



DEPARTMENT OF THE ARMY
LOYOLA-TOWSON ARMY ROTC
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BALTIMORE, MD 21210

ATCC-DDM-DLC

29 August 2025

MEMORANDUM FOR Cadre and Cadets of the Greyhound Battalion

SUBJECT: Policy Memorandum #3 – Battalion Course Grading, Course Structure, and Attendance Policy

1. References: Army Regulation 145-1 (28 April 2023), Cadet Command Circular 601-24-1 Appendix G (12 May 2023), USACC Pamphlet 145-4 (1 April 2020).
2. Purpose: This memorandum establishes standard practices for Reserve Officers' Training Corps (ROTC) course grading, class structure, and attendance standards within Greyhound Battalion to ensure that all Cadets receive fair, equitable, and transparent assessments and feedback delivery. It governs all Military Science (MS) courses (MS I, II, III, and IV) and establishes standardized criteria for all participating, non-contracted, and contracted Cadets.
3. Applicability: This policy applies to all ROTC personnel affiliated with Loyola University Maryland, Towson University, Notre Dame of Maryland University, and Goucher College.
4. Authority to Grant Grades for Participating Students, Non-Contracted Cadets, and Contracted Cadets: In accordance with USACC Pamphlet 145-4, Section I, Chapter 2-1, **participating students are those who choose not to or are ineligible to enroll/contract in the ROTC program**. PMS approval is required to ensure that adequate space exists in a class for enrolled and contracted Cadets. Specific grades and grade point averages (GPA) awarded to these students are according to the policies set by the university/college authorities per USACC Pamphlet 145-4, Section I, Chapter 2-1. Authority is granted to the PMS as the Chair of the Department of Military Science for the following grading system in accordance with Loyola University Maryland academic policies:
 - a. Most participating students fall into one of three categories: **auditing students, conditional students, and foreign students**. All categories of participating students who meet the requirements set by the school authorities may take Army ROTC classes. The participation of auditing, conditional, and foreign students is limited to classroom participation only. Participation in drill, marching, leadership laboratories, field training exercises, voluntary programs, or attendance at Basic and Advanced Camp is unauthorized. Participating students are unauthorized to be issued or wear the uniform. **Participating students should enroll in ROTC classes within the course catalog that do not have physical training or leadership labs attached as concurrent requisite courses when possible**. ROTC instructors will assist students in registering for the appropriate course. Grades will be awarded in accordance with the rubric designated by the approved course catalog and course syllabus based on classroom work only.
 - b. **Auditing students** attend ROTC class, subject to the approval of the instructor and Loyola University Maryland auditing student policy, but do not receive a grade in the class, do not receive credit for taking the class and are not formally enrolled in the ROTC program. Pursuant to Loyola University Maryland's academic policy, **auditing students will receive a grade of "L" for Military Science courses if they satisfy the attendance and other course requirements set by the instructor for an official audit**. An 'L' grade does not impact the student's Grade Point

Average (GPA), as audited courses are excluded from GPA calculations. ***Auditing students who lack the attendance and completion of other course requirements for a student registered as an auditor will receive a grade of "AW", or Audit Withdrawal. Auditing students should enroll in ROTC classes within the course catalog that do not have physical training or leadership labs attached as concurrent requisite courses when possible.*** ROTC instructors will assist students in registering for the appropriate course. ***Grades will be awarded based on classroom work only.***

