



**DEPARTMENT OF THE ARMY**  
**BATTERY B, 1<sup>ST</sup> BATTALION, 30<sup>TH</sup> FIELD ARTILLERY REGIMENT**  
**U.S. ARMY FIELD ARTILLERY SCHOOL**  
**FORT SILL, OK 73503**

REPLY TO  
ATTENTION OF

**ATSF-BFB**

**21 SEP 11**

**MEMORANDUM FOR:** All Field Artillery Warrant Officer Basic and Advance Course (WOBC) Students.

**SUBJECT:** Change to Student Evaluation Plan and Academic Policy for WOBC.

**1. REFERENCES**

- a. USAFCOEFs Regulation 350-4, (01 July, 2007), Academic Policy and Procedure.
- b. AR 600-9, Army Weight Control Program. (2 April, 2007)
- c. TRADOC Regulation 350-10, Institutional Leader Training and Education (12 August, 2002)
- d. 1<sup>st</sup> BN 30 FA Academic Policy and Procedure Guide, (01 August 2010)

**2. PURPOSE** To prescribe academic policies, procedures, and responsibilities for administration of student records for resident students enrolled in the Field Artillery (FA) Warrant Officer Basic Course (WOBC).

**3. GENERAL** Warrant Officer Education System (WOES) provides a challenging course of instruction to prepare students to perform the toughest job our Army has to offer – leading soldiers in combat. The WOES philosophy is training students how to think on the battlefield. FA WOBC focuses on combined arms war fighting at the Tactical and Operational level across the full spectrum of combat. Instruction will be realistic, encompassing the combined arms team in a variety of environments. WOES Course students are taught with an emphasis on "how to think" and not "what to think." WOES students are expected to be mature, responsible, and dedicated officers. Small-group learning is the method for training established for WOES. Group size is expected to be approximately 16 to 25 students for WOBC.

**4. SUBJECTIVE EVALUATION** The principal tool for evaluating WOES students is Performance Based Evaluation, which provides the student immediate feedback; which subjectively determines the student's tactical decision-making thought process. The goals are to ensure that the officer can: visualize a tactical operation; express that visualization in oral and written form; and possibly command a Battery in a tactical operation. The officer will also understand the fundamentals of a Fires Brigades (FiB) and Brigade Combat Team (BCT) operations and be familiar with the duties of key staff officers (Targeting Officer/Analyst, Field Artillery Intelligence Officer (FAIO), Counterfire

**SUBJECT:** Academic Policy for WOES

Officer (CFO) and Target Acquisition Platoon Leader (TAPL).

**5. PHYSICAL REQUIREMENTS** All U.S. students must meet body composition standards IAW AR 600-9, Army Weight Control Program and the Army Physical Fitness Test (APFT) standards IAW AR 350-1 and FM 21-20. Failure to meet either of these standards upon in-processing will result in the initiation of a Flag for that student. Students who do not meet these standards at the time of graduation will receive a “Marginally Achieved Course Standards” Academic Evaluation Report (AER), and will remain flagged until such time as they achieve these standards and their gaining units lift the flag. Students will receive their graduation diplomas and AERs prior to clearing the WOES and Fort Sill. Upon arrival at their next duty station, students who fail to successfully complete the program, or are re-enrolled after successfully completing the program will be subject to separation from the service under AR 635-200, Chapter 5-15, and AR 635-100, Chapter 5.

## **6. ACADEMIC POLICY**

a. Standards for Graduation. Eligibility for graduation from WOES program of instruction is subject to the following provisions:

### (1) Student Proficiency

(a) Academically Proficient Student: A student who has passed all combat critical tasks and achieved an academic average of 80 percent or greater. A student who completes the course in an academically proficient status will graduate.

(b) Academically Marginal Student: A student who has passed all combat critical tasks and achieved an academic average between 70 and 79 percent. A student who is academically marginal at the completion of the course may graduate. The Small Group Leader (SGL) and Team Leader (TL) will refer the student to the Senior Instructor, who will assess the student’s qualification for graduation. The student’s AER will reflect marginal achievement of course standards.

(c) Academically Deficient Student: A student with an academic average of less than 70 percent or retest failure. The Senior Instructor will refer academically deficient students to the Assistant Commandant (AC), United States Army Field Artillery School (USAFAS), for disposition. The AC may convene a faculty board who will recommend declaring the student a non-graduate with relief from the course, recycling him into another course, or retraining and re-testing as an exception to policy. The AC will consider the student’s record; SGL, Team Leader, and Senior Instructor recommendation; and written or verbal comments from the student if necessary. However, the student’s AER will reflect a failure to achieve or a marginal achievement of course standards.

