

MCCSSS ACADEMIC SOP CHECKLIST

Inspection Area	In Compliance With Academic SOP	Not in Compliance With Academic SOP	Comments
Student Policies			
Are Student Orientations being conducted per par 2000.2?			
Are GPA's being derived solely from original test results per par 2005.1a?			
Is mastery of a subject determined per par 2005.1b?			
Is there an order outlining the methodology used to determine the school's Honor Graduate per par 2005.2e?			
Are at least three hours of physical training time indicated on the training/class schedule per par 2009.2?			
Staff and Faculty Policies			
Are permanent personnel advised of the MCCSSS fraternization			

policy per par 3003.8? If a Statement of Understanding is signed, who maintains the original? If a school policy letter has been published, how does the school ensure all personnel have seen it?			
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Are personnel attending the required IMS courses per par 3004?			
Are instructors attending the required IMS course within their first six months of assignment per par 3004.2/3/4?			
Is the school following guidelines for awarding Certificates of Equivalency per par 3006.2?			
Is the school conducting student interviews per par 3007?			
Academic Policies			
Are Class Folders maintained per par 4000.1?			
Are Student Folders maintained per par 4000.2? Do they include all required information per par 4000.2a/b/c/d/e/f/g?			
Are student folders being maintained the required six months per par 4000.3?			
Are vacancies in courses			

being filled per par 4001?			
Are criteria determining the factors for academic failure in place per par 4002.3b(2)?			
Are students being counseled concerning academic deficiencies per par 4003.3a(2)?			

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Are remediation policies being followed per par 4005?			
Measurement of Mastery			
Are examinations being controlled properly per par 6001?			
Are examinations being administered per par 6002.1?			
Are test examinations being graded per par 6003.1?			
Are test examinations being posted per par 6003.1?			
Are test examinations being analyzed per par 6003.3?			
Are students being counseled upon failure of test per par 6004?			
Are Alternate Post Tests being used per par 6004.1?			
Are students kept on remedial study until such time as they master the subject per par 6004.3? When is this remediation			

conducted?			
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<p>Enclosure (1)</p>			
<p>Are critiques being conducted per par 6005?</p>			
<p>Are Course Challenges allowed? (par 6006)</p>			
<h2>Evaluation of Instruction</h2>			
<p>Are classroom observations being conducted by FSIC graduates per par 7001.1a? How often are they done per instructor?</p>			
<p>Are classroom observations being conducted per par 7001.2b?</p>			
<p>Are internal evaluations being conducted per par 7002.1/2?</p>			
<p>Has an external evaluation system been incorporated per par 7004?</p>			
<h2>Destructive Weather and Loss of Training Days</h2>			
<p>Have MLF's been "backed up" or stored in an electronic format per par 9003?</p>			