- c. ***Conditional students*** are applicants who want to contract in the SROTC program but are considered temporarily ineligible based on medical, academic, or other enrollment requirement criteria in accordance with Army Regulation 145-1. A student's conditional status must be resolved within a 12-month period from time the ineligible status is determined to exist. If the disqualifying condition is not resolved within that 12-month period, the Cadet may be allowed to continue as an auditing student or become a non-contract drop. ***Conditional students should enroll in ROTC classes within the course catalog that do not have physical training or leadership labs attached as concurrent requisite courses when possible.*** ROTC instructors will assist students in registering for the appropriate course. Grades will be awarded in accordance with the rubric designated by the approved course catalog and course syllabus based on classroom work only.
- d. ***Foreign students:*** An Alien is an individual who is not a U.S. Citizen or U.S. National. Non-immigrant aliens may only participate, and not enroll in, the ROTC advanced course. As such, they shall not attend advanced summer training such as the advanced camp, Nurse Summer Training Program (NSTP), or Cadet Troop Leadership Training (CTLT). Non-immigrant students are students who are not normally seeking citizenship or commissioning. Immigrant alien students may voluntarily enroll in the basic course or attend basic camp and may participate in the advanced course. Immigrant students are students who have been granted the right by the U.S. Citizenship and Immigration Services (USCIS) to reside permanently in the United States. The PMS will avoid the active recruitment of non-immigrant alien students. Non-immigrant students must be recommended for participation by the PMS and approved by Cadet Command, must be from a country on the approved country list that is developed in coordination with the Office of the Under Secretary of Defense for Policy and the Department of State, provide certification that their government has no objection to their receiving SROTC instruction, be registered for and attending a full-time regular course of instruction at a school where SROTC is available, be recommended by the proper school authority, and satisfactorily complete the basic course before being considered for participation in the advanced course. The PMS may dismiss non-immigrant aliens from the basic or advanced course for reasons listed in AR 145-1 paragraph 3-43a., if deemed appropriate.
- e. ***Non-Contracted Cadets:*** The term enrolled Cadets is defined as those Cadets who have ***completed and signed the USACC Form 139-R*** and who meet Non-Scholarship Basic Course Enrollment Eligibility Requirements in accordance with Army Regulation 145-1 and USACC Pamphlet 145-4. In accordance with USACC Pamphlet 145-4, Section II, Contracting Eligibility Requirements, Paragraph 5-9, Officer Potential, students must possess qualifications for becoming an effective Army Officer to be eligible for contracting as a Cadet. Leadership potential will be emphasized as an important factor in selection for contracting in the SROTC Program. Applicants must possess officer-like qualifications as evidenced by their appearance, record, inter-personal skills, scholarship, extracurricular activities, and aptitude for military training. ***Non-Contracted Cadets should enroll in ROTC classes within the course catalog that do have***

physical training and leadership labs attached as concurrent requisite courses. ROTC instructors will assist students in registering for the appropriate course. Grades will be awarded in accordance with the rubric designated by the approved course catalog and course syllabus **based on classroom work and all work conducted within the concurrent requisite courses such as physical training and lab** in accordance with Paragraph 5, Course Grading Structure, within this policy.

- f. **Contracted Cadets** are required to participate in all physical training, class, lab, and field training exercise events. **Contracted Cadets should enroll in ROTC classes within the course catalog that do have physical training and leadership labs attached as a concurrent requisite.** ROTC instructors will assist students in registering for the appropriate course. Grades will be awarded in accordance with the rubric designated by the approved course catalog and course syllabus **based on classroom work and all work conducted within the concurrent requisite courses such as physical training and lab** in accordance with Paragraph 5, Course Grading Structure, within this policy.

5. Course Grading Structure: Course grades are comprised of three categories: Presence, Outcome-Based Training & Education, and Academic Assessment. All Military Science (MS) courses within the Greyhound Battalion will adhere to the following grading structure, with each course's specific grade structure clearly communicated in the course specific syllabus:

- a. **Presence (30-50%): Presence is defined as attendance and active participation at events for all classes and concurrent requisite courses for which a student or Cadet has registered.** Attendance and active participation are defined **as being at the right place at the right time in the prescribed uniform and engagement at a level of professionalism in alignment with the Army Values, the Warrior Ethos, the Soldier's Creed, and the Cadet Creed.** For courses listed in the course catalog that do not have concurrent requisite courses, such as physical training or lab, students must only be assessed on Presence for classroom engagement. For courses listed in the course catalog that do have concurrent requisite courses attached, such as physical training or lab, students must be assessed on Presence for engagement throughout all registered courses. Lack of attendance at physical training or lab will not be used punitively to determine a student's grade if a student is not officially registered for these concurrent requisite courses. However, students seeking to commission as an Officer through ROTC should strive to achieve Non-Contracted Cadet status by completing and signing the USACC Form 139-R and meeting Non-Scholarship Basic Course Enrollment Eligibility Requirements. Presence at classes, physical training, labs, and field training exercises will additionally be used for consideration for contracting determinations in accordance with the Greyhound Battalion Policy Memorandum #2, Battalion Order of Merit.
- b. The exception to this is the spring semester joint field training exercise for Non-Contracted Cadets due to variations and limitations in slot availability for the program; voluntary spring semester joint field exercise participation for Non-Contracted Cadets should be used for Order of Merit List (OML) and extra credit consideration. **Each unexcused absence for any singular event for which a student or Cadet is officially registered with the University (Military Science courses and any applicable concurrent requisite courses, such as physical training and lab) will result in a loss of 2%. For course catalog approved field training exercises attached to a course for which a student or Cadet has officially registered, unexcused absences are assessed as a loss of 2% per training day. A missed training day is defined as sixty minutes of cumulative missed time within the official time period designated for that day of field training.**

