

**INTER-SERVICE
TRAINING REVIEW ORGANIZATION (ITRO) PROGRAM**

TRI-SERVICE OPTICIAN SCHOOL (TOPS)

**323-68H10, OPTICAL LABORATORY SPECIALIST (ARMY)
B-311-0023, OPTICIAN (NAVY)**

STUDENT EVALUATION AND ADMINISTRATION PLAN (SEAP)



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STUDENT EVALUATION AND ADMINISTRATION PLAN

I. PREFACE

This Student Evaluation and Administration Plan (SEAP) establishes standards and policies, assigns responsibilities, and prescribes procedures for the management of students attending the Naval Ophthalmic Support and Training Activity's (NOSTRA), Tri-Service Optician School (TOPS). The standards, policies, procedures, and responsibilities herein apply to all members participating in this training program. If applicable, management of International Military Students will be coordinated with the International Military Student Office. A copy of this SEAP will be posted in each classroom. This document is reviewed with students during Student Orientation.

II. PROGRAM DESCRIPTION

A. Specific Program Information. The course consists of lectures, group activities, demonstrations, hands-on instruction, clinical practice, laboratory practice, and may include computer-based or blended learning options. Performance exercises, presentations, written examinations, and clinical/practicum are used to assess accumulation and retention of knowledge and skills. Graduates are awarded the following skills/job identifier based on Service Component:

Army: Military Occupational Specialty Code (MOS) – 68H10

Navy: Navy Enlisted Classification Code (NEC) – HM-L19A

B. Accreditation. The TOPS is accredited by the Commission of the Council on Occupational Education (COE) and Commission on Opticianry Accreditation (COA). Students have the right to address any concerns they may have by contacting or writing to COE and COA. The following is the point of contact information:

The Commission of the Council on Occupational Education, 7840 Roswell Road Building 300, Suite 325 Atlanta, GA 30350, 800-917-2081 or 770-396-3898.

The Commission on Opticianry Accreditation, Director of Accreditation, PO Box 592, Canton, NY 13617. E-mail: director@COAccreditation.com, (703) 468-0566.

C. Course Credit

1. The J. Sargeant Reynolds Community College awards all graduates 26 semester credits.
2. The American Council on Education (ACE) recommends the following credits:

Army: In the lower-division baccalaureate/associate degree category, three semester hours in ocular examination, six in optical theory, 11 in optical laboratory, and two in optical laboratory practicum.

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Navy: In the lower-division baccalaureate/associate degree category, three semester hours in ocular examination and ocular disease, six in optical theory, 11 in optical laboratory, two in optical laboratory practicum, and one in ophthalmic clinical.

D Program Goal. Upon completion of this course, students are expected to be able to fit, fabricate, supply, and dispense corrective eyewear/vision aids, as prescribed by an Ophthalmologist or Optometrist, and to perform duties that assist the ophthalmic provider in a clinical setting.

III. PROGRAM PREREQUISITES

All potential students will be expected to meet their Service Component's specific prerequisites as outlined in the respective recruitment/accession or training regulations. Students who do not meet the minimum admission requirements will not be admitted. Prerequisites can be found as follows:

Army: Personnel must meet the prerequisites listed in AR 614-200.

Navy: Personnel must meet all prerequisites listed in the Catalog of Navy Training Courses (CANTRAC) (requires login): <https://www.netc.navy.mil/Development.aspx>.

IV. SERVICE OBLIGATION

The minimum service time remaining upon completion of this program is specific to each Service Component. Students failing to meet the obligation at graduation will not receive documentation of program completion. Information pertaining to Service Component obligations can be found at the following reference and web site:

Army: AR 614-200

Navy: <https://www.netc.navy.mil/Development.aspx>

V. ACADEMIC POLICIES AND PROCEDURES

A. Academic Standards. The program's objectives encompass cognitive, psychomotor, and affective domains considered essential to perform the duties of an Optical Laboratory Specialist/Optician Technician. Students are evaluated on their ability to meet and pass the identified objectives for each unit. Students must pass all units to successfully complete the program which consists of 18 total units: 17 consolidated academic units, one Army-specific unit, and one Navy-specific unit.

1. Academic Instruction. During the program, students must:

- a. Score a minimum of 70% on each exam.
- b. Maintain a minimum overall average of 70%.

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c. Not exceed a total of two exam failures.

d. Pass re-testable exams with a grade of 70% or above.

2. Performance Examinations. Students must score a "PASS" on all performance objectives.

3. Clinical Practicum. Students must pass all objectives in the clinical/practicum.

B. Testing

1. A list of examinations can be found in APPENDIX A. Individual objectives within each lesson or clinical rotation are the basis for examinations. All written and performance examinations, clinicals/practicum must be successfully completed/passed to graduate.

2. Students will be informed of their written or performance examination and clinical/practicum results within 24 academic hours after testing. Post-examination critiques will be conducted to provide feedback, reinforce objectives, and identify discrepancies.

3. The Course Testing Officer or Program Instructors will administer all written performance examinations or computer-based testing (CBT) and clinical/practicum.

4. A grade of "0" or "FAIL" will be recorded for any written or performance examination, or clinical/practicum that is missed due to unauthorized absence, and will result in an automatic referral to the student's service-specific chain of command as a non-academic disciplinary issue. An excused absence from an examination must be requested and approved by the Director of Training (DOT) prior to the exam date.

C. Grading. Examination scores are calculated by dividing the total points earned by the total points possible on the examination (ex. $80/100 = 80\%$). Grades will be recorded as percentages to the nearest hundredth (e.g., 84.45). Cumulative course grades are determined by averaging all written examination and practical scores to the nearest hundredth. Performance examinations are graded using the "PASS/FAIL" format.

D. Student Counseling. Counseling is considered an opportunity to provide guidance and mentorship academically, professionally, and personally. Counseling can reinforce positive performance and assist with identification and remediation of problems and, or difficulties and it should be instituted as early as possible. Early intervention may assist with mitigating issues before a student requires disciplinary action or disenrollment.

Faculty and staff are responsible for providing counseling sessions to correct issues such as academic failures, poor habits, or personal problems. Students who fail to comply with course standards and policies as outlined in APPENDICES B through F, will be counseled and recommended for relief from training.

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1. All counseling sessions will be documented on the Service counseling forms. Counseling records will be maintained in the student record.

2. The counseling form must include, at a minimum:

a. The reason(s) for the counseling (positive reinforcement, performance failure, corrective action, etc.).

b. The consequences, if any, of any noted deficiency or conduct that is not corrected.

c. The remediation to be completed to correct the noted deficiency.

d. Recommended actions to improve performance.

e. Date counseling was performed, and signature of counselor and student.

f. The number of tests/evaluations failed up to the date of counseling.

g. The criteria that would cause a student to be relieved from the program.

h. Any required Service Component-specific verbiage or form, for example:

(1) *"You are hereby notified that if this type of conduct continues, actions may be initiated under the Uniform Code of Military Justice to separate you from the Army prior to your scheduled ETS Date in accordance with (IAW) AR 635-200."*

(2) If a student is involuntarily separated, they will receive one of the following types of discharge:

a. "Honorable"

b. "General" (Under Honorable Conditions)

c. "Other Than Honorable" (OTH) — If a student receives an OTH discharge, they will be ineligible for reenlistment and for most benefits, including payments of accrued leave, transitional benefits, the Montgomery GI Bill, and VA benefits. A student may also face difficulty in obtaining civilian employment.