**SUBJECT:** Academic Policy for WOES

(2) Graduation Requirements. The training goal is for each student to successfully complete all requirements and graduate from the WOES as outlined below.

(a) The following graduation requirements will be assessed on a point-graded basis:

## **WOBC**

### **Module A (Common Core)**

This module provides an overview of WOBC. It provides a forum for TRADOC- and Army-mandated training subjects such as Risk Management, Resiliency training, Sexual Harassment and Equal Opportunity (EO). Integrate historical awareness and critical thinking skills derived from military history methodologies into the training and education. Also, expose students to The Army Writing Style and current initiatives and the structure in the field.

### **Module B (Foundational)**

This module provides an understanding and introduction into Targeting process and the importance of it as a Field Artillery Targeting Technician. Also, it introduces students to the sister services capabilities including U.S. Marine Corps (USMC) and Air Force (AF) Operations, Joint Operations and Army Operations. The Module also expands on National Military Strategies and Introduces students to the Interagency Coordination process.

**Students are required to pass Exam 42BT01 and complete all DOCNET course material.**

### **Module C (Computer Electronic Technology)**

This module provides an understanding of the Joint Computer Networking Technology that Will support a myriad of platforms and systems the student will use in support of the Targeting Process and expands on those systems covering the Advanced Field Artillery Tactical Data System (AFATDS), Joint Automated Deep Operations Coordination System (JADOCS) and the Command Post Of the Future (CPOF) which will aid the student in producing the Common Operational Picture (COP) better enhancing their commanders capabilities.

**Students are required to pass Exams AE42CT01 and TT4204.**

### **Module D (War Fighting Functions)**

This module expands on the 131A's lethality incorporating all assets and attachments at his disposal in support of Planning, and Combat Operations. Capabilities will cover Joint Combat Airspace Control, Aircraft and weapon platforms, Close Air Support (CAS) types and controls and mission planning. This module provides an in-depth discussion on Command Post (CP) Operations which fuses and replicates all WFF via a digital exercise. Additionally, it expands on the Planning staff to the 131A including Information Operations (IO), Psychological Operations(PSYOP), Military Deception Operations (MILDEC), Civil Military Operations (CMO) and Public Affairs/ Media Awareness.

**Students are required to pass Exam AE42DT01.**

**SUBJECT:** Academic Policy for WOES

### **Module E (Intelligence)**

The intelligence module provides a foundational overview to the related tasks and systems that facilitate the understanding of the operational environment (OE). These tasks include understanding the enemy, the terrain, and civil considerations. Additionally, this module includes tasks associated with intelligence, surveillance, and reconnaissance (ISR) operations. The Intelligence module focuses on more than just collection or management of collection assets. One of the most significant contributions from this module is emphasizing how to accurately predict future enemy events. Although this is an extremely difficult task, predictive analysis enables the 131A to anticipate key enemy events or reactions to develop corresponding plans or recommending targeted counteractions via surgical lethal and non-lethal engagements. **Students are required to pass Exam AE42ET01.**

### **Module F (Contemporary Operational Environment (COE)—Terrorism and Non-state Actors)**

This module focuses on the cultural considerations and terrorism awareness. It highlights the insurgency and counter-insurgency, negotiations, defeating the Improved Explosive Devices (IEDs) and preparations prior to conducting operations. Also included are defeating the Suicide Bomber, defeating the Indirect Fire threat (IDF) and includes managing military search operations and Tactical Site Exploitation (TSE) which encompasses tactical questioning at the Brigade level and below. The module also prepares the students for planning mounted and dismounted movement of personal and equipment and coordinating external transportation support. **Students are required to pass Exam AE42FT01.**

### **Module G (Electronic Warfare)**

This module provides an in-depth overview of Electronic Warfare (EW) and its evolution within the COE. It also covers doctrinal updates at the Joint level and provides the way ahead for inclusion into Army Doctrine. This module expounds on the principles of radar electronic attack and the capabilities and limitations of the current radar system being utilized in support of the Global War on Terrorism (GWOT). In this module the students are educated on cellular and satellite communication networks and the principles of communication electronic attack utilizing air platforms. It also provides an overview of the current U.S. Navy (USN) and U.S. Marine Corps Surface Electronic Attack Systems (SEAS). In conclusion it also provides information on management of CREW systems and requesting airborne electronic attack, ES Support Systems and provides the students with the current Electronic Warfare (EW) threats they may face in today's EW environment. **Students are required to pass Exam AE42GT01.**