- i. The PMS or your primary ROTC instructor are the only approval authorities for an excused absence. **Requests for excused absences must be submitted at least three days before each event.** Failure to notify an approving authority in a timely manner prior to the absence will result in an unexcused absence. Excused absences may be approved with shorter notification time on a case-by-case basis for emergencies only.
 - ii. **Cadets will be counseled in writing by their primary ROTC instructor after three unexcused absences (patterns of behavior) on the Developmental Counseling Form (DA Form 4856). Forms will be retained in the Cadet's permanent 201 file for three years following graduation, disenrollment, or withdrawal,** in accordance with Army Regulation 25-400-2 and USACC Regulation 145-9 guidance regarding academic, performance, training, and/or counseling records. Cadets will be notified in writing that continued patterns of behavior in this manner can result in administrative/disciplinary actions such as Probation IAW USACC Pam 145-4, Chapter 6-5 Probation, Section (e) 5 Misconduct (Non-Scholarship) or Administrative Suspension in accordance with USACC Pamphlet 145-4, Chapter 6-6 Academic Suspension, Section (d) 5 Misconduct (Scholarship). The PMS may use probation as a retention tool for non-scholarship Cadets. Probation is a warning to the Cadet when the terms of the contractual agreement are not met. Administrative suspension is the forfeiture of scholarship benefits for Cadets not maintaining retention standards. Scholarship Cadets who fail to meet scholarship retention standards in accordance with their contract and regulations will have his or her scholarship benefits immediately suspended.
 - iii. The PMS as the Chair of the Department of Military Science holds discretionary authority to prevent Non-Contracted Cadets from registering for future ROTC courses in accordance with USACC Pamphlet 145-4. Non-Contracted Cadets are expected to demonstrate commitment, reliability, and active participation in ROTC training and academic activities. **The PMS has discretion to determine a Cadet's eligibility to remain in the program or to continue enrolling in ROTC courses based on behavior, performance, and adherence to program requirements.**
- c. **Outcome-Based Training & Education (30-50%):** Each Military Science class will establish an environment for professional development and feedback delivery through Outcome-Based Training & Education (OBT&E). This method emphasizes the development of an individual based on operational expectations regarding necessary tangible skills and desired intangible attributes, ultimately producing leaders who can improvise and adapt their knowledge to solve problems when facing altered situations. Outcome-based education in the Army profession, military skills competence, tactical military operations, teamwork, and public speaking are used as the vehicle for feedback-delivery and development for students in the leadership categories of Character, Presence, Intellect, Leads, Develops, Achieves in accordance with the Army Leadership Requirements Model (ALRM). Instructors should tailor OBT&E experiences as culminating events encapsulating the totality of their course material. Instructors should assess OBT&E based on real-world operational impacts and effects. OBT&E objectives for each Military Science class should include, but are not limited to:
- i. **MS IV:** Staff/Leadership Role Execution, Officer-in-Charge (OIC) Project/Event Execution, Staff Ride Presentation, Special Projects Involving ROTC Stakeholders