3. Counseling will be conducted IAW NOSTRAINST 1510.2F, Duties, Responsibilities, and Guidelines for Student Counselors. Counseling will be given at regularly scheduled times throughout the program to review each student's progress. Additionally, students who fail to comply with program standards and policies as outlined in APPENDICES B thru F, will be counseled and recommended for relief from training.

4. Frequency of Counseling. At a minimum, students will receive counseling at the start and midway through the course, after each written performance examination or CBT, and

upon clinical/practicum failure.

5. Self-Referral. Students may request counseling at any time from course staff.

E. Remedial Training/Study Hall. Remedial Training/Study Hall may be scheduled during non-academic hours or when the staff deems appropriate. An announcement or schedule is provided for students who are required to attend. A student is required to attend Remedial Training/Study Hall if they fail a written or performance examination, or clinical/practicum. If a student's grade point average (GPA) is 74% or below, they will be placed on Remedial Training/Study Hall. Remedial Training/Study Hall is not mandatory for all students, but it is mandatory for students who are "Academically at Risk." Any student desiring additional assistance may attend Remedial Training/Study Hall sessions.

F. Reteach/Retest

1. Based on the program's approved test plan, students who fail a written or performance exam, and/or clinical practicum with a score below 70%, or a "FAIL" on a performance exercise will be counseled and may be retaught and retested.
2. Retest will not occur on the same day of the original test without the approval of the DOT. The retest will be conducted before or after Plan of Instruction (unless unusual circumstances exist).
3. A maximum score of 70% will be recorded, regardless of the grade received on the retest. For example if a student scores 85% on the retest, it is recorded as 70%.
4. Failure of a retest following remediation will result in counseling from the unit instructor and referral to the Academic Review Board (ARB) (APPENDIX G), for consideration of action IAW the academic retain/relief/recycle flowchart located in APPENDIX H.

G. Academically at Risk. Students will be placed in "Academically at Risk" status when overall program average is 74% or below. Once a student's overall program average is 75% or greater, the student will be removed from "Academically at Risk" status. Students who are recycled are considered academically at risk and on academic probation. If a student is placed in the "Academically at Risk" category, the instructor will develop/define a plan which the student must follow to assist with improving performance. This includes mandatory study hall, homework, etc. This plan will be approved by the DOT.

H. Academic Probation

1. Academic probation may be used to assist students with improving their performance through remediation. A student's Parent Service Command will be notified when a student is placed on probation. A student's placement on academic probation will be documented in writing, using the student's Service Counseling form to annotate deficiencies.

2. Criteria for Academic Deficiencies:

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- a. Student's overall GPA is 74% or below.
- b. Student fails a written or performance examination, and, or clinical/practicum.
- c. An instructor identifies a student's performance as marginal.
- d. Student attended an ARB.

3. Procedures for Academic Probation

a. The Student Counselor will:

- (1) Notify student of placement on academic probation.
- (2) Discuss the process of academic probation with the student.
- (3) Provide a copy of the counseling form to the student and place the original in the student's record.
- (4) Monitor student's progress and annotate changes in the student's record.

b. The student will:

- (1) Sign the counseling form which identifies their academic status.
 - (2) Attend mandatory remedial training held during non-academic hours.
- Non-academic time and activities are restricted to promote academic preparation and study.

c. Removal from Academic Probation: When a student's GPA returns to 75% or higher, they are removed from academic probation.

VI. ACADEMIC RELIEF/RECYCLE

A. When a student does not meet the established academic performance criteria, the student will be referred to an ARB. The student will be notified verbally and in writing (APPENDIX G). The process for academic retain/relief/recycle is identified in APPENDIX H.

B. Students have the right to appeal any ARB decision to their Parent Service. The appeal must be in writing (APPENDIX I), and IAW the most current NOSTRAINST 1540, Academic Review Board Process. Army students have the right to appeal to the Vice Provost of Academic Affairs, Directorate of Training and Academic Affairs (DoTAA), Army Medical Department Center and School, U.S. Army Health Readiness Center of Excellence (AMEDDC&S HRCOE). Navy students have the right to appeal to the Commanding Officer/Dean, NOSTRA. The appeal decision by the Vice Provost of Academic Affairs, DoTAA, AMEDDC&S HRCOE and Commanding Officer/Dean, NOSTRA is final. A student may be recommended for academic

relief/recycle for any of the following reasons:

1. Failure of one written exam and subsequent failure of the retest.
2. Failure of any performance exam and subsequent failure of the retest.
3. Failure to achieve a 70% overall GPA for the entire course.
4. Failure to successfully complete all competencies required of an entry-level Optical Laboratory Specialist/Optician Technician.

NOTE: A student may NOT be recycled/relieved without concurrence of his or her Parent Service. The DOT and a Service staff representative will notify Parent Service of pending actions.

VII. NON-ACADEMIC POLICIES AND PROCEDURES

A. Student Characteristics and Attributes (Suitability for the Profession)

1. TOPS recognizes the essential factors of producing the world's finest military Optical Laboratory Specialists and Optician Technicians for their Services. It includes individuals who are highly trained and will uphold characteristics and attributes that positively and proudly represent their Service Component and their newly acquired medical specialty.
2. Students are entrusted to work in environments that directly, or indirectly, impact the delivery of health care services to DoD beneficiaries. Students who demonstrate a lack of commitment, professionalism, and/or discipline to include the abuse of controlled substances, drugs, or alcohol, or who show a general lack of interest, integrity, or responsibility may be referred to a Non-Academic Review Board (NARB) (APPENDIX J), with a recommendation for non-academic recycle or relief by their Parent Service Command. Any student, through any action or accumulation of incidents who brings into question his or her lack of good judgment, or demonstrates negative habits or traits of character, may be referred to a NARB with a recommendation for non-academic recycle or relief.

B. Non-Academic Standards. Students must comply with the policies and standards found in APPENDICES B through F. Failure to abide by all standards, policies, and procedures of the program, or of a student's Service Component may lead to a recommendation for non-academic relief from the program.

1. HIPAA Compliance Statement in APPENDIX B.
2. Standards of Academic Integrity and Conduct in APPENDIX C. (Note: Appendix C is both an Academic and Non-Academic Standard.)
3. Attendance Policy in APPENDIX D.

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4. Electronic Media Policy in APPENDIX E.
5. Classroom Procedures and Policies in APPENDIX F.

C. Non-Academic Relief/Recycle Policy

1. The Program or the Parent Service Command may initiate a non-academic relief of a student. Students must be informed verbally and in writing (APPENDIX J). The process for a non-academic relief, either Program or Parent Service Command-initiated, is identified in APPENDICES K-L.

2. The TOPS DOT may recommend students for non-academic relief based on Service-specific guidance and regulations. Final appeal will be to the Parent Service's chain of command. The non-academic relief of a student is independent of, and in addition to, any disciplinary action (administrative or Uniform Code of Military Justice (UCMJ)) that may be taken by the student's Parent Service.

3. A student has the right to appeal the NARB results or Parent Service Command decision to their respective Parent Service Commander/Commanding Officer. The appeal must be in writing (see APPENDIX M), and IAW the current NOSTRAINST 1540, Academic Review Board Process. The decision by the Parent Service Commander/Commanding Officer is final.

D. Non-Academic Relief Review

1. Procedure. A Service member considered for non-academic relief under the categories listed in item VII, C, 1, 2, or 3, or VII, D, 2 a or b, will have a NARB convened under the procedures described in the NOSTRA ARB instruction and outlined in APPENDICES J-M.