### **Module H (The Targeting Process)**

This module provides the foundation for the Army Targeting Process and how it supports planning and Full Spectrum Operations (FSO) in the Contemporary Operating Environment (COE). It focuses on the application of the Decide, Detect and Deliver and Assess (D3A) Processes and introduces the student to the Find, Fix, Finish, Exploit, Assess and Disseminate (F3EAD) Process. The module also provides practical application of the Targeting Meeting to include products and tools and Includes Combat Assessments (CA) and Law of Land Warfare to better develop the targeting framework

**SUBJECT:** Academic Policy for WOES

in support of the Commanders intent and overall objectives whether operating within a Campaign Plan or Lines Of Operations (LOOs).

. **Students are required to pass Exam AE42HT01**

**Module TBD (Precision Targeting)** This module provides the foundation for Precision Targeting including how to request and employ both precision guided, air to surface unguided and surface to surface ballistic munitions during combat operations. It focuses on the application of Weaponing, Target Coordination Mensuration and Collateral Damage Estimation (CDE). The module also provides practical application of precision targeting to better assist Maneuver Commanders in utilizing fires in support of Combat Operations. **Students are required to pass Exam AE42HT02 and AE42HT03**

**Module I (Planning and Executing Full Spectrum Operations)**

This module provides the foundation for the Military Decision Making Process (MDMP). Within the content of this module Assessments are developed in support Staff Running estimates and Battle Rhythm development / Commanders Execution Cycles are expanded on and implemented. Intelligence Preparation of the Battle Field (IPB) is also a foundational piece of this module in support of the MDMP and is executed during the Culmination Event (CAPSTONE). On the Fires Support side Fires tasks (FSTs) and Field Artillery Tasks (FATs) are instructed, developed and implemented into the Planning Process in support the Fires WFF. Upon completion of the CAPSTONE Exercise Students are counseled and evaluated on their performance during the Oral boards and finish up with Discussions / presentations on Contemporary military topics effecting the force today and Battle Analysis are presented and completed.

**Students are required to pass Exam AE42IT01 a comprehensive examination covering MDMP, IPB, Army Targeting and Precision Targeting.**

*- **Staff Operations Planning Exercises** In addition to the examination requirements outlined above, students overall evaluation is based on the following competencies:*

- Student displays tactical and technical proficiency and relevant application of U.S. Army doctrine, Troop Leading Procedures (TLP), MDMP, and the Targeting Process.

- Professional Officer Qualities: Considerations used to evaluate a student's performance and attitude other than that of his objective quizzes and exams. There are points allocated for each staff operations planning exercise based on the following considerations:

- o Overall Professionalism - defined in the generic areas of application, maturity, enthusiasm, confidence, loyalty, selfless service and integrity etc.

- o Sense of Responsibility/Duty – generically defined in the aspects of diligence, dependability, work ethic, cooperation, willingness, etc.

**SUBJECT:** Academic Policy for WOES

- o Class Participation – cooperation, contribution, assistance, group/peer influence, etc.
- o Power of Expression – presentation skills, both written and verbal, ability to critique, confidence, etc.
- o Self Discipline – personal organizational skills, timeliness, judgment, reaction to

**Additional Reading/Writing/Oral Briefing Requirements:** Students will be required to read, write and conduct oral briefings throughout the course. Students will complete a Battle Analysis on a battle assigned by their instructor and two book reports on a book selected by the student from the Chairman of the Joint Chief of Staff reading list and a book selected from the FCoE cultural awareness list. Students will receive a handout explaining the criteria for each assignment. Students will receive credit for their work as long as it meets the criteria outlined in the instruction sheets and is turned in on time. Students will only receive 70% if they do not meet the timeline for turning in a written assignment.

**Professional Development Seminars:** Students will be required to attend professional development seminars as required. Seminars are normally conducted during lunchtime hours as a Brown Bag Lunch (BBL). SGL is the approval for students to miss professional development seminars. National Guard (NG) students on meal cards must ensure instructors are aware so the instructor can modify the timeline or provide a memorandum for missed meals.