- ii. **MSIII:** Staff/Leadership Role Execution, Operations Order Briefs and/or Other Major Group Presentations, Special Projects Involving ROTC Stakeholders
 - iii. **MSII:** Operations Order Briefs and/or Other Major Group Presentations/Projects
 - iv. **MSI:** Major Group Presentations/Projects
 - v. **Note:** All Military Science classes ***must assess the completion and submission of USACC Form 104-R***, the Planned Academic Worksheet Program as of ***10% of this grading category***. This is a semesterly requirement. This form ***must be submitted within thirty days of the first held class and all signatures must be dated after the official completion date of the previous University semester***. This form is used to verify that the Cadet is academically aligned to course enrollment. Completion of the USACC Form 104-R is defined as submission of the document with correct annotation of all courses that a student has taken since their first school term enrolled at their current University until the last semester leading to graduation. ***Planned Academic Worksheets that only list courses up to the current semester (except for students attending their last semester of college) will be assessed as 0%.*** This form must be signed and dated by the student as well as authenticated by a school academic official (registrar, academic advisor, counselor, department head, dean, or other official) with a digital or physical signature. The PMS will review the worksheet with the Cadet each school term to monitor alignment to mission set and academic progress. This review will be noted on Cadet counseling records. The most current worksheet will be enclosed with each Cadet action request. ***This form must be completed and signed by the student and a school academic official each semester, regardless of whether changes were made since the submission of a previous USACC Form 104-R.*** For example, a USACC Form 104-R that is signed during the fall semester is not acceptable for the subsequent spring semester. ***Submission of a USACC Form 104-R with signatures dated from a previous semester will be assessed as 0%. Any change of major for Contracted Cadets requires approval from the PMS in accordance with USACC Pamphlets 145-1 and 145-4.*** No ROTC instructor or staff member except the PMS has the authority to waive or modify this requirement for any reason at any time for any student regardless of participating, Non-Contracted, or Contracted status.
- d. **Academic Assessment (20%):** Academic assessments are defined as quizzes, tests, mid-term exams, and final exams. Assessments are used to enhance learning. Assessments allow instructors to identify knowledge gaps and areas of difficulty for students, measure student learning, guide instruction by providing feedback on the effectiveness of their teaching methodology and provide meaningful and constructive feedback to students. Only 20% of a Military Science course will be comprised of academic assessments such as written tests. Instructors must justify the use of all time-bound assessments and how they achieve developmental outcomes in alignment with the Army Leadership Requirements Model (ALRM).
- i. Time-bound assessments that simulate real-world conditions where the expeditious application of knowledge to time-sensitive problems are encouraged. Untimed assessments that simulate real-world research capabilities, critical thinking, problem-solving, and resourcefulness are also encouraged. These types of assessments allow students to engage deeply with the material and develop the attributes and competencies necessary for effective leadership and decision-making under varying conditions.

- ii. Assessments should be designed to evaluate a student's ability to analyze scenarios, synthesize information, and apply concepts in realistic contexts. For example, situational problem-solving exercises, case studies, and practical application questions are far more effective in aligning with the Army Leadership Requirements Model (ALRM). These types of assessments challenge students to demonstrate understanding, adaptability, and strategic thinking.
 - iii. Instructors are unauthorized from relying on rote memorization as the primary focus of assessments if this methodology cannot be justified by real-world outcomes necessary for success in the United States Army. Tests and quizzes that require students to regurgitate facts from classroom slides, recite checklists, or define acronyms do not adequately prepare them for the dynamic and complex decision-making challenges inherent in military leadership.
- e. **Extra Credit (6%):** Instructors *may* grant extra credit only to the percentage points covered under Presence. This allows students to improve their grade by two levels (e.g., from a B to an A-):
- i. Regardless of number of unexcused absences, **a student can make up no more than 6% total** by completing/participating in an ROTC extracurricular event or assignment dictated by their instructor before final grades are due.
 - ii. Example: Should a student have six unexcused absences from a combination of physical training, class, lab, and field training exercises, their predicted final grade would be 88% (B+). The student can only participate in three assigned events to make up 6% and bring their final grade to 94% (A).
 - iii. ROTC instructors will not mandate participation in these extra-curricular events or assignments for extra credit, nor will they use language that may be perceived by a student as mandatory participation (e.g., "I highly encourage"). **ROTC instructors will provide, announce, and publish these opportunities to all students without preferential treatment, bias, or favoritism.** ROTC instructors may choose to deny extra credit opportunities for their course. However, they must then deny all extra credit opportunities for all students within their course. If an ROTC instructor grants extra credit opportunities to one student, then they must grant them for all other students within their course. ROTC instructors cannot grant extra credit, then reverse their decision at a later point in the semester. ROTC instructors cannot retroactively remove the award of extra credit from a class for the purposes of impacting and targeting specific students' grades.
 - iv. Extra credit grades will be calculated using the percentages below to **provide fairness across all cohorts**. The total number of opportunities will vary based on each semester. These percentages allow students to achieve maximum extra credit each semester based on reasonable participation requirements. Reasonable participation for Ranger Challenge and other clubs (e.g. Endurance Team) is defined as attendance during at least 50% of associated events across the semester and is not restricted to membership as part of the primary or core team/roster or attendance at culminating events (e.g., Brigade Ranger Challenge Competition, Sandhurst, Army 10-Miler).

