

U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
ACADEMY OF HEALTH SCIENCES  
LEADER TRAINING CENTER

**STUDENT EVALUATION PLAN**

**6-8-C22**

**AMEDD OFFICER ADVANCED**



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MCCS-HHO

Student Evaluation Plan  
6-8-C22, AMEDD Officer Advanced Course (OAC)

I. PREFACE. This evaluation plan establishes standardized policies and procedures applicable to the assessment of students attending Phase 2 of the AMEDD Officer Advanced Course (OAC).

II. COURSE DESCRIPTION.

A. The 6-8-C22, AMEDD OAC is designed to meet the staffing requirements of the Army Medical Department and to prepare the graduate to perform skills crucial to future military assignments. The course provides advanced military education level training for Active and Reserve Component AMEDD officers of all corps. Attendees also include international military students (IMS), who are not held to U.S. Army physical fitness standards, but must achieve the academic standards prescribed herein.

B. Phase 1 is a self-paced, distance learning program consisting of 17 modules presented in CD ROM format. Phase 2 is nine weeks (45 academic days) of resident training at the U.S. Army Medical Department Center and School (AMEDDC&S), Fort Sam Houston, Texas.

C. PREREQUISITES.

1. Phase 1. Active Component officers (1LT(P)) or above and Reserve Component officers (1LT) or above in any AMEDD branch. Active component (other than Medical Corps, Dental Corps, or Veterinary Corps personnel) must have 4 years with preferably no more than 7 years of commissioned service prior to attending phase 2. Requests for waivers of rank or service time requirements (excluding MC, DC, or VC officers, who are exempted from these requirements) must be sent via e-mail to [ACCP@amedd.army.mil](mailto:ACCP@amedd.army.mil). All officers enrolling in OAC must have credit for the AMEDD Officer Basic Course or the equivalent branch qualifying course. Credit for the AMEDD Officer Advanced Course or equivalent precludes enrollment.

2. Phase 2.

a. Administrative requirements.

(1) IAW DA PAM 350-59, students should successfully complete Phase 1 within 1 year of enrollment; both phases must be completed within 2 years of initial enrollment. An officer who cannot complete Phase 2 within 24 months of enrollment in Phase 1 must request a waiver from the AMEDDC&S, ATTN: Chief, Medical Operations Branch, Leader Training Center (MCCS-HHO), 3151 Scott Rd, Fort Sam Houston, TX 78234 or as given on the OAC website: <http://www.cs.amedd.army.mil/oac>.

(2) A copy of the letter of eligibility for Phase 2 (provided at the successful completion of Phase 1) and DA Form 3838 must be submitted to the soldier's career manager at PERSCOM for scheduling of Phase 2. A copy of the letter of eligibility for Phase 2 must also be furnished by the student upon arrival at the AHS for Phase 2.

b. All students must meet height and weight standards IAW AR 600-9. IAW AR 623-1 and 600-9, pregnant soldiers and postpartum soldiers (up to 180 days) are exempt from this requirement.

c. Physical Fitness. IAW AR 350-41, passing the APFT is required for graduation from the AMEDD OAC. IAW AR 623-1 and 40-501, pregnant and postpartum soldiers are exempt from this requirement.

d. Pregnancy. Soldiers who exceed 20 weeks of pregnancy prior to course end are precluded from attending and for those soldiers attending this course, a physician's statement verifying that the pregnancy is uncomplicated must be provided to the Program Director prior to arrival (fax to DSN 471-6456 or commercial (210)221-6456).

e. Profiles. Officers with temporary profiles (other than pregnancy and postpartum) that prohibit them from taking the APFT will not be allowed to enroll in Phase 2. Officers with permanent profiles will comply with the requirements in AR 40-501 and FM 21-20. Those with valid permanent profiles must be able to pass the required APFT in accordance with their profiles. A copy of the profile must be presented during in-processing.

D. SERVICE OBLIGATION. Active component officers incur a one-year service obligation upon graduation or release from the course IAW AR 350-100. The service obligation for the ARNG is IAW NGR 350-1, and for the USAR, AR 135-91 and AR 135-200.

III. PURPOSES OF EXAMINATIONS. All course requirements are pass/fail, to include comprehensive examinations. The purposes of the examinations include the following.

A. To monitor progress in meeting course objectives.

B. To provide feedback on academic progress or achievement.

C. To support decisions for counseling, academic or nonacademic probation, and relief procedures.

D. To provide the course director with an evaluation tool to determine the effectiveness of instruction and instructional materials as part of continuous course assessment and quality improvement.

