

Appendix Q
Student Performance Evaluation Board (SPEB) Preamble

(Student Name and Rank), you have been referred to a Student Performance Evaluation Board. I am *(Board President's Name and Rank)*, the Board President. Other members of the board are *(refer to SPEB appointment letter)*.

The Student Performance Evaluation Board is an administrative proceeding. As such, it serves both an institutional and an individual purpose. At the institutional level, it provides a review process for substandard performance and recommends appropriate action. At the individual level, it may assist you by encouraging improved performance through schoolhouse monitoring of your progress.

The board has a wide range of options it may recommend to the director. These may include but are not limited to the following:

1. Continue in the course without prejudice
2. Resubmit an academic requirement
3. Academic probation
4. Formal counseling
5. Non-punitive letter of caution
6. Certificate of attendance, in lieu of diploma
7. Dismissal from the University
8. Further action as deemed necessary by the director
9. Commander notification of adverse SPEB action (non-resident only)

The board does not make a final decision; it only makes a recommendation to the director. The director will carefully review the results of the board deliberations before reaching his decision.

The board will review the circumstances that required the convening of this board, ask questions of personnel who may be knowledgeable with the circumstances, and allow you the opportunity to make a statement and answer questions. You may also decline to make a statement or submit matters. Any statement you make will be made a part of the record and may be used to determine appropriate disposition of your case, including disciplinary action. Do you understand these procedures?