2. Non-Academic Relief Categories. A Service member who is determined to be unable to meet the standards set forth in the program or the member's Service Component may be recommended to a NARB for relief review under the following non-academic categories:

a. Misconduct. A Service member committing a serious incident or accumulating a series of minor incidents that bring into question his or her lack of integrity, good judgment, or demonstrates negative habits or traits of character, and that may have the potential to impact patient safety, may be referred by the DOT to a NARB. The options for the NARB to recommend are continue in training, recycle, or relief. Examples include Service members who demonstrate a lack of commitment, professionalism, and/or discipline to include those who show a general lack of interest, integrity, or responsibility.

b. Non-Misconduct Emergencies. Service members who, through no fault of their own such as medical reasons or family hardship, cannot continue to perform their required duties for learning and developing the skills needed to be awarded the MOS 68H10/NEC HM-L19A as an Optical Laboratory Specialist or Optician Technician may be referred to a NARB with options to recommend continue in training, recycle, or relief.

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E. Attendance. Absences of more than 24 hours of POI time may result in a recommendation for non-academic relief from the program. This includes emergency leave, hospitalization, family emergencies, or cumulative medical or personal appointments.

F. Pregnancy Policy. If a student becomes pregnant during the course of training, the student's Parent Service chain of command will be notified. Information pertaining to Service Component-specific pregnancy policies can be found in the following guidance:

Army: AR 635-200 Chapter 11

Navy: OPNAVINST 6000.1C

G. Physical Training

1. Physical training will be conducted IAW Service Component requirements. All students must meet the minimum standards for physical fitness, body composition, and weight standards of their respective Service Component prior to graduation. Service requirements are:

Army: AR 600-9, AMEDDC&S HRCOE Reg 351-12, TR 350-6, TC 3-22.20

Navy: OPNAVINST 6110.1 series

2. Students who receive a medical profile (Army) or light duty chit (Navy) will participate in physical training within the limits of the profile.

H. All Service, Installation, Unit, and Facility Policies and Regulations. Violations of non-academic standards can result in counseling, corrective training, punishment under UCMJ, and non-academic relief from the program.

I. Non-Academic Probation. The student's Parent Service Command may request assistance, and or support from the program to monitor or provide input to any potential non-academic action taken by the Service Component.

VIII. SPECIAL RECOGNITION

A. Eligibility for Academic Honors/Awards. Students are ranked according to cumulative GPA. In the event no student meets the criteria for honors, no honors will be awarded. If a student with the highest cumulative GPA is not eligible for honors (due to negative counseling, exam failures, etc.), the next student who meets the selection criteria will receive the recognition. If a Parent Service Command wants to recognize a student beyond the NOSTRA academic honors/awards, it may be accomplished through the Parent Service Command outside of graduation, unless otherwise formerly requested. Students will not be eligible for special recognition if any of the following apply:

- a. Received UCMJ actions.

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- b. Placed on academic probation.
- c. Failed an exam.
- d. Failed to meet their Service Component physical fitness test standards.
- e. Failed to meet their Service Component height/weight standards.
- f. Received negative counseling as a result of poor attitude or behavior.

B. Honor Graduate. Each Service Component participating in the program will have an Honor Graduate. The student of each Service Component with the highest GPA above 92% will be recognized. The Honor Graduate receives recognition for their accomplishment noted on their TOPS graduation/program completion certificate. The Course Supervisor will verify which student(s) is/are eligible for recognition.

C. Honors. All students that complete the program with a GPA of 90% or above are eligible for Honors. The student(s) graduating with Honors receive(s) recognition of their accomplishment on their TOPS graduation/program completion certificate. The Course Supervisor will verify which student(s) is/are eligible for recognition.

D. Special Recognition

TOPS may request special recognition for the NOSTRA Commanding Officer's/Dean's signature. Examples may include a letter to a student for missing only one question on an exam during the duration of the program, or recognizing a student who performed in an outstanding manner as the Class Adjutant or Class Master-at-Arms.

IX. GRADUATION AND PROGRAM DOCUMENTATION

A. Certificates of Completion, Diploma, and Award of Skill Identifiers. Certificates of completion are issued only to students who graduate from this course. Upon meeting all course requirements, a student is awarded a certificate of completion and the Army MOS 68H10, or the Navy Enlisted Classification HM-L19A.

B. Academic Transcripts. Academic records or transcripts are not issued to students. If academic records are required to support application for employment or certification eligibility, students must send a written request to:

Army: Joint Services Transcript Operations Center at <https://jst.doded.mil>; by e-mail: usarmy.knox.hrc.mbx.tagd-jst@mail.mil; or by phone at toll free 1-888-276-9472.

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Navy: Joint Services Transcript Operations Center at <https://jst.doded.mil>; by e-mail: jst@doded.mil; or by Fax: 850-473-6013.

X. ACADEMIC EVALUATION REPORTS

A. Army Academic Evaluation Reports (AERs) are initiated for students from the Active Component, Reserve Component, and National Guard, IAW AR 623-1, AMEDDC&S HRCOE Reg 351-12.

B. Navy students are given a Page 13 (NAVPERS 1070/613), Administrative Remarks Form and an enlisted evaluation report on NAVPERS 1616/26 (E1- E6) Evaluation Report and Counseling Record.

APPENDIX A – TESTING PLAN

Section 1, Course Data

- Course Master Schedule Summary

<u>Army/Navy Consolidated</u>	<u>Hours</u>
Didactic	323
Lab/Practical	525
Clinical	48
Required Training	24
 <u>Navy Service-Specific</u>	
Lab/Practical	24
 <u>Army Service-Specific</u>	
Lab/Practical	24
 <u>Total Course Hours</u>	944

Section 2, Test Administration

- Test Constraints – None

Section 3, Course Tests and Test Types

- Test Schedule – Refer to Class Training Schedule

Units 2-8, 13-15, 17: Written Tests

Units 9, 10 and 12, 18: Performance Tests/Checklists

Unit 1 and 11 are Non-testable; Unit 16: Non-weighted quiz

- Unit Tests are administered via Blackboard or test booklets
- Knowledge/Performance Test Administration Procedures
- Statements of logic for comprehension tests and product-performance tests:
 - Comprehension Tests (closed book) are administered at the end of each unit (2-8; 13-15, 17) to measure mastery of the enabling objectives in the course.
 - Performance Tests (combination) are administered during Units 9 and 10.
 - Performance Checklists (combination) are administered during Units 12 and 18.

Section 4, Grading Criteria

- The minimum passing grade for the course is 70%.
- The final course grade is determined as follows:
 - Average of grades from Units 2-7 and 13, equals 50%.
 - Average of performance grades from Units 9 and 10, equals 50%.
- The components of the practical grade averages are as follows:
 - Unit 9 Surface Practical: Complete 60 lenses with an average of 70%.
 - Unit 10 Finish Practical: Complete 40 complete pairs of spectacle eyewear with an average of 70%.
- Unit 1 and 11 are PASS/FAIL, but attendance and participation is mandatory. Units 8, 12, and 14-18 are PASS/FAIL, but students must score 70% on unit tests. Performance checklists are scored on a PASS/FAIL basis and all must be passed for the student to continue in the program and graduate. Rotation through the NOSTRA laboratory and clinical rotation sites are graded on a PASS/FAIL basis determined by performance checklists.
- The weighted criteria for Didactic Units 2-7 and 13, to determine final course grade are as follows:
 - Unit 2 – 6.25%
 - Unit 3 – 6.25%
 - Unit 4 – 6.25%
 - Unit 5 – 6.25%
 - Unit 6 – 6.25%
 - Unit 7 – 6.25%
 - Unit 13 – 6.25%
- The weighted criteria for Practical Units 9 and 10 to determine final course grade are as follows:
 - Unit 9 – 25%
 - Unit 10 – 25%

Note: Army Students are required to meet all course graduation requirements and will specifically meet all standards for the following Tasks: 081-68H-4404 Fine Grind Lens Surfaces Using an Automatic Surfacers, and 081-000-4423 Set Up an Optical Fabrication Unit Assemblage.