Color Guard / Drill Team	(1% per event. Maximum of 2% total per semester.)
Recruiting / JROTC Event	(1% per event. Maximum of 2% total per semester.)
Community Service	(1% per event. Maximum of 1% total per semester.)
Fundraising	(1% per event. Maximum of 1% total per semester.)
Ranger Challenge	(2% per semester based on reasonable participation.)
ROTC-Affiliated Club	(1% per semester based on reasonable participation.)
Leadership/President/Captain of University Club	(1% per semester.)
Debate Team	(1% per semester.)
Elected Official of Organization	(1% per semester.)
Resident Advisor	(1% per semester.)
Peer Educator or Tutor	(1% per semester.)
Varsity Athletics	(1% per semester.)
Intramural Athletics	(1% per semester.)
Community Athletics	(1% per semester.)

- v. For the purposes of national Order of Merit Score (OMS) records in the Cadet Command Information Management Module (CCIMM) system, Cadets' participation should be recorded as a "YES" for that semester if they meet maximum percentage points in the categories listed above. For example, a Cadet that attends one Color Guard event in one semester will not receive credit toward their OMS in CCIMM. On the other hand, a Cadet that attends two Color Guard events in one semester has met maximum total participation points (as described above) and will be annotated as a "YES" in CCIMM for their OMS. This is purposeful to encourage maximum participation across a wide spectrum of OMS-granting activities to maximize total OMS points.

6. Grade Manipulation or Falsification of Grades Using Unauthorized Proficiency Tests: *ROTC instructors are unauthorized to manipulate student grades in any manner* (e.g., retroactively increasing the score of an assignment already graded against a published rubric to increase a student's course grade from "D" to "C"). All students must complete all course work based on the published syllabus to receive a course grade; ***ROTC instructors are prohibited from awarding course grades based on "proficiency testing" unless specifically approved by Loyola University Maryland academic officials*** (e.g., informing a student that doesn't show up to class that they can submit a presentation or report in lieu of completion of all course work for a course grade). These activities violate Loyola University Maryland's Academic Regulations and Policies. ***ROTC instructors will archive all course gradebooks for auditing purposes for a period of three years*** following graduation, disenrollment, or withdrawal, in accordance with Army Regulation 25-400-2 and USACC Regulation 145-9 guidance regarding academic, performance, training, and/or counseling records.

7. Grading Scale: Military Science courses within the Greyhound Battalion operate under the granular letter grading system as directed by its host university Loyola University Maryland. Grades are rounded to the nearest whole number following standard rounding rules if it includes a decimal.

Letter Grade	Percentage Points
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69

D	63-66
D-	60-62
F	59 or lower

8. Independent Studies Requests: To be eligible for enrollment in the SROTC Program, Cadets must meet the applicable eligibility requirements stated in AR 145-1 and USACC Pamphlet 145-4. Cadets must maintain full-time academic status to maintain enrollment in SROTC. Full-time academic status is defined as registration and attendance with 75% of the curriculum in traditional classroom settings at a regular course of instruction at a school participating in the SROTC program. At military colleges and civilian schools, the course of instruction must lead to a baccalaureate or advanced degree in a recognized field that is compatible with the student's participation in the SROTC program. Nursing and other medical specialty students must be enrolled in a program accredited by an agency recognized by the U.S. Secretary of Education.

