



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY  
25<sup>TH</sup> STREET, BUILDING 24402  
FORT GORDON, GEORGIA 30905

ATZH-NC

04 November 2011

MEMORANDUM FOR Regimental Noncommissioned Officer Academy

SUBJECT: Policy Memorandum #31 – Student Dismissal Procedures

1. Reference. AR 350-1, 18 DEC 09.
2. This policy letter applies to all personnel attending the RNCOA in a student status for the Senior Leaders Course (SLC) and the Advanced Leaders Course (ALC).
3. Under certain conditions, students may be dismissed from courses before course completion. Students may be considered for dismissal from courses for the following reasons:
  - a. Personal conduct is such that continuance in the course is not appropriate (for example, if a student violates regulations, policies or established discipline standards). No formal adjudication of guilt by a military or civilian court or by a commander under Article 15 of the Uniform Code of Military Justice (UCMJ) is necessary to support dismissal under this paragraph.
  - b. Negative attitude or lack of motivation is prejudicial to the interests of other students in the class.
  - c. Academic deficiency demonstrated by failure to meet course standards (two consecutive failures on the same test) or lack of academic progress that makes it unlikely that the student can successfully meet the standards established for graduation.
  - d. Illness or injury (as determined by a physician) or added physical profile limitation.
  - e. Compassionate reasons.
4. Dismissal Procedures.
  - a. See RNCOA Student Dismissal Process Flowchart attached to this policy letter.
  - b. RNCOA student dismissal procedures will:
    - (1) Ensure fair and equitable processes to adjudicate individual cases.
    - (2) Adhere to Army policies and standards.

(3) Inform students of the course and training completion requirements prior to the start of the training and education.

(4) Obtain servicing Office of the Staff Judge Advocate (OSJA) review of dismissal procedures prior to promulgation.

c. The following procedures apply in cases where dismissal is considered for motivational, disciplinary or academic reasons:

(1) The Deputy Commandant will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The supervisor will advise the student that any appeal must be submitted within 7 duty days after receipt of the written notification of the dismissal action. Appeals will be submitted to the school Commandant.

(2) The student will acknowledge by endorsement within 2 duty days receipt of the written notification of dismissal action. The endorsement must indicate whether or not the student intends to appeal the dismissal action.

(a) Appeals will be forwarded to the school Commandant who will refer the proposed action and the appeal to the OSJA to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. Commandants will make their final decision on dismissals after considering the supporting OSJA recommendation. In cases where an OSJA is not available, the commandant or commander will forward appeals to the commander who has GCMCA for review and final decision.

(b) Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals.

(c) OSJA will still review student's packets that elect not to appeal to ensure that the facts support the dismissal.

d. Disenrollment for illness, injury, compassionate transfer, or other reasons beyond the control of the individual (i.e. overbook) will be made without prejudice. The school commandant will provide a written statement to the student's unit or organization stating the reason for termination and that the student will be eligible to re-enroll as soon as conditions that led to disenrollment no longer exist.

5. The RNCOA Training Management Branch will:

a. Prepare documents with the RNCOA Commandant's signature for all dismissals and enrollment denials.

b. Forward documents to: CG, HRC, ATTN: AHRC-EPT-FN, 200 Stovall Street, Alexandria, VA 22332-0400.

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c. Upon completion of the DA Form 1059, forward a copy electronically to the NCOES Branch, HRC. The following information will be provided:

- (1) Full name and current grade.
- (2) Social Security Number.
- (3) Date of enrollment denial or dismissal.
- (4) Complete address of the student's unit of assignment.
- (5) A brief synopsis of the reason(s) for enrollment denial/dismissal.

d. The school will make an appropriate ATRRS entry on all students dismissed from courses within two duty days of the day the dismissal is approved.

e. When dismissal of a military student of another nation is contemplated, a complete report will be submitted to the TRADOC Security Assistance Training Field Activity, Fort Monroe, VA 23651-5000. Final authority for dismissal of military students of other nations rests with the CG, TRADOC in accordance with AR 12-15.

7. The point of contact for this memorandum is the Deputy Commandant, 1SG Robert Barnes III, [robert.barnes3@us.army.mil](mailto:robert.barnes3@us.army.mil) 706-791-7882.

// Original Signed//

TYRONNE L. SMOOT  
CSM, USA  
Commandant