Section 5, Remediation

- Students whose cumulative class average is 74% or below are placed on academic probation and assigned to mandatory study hall until their average rises to 75% or above.
- Didactic
 - Any student who fails to achieve 70% on a written test will receive documented counseling, a remedial assignment, and be placed on three days of mandatory study hall, with a retest on day four. The student will be retested on the same subject matter, although specific questions may vary. The student will be responsible for all material covered on the original test, not just the specified items missed. The maximum score the student will receive for a retest is 70% regardless of an improved examination score on the retest. Any student who fails to pass a performance checklist will be remediated and retested.
- Surface and Finish Practical
 - Students must complete at least one third of assigned jobs by day five and at least two thirds of assigned jobs by day ten. Failure to do so will result in student counseling. Any student, who fails to achieve a 70% at the end of the phase, will be counseled, given three days of mandatory study hall, followed by one work day to bring the average to 70%.
- Academic Review Board Procedures:
 - Students who fail a retest, or after a third test failure during the program are referred to an Academic Review Board.
 - Students who fail to achieve 70% in Surface and Finish Practical are referred to an Academic Review Board.

Section 6, Test and Test Item Analysis

- The 50 percent missed rule will apply to all test items. If a test item is missed by 50 percent of the trainees, it will be reviewed for problem areas to determine if credit should be given for test item(s).

Section 7, Student to Instructor Ratio Summary

- Standard ratios:
 - Didactic/required training/other required activities – 30:1
 - Practical – 6:1

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- Ratio-period summary:

Army/Navy

<u>STUDENT TO INSTRUCTOR RATIO</u>	<u># PERIODS</u>
Didactic – 30:1	323
Lab/Practical – 6:1	525
Clinical – 15:1	48

<u>STUDENT TO INSTRUCTOR RATIO</u>	<u># PERIODS</u>
Required Training – 30:1	24

ARMY SERVICE-SPECIFIC

Lab/Practical – 6:1	24
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NAVY SERVICE-SPECIFIC

Lab/Practical – 6:1	24
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TOTAL PERIODS	944
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APPENDIX B – HIPAA COMPLIANCE STATEMENT

Students will not receive or disclose any Protected Health Information (PHI) in the course of training. Should PHI be made available, or obtained by the student, they will:

1. Comply with the rules and regulations concerning the privacy and security of PHI under the Health Insurance Portability and Accountability Act (HIPAA).
2. Not use or disclose any PHI except in the course of training as required.
3. Protect against any non-permitted use or disclosure of PHI using no less than a reasonable amount of care.
4. Report any non-compliance encountered during the course of training.

I, _____ have read and understand the policies outlined above.
(Print Rank, Last Name, First Name)

I am also aware of the consequences of any violations of the above listed policies IAW Service-specific regulatory guidance.

Signature: _____ Date: _____

APPENDIX C – STANDARDS OF ACADEMIC INTEGRITY AND CONDUCT

Students must possess the moral and ethical standards appropriate to the profession and practice of the Tri-Service Optician School. A student's fitness is evaluated continuously while he or she is enrolled in this course. The evaluation includes performance in the classroom, homework exercises, clinical rotations, and written and performance examinations. Demonstrated motivation, attitude, personal conduct in class and during off-duty hours, and compliance with weight and physical fitness standards are also evaluated.

If, as a result of the evaluation process, it is determined that a student's continuation in the course is not appropriate, the student is subject to disenrollment. Disenrollment is completed IAW Service-specific guidance and regulations. Disenrollment may be accomplished without a formal adjudication of guilt by a military or civilian court and without necessity of action under Article 15, of the Uniform Code of Military Justice.

A designated faculty member administers all evaluations. Students are supervised during testing periods, and are provided authorized assistance. The absence of a proctor during testing does not relieve students from complying with these Standards of Academic Integrity and Conduct.

Students neither accept nor provide any written or verbal information that compromises the examination process to past, present, or future students or other individuals.

Examples of actions, which may result in dismissal from the program, include, but are not limited to the following:

1. Cheating on a test or other classwork by copying the answers of another student, or by the unauthorized use of notes or other references.
2. Knowingly permitting another student to copy answers, or providing answers to another student in an unauthorized manner.
3. Plagiarizing, i.e., copying the work of another individual without properly citing the source, or copying the work of another student.
4. Disrupting classroom or laboratory sessions.
5. Failure to meet Service-specific standards of personal appearance.
6. Abusing substances (such as illegal drugs and/or alcohol) both on and off post.
7. Flagrantly disregarding safety standards.
8. Failure to comply with accepted standards of patient confidentiality.
9. Failure to uphold Army and Navy fraternization policies.

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10. Actions that do not uphold Army and Navy Core Values.

Any actions taken to dismiss a student from the course are independent of, and do not rule out the possibility of disciplinary action taken through Service Command channels under the UCMJ. In addition, such action does not rule out appropriate administrative action such as a bar to reenlistment, reclassification to another Service-specific career field, and administrative discharge or relief from active duty.

APPENDIX D – ATTENDANCE POLICY

Training Time

The Tri-Service Optician School is comprised of 944 total training hours over a 24-week period, IAW the Training Course Control Document. The training time is composed of didactic, laboratory/practical, and clinical hours.

Attendance

Students are expected to be in attendance at all times. Students who miss more than 24 hours of POI time may be subject to Non-Academic Relief. Students are required to make up any absent time, missed classroom notes, assignments, and examinations.

Excused Absence

Excused class absences may count against the required attendance time, but may be made up after duty hours at the discretion of the student's counselor, or the unit instructor teaching during the student's absence, and with approval from the Director of Training (DOT). The following list constitutes some examples of excused absences:

1. Excused absence not requiring make up time:
 - a. Military promotion testing
 - b. Military appointments/events – command-mandated
2. Excused absence requiring make-up time:
 - a. Red Cross message
 - b. Medical/dental appointments of a non-elective nature for Service member only
 - c. Sick-Call/Quarters

Unexcused Absence

Unexcused class absences count against the required attendance time, but usually may not be made up after duty hours unless special arrangements are made in advance. The following list constitutes some examples of unexcused absences:

1. Tardiness: Tardiness may result in administrative and, or disciplinary action by the Service Component and will be documented through formal counseling.
2. Automobile repairs.

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3. Childcare issues if not approved by the DOT.
4. Elective appointments during training time.

Classroom Arrival

Students are expected to be in the classroom at the scheduled class start time. If an instructor is not present in the classroom, study materials should be utilized.

Other Arrivals

Any time students are expected to be somewhere, other than the classroom, the same attendance/tardiness rules apply. Students should be mustered at the designated meeting point. Waiting in a privately owned or government vehicle does not constitute arrival or attendance.