- a. ***Requests for exception to the requirement to be enrolled in and attending full time may be submitted by graduate students, completion Cadets, and last semester MS IV Cadets. Requests will be sent to the Brigade Commander for determination on a case-by-case basis in accordance with USACC Pamphlet 145-4 Chapter 4-6, Academic Status.***
Recommendations at each command level and proper comments regarding justification for exception must be included.
- b. All other independent studies requests must be approved by the Professor of Military Science (PMS) on a case-by-case basis. Cadets requesting independent studies must:
 - i. Adhere to the Professor of Military Science (PMS) retention control requirements of completion Cadets in accordance with the regulatory guidance in AR 145-1 and USACC Pamphlet 145-4.
 - ii. Sign a Memorandum of Understanding (MOU) with the PMS prior to the beginning of the requested independent studies semester which outlines requirements and responsibilities until graduation and accession.
 - iii. Participate in all physical training, lab, field training exercise (FTX), record AFT, and height/weight events unless exceptions are specified by date within the MOU with the PMS prior to the start of the semester.
 - iv. Complete all course work within their registered Military Science class.
 - v. Fulfill weekly independent studies contact hours equivalent to traditional ROTC classroom contact hours for the registered Military Science course with their assigned ROTC instructor, as defined in the MOU.
 - vi. Sign an MOU acknowledging that failure to meet the above contact requirements will be assessed as course absences and may result in course failure and/or a change to ROTC enrollment status.

9. Progression: In accordance with USACC Pamphlet 145-4, Chapter 2-8, progression refers to the sequential completion of MS I, II, III, and IV courses in the SROTC curriculum.

- a. ***Acceleration*** is defined by USACC Pamphlet 145-4 as ***two military science classes of the same skill level taken in the same semester or quarter***, for example, MS 301 and 302. The

PMS has the authority to approve the “acceleration” of basic course classes to enable a Cadet to attain academic and military alignment. An example is a student enrolling in both MSL 101 and MSL 201, or MSL 102 and MSL 202 in the same semester. ***Acceleration requires simultaneous completion of coursework for both registered courses. It does not mean that a Cadet registers for two courses, completes work only for one course, and receives a grade for both courses (categorized as “compression”/fraud).***

- b. ***Acceleration of advanced course classes is not recommended.*** It reduces the number of Cadet leadership development opportunities and interrupts the sequential and progressive design of the curriculum. ***The PMS does not hold explicit authority to accelerate advanced course classes*** (e.g., MS 301 and 302) in accordance with USACC Pamphlet 145-4. ***Approval authority is deferred to the Brigade Commander for acceleration of advanced course classes*** in accordance with this policy memorandum. ***This is a specific control measure to prevent the enrollment of new Cadets who have not taken MS 301 into the MS 302 course without an explicit and deliberate screening process.*** All Cadets who enter directly into MS 302 in an accelerated status without having taken MS 301 must sign a Memorandum of Understanding (MOU) with the PMS prior to the beginning of the requested semester which outlines requirements to meet all requirements for MS 301 prior to attendance at Cadet Summer Training (CST). ***This MOU must incorporate an action plan where these Cadets participate in independent studies covering MS 301 material (using the MS 303 independent studies course) equivalent to 3 credit hours’ worth of contact hours in accordance with Loyola University Maryland’s academic policy (2 hours and 30 minutes per week) in addition to all required MS 302 coursework.*** For example, ***a new Cadet who is approved to enter ROTC in an accelerated status at the MS 302 level must complete 5 hours of weekly classroom contact hours*** (2 hours and 30 minutes for MS302 and 2 hours and a separate 30 minutes for MS303 independent studies covering MS 301 material) in addition to all regular physical training, lab, and field training requirements.
- c. ***Compression*** is defined by USACC Pamphlet 145-4 as ***two military science classes of different skill levels taken in the same semester or quarter***, for example, MS 102 and MS 201. ***“Compression” or combining two courses into one is prohibited.*** For example, a Cadet who enrolls in MS 102 and MS 201 who only attends the MS 201 class and only completes coursework for MS 201, but still receives an ‘A’ grade for both MS 102 and MS 201 ***is considered compression and fraudulent actions by the instructor(s).*** Instructors cannot grant a grade to students without the requisite number of course contact hours per credit hours granted, set forth by Loyola University Maryland’s academic policy. Instructors cannot grant two course grades to a student that only attends one course, regardless of rationality involving course work modifications. This policy specifically prohibits instructors from fraudulently granting grades for classes that students are not actively taking.
- d. ***Example of Compression:*** A Cadet enrolls in both MS 301 and MS 302 for the spring semester and attends only the MS 302 class for 2 hours and 30 minutes each week. No MS 301 class exists for the spring semester. The MS 302 instructor claims to modify the course assignments for this Cadet to be slightly more difficult to cover the previous MS 301 semester’s information and/or provides office hours for additional questions. The MS 302 instructor notifies the Cadet that they can achieve MS 301 contact hours by accomplishing special projects such as coordinating weekend Color Guard events, organizing ROTC supplies in the storage room, organizing supplies for weekly ROTC labs, planning a fundraising event, or collecting student tickets for an official ROTC event. These special projects do not fall under the course description and outcomes of MS

