

**DEPARTMENT OF THE AIR FORCE  
DETACHMENT 025  
ARIZONA STATE UNIVERSITY**



**Annex F- Academic Enhancement Program**



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11 November 2020

MEMORANDUM FOR THE 25<sup>TH</sup> CADET WING

FROM: CADET COLONEL STEPHEN C. EPP

SUBJECT: Annex F-Academic Enhancement Program

1. The Academic Enhancement Program (AEP) is designed to closely monitor academic performance and support cadets struggling academically. Participation in AEP is mandatory for cadets who meet any of the following criteria:
  - a. Achieved a semester GPA below 2.75
  - b. Achieved a grade of “D” or “F” in any class
2. Cadets meeting the criteria will be notified by, and will be required to meet with, the Vice Wing Commander or Academics Officer no later than **2 weeks** into the semester. They will be notified of their entry into the AEP and their participation in AEP will be documented, demonstrating the utilization of all resources while trying to succeed academically, positively affecting the Cadets’ actions, should the cadet have another poor semester. Privacy and confidentiality will always be maintained.
3. Cadets in the AEP will provide the Vice Wing Commander and/or the Academics Officer with the reasons for their entry into the program. If they are retaking a class that they received a D/E in the previous semester, or if any of their grades drop below an 85%, then they will meet weekly. From here, a personal plan will be created to get them back on track. The Vice Wing Commander and Academics Officer will assist in monitoring the cadets required workload and subsequent progress throughout the semester.
4. Cadets in the AEP are required to complete monthly grade checks. Grade checks will consist of the cadets emailing a list of their classes and their grades in each class. If they have below an 85% in any class, then they will need to schedule a meeting with the Vice Wing Commander and/or the Academics Officer to create an academic plan. These cadets will switch to weekly grade checks. Courses not lasting the full semester (A & B sessions) will follow the below schedule until no longer in session. The dates for monthly grade checks are as follows:

- a. 1<sup>st</sup> Month (07 Jan-05 Feb): 05 Mar
- b. 2<sup>nd</sup> Month (06 Feb-05 Mar): 05 Mar
- c. 3<sup>rd</sup> Month (06 Mar – 09 Apr): 10 Apr
- d. 4<sup>th</sup> Month (09 Apr-29 Apr): 30 Apr

5. Cadets participating in the AEP will be informed that they should be cautious of taking an active role in the Cadet Wing. They should cautiously volunteer for service projects and recruiting events. They should not participate in extracurricular activities like Arnold Air Society, Color/Honor Guard, or Silver Wings. The Cadet Vice Wing Commander and the Academics Officers will help the AEP cadets talk with their respective cadet wing supervisors if their detachment responsibilities are inhibiting their academic performance.

6. The Cadet Vice Wing Commander and the Academics Officer will create and maintain a spreadsheet of potential tutors. Cadets who have completed any course with a B+ grade or better are required to sign up to tutor fellow cadets who are taking the same or similar course within the subject matter.

//Signed/sce/AFROTC/22 Nov 2020//  
STEPHEN C. EPP, C/Col, AFROTC  
25th Wing Commander, Det 025