Recommendations

1. Arrive at least 15 minutes prior to every report time.
2. Have a battery back-up alarm clock.
3. Have emergency or back-up plans for childcare.
4. Schedule appointments late in the afternoon after 1500.
5. Schedule elective medical procedures during "block leave."
6. Do not schedule flights or make travel departure plans within two to three hours of the end of the duty day. Do not expect early release to make a flight.
7. Arrange for a secondary option of getting to class in case of automobile failure.

Notification

Students are required to notify the class adjutant and unit instructor when they will be absent from training for scheduled appointments. Class schedule may require students to cancel or change their appointments. Telephone notification of impending tardiness, sick-call, or emergency absence must be made with the class adjutant and an instructor.

Lunch/Break

1. The standard training day (POI Time) is eight hours with a one hour break for lunch, and one 10 minute break each hour during didactic training, and two 15 minute breaks during practical fabrication. Early, unscheduled release of students during the training day may be approved by the DOT or higher authority.

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2. Students will be released for breaks or dismissed at the end of the duty day by the instructor or class leader.
3. Students are permitted to take breaks in the classroom at the discretion of the instructor.
4. At no time are students permitted to lie down in the break area or hallways. Students will only sit on chairs and benches—not on the floor or classroom furniture.
5. Unprofessional conduct (e.g., horseplay) will not be tolerated in break areas/rooms, hallways, or classrooms.
6. Students will clean break areas before departing.
7. Family and friends of students are not normally allowed to eat lunch with students in the student break area. Students may have food items “dropped off” by family and friends. Families may be invited and allowed to eat lunch at school during special events, as approved by the DOT. All guests must sign in at NOSTRA’s front office Administration Department and obtain a visitor’s badge.

APPENDIX E – ELECTRONIC MEDIA POLICY

Computer Use

1. Students have the privilege of computer access for academic use, e-mail, and the internet. Violations of the following guidelines will result in the loss of computer access:
 - a. E-mail may only be read before and after academic hours, during breaks, and lunch.
 - b. Internet access is for educational use and may be accessed during study hours or as directed by the instructor. Individuals found accessing the internet without permission during lectures, evaluations, labs, or other class activities will have their access removed.
 - c. Personal internet use is limited to before and after academic hours, and during lunch. All internet usage must be in compliance with DoD and NOSTRA usage guidelines.

Security

Log off or lock computer before leaving the classroom. Students must log off at the end of the duty day.

Software/Hardware

No modifications of any kind may be made to a computer's default configuration. This includes software installation and user preference settings.

Telephone/Cell Phones

Cell phones are not permitted during training hours (0800-1700). In the event of an emergency or official business, the student must notify an instructor.

Other Devices

Devices such as portable video games, DVD players, digital audio player, personal digital assistant (PDA), and other entertainment-based equipment are prohibited during training hours.

Copier/Fax Usage

Copier and fax machines are for official and academic use only. Students must obtain approval prior to use.

Non-Educational Media

Books, magazines, and newspapers may only be used during breaks and lunch, and must be stored in the break room or locker.

APPENDIX F – CLASSROOM PROCEDURES AND POLICIES

Student Leadership

1. The senior ranking student will be assigned as class adjutant regardless of service. The class adjutant is responsible for:

- a. Maintaining accountability and enforcing all program regulations and policies.
- b. Assigning classroom duties and tasks by roster.
- c. Maintaining classroom security and safety.
- d. Carrying out other duties as assigned by the instructor or Director of Training (DOT).
- e. Passing messages and information from the DOT and instructors to all students.

2. The senior ranking individual from the opposite service of the class adjutant will be assigned as the class master-at-arms (MAA). The MAA is responsible for:

- a. Assisting the class leader.
- b. In the absence of the class adjutant, the MAA will assume and be responsible for the adjutant's duties.

Dress Code

1. Students will maintain their respective Service Component uniform standard at all times as prescribed IAW AR 670- I, NAVPERS 155651, COMDTINST M1020.6F and respective International Service standards.

2. When temperature extremes exist, students may remove their uniform shirt/blouse only while in the classroom at the discretion of the instructor.

3. On graduation day, each service will wear their designated dress uniform.

Food and Beverages

1. Chewing gum is not authorized in any building, classroom, or lab at any time within NOSTRA.

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2. Drinks are allowed in the classroom environment only when in a covered, spill-proof container to prevent or minimize spills. Examples are travel mugs with lids and bottles with screw-on or pop-up tops. Drinks are not allowed in laboratories or computer rooms.

3. Drinks are not permitted on any surface that houses a computer, audiovisual device, or any other electronic equipment.

4. Consumption of food in classrooms, laboratories, and computer rooms is not permitted. Exceptions may be made in the event of extreme or inclement weather which prevent transit to the dining facility. Food may be permitted in classrooms during approved special functions (e.g., birthdays or holidays), with instructor approval. Consumption of "hard candy" items may be approved at the discretion of the individual instructor.

5. Students may consume food in designated break areas.

6. Each student is responsible for proper disposal of containers and other trash. Students must also clean up all spills. If a spill occurs in a location, or is of sufficient quantity, that it may cause damage to the facility, students should notify an instructor.

Classroom Duties

Students will ensure classrooms are clean and orderly before departing at the end of the duty day.

Personal Security

Students are responsible for maintaining accountability of all textbooks, assigned equipment, and personal possessions. No material may remain on the student desk after duty hours.

APPENDIX G – ACADEMIC REVIEW BOARD NOTIFICATION

From: (Referring Instructor)
To: Rank/Rank, Last Name, First, MI., Last 4 SSN Date:
Class#
Subj: NOTIFICATION OF REQUIREMENT TO APPEAR AT ACADEMIC REVIEW BOARD

Ref: (a) NOSTRAINST 1510.1H
(b) Student Evaluation and Administration Plan (SEAP)

1. This notification is to inform you IAW references a and b, that you are to report before an Academic Review Board (ARB) on _____ at _____ in building/classroom

_____. Your presence at this Board results from failure to meet requirements outlined in the Student Evaluation and Administration Plan.

2. The Board will consist of, at a minimum, if not the referring instructor, your Student Counselor, a Service Instructor, an Instructor of the opposite Service in the program, and a Board Chairman. The Board will review your academic records, counselings, remediation information, and other pertinent documents. If you desire, others may appear before the Board to provide information pertinent to your case.

3. A student referred to a Board will be offered a full and fair hearing. The student has the right to appear before the ARB. The student has the right to remain quiet or speak on his or her own behalf when asked a question. He or she also has the right to have a representative speak on his or her behalf. Students will not be present during Board deliberations. Upon completion of the Board's deliberation, the student will be notified of the Board's recommendation.

4. The Board will vote and recommend one of the following:

a. Continue in Training. This recommendation is appropriate when a student is deemed capable of achieving learning objectives without additional time in training. The Board may recommend academic probation with terms specific to the individual case and a detailed remediation program.

b. Recycle/Setback. This recommendation is appropriate when a student is clearly motivated and has the potential to complete the program with or without remediation. In the former case, a structured focused plan of remediation will be provided for the student. Setback increases total training costs but is justified if it enables a student to achieve learning objectives.

c. Relief from Training. This recommendation is appropriate when in the judgment of the Board, the student is unable or unwilling to achieve the learning objective of the program or function effectively and safely in the job specialty.