**Phase II (Radar Operations)**

This module provides the students the foundational understanding and skill set required to perform the duties in support of Target Acquisition Platoon Leader (TAPL). The module consists of planning for the deployment, employment and conduct of operations of the AN/TPQ-48 (LCMR), AN/TPQ-36 and AN/TPQ-37 Fire-finder radar systems in support of Full Spectrum Operations. The module consists of utilizing the M1 Aiming Circle, an introduction to Survey Operations (instructed by the Marine detachment) and an introduction and familiarization with the Meteorological system. The focal point of the radar operations module is on the operational employment of the Q-36 (V8) and Q-37 (w/Digital upgrade) radar systems in both the Hostile and Friendly–Fire mode, to include the emplacement and march-order of the radar systems in a field environment. **Students are required to pass exams AR4201, AR4202 and AR4203.**

**Phase III (Basic Electronics and Maintenance)**

**Basic Electronics:**

This module provides the foundation and understanding of Ohms Law theory and quantum mechanics behind troubleshooting the AN/TPQ-36 and AN/TPQ-37 Fire-finder radar systems. It also provides an in-depth overview of the internal operations and hands on application of the test equipment needed to conduct alignments and maintain the systems. **Students are required to pass Exam AR4205.**

**SUBJECT:** Academic Policy for WOES

**Radar Maintenance:**

This module provides the foundation, understanding and application of basic troubleshooting of the both the AN/TPQ-36 and AN/TPQ-37 Fire-finder radar systems. It also provides familiarization of Direct Support (DS) level maintenance issues with both systems and how students requisition repair parts to maintain both systems bringing them both to a fully mission capable operational status. The module focuses the students on Radar power, AC and DC, Transmitter alignments, antenna positioning and the primary components (ATG and Command Shelter) and cabling throughout the system better preparing students to assume the role of the maintenance supervisor.

**Students are required to pass Exams AR4206, AR4207, AR4208, AR4209, AR4210, AR4211, AR4212, AR4213, AR4214, AR4215, AR4216, AR4217, and AR4218.**

**The following are point allocations for WOBC:**

<u>PFN</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
<b>TARGETING</b>		
AE42BT01	Foundational	30
GM42021/2	Supply and Maintenance	20
TT4204	AFATDS	30
AE42CT01	JADOCs	30
AE42DT01	Warfighting Functions	35
AE42ET01	Intelligence	35
AE42FT01	Contemporary Operation Environment	35
AE42GT01	Electronic Warfare	35
AE42HT01	Targeting	35
AE42JT01	Precision Strike Suite SOF	35
AE42CD/E	Collateral Damage Estimation	30
AE42IT01	Military Decision Making Process	35
AE42KT01	Platform Briefs	35
AE42PS1	Cultural Awareness Paper/Brief	30
AE42P1	Battle Analysis	40
AE42PS2	Contemporary Military Issues Brief	30
<b>Total POI Points</b>		<b>490</b>
<b>RADAR OPERATIONS</b>		
AR 4201	Survey	25
AR4202	Radar Operations	25
AR4203	Radar Employment	25
<b>Total POI Points</b>		<b>75</b>
<b>RADAR MAINTENANCE</b>		
AR4205	Basic Electronics	25
AR4206	Q36 V8 Sys Power	25
AR 4207	Sig PROC/Peripherals	25
AR 4208	WPN LOC / B SCOPE	25
AR 4209	Q36 TRL CON/CLOCKS REC/EXC	25
AR 4210	Q36 Transmitter	25
AR4211	ANNT POS / Beam Steering	25
AR4212	Q36 Troubleshooting	25
AR4213	Q36 V8 Shelter	25
AR4214	AN/TPQ 37 Sys Power	25
AR4215	Q37 TRL CON/CLOCKS/REC/EXC	25
AR4216	Q37 Transmitter	25
AR4217	Antenna POS/Beam Steering	25
AR4218	Q37 Troubleshooting	25
<b>Total POI Points</b>		<b>350</b>
<b>Combined POI Points</b>		<b>935</b>

**SUBJECT:** Academic Policy for WOES

(3) **Distinguished Honor Graduate / Honor Graduate** The Senior Instructor/ Battery Commander will select the U.S. officer from the Commandant's List with the highest cumulative grade point average as the Distinguished Honor Graduate (DHG) and the student with the 2<sup>nd</sup> highest cumulative grade point average as the Honor Graduate (HG). Students must meet the eligibility requirements listed in paragraph (4) in order to be selected for DHG/HG.

