

**UNITED STATES NAVAL SEA CADET CORPS
USNSCC AMERICA DIVISION
STANDARD OPERATING PROCEDURE (SOP)**

Title: Academic Records Management

Effective Date: [Insert Date]

Review Date: [Insert Review Cycle Date]

Approved By: [Insert Approving Authority]

1. Purpose

The purpose of this SOP is to establish procedures for tracking and managing academic performance of cadets in USNSCC AMERICA Division. These academic records serve to monitor cadet progress, inform training eligibility, and determine recipients of annual academic recognition.

2. Scope

This SOP applies to all enrolled cadets and unit staff responsible for recording, tracking, and evaluating academic performance in the following categories:

- School Grades (10%)
 - General Military Training (GMT) Quizzes (80%)
 - Uniform Inspections (10%)
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3. Responsibilities

- **Training Officer:** Maintains academic records and ensures data accuracy.
- **Division Officers:** Communicate expectations to cadets and assist in grade collection.
- **Cadets:** Submit academic documentation on time and maintain satisfactory performance in all required categories.

4. Grading Components

A. School Grades (10% of Total Academic Average)

1. Minimum Standards

- All cadets must maintain a GPA of 2.0 or higher (equivalent to a “C” average or better) in all school subjects.

2. Documentation Schedule

- Report cards must be submitted twice per calendar year during designated drills.
- Cadets in non-traditional education programs must submit a signed letter from a teacher, administrator, or parent-educator verifying they maintain a “C” or better or the equivalent in all subjects.

3. Grading and Completion Credit

- This category will be graded strictly on completion. If the cadet submits the required school grade documentation by the deadline, they will receive a 100%.
- Failure to submit documentation will result in a 0% for this portion.
- The actual GPA or school grades will not factor into the numerical calculation of the cadet’s AMERICA Division academic grade average.

4. Consequences for Academic Deficiency

- One semester below a 2.0 GPA: Probationary Status.
- Two consecutive semesters below standard: Dismissal from the unit.
- Cadets with any grade below a “C” may be restricted from participating in both local and advanced trainings.

B. General Military Training (GMT) Quizzes (80% of Total Academic Average)

1. Quizzes

- Cadets are expected to complete short quizzes following each GMT session.
- These include the six required GMT lessons and any additional lessons conducted by officers, cadets, or guest speakers.

2. Grading

- Quiz scores will be recorded and used to calculate the cadet's academic average.

C. Uniform Inspection Grades (10% of Total Academic Average)

1. Inspection Procedure

- Regular uniform inspections will be conducted during drill weekends.
- Cadets will receive a numeric grade based on uniform correctness, grooming standards, and presentation.

2. Grading

- Inspection grades are recorded and included in the overall academic average.

5. Absences and Make-Up Policy

● Unexcused Absences

- Cadets who fail to communicate their absence or early dismissal through the proper chain of command will receive a grade of zero for any missed quizzes or inspections.

● Excused Absences

- If an absence is properly communicated and excused ahead of time, no grade will be entered for that drill, and the cadet's average will not be affected.

- **Make up Assignments**

- Makeup work will be required for any missed content regarding the 6 biannually required GMT lessons on: Chain of Command, Fraternization & Discrimination, Anti-hazing and Harassment, Social Media and Internet Conduct, Anti-Alcohol and Drugs, and the USNSCC Cadet Code of Conduct.

- **Emergencies**

- Emergency situations will be evaluated on a case-by-case basis.

6. Academic Achievement Award

At the end of the calendar year, the cadet with the highest cumulative academic average (combined from all three grading components) will be recognized with the **Academic Achievement Award**.

7. Recordkeeping and Confidentiality

Academic records will be maintained electronically and/or in physical format by the Training Officer.

All records are considered confidential and will only be shared with authorized personnel.