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5. You will remain in class pending official ARB results. The results of any exams taken prior to the final ARB decision will not be recorded for credit until after the final ARB decision and will not result in credit if you are relieved from training. You will be removed from class upon receiving official notification for recycle or relief from training.
6. Upon completion of the ARB, the package will be routed to the Director of Training (DOT) for his or her recommendation, and forwarded to the Training Officer for review and disposition. The Training Officer will make his/her recommendation not later than three consecutive business days after the initiation of the ARB. A staff military officer will be designated to act in the absence of the Training Officer.
7. You have the right to request a conference with the Training Officer. However, you must inform the DOT of your intent at the conclusion of the ARB. Decisions to continue in training or recycle/setback are at the discretion of the Training Officer. The DOT will provide documentation needed to request a conference with the Training Officer or an appeal to the Commanding Officer/Dean, NOSTRA or Vice Provost of Academic Affairs, DoTAA, AMEDDC&S HRCOE, if relief from training is recommended. You have the right to appeal the ARB decision of the Training Officer to the Commanding Officer/Dean, NOSTRA or if applicable, the Vice Provost of Academic Affairs, DoTAA, AMEDDC&S HRCOE. Your written appeal must be submitted within two working days after the conclusion of the Training Officer's decision to recommend relief from training to the Commanding Officer/Dean, NOSTRA. The Commanding Officer/Dean, NOSTRA serves as the final appeal authority to continue in training and recycle/setback.
8. Once the Commanding Officer/Dean, NOSTRA via the Training Officer, receives the Board's recommendation for relief from training and your appeal, if you provide one, the Commanding Officer/Dean, NOSTRA will issue a final decision. Army students have the right to appeal the final ARB decision of the Commanding Officer/Dean, NOSTRA to the Vice Provost of Academic Affairs, DoTAA, AMEDDC&S HRCOE when only relief from training is recommended. The Commanding Officer/Dean, NOSTRA serves as the final appeal Authority for Navy students. Your written appeal is submitted within two working days after the decision by Commanding Officer/Dean, NOSTRA. You will be immediately notified by the DOT of the final decision upon receipt.

I understand the procedures and rights noted above.

Student's Signature

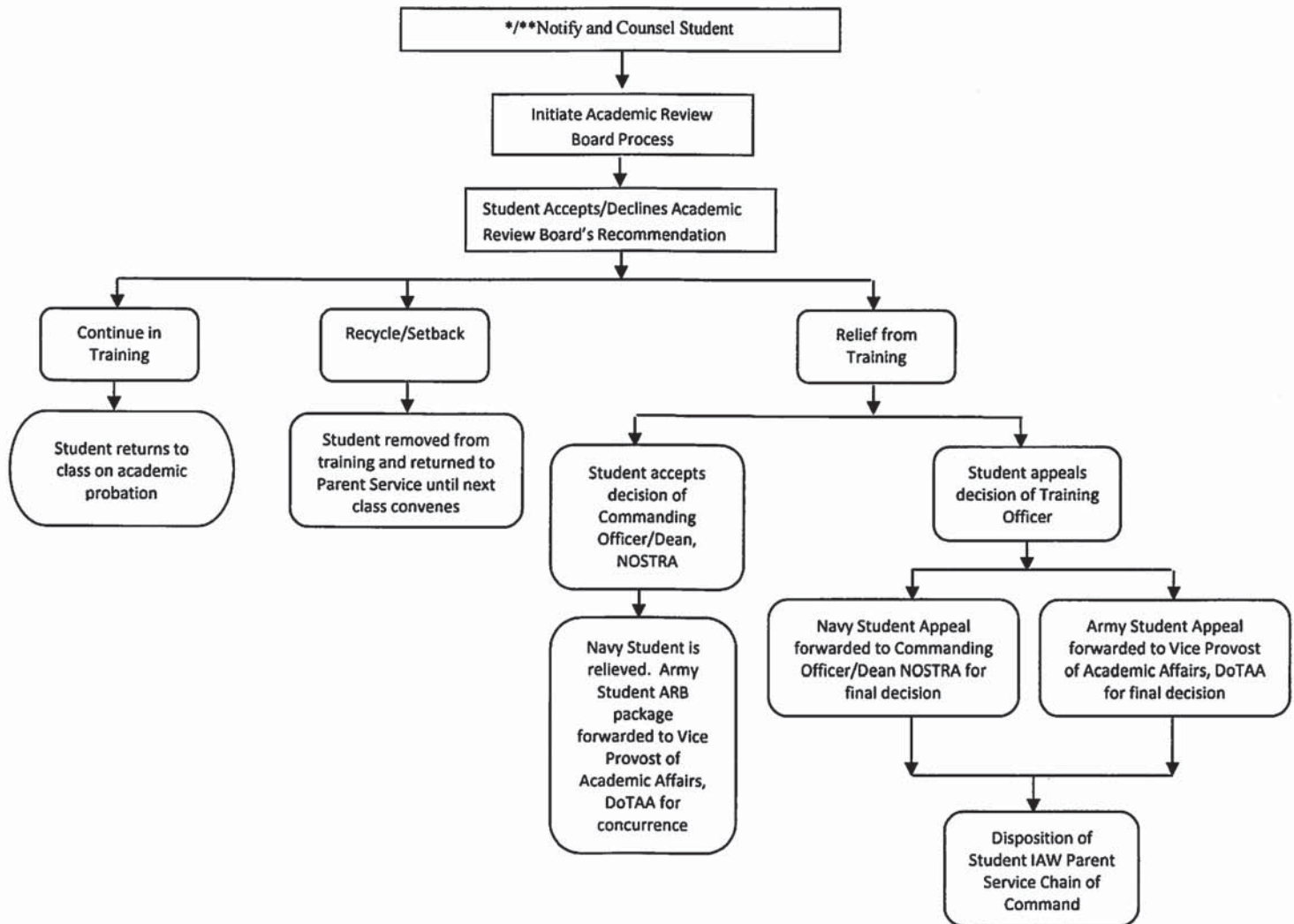
Date

Referring Instructor's Signature

Date

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APPENDIX H – ACADEMIC RETAIN/RECYCLE/RELIEF FLOWCHART



*Students are made aware at this point and throughout the process that they have the right to appeal the decision of the Training Officer to Commanding Officer/Dean, NOSTRA, and when applicable to Vice Provost of Academic Affairs, DoTAA, AMEDDC&S HRCOE via Commanding Officer/Dean, NOSTRA.

**The Director of Training will advise the student's Parent Service of ARB proceedings. If the student is from the Army National Guard or Army Reserve, the Director of Training notifies the appropriate representative.

***If recycled, the student will restart training at the earliest opportunity.

APPENDIX I – STUDENT ACADEMIC APPEAL PACKAGE

1. Students have the right to appeal the decision of the Training Officer to the Commanding Officer/Dean, NOSTRA, and when applicable to Vice Provost of Academic Affairs, DoTAA, AMEDDC&S HRCOE. All appeals must be submitted in writing within two working days after receiving the Training Officer's decision.

2. Students choosing to appeal will format the letter as follows:

Date:

From: Rate/Rank, First Name, MI, Last Name, Class Number

To: Training Officer, Commanding Officer/Dean, NOSTRA, Vice Provost of Academic Affairs, DoTAA, AMEDDC&S HRCOE

Subj: Appeal of Academic Review Board Decision

In a brief paragraph, explain the reasons you believe the recommendation is incorrect and why you should remain with your class or program. If you are requesting a different disposition, explain what you are requesting. Give all pertinent facts that you believe were not considered and how your decision will result in a better academic outcome. Provide a plan to indicate how you will improve or correct the situation that led to your academic recycle/relief.

