

GENERAL COURSE INFORMATION

SCHOOL HOURS

Mon-Fri 0900 - 1200
 1300 - 1700
Study Hall (As Directed)

FIRST DAY OF CLASS:

Army and Marines enlisted students will in-process with Alpha Company, 369th AG BN from 0830 until lunchtime. ALL STUDENTS will then report for the start of class at 1300.

ELIMINATION FROM THE COURSE

Students who do not meet the criteria outlined in the DoD 4525.6-M or their service requirements will not be enrolled in the course and returned to their parent unit.

Students that fail the same exam twice or who fail multiple exams will be recommended for elimination. In all cases, the School Director will determine if a student is to be eliminated or continue to train.

Students may be dropped from the course for the following reasons:

Multiple test failures – if a student fails the same test twice, he/she is recommended for elimination from the course. Additionally, after any three failures, elimination is considered. It is the Director's decision whether the student will be given another retest or continue after three failures.

Lack of motivation – students who show no motivation to learn by missing class, not completing homework, not participating in class, or poor overall attitude.

Students who miss more than three academic days of class may be eliminated from the course. The option to new start or transfer the student is also available depending on the student's attitude and prior class performance. The Director will make the decision based on the instructor's and Senior Service Liaison recommendations.

HONORS

Only enlisted students may vie for class honors in the F5 Postal Operations Course. F4 Postal Supervisor and F5 Phase I Courses do not have honors recognition.

The top 20% of the class will be recognized as follows:

Distinguished Honor Graduate (DHG) – the student with the highest overall GPA will be designated the DHG.

Honor Graduate (HG) – the student with the second highest GPA will be designated the HG.

Commandant's List - the next highest GPAs in order from highest to lowest based on the number of honorees authorized (ex. 23 students enrolled - $23 \times .20 = 4.6$ rounded down to 4...always round down). This means there will be two students on the Commandant's List.

*Any negative counseling or test failure is an automatic disqualifier for class honors.

**If a student has been transferred into a class for any reason other than disciplinary or academic difficulty, they ARE eligible for honors in their new class.

APPOINTMENTS/MAKE-UP TRAINING

Appointments will be for emergencies only.

Students are responsible for arranging with the instructor to make up any missed training due to absence(s).

SEXUAL HARASSMENT / SHARP

Sexual harassment will not be tolerated. The DoD and Postal School has a zero tolerance policy for any form of sexual harassment. Examples could be unwanted touching, grabbing, bumping, kissing, hugging, cornering or inappropriate verbal comments. If a student feels they have been harassed or has any questions regarding this issue, they may contact the School's Deputy Director.

STUDENT EXPECTATIONS

BE ON TIME: Class begins at 0900 unless otherwise directed by the instructor. All students should be present NLT 0845 for accountability. Students who are delayed because of barracks details should inform their class leader immediately.

RENDER PROPER MILITARY COURTESY: Adhere to professional military courtesy when speaking to instructors and fellow students. Respect the traditions of each service and render appropriate courtesies. A poster of all military ranks is posted in the classrooms.

PERSONAL APPEARANCE: Maintain a neat, professional appearance at all times. You represent your service, so do it with pride. Students should conform to their service specific uniform and personal grooming standards. See uniform tab for more information on specific uniforms for your branch of service.

4. BE PREPARED: Training schedules are posted in your classroom, so be prepared for each class. If homework is assigned, do it. There is no excuse for not doing homework and class will not be held up because you are not prepared.

5. PARTICIPATE: Learning is an active process. Successful students ask questions, complete their lessons, participate in discussions, take notes, and help others in class. Take advantage of the time you are in class by asking questions on things you are not clear on. The instructors are here for you, but they will not know if you are struggling if you do not let them know. Pay attention to detail and ask questions!!!