#### IV. COURSE REQUIREMENTS.

A. Academic Standards. To graduate, students must receive a pass from the Small Group Leader (SGL) on all written and oral requirements, practical exercises, and the continuous subjective evaluation by the SGL

1. Students must pass the Phase 1 Comprehensive and Combined Arms examinations with a minimum score of 70% per examination. Students demonstrate mastery of course objectives by means of required student participation, evidenced comprehension and product development, all of which are appraised on a pass/fail basis.

2. Students must complete corps-specific training on branch and track days. Proponent corps/branches will inform the Program Director of unsatisfactory performance for consideration in the student's Academic Evaluation Report (AER).

3. Students must receive a "pass" from their SGL on each practical exercise: National Military Strategy, Company, Battalion, Brigade, HOFF/HEICS, SASO, Corps, and MUSIO.

4. Students must successfully complete all oral and written requirements as assessed by their SGL.

#### B. Nonacademic Standards.

1. Standards of Conduct. Students must adhere to Army standards of conduct IAW AMEDDC&S & FSH Reg 351-12. A copy is available for review in the Program Director's office. Although not all inclusive, reasons for relief are listed in the Appendix.

#### 2. Physical Fitness.

a. Students must meet height and weight standards as defined in AR 600-9.

b. Students must also pass a record Army Physical Fitness Test (APFT) IAW FM 21-20, AR 351-1, and AR 350-49. IMS, pregnant, or postpartum soldiers are exempt from this requirement IAW AR 40-501 and DOD Directive 1308.1. The initial APFT is administered during the first week of training. Ten to 14 days after failure in APFT, the student must perform a diagnostic APFT to assess the progress of their required remedial fitness program. A new record APFT must be performed the first working day more than 30 calendar days after the failed test. Students unable to pass the second record APFT will be relieved from the course for failure to meet course standards, and the AER will reflect this.

3. Class Attendance. Attendance is mandatory for all OAC training events. SGLs may approve absences of up to 4 total hours for illness, personal business, or other activities provided they will not interfere with the education of the group. The Program Director must approve

absences longer than 4 hours and less than 2 days (48 hours) for family emergencies or other extenuating circumstances. Absences greater than 2 days (48 hours) are generally grounds for relief/recycle and must be approved by the Course Director.

## V. POLICIES/PROCEDURES.

A. Examination Types/Procedures. Students must pass two comprehensive written examinations during Phase 2 (Phase 1 Comprehensive and Combined Arms Warfare). After failing an examination, students must receive remedial training and pass a retest to demonstrate mastery (70% or greater) prior to course end. Students are allowed no more than one retest on each examination IAW AR 351-1, TRADOC Reg 350-10, AMEDDC&S & FSH Reg 351-12 and AMEDDC&S Reg 351-19.

### B. Remedial Training.

1. Remedial training is available whenever a student or instructor believes the need exists, but is required after failure to successfully complete an academic course requirement. The training will be conducted at the most opportune time that does not interfere with other scheduled training or administrative events. Students will coordinate with their SGL and/or the teaching branch/instructor responsible for the subject in question to request the remedial training.

2. Students may redo written and oral requirements once IAW AR 351-1, TRADOC Reg 350-10, and AMEDDC&S & FSH Reg 351-12. Resubmitted Battle Analysis Papers are not considered for the Letterman Memorial History Award. Students must coordinate with the SGL for the completion and submission of assignments that must be reaccomplished.

3. Students who have committed plagiarism will not be permitted opportunities to remediate their work.

4. Remediated assignments must be accomplished prior to course end.

C. Student Counseling. Counseling requirements are IAW AMEDDC&S & FSH Reg 351-12. At minimum, students will be counseled at entry, midterm and before graduation. Students will also be counseled by their SGL if they fail the APFT, required tests, written or oral requirements, or the practical exercises. Students will be advised of possible recommendations for probation, relief and an adverse AER if the standards of performance delineated in this document are not achieved.

D. Grading. All course requirements are graded on a pass/fail basis. A score of 70% or above per examination constitutes a pass. Students who fail to meet standards on remediated work will have this reflected in the final course evaluation. Multiple failures constitute grounds for relief, a "Marginally Met Course Standards" or "Failure to Meet Course Standards" on the AER.

E. Probation.

1. Purpose of Probation. Probation serves to help identify performance problems and the potential consequences should improvement not occur.

2. Nonacademic Probation. Personal behaviors that interfere with the conduct of class, fail to meet the prescribed standards of conduct, or constitute a habitual disciplinary problem as defined in AMEDDC&S & FSH Reg 351-12 and this SEP are grounds for probation.

