

**Subject:** Military Grades Reporting  
**Number:** 542  
**Issued by:** Director of Military Programs  
**Date:** October 15, 2007

**Policy:**

Grade reports are submitted to Pensacola, Florida on every active duty military student taking classes paid for through government tuition assistance. Military students receiving a failing grade for a course are required to pay back government funding for that class. Additionally, grade reports are used to support future funding for students enrolling in subsequent terms.

**Procedure:**

At the completion of each semester, the business office will send a billing invoice to the government for payment. The invoice lists the names of currently enrolled students and how much will be billed to Tuition Assistance. The Director of Military Programs receives a copy of this billing statement and inserts a column to that invoice spreadsheet entitled "GRADES."

- In IMS "ROLLPRNT," copies of student grades are collected by course
- Grades are then transferred to the billing spreadsheet
- After all grades are entered, the completed spreadsheet is submitted to Pensacola, Fla.
- Copies of grade reports are housed in the Office of the Director of Military Programs