301, nor are they captured in a course syllabus at the beginning of the semester. The Cadet does not attend an additional 2 hours and 30 minutes per week of official course contact hours in a published and approved independent studies format that has been validated by Loyola University Maryland's Office of the Registrar to meet academic requirements for MS 301 credit. The MS 302 instructor submits a letter grade of 'A' for the Cadet for MS 301 and a letter grade of 'A' for MS 302. ***The instructor has committed fraud in accordance with USACC Pamphlet 145-4 and Loyola University Maryland's academic policy.***

- e. ***Example of Compression using Independent Studies:*** A Cadet enrolls in MS 302 and MS 303, Independent Studies, for the spring semester and attends only the MS 302 class for 2 hours and 30 minutes each week. The MS 302 instructor notifies the Cadet that MS 303, Independent Studies, will be one meeting once per week for 1 hour to cover material from MS 301. The MS 302 instructor claims to modify course assignments for this Cadet to be slightly more difficult to cover the previous MS 301 semester's information and/or provides office hours for additional questions. The MS 302 instructor notifies the Cadet that they can achieve MS 303 contact hours by accomplishing special projects such as coordinating weekend Color Guard events, organizing ROTC supplies in the storage room, organizing supplies for weekly ROTC labs, planning a fundraising event, or collecting student tickets for an official ROTC event. These special projects do not fall under the course description and outcomes of MS 303, nor are they captured in a course syllabus at the beginning of the semester. The Cadet does not attend an additional 2 hours and 30 minutes per week of official course contact hours in a published and approved independent studies format that has been validated by Loyola University Maryland's Office of the Registrar to meet academic requirements for MS 303 credit. The MS 302 instructor submits a letter grade of 'A' for the Cadet for MS 302 and a letter grade of 'A' for MS 303. ***The instructor has committed fraud in accordance with USACC Pamphlet 145-4 and Loyola University Maryland's academic policy.***

10. Completion Cadets: Cadet Command's goal is to achieve academic alignment for all ROTC Cadets attending 4-year institutions. Cadets who complete all commissioning requirements, including required Professional Military Education (PME) courses, but who have not completed those academic requirements necessary for their degree will be placed in completion status. Completion status is limited to a maximum of 24 months or as stipulated on the Cadet's Planned Academic Program Worksheet, USACC Form 104-R. Completion Cadets must:

- a. Adhere to the Professor of Military Science (PMS) retention control requirements of completion Cadets in accordance with the regulatory guidance in AR 145-1 and USACC Pamphlet 145-4.
- b. Sign a Memorandum of Understanding (MOU) with the PMS prior to the beginning of Completion Cadet status which outlines requirements and responsibilities until graduation and accession.
- c. Maintain technical proficiency and professional development until accessed, commissioned, and attend BOLC by participating in selected SROTC training and social activities. Training opportunities may include AFT, professional development, and technical proficiency maintenance courses completed in a non-field environment, i.e., non-hazardous on-campus training.
- d. Meet with the PMS monthly, or as directed by the PMS, to provide a status report on academic progress toward degree completion, provide update on address and telephone changes, and prepare/submit all Cadet records as required.

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- e. Participate in a record AFT and height/weight verification semiannually and remedial AFT and weight control programs as determined by the PMS.
- f. Maintain full-time student status and a minimum semester/quarter cumulative academic grade point average of 2.0 on a 4.0 scale or equivalent.
- g. Participate in refresher/remedial professional development and technical proficiency requirements identified within the SROTC Program of Instruction necessary to successfully complete BOLC.

11. Responsibilities: Instructors are responsible for the dissemination of the above information through their initial counseling sessions with Cadets and their course syllabus. Instructors will adhere to the course grading Cadets will sign an initial counseling each semester acknowledging understanding of this policy.

12. The point of contact for this policy is the undersigned at evan.m.westgate.mil@army.mil.

EVAN M. WESTGATE
LTC, MI
Professor of Military Science