3. Academic Probation. The SGL may recommend academic probation when warranted by lack of participation in class activities or lack of achieving standards for any requirement. The student will be notified by the SGL of the academic probation in writing and will be required to sign a counseling statement (DA Form 4856). The counseling will specifically address the activity failed, required remediation activities and method or requirements to be released from probation IAW AMEDDC&S & FSH Reg 351-12.

#### F. Student Relief/Recycle.

1. Relief actions are in accordance with AMEDDC&S & FSH Reg 351-12. A copy is available for review in the Program Director's office. The decision to recommend relief or recycle is based on the demonstrated lack of potential for successful course completion and the inability to perform effectively within the student's Area of Concentration (AOC). (See Appendix). Briefly, the process for relief involves:

- a. The SGL recommends relief from the course.
- b. The Course Director approves/disapproves the recommendation.
- c. The Dean, Academy of Health Sciences manages appeals.

2. Because OAC utilizes small group instruction methodology, group dynamics and interaction are essential to instruction. Therefore, OAC students are not permitted to recycle portions of the course. Students relieved for compassionate reasons or for military necessity, who are in good standing, may be allowed to recycle into future courses.

#### VI. SPECIAL RECOGNITION FOR STUDENTS.

A. Because of the small group instruction methodology, there is no rank ordering of students in this course. Therefore, no student is recognized as an honor graduate and "Exceeded Course Standards" will not be awarded on the AER.

B. Each SGL submits the best Battle Analysis Paper and associated briefing from his or her group to the Leader Training Center Historian, who selects two papers for final competition. The AMEDDC&S Historian determines the Letterman Memorial History Award recipient.

C. Students that score 270 points or higher and achieve 90 points or above in each event on the record APFT will be recognized with the Army Physical Fitness Award and a comment indicating exemplary physical fitness will be entered in Block 16 of the AER, DA Form 1059. (See IX, D.1).

VII. ELIGIBILITY FOR DIPLOMAS. In order to graduate, all course requirements as defined in this Student Evaluation Plan must be met. Upon graduation, a diploma will be issued.

#### VIII. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION.

A. The American Council on Education (ACE) evaluates all resident and nonresident AHS courses in terms of academic credit. AR 621-5 provides for soldiers to receive transcripts documenting their military training and experience, along with the recommended college credit. The AMEDDC&S does not award transcripts.

B. Request for Transcripts. The Army/American Council on Education Registry Transcript System (AARTS) represents a partnership between the Army and the American Council on Education (ACE). The transcript documents a soldier's military schooling and experience. The AARTS transcript provides college credit recommendations designed to help registrars and admission officers at civilian colleges and universities in their evaluation and award of credit for the soldier's military learning experiences.

1. To request an AARTS transcript:

- a. Visit the AARTS web site at: [www.leavenworth.army.mil/aarts](http://www.leavenworth.army.mil/aarts).
- b. E-mail AARTS at: [aarts@leavenworth.army.mil](mailto:aarts@leavenworth.army.mil).
- c. Mail or fax a written, signed request or completed DA Form 5454-R to: AARTS OPERATIONS CENTER, 415 MCPHERSON AVE, FORT LEAVENWORTH KS 66027-1373. FAX: (913) 684-2011 or DSN 552-2011.
- d. Telephone AARTS (toll-free) at: (866) 297-4427 or DSN 552-3269.

2. For soldiers needing more information, contact the AMEDDC&S Registrar, DSN 471-6207, (210) 221-6207 or write to AMEDDC&S, ATTN: MCCS-HST, Fort Sam Houston, TX 78234.

C. Soldiers seeking academic recognition for AHS courses will furnish documents specified in the ACE Guide to the civilian school(s) from which they want credit IAW AR 621-5. Civilian schools decide on acceptance of ACE credit recommendations and hours to be credited. Army Education Center personnel assist soldiers in preparing DD Form 295, in order to obtain

recognition from civilian schools. The Center has information on the Defense Activity for Non-Traditional Education Support (DANTES) Service member Opportunity College (SOC), a consortium of national higher education associations. The SOC functions in cooperation with DANTES, the military services, the National Guard Bureau, and the Coast Guard to help meet voluntary higher education needs.

IX. ACADEMIC EVALUATION REPORTS. IAW AR 623-1, an AER is provided for each student completing the OAC.

A. AER (DA Form 1059 ) Block 13, Performance Summary. Guidelines for annotation of blocks contained in the performance summary are provided below.