(4) **Commandant's List** The Commandant's List recognizes exceptional performance during the WOES and is limited to anyone achieving a cumulative grade point average of 95% or higher. Selection for the Commandant's List is based upon both academic performance and SGL appraisal of the whole man concept. SGLs will base their point allocations on evaluation of student overall performance. The final decision on Commandant's List selection rests with the Senior Instructor, after consultation with the SGL and Team Leader. A student is ineligible for Commandant's List for the following reasons:

- (a) Unprofessional or undisciplined behavior receiving a derogatory counseling statement.
- (b) Score below an 80 percent on any Evaluation.
- (c) Failure to meet height / weight requirements on initial or final height / weight.
- (d) Failure to achieve a minimum of 80 points in each APFT event for the final APFT.
- (e) Failure to achieve a first time "GO" on any hands-on evaluation.

c. Academic Counseling Small-group Leaders (SGLs) will counsel students on a regular basis. The initial counseling session will be during the first week of the course. Initial counseling will be the course orientation along with the Academic Policy for WOES. Students will listen to the briefing, read the policy, ask questions and then sign the policy showing they understand what is expected of them in the course. Small Group Instructors will require each WOES student to submit a DA Form 67-9-1, Officer Evaluation Support Form, within the first month. Additionally SGL's will provide each student with a Developmental Support Form, DA Form 67-9-1a and counsel each student every 90-100 days. . In addition to the initial, mid-course, and final counseling, all students should be counseled each time they fail a written examination, a hands-on performance evaluation, a critical course assignment, failure to meet APFT/Height/Weight requirements or any other derogatory performance/actions.

## **7. HONOR CODE**

### **a. General**

(1) WOES Honor Code This honor code applies to all students in the WOES AC and RC courses of instruction: **A soldier will not lie, cheat, steal, or tolerate those who do.** The WOES honor code is based on the principle that integrity is an essential attribute of any military member. Any student, including an IMS, found guilty of an honor code violation by a faculty board may be relieved from their course by the AC and may face disciplinary action as well.

(2) Explanation The honor code does not preclude students from working together, in or out of the classroom, when directed to do so by their instructors. The honor code is not designed to stifle individual academic freedom or deny sharing of knowledge or interaction with fellow students. However, **each graded examination, evaluation, and assignment, whether academic or skills-related, oral or written, weighted or un-weighted, must be an individual effort.** Students must not perform any act or omission that will provide to them or to other students an unfair advantage over their peers, such as collaboration (or toleration thereof) on graded examinations, evaluations, or assignments, unless specifically authorized to do so by their instructors. Instructors will inform students when they are permitted to work together to complete an examination, evaluation, or assignment. Finally, all students have an affirmative obligation to report suspected honor code violations to their WOES chain of command as soon as possible.

(3) Plagiarism Occurs when a student borrows written material from another writer but fails to credit the original writer with the work. *Each student's work is to be his own; no student may give or receive unauthorized aid in connection with graded examinations, evaluations, or assignments; and any student who knows of an honor code violation but fails to report it also commits an honor code violation.* When a plagiarized writing is presented to a WOES instructor, it deceptively leads the instructor to believe the writing is the student's work-product when in reality it was written by someone else. Such deception violates the WOES honor code. If the instructor concludes that a student committed plagiarism on an examination or assignment, the instructor will assign a score of zero and forward all available evidence through the chain of command to the 428<sup>th</sup> FA BDE Commander.

(4) Violations Honor code violations may be punishable under various provisions of the Uniform Code of Military Justice (UCMJ) and/or a student may be referred to an Academic Faculty Board for the offense.

### **b. Procedures for Violations**

(1) Both students and instructors must report suspected honor code violations to the SGL of the student concerned. The SGL receiving the report will collect all available evidence, including witness statements, and immediately forward this

**SUBJECT:** Academic Policy for WOES

information through the student's instructional chain of command to the Senior Instructor/ Battery Commander.

(2) If, after reviewing all available evidence, the SGL, Team Leader, or Senior Instructor believes an honor code violation has occurred, the Senior Instructor will immediately refer the matter (orally) through the chain of command to the 428<sup>th</sup> FA BDE Commander, and will forward a comprehensive written report, to include witness statements, to the 428<sup>th</sup> FA BDE Commander within 48 hours of the initial report.

