadets must have a clear "A" in the course upon completion of all graded work during the 42 lessons. Further, they must have demonstrated successful integration of all course material and consistent high-quality performance throughout the course.

1.2.2. Up to 5 percent of course enrollment, as measured at lesson 42, may be excused from the final exam in any course. Departments must submit a listing of excused cadets to Office of the Registrar (HQ USAFA/DFR) prior to the final exam period.

**1.3. Makeup Evaluations.** Cadets will make up all final examinations missed unless exempted as described in paragraph 1.2.. HQ USAFA/DF departments or 34 EDG squadron commanders may require cadets to make up any quizzes or graded reviews (GR) missed. A cadet may take a GR or final examination at a date later than normally scheduled if the HQ USAFA/DF department head or the 34 EDG's respective squadron commander determines that the cadet has not had sufficient opportunity to make up missed instruction. If a cadet misses a large number of regular evaluations or if unusual circumstances prevail, a HQ USAFA/DF department or 34 EDG/CC squadron may schedule the cadet for a special course-end evaluation. A makeup final examination takes precedence over regularly scheduled classes if there is a conflict. If a cadet misses a scheduled GR due to a trip or other authorized absence, the HQ USAFA/DF department head or 34 EDG respective squadron commander may allow the cadet to complete a makeup GR. Makeup GRs are normally administered during the cadet's free academic periods or free common GR period. HQ USAFA/DF departments and 34 EDG squadrons will comply with paragraph 4. when administering makeup GRs.

**1.4. Rescheduling GRs.** Academic Scheduling and Space Management Division (HQ USAFA/DFRS) prints and distributes a master schedule of GRs at the beginning of each semester. A HQ USAFA/DF department head or 34 EDG's respective squadron commander may allow a cadet with three or more GRs on the same day to complete the GR given by that particular department or squadron on another mutually agreeable day, as long as the GR being delayed is not a common GR. Rescheduled GRs are normally administered during the cadet's free academic periods. HQ USAFA/DF departments and 34 EDG squadrons will comply with paragraph 4. when rescheduling GRs.

**1.5. Cadet Term Papers and Reports.** The respective HQ USAFA/DF department head or 34 EDG squadron commander is responsible for scheduling themes, reports, and term papers for specific courses. However, the cadet must submit all such reports or papers to the instructor no later than the last day of regularly scheduled classes. Failure to do so normally warrants an "I" grade and academic probation, based on USAFAI 36-166, *Assigning and Processing Formal Grades*.

**2. Evaluation Frequency.** A cadet is expected to be prepared to participate and to recite any time during class unless excused under AFCW instructions or by the Command Surgeon. A cadet may expect to be evaluated on oral or written work at any class attendance. Within each grading period, all cadets in a course should receive approximately the same number of evaluations.

**3. Evaluation Weight.** HQ USAFA/DF department heads and 34 EDG squadron commanders ensure that weights assigned to different types of evaluations are in proportion to the overall importance of the evaluations to course learning objectives. However, a final examination must be 2 or more hours in length, and must count for at least 25 percent of the course grade.

#### **4. Academic Security:**

**4.1. Regular Examination Offerings.** A substantially different version will be given for each regular offering (i.e., finals period, common GR period, or regularly scheduled class period) of an examination. Examinations are released from academic security immediately after they are administered.

**4.2. Makeup Examination.** The department head will prescribe the arrangements for makeup examinations. If a makeup exam will not be administered to other cadets, then it is released from academic security immediately after it is administered. If a makeup exam will be administered to other cadets, then it will be held under academic security for the minimum period required.

**5. Grades Distribution.** Data Management Information (HQ USAFA/DFRI) will compute predicted grade distributions for all graded courses each semester and send this data to each HQ USAFA/DF department head; the 34th EDG/CC; and the Deputy Director of Athletics, Physical Education/Intercollegiates (HQ USAFA/AHP), not later than 1 week prior to the latest due date for submitting grades at midsemester and end-of-semester. The distribution will not predict C-, D, or F grades separately, but rather will predict a combined C-, D, and F percentage.

**5.1. Grade Prediction Process.** Grade distribution percentages for each course are determined by aptitude and achievement measures for cadets enrolled. Input criteria for individual cadets are based on academic composites for first semester cadets. For cadets entering from the USAFA Preparatory School, the academic composite score is based on their performance (grade point average) at the Preparatory School. For cadets entering from any other source, the academic composite score is based on each cadet's Scholastic Aptitude Test (SAT) or American College Test (ACT) aptitude scores plus a prior academic record (PAR) score from high school. For cadets beyond their first semester, grade point average and related sciences and humanities indices are input to the grade prediction model, resulting in three separate grade distribution predictions for each course.

**5.2. Using Predicted Grade Distributions.** Because HQ USAFA/DF department heads, 34 EDG/CC, and HQ USAFA/AHP assign letter grades that reflect student performance, actual grades may vary from historical or predicted grade distributions. These predicted grade distributions are provided only as a tool for periodic management reviews.

**6. Grade Distribution Analysis.** The Office of the Registrar (HQ USAFA/DFR) prepares actual grade distribution analyses twice each semester: after grades have been assigned at the midsemester progress report and at the end of the semester grade report. The format will be department or agency specific, including summaries of predicted and actual grade data as well as information on cadet aptitude. Each HQ USAFA/DF department head, 34 EDG/CC, and HQ USAFA/AHP receives the analysis pertaining to their respective department or agency. The Dean of the Faculty receives the entire analysis for all departments, by department and course.

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