1. Block 13a - Exceeded Course Standards. Not used in OAC.

2. Block 13b - Achieved Course Standards. Course standards are achieved if the student successfully passes all course requirements outlined in this document.

3. Block 13c - Marginally Met Course Standards. Marginally met course standards will apply to those students who achieved with difficulty, the minimal acceptable course standards as identified in this SEP. This performance summary is given to those students who demonstrate substantial difficulties in achieving the course standards as demonstrated by their testing scores and classroom performance.

4. Block 13d - Failed To Achieve Course Standards. This block is annotated if you fail to achieve course standards in any area listed in para IV, or are released/removed from the course for substandard academic/non-academic performance.

B. AER (DA Form 1059 ) Block 14 - Demonstrated Abilities. This block is based on input forwarded to the Deputy Course Director from SGLs and recommendations from any other instructors involved in the curriculum.

1. Block 14a - Written Communication. Written communication skills are evaluated by the SGL and, as required, by the writing instructor through the variety of written requirements in the practical exercises and the Battle Analysis.

2. Block 14b - Oral Communication. The SGL evaluates oral communication skills through formal and informal presentations, class discussions and activities.

3. Block 14c - Leadership Skills. Students are continuously evaluated throughout the course on leadership skills. They receive a superior rating only if they have demonstrated consistent outstanding leadership based upon input from the SGL, faculty members, or peers. Examples of demonstrated superior leadership include, but are not limited to, outstanding

performance in student chain of command/leadership positions, additional duties, and group activities.

4. Block 14d - Contribution to Group Work. Group work is evaluated by the SGL based on a student's performance during practical exercises, additional duties, and group activities.

5. Block 14e - Evaluation of Students' Research Ability. This block will be marked "Not Evaluated."

C. Block 15 - Academic Potential. The "yes" block is marked if you achieve course standards. Otherwise, the "no" block is marked.

D. Block 16 - Comments.

1. Block 16 comments address a student's demonstrated capabilities, potential, or limitations to include achievements and awards. Supporting comments for exemplary or derogatory ratings entered in blocks 13 and 14 are included as required. Height and weight data and APFT entries are mandatory. A score of 270 or above and achievement of 90 points or above in each event on the record APFT will result in a comment indicating exemplary physical fitness and recognition with the Army Physical Fitness Award. The following statement is inserted for pregnant or postpartum soldiers: "Exempt from APFT requirement IAW AR 40-501."

2. The SGL, Program Director, and the Course Director may provide other appropriate comments.

X. APPENDIX. Additional information on relief is provided in the Appendix.

## APPENDIX

### REASONS FOR RELIEF

1. Academic Reasons: Failure to demonstrate minimum training competencies as prescribed in this Student Evaluation Plan approved by the Dean.
  
2. Nonacademic Reasons: You may be relieved from the course for either administrative reasons or personal misconduct whether the action(s) occur on/off post or on/off duty. No formal adjudication of guilt by a military or civilian court or by a Commander under the provisions of Article 15, Uniform Code of Military Justice (UCMJ), is needed to support a recommendation for dismissal. Conversely, the imposition of judicial or nonjudicial punishment under the provisions of the UCMJ is not necessarily grounds for dismissal. Each case must be considered individually and decided on its own merits. Dismissal for personal misconduct must be supported by substantial evidence. Examples which may justify nonacademic relief include, but are not limited to:
  - A. Failure to demonstrate dependability and conscientiousness in fulfilling obligations as a student and a soldier.
  
  - B. Failure to maintain established standards of appearance, physical fitness, or weight control.
  
  - C. Cheating.
  
  - D. Plagiarizing.
  
  - E. Repetitive disruptive behavior which interferes with the opportunity of other students to learn.
  
  - F. Compassionate reasons when continued attendance in the course imposes a serious hardship on the family or when prolonged absence for personal reasons prevents the student from attending a critical portion of the course.
  
  - G. Incarceration.
  
  - H. Alcohol/drug abuse.
  
  - I. Recall of Reserve Component student by the controlling agency/unit.
  
  - J. Pending administrative separation.
  
  - K. Failure to obtain a favorable National Agency Check and/or involvement in disqualifying security violations.
  
  - L. AWOL to include unexcused class absences.

M. Death.

N. Conduct unbecoming an officer or that brings discredit to the service.

O. Voluntary Relief. An officer student can request voluntary relief from a course. The Dean may accept such a request in lieu of a Faculty Board to avoid student embarrassment and unnecessary administrative delay. Additional reasons will be considered by the Dean on a case-by-case basis.