(3) Upon receipt and review of the information detailing the suspected honor code violation, the 428<sup>th</sup> FA BDE Commander may then appoint an investigating officer. Before the AC refers such student to a faculty board, he must notify the student in writing that the student is suspected of committing an honor code violation; that the student is being investigated; and that the investigating officer may recommend that the student be relieved from the course (that is, declared a non-graduate). The recommendations of the investigating officer are advisory in nature and are not binding upon the 428<sup>th</sup> FA BDE Commander. (That is, the Commander may take action contrary to the investigating officer recommendation if deemed appropriate.) If declared a nongraduate by the 428<sup>th</sup> FA BDE Commander, the student, to include IMSs, shall receive an adverse AER reflecting the honor code violation.

## **7. ABSENCES**

### **a. Absence from Instruction**

(1) Students must attend all scheduled classes and training events unless they are on approved leave or pass.

(2) Passes must be submitted if students intend on traveling outside of a 250-mile radius from Fort Sill IAW submittal time standards set forth in the Academic Policy (see para 5 & 6 below).

(3) Battery Commander is the approval authority for all leaves.

(4) WOES student passes will be processed in the following manner:

(a) A pass for four hours or less—route through the primary instructor of the phase of instruction the students are in, approved by the SGL.

(b) A pass for more than four hours but less than eight hours—route through SGL and Senior Instructor approved by Battery Commander.

(c) A pass for over eight hours—route through SGL, Senior Instructor, Battery Commander, Brigade Commander approved by the Field Artillery Commandant.

(d) A pass for weekend/holiday—route through SGL, Senior Instructor approved by Battery Commander.

**SUBJECT:** Academic Policy for WOES

(5) The student will submit all requests for passes, except in emergencies, seven (7) working days in advance and will include the time frame/events to be missed, and a justification for the absence.

(6) The student will submit all requests for leave, except in emergencies, fourteen (14) working days in advance and will include the time frame/events to be missed, and a justification for the absence. OCONUS leave request will be submitted no later than thirty working days in advance.

(7) The Battery Commander may impose more restrictive leave or pass policies provided he complies with the provisions of AR 600-8-10, Leaves and Passes.

c. Make Up Instruction Due to Excused Absences The student, not the SGL, is responsible for making up academic instruction prior to an examination. The student can arrange make-up instruction by contacting the SGL and requesting material or supplemental instruction. Assistance may be in the form of issued instructional material or informal SGL highlights of key training objectives. Missed classes will not be re-taught and scheduled written examinations or hands-on performance evaluations will not be rescheduled solely because a student missed periods of instruction covered by the examination or evaluation.

d. Excused Absences from Written Examinations, Hands-on Performance Evaluations, or Critical Course Assignments.

(1) **Except for excused absences and bona fide emergencies or illnesses, students must attend all written examinations, hands-on performance evaluations, and critical course assignments.**

(2) Generally, students must make up written examinations, hands-on performance evaluations, and critical course assignments missed due to authorized absences. The student must coordinate with the SGL for scheduling the make-up examination, evaluation, or assignment within 24 hours of returning to duty. Students returning to duty on weekends or holidays will contact the SGL prior to 1200 on the next scheduled class day; the SGLs are not responsible for contacting students. Students failing to contact the SGL within the prescribed time will receive a zero score for the examination, evaluation, or assignment and may be referred to the Senior Instructor/ Battery Commander for possible administrative action.

(3) The Senior Instructor/ Battery Commander on a case-by-case basis may excuse individual students from making up written examinations, hands-on performance evaluations, or assignments missed due to authorized absences. If justified, the student may receive credit for the missed examination, evaluation or assignment, subject to the determination that such credit will not place the student at an unfair advantage or disadvantage. Only the Senior Instructor/ Battery Commander are authorized to grant this credit; this authority may not be delegated.

(4) Students who arrive late for a scheduled examination, evaluation, or assignment, due to an excused absence, may be permitted to participate at the

**SUBJECT:** Academic Policy for WOES

discretion of the SGL. If the SGL decides not to allow the student to participate, the student must reschedule the examination, evaluation, or assignment in accordance with paragraph 7e (2) above.

e. Unexcused Absences from Written Examinations, Hands-on Performance Evaluations, or Critical Course Assignments.

(1) Students absent from an examination, evaluation or critical course assignment due to an unexcused absence will receive a grade of zero for the evaluation or assignment.