Very respectfully,

Signature

Type Name

APPENDIX J – NON-ACADEMIC REVIEW BOARD NOTIFICATION

From (Referring Instructor) Date:
To: Rank/Rank, Last Name, First, MI., Last 4 SSN Class#

Subj: Notification of Requirement to Appear at Non-Academic Review Board

Ref: (a) NOSTRAINST 1510.1K
(b) Student Evaluation and Administration Plan

1. This notification is to inform you IAW references a and b, that you are to report before a Non-Academic Review Board (NARB) on _____ at _____ in building/classroom _____. Your presence at this Board results from failure to meet requirements outlined in the Student Evaluation and Administration Plan.

2. The Board will consist of, at a minimum, if not the referring instructor, your Student Counselor, a Service Instructor, an Instructor of the opposite Service in the program, and a Board Chairman. The Board will review your academic records, counselings, remediation information, and other pertinent documents. If you desire, others may appear before the Board to provide information pertinent to your case.

3. A student referred to a Board shall be offered a full and fair hearing. The student has the right to appear before the NARB. The student has the right to remain quiet or speak on his or her own behalf when asked a question. He or she also has the right to have a representative speak on his or her behalf. Students will not be present during Board deliberations. Upon completion of the Board's deliberation, the student will be notified of the Board's recommendation.

4. The Board will vote and recommend one of the following:

a. Continue in Training. This recommendation is appropriate when a student is deemed capable of achieving learning objectives without additional time in training. The Board may recommend academic probation with terms specific to the individual case and a detailed remediation program.

b. Recycle/Setback. This recommendation is appropriate when a student is clearly motivated and has the potential to complete the program with or without remediation. In the former case, a structured focused plan of remediation will be provided for the student. Setback increases total training costs, but is justified if it enables the student to achieve learning objectives.

c. Relief from Training. This recommendation is appropriate when, in the judgment of the Board the student is unable or unwilling to achieve the learning objective of the program or function effectively and safely in the job specialty.

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5. You will remain in class pending official NARB results. You are not authorized to take subsequent exams prior to the final NARB decision. You will be removed from class upon receiving official notification for recycle or relief from training.
6. You have the right to request a conference with the Training Officer. However, you must inform the Director of Training of your intent at the conclusion of the NARB. The Director of Training will provide documentation needed to request a conference with the Training Officer or an appeal to the Commanding Officer/Dean, NOSTRA or Vice Provost of Academic Affairs, DoTAA, when relief from training is recommended. Army students have the right to appeal the final NARB decision of the Commanding Officer/Dean, NOSTRA to the Vice Provost of Academic Affairs, DoTAA, when only relief from training is recommended. The Commanding Officer/Dean, NOSTRA serves as the final appeal Authority for Navy students. Your written appeal must be submitted within two working days after the conclusion of the Training Officer's decision to recommend relief from training to the Commanding Officer/Dean, NOSTRA.
7. Once the Commanding Officer/Dean, NOSTRA via the Training Officer, receives the Board's recommendation for relief from training and your appeal, should you provide one, the Commanding Officer/Dean, NOSTRA in conjunction with the Training Officer will issue a recommendation to your Parent Service chain of command.

I understand the procedures and rights noted above.

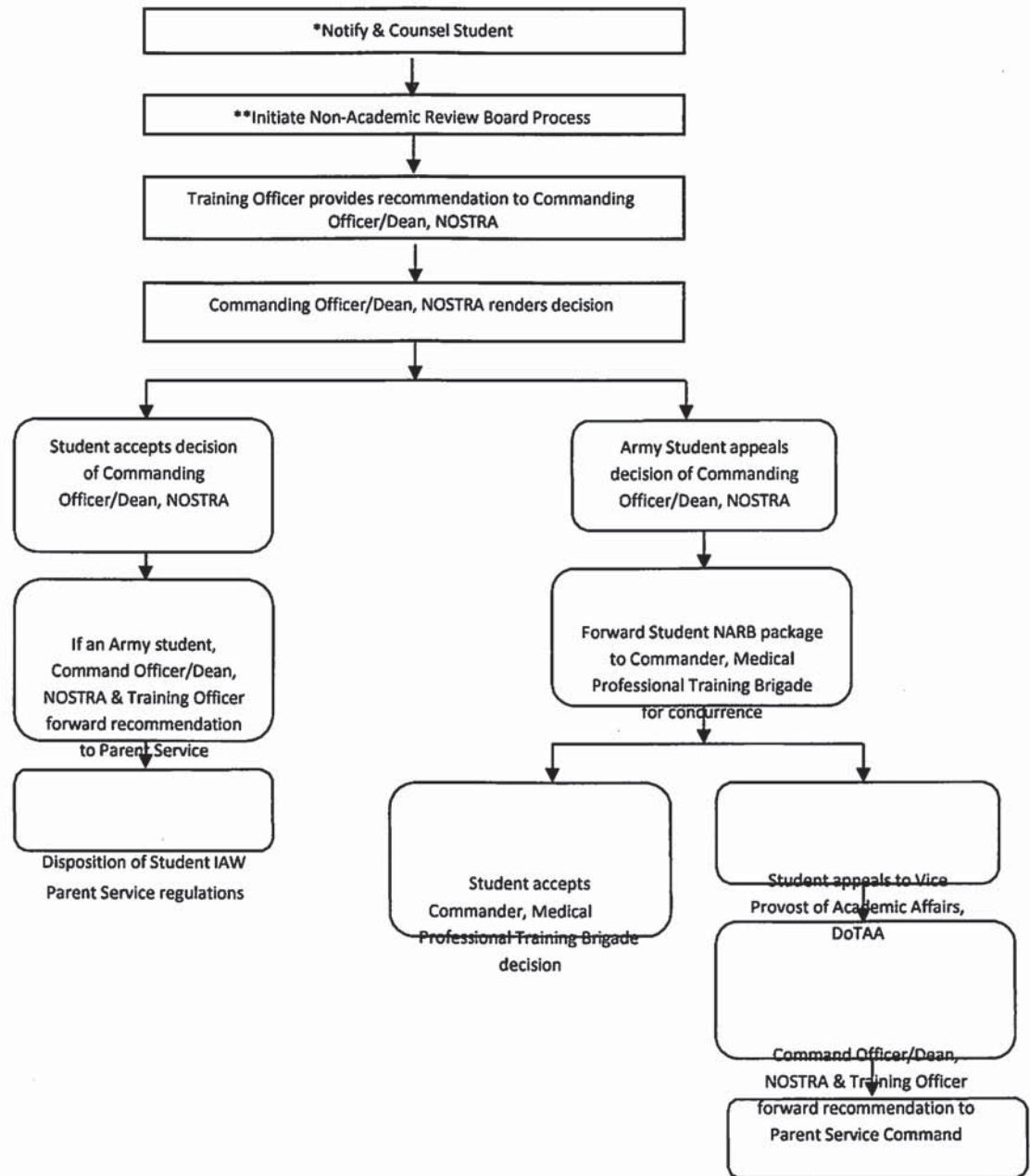
Student's Signature

Date

Referring Instructor's Signature

Date

APPENDIX K – NON-ACADEMIC REVIEW BOARD (PROGRAM INITIATED) FLOWCHART



*The Director of Training will notify the Training Officer.

