DEPARTMENT OF THE ARMY
UNITED STATES ARMY FORCE MANAGEMENT SCHOOL
5500 21ST STREET, BUILDING 247, SUITE 1400
FORT BELVOIR, VIRGINIA 22060-5923

REPLY TO
ATTENTION OF

MAR 1 2 2018

DAMO-FMS

MEMORANDUM FOR Staff, Faculty and Students of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #11 – Academic Failure

1. Purpose: To establish policy and procedures for failure to meet academic standards in accordance with AR 350-1.

2. General: Effective immediately, Course Directors will recommend students demonstrating a lack of academic progress to an Academic Review Board (ARB). The ARB will conduct an independent assessment of the student's ability to satisfactorily complete course requirements. Academic failure is defined as a failure to attain a minimum aggregate course grade of 80%. Students may score less than 80% on a given graded event, provided that their course grade averages 80% or better. Students scoring less than 70% on any examination will receive remedial training and will retest. Diagnostic tests do not constitute an examination for the purpose of this policy.

3. Policy:

a. Any student scoring less than 70% on an examination for the first time will receive remedial training prior to retesting and will be retested. Students scoring 70-79% on the initial test have the option to retest with or without remedial training. All retests will be provided no later than the second duty day following the initial test in the How the Army Runs Course (HTARC) and the Army National Guard Froce Management Course (ARNGFM) and no later than the third duty day after the initial test in the FA50 Qualification Course. All retests will be administered in hardcopy (paper) format.

b. If the student receives a higher grade on the retest, the new score, not to exceed 80%, will be entered into the student's records.

c. Failure to score 70% or better on the initial and two retests of any examination will trigger the convening of an ARB.

d. ARB recommendations may include, but are not limited to, continuation in the course, recycling, or dismissal of the student. If the ARB determines that the student should continue in the program of study, a "marginally achieved course standards" will be noted on the Academic Efficiency Report (DA Form 1059).

e. Students allowed to continue in their program of study after appearing before an ARB are in a *probationary status*. Therefore, failure to achieve 70% or better on the initial and two retests of another examination may lead to academic dismissal.

f. Students will be formally counseled whenever their academic standing falls to failing status or if they fail to comply with the Standards of Academic Integrity and Conduct.

4. This policy will be disseminated during orientation in the Individual Student Assessment Plan (ISAP) for all students attending courses which conduct record examinations.

5. Point of contact for this memorandum is MAJ Michael Simmons at (703) 805-4488, email: michael.c.simmons.mil@mail.mil.

GEORGE LEWIS
Colonel, U.S. Army
Commandant