(2) Students who receive a zero due to an unexcused absence may be referred to the Senior Instructor/ Battery Commander for possible administrative or disciplinary action.

f. Extended Absences

(1) A student who, due to an excused absence, misses two or more written examinations, hands-on performance evaluations, or critical course assignments will be referred to the Senior Instructor/ Battery Commander for possible administrative action including referral to a faculty board.

(2) The Senior Instructor/ Battery Commander may permit the student to:

(a) Reschedule the examination(s), evaluation(s), or assignment(s); or

(b) Receive credit for the missed examination(s), evaluation(s) or assignment(s), subject to the determination that such credit will not place the student at an unfair advantage or disadvantage. Only the Senior Instructor/ Battery Commander is authorized to grant this credit; this authority may not be delegated.

**8. EXAMINATIONS AND EVALUATIONS** Students must take all examinations unless granted an exemption under the provisions of this policy. Students missing examinations due to unauthorized absences will receive a score of zero and be declared a first time failure on combat critical tasks. **Examinations missed due to authorized absence must be made up. It is the student's responsibility to contact the SGL to arrange for make-up examinations. This must occur within 24 hours of returning from an authorized absence.**

a. Grading Minimum passing score for all examinations is 70 percent. Examinations and quizzes with allocated points will determine a student's academic average.

b. Retest Students who do not achieve a 70% on the initial examination will be retrained and retested. Students who do not achieve a first time go on all hands on evaluations that are in conjunction with a written evaluation will only receive a 70% for their module grade regardless to their score on the written examination. **One** retest will be authorized after retraining. **The maximum attainable score on a retest for purposes of computing the student's academic average is 70 percent.** It is the

**SUBJECT:** Academic Policy for WOES

student's responsibility to attend all scheduled re-tests. Students who fail or have an unexcused absence for a retest may be referred to a faculty board and subsequently declared non-graduates. In exceptional cases, students may request an exception to policy for additional re-tests of a combat critical task from the Senior Instructor/ Battery Commander, through their SGL and Team Leader.

c. Examination Reviews Prior to each examination, the class leadership may submit to the SGL and Primary Instructors, specific areas or questions requiring clarification.

## **9. ACADEMIC EVALUATION REPORTS (AERs)**

a. Under the provisions of AR 623-1, Academic Evaluation Reporting System, SGLs will prepare an AER for each student in their small group based upon if the student exceeded (Commandant's List only), achieved, marginally achieved, or failed to achieve course standards based upon the student's overall performance. The report will indicate demonstrated performance in the areas of written and oral communications, contribution to group work, research ability, and leadership skills based upon performance if placed in a designated leadership position. Additionally, the report will indicate whether the student meets standards for body composition and physical fitness. SGL will provide comment regarding demonstrated potential for service as a Targeting Officer/Analyst, Field Artillery Intelligence Officer, Counterfire Officer and Target Acquisition Platoon Leader.

### **b. Procedure**

(1) AERs are prepared by the SGL and the Senior Instructor/ Battery Commander will review them. The rating chain will complete AERs in accordance with AR 623-1 and forward all AERs to ARB not later than 30 days after class graduation. SGLs will distribute student copies of AERs. ARB will be advised if individual copies have not been distributed. Individual copies of AERs that are forwarded to ARB must be accompanied by a valid mailing address (to include zip code or APO).

(2) AERs containing adverse or derogatory information will be referred to the rated individual by the reviewing official for acknowledgment and or comment in accordance with procedures outlined in paragraph 1-13, AR 623-1. The circumstances related to the adverse or derogatory information must be fully explained in item 16, Comments. Item 13 will be left blank on AERs for students relieved from a course of instruction for administrative rather than adverse reasons (for example, medical, compassionate, or hardship reasons), and the report need not be referred to the rated individual.

**10. INFORMATION SYSTEMS REQUIREMENTS** WOES students are strongly encouraged to bring a personal computer (PC), a desktop, laptop or notebook for home usage. Internet access will still be an essential element of reference throughout the course. Laptops are provided for use in the classroom, and after hours access can be coordinated with the SGL for those without external internet access. **No personnel computers are allowed in the classroom.**

**SUBJECT:** Academic Policy for WOES

Stuart Hartvikson  
Senior Instructor/Course Manager  
CW4, FA  
FA Warrant Officer Instruction Branch

By signing below on this Policy Memorandum, you are acknowledging that you understand and will comply with all herein. If you have any questions or concerns regarding this Memorandum, please ask for clarification prior to signing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Class

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Last Name, First Name, MI