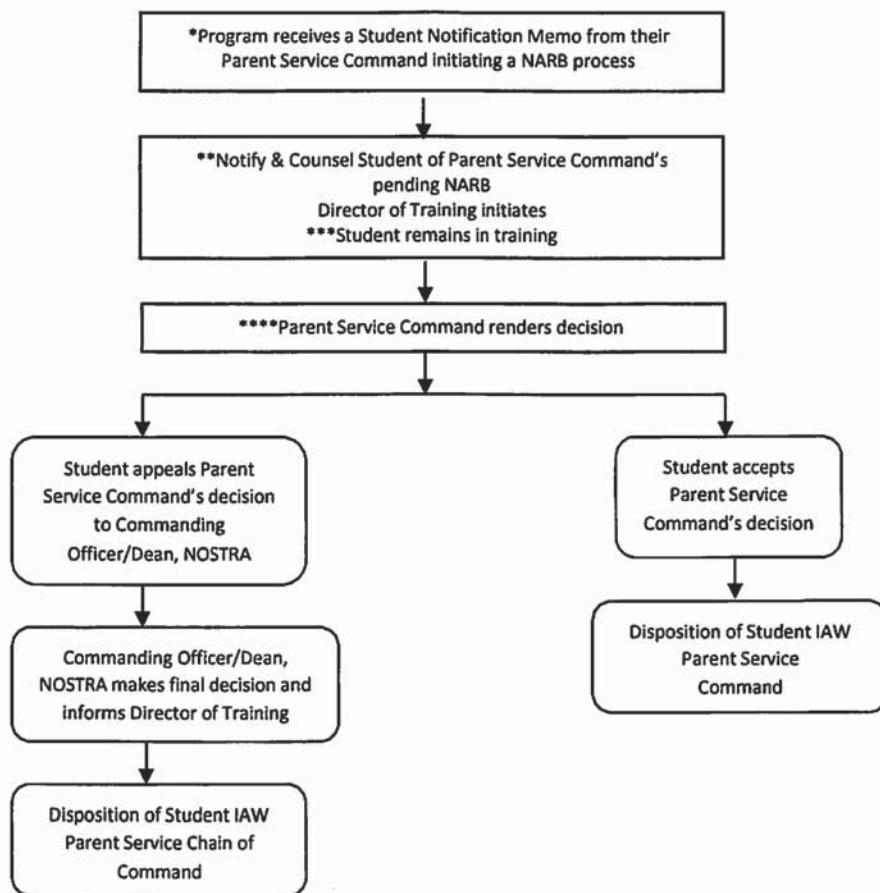
**Student is made aware at this point and throughout the process that he or she has the right to appeal the decision to be removed from training.

***For legal/disciplinary issues and/or if student is appealing removal from training recommendation, the student will be expected to remain in training until completion of due process to include final determination of the student's disposition unless otherwise specified.

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******Signature must be from Parent Service Command level or above.**

**APPENDIX L – NON-ACADEMIC REVIEW BOARD
(PARENT SERVICE COMMAND INITIATED) FLOWCHART**



*The Director of Training will notify the Training Officer.

** Student is made aware at this point and throughout the process that he or she has the right to appeal the decision to be removed from training.

***For legal/disciplinary issues and/or if student is appealing removal from training recommendation, the student will be expected to remain in training until completion of due process to include final determination of the student's disposition unless otherwise specified.

****Signature must be from Parent Service Command level or above.

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**APPENDIX M – NON-ACADEMIC REVIEW BOARD (PROGRAM
INITIATED/PARENT SERVICE COMMAND INITIATED)
STUDENT APPEAL PACKAGE**

1. Navy students have the right to appeal the decision to the Commanding Officer/Dean, NOSTRA. Army students have the right to appeal to the Vice Provost of Academic Affairs, DoTAA. All appeals must be submitted in writing and within two working days after receiving the Parent Service Command's decision.
2. Students choosing to appeal will format the letter as follows:

Date:

From: Rate/Rank, First Name, MI, Last Name, Class Number

To: Commanding Officer/Dean, NOSTRA (for Navy Students)

or

Vice Provost of Academic Affairs, DoTAA (for Army Students)

Subj: APPEAL OF PARENT SERVICE COMMAND'S DECISION

In a brief paragraph explain the reasons you believe the recommendation(s) is/are incorrect and why you feel you should remain with your class. If you are requesting a different disposition, explain what you are requesting. Please give all pertinent facts that you feel were not considered.

Very respectfully,

Signature

Type Name

APPENDIX N – REFERENCES

PUB NO/NAME	DATE	TITLE
AMEDDC&S HRCoE Reg 351-12	2 Aug 17	Enrollment, Relief, Recycle, and Administrative Disposition of Student Personnel
AR 350-1	19-Aug-14	Army Training and Leader Development
AR 600-9	28-Jun-13	The Army Body Composition Program
AR 614-200 (RAR)	11-Oct-11	Enlisted Assignments and Utilization Management
AR 623-3	4-Nov-15	Evaluation Reporting System
AR 635-200	19 Dec 16	Active Duty Enlisted Administrative Separations
CANTRAC	21-Nov-13	Catalog of Navy Training Courses
MILPERSMAN 1306-106	8-Jan-08	Time on Station (TOS) and Retainability/Obligated Service (OBLISERV)
NGR 351-1	1-Jun-87	Individual Military Education and Training
OPNAVINST 6110.11	11-Jul-11	Physical Readiness Program

APPENDIX O – ACRONYMS

Acronym	Title
AARTS	Army/American Education Registry Transcript System
ACE	American Council on Education
ACU	Army Combat Uniform
AERs	Academic Evaluation Reports
AMEDDC&S	Army Medical Department Center and School
ARB	Academic Review Board
AR	Army Regulation
ATRRS	Army Training Requirements and Resources System
CANTRAC	Catalog of Navy Training Courses
CDR	Commander
CETARS	Corporate Enterprise Training Activity Resource System
COMDTINST	Commandant Instruction Manuals
CPPD	Center for Professional Personnel Development
HM	Navy Hospital Corpsman
HRCOE	Health Readiness Center of Excellence
IAW	In Accordance With
JST	Joint Services Transcript
MOA	Memorandum Of Agreement
MOS	Military Occupational Specialty
MTF	Medical Treatment Facility
NAVPERS	Navy Personnel
NEC	Navy Enlisted Classification
NGR	National Guard Regulation
NARB	Non-Academic Review Board
NWU	Navy Working Uniforms
OBLISERV	Obligated Service
OPNAVINST	Chief of Naval Operations Instructions
POC	Point of Contact
POI	Program of Instruction
POV	Privately Owned Vehicle
SEAP	Student Evaluation and Administration Plan
SELRES	Select Navy Reserve-Active Duty for Training
SMART	Sailor & Marine American Council on Education Registry Transcript
STR	Student Training Report
TOS	Time on Station
TR	TRADOC Regulation
UCMJ	Uniform Code of Military Justice

APPENDIX P – COMPENDIUM

Fill in this space, attach additional pages if needed.

APPENDIX Q – STUDENT ACKNOWLEDGEMENT

I, _____ have read and understand the following policies:
(Print Rank, Last Name, First Name)

Appendix A: Testing Plan

Appendix B: HIPAA Compliance Statement

Appendix C: Standards of Academic Integrity and Conduct

Appendix D: Attendance Policy

Appendix E: Electronic Media Policy

Appendix F: Classroom Procedures and Policies

Item Number II, C, 1: Program Description, Course Credit – J. Sargeant Reynolds Community College credits awarded

Item Number II, C, 2: Program Description, Course Credit – The number of ACE evaluated credits recommended

Item Number VI: Academic Relief/Recycle

I am also aware of the possible consequences of any violations these listed policies and procedures IAW Service Component-specific regulatory guidance.

Signature: _____ Date: _____