



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

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19 August 1983

USNA INSTRUCTION 1531.39

From: Superintendent

Subj: Academic-Advising System

Ref: (a) USNAINST 1531.16R

Encl: (1) Philosophy
(2) Objectives
(3) Organization and Responsibilities
(4) Midshipman Responsibilities
(5) The Study Skills Program
(6) Policies and Procedures
(7) Reports and Forms

1. Purpose. To promulgate instructions for organized and coordinated academic advising at the Naval Academy (USNA).

2. Scope. Enclosures (1) through (7) outline the purpose, objectives, organization, policies, and procedures of the academic-advising system designed to support the academic program outlined in reference (a).

3. Action

a. Members of the Naval Academy staff will comply with the spirit and intent of this instruction whenever advising/counselling midshipmen on academic matters.

b. Academic advising personnel designated in enclosure (3) will carry out the specific responsibilities assigned to them in the enclosure.

c. Midshipmen will carry out the general and specific responsibilities assigned to them in enclosure (4).

A handwritten signature in cursive script, reading "E. C. Waller".

E. C. WALLER

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PHILOSOPHY

1. Premise. All academic advising should support the Naval Academy's overall mission, which is:
To prepare midshipmen morally, mentally, and physically to be professional officers in the naval service.

Evolving over the years from this mission has been a balanced emphasis on two general Academy pursuits: (a) undergraduate education, and (b) military indoctrination. A midshipman's daily experience at the Academy fully integrates both pursuits. Consequently, to be effective in supporting the Naval Academy's overall mission, the Academy's academic advising system aims to: (a) provide the academic advising normally offered in civilian schools to undergraduate students, and (b) accommodate the major institutional emphasis placed on military indoctrination of midshipmen. To satisfy these two general needs, the system is broad in scope.

2. System Requirements. The Naval Academy's academic advising system must satisfy the following advising and counselling requirements:

- a. Undergraduate Education Advising

- (1) Undergraduate education advising rests on the concept that a student is responsible to develop oneself through the undergraduate education process. The student must strive to grow. Intellectually, this growth process entails: (a) expanding one's academic knowledge; (b) broadening one's understanding of man, nature, and technology; and (c) developing an inquiring and reasoning outlook on life.

- (2) An Academic Adviser, or anyone else, cannot expand, broaden, or develop a student. The Academic Adviser's role is to offer helpful and timely guidance to the student as he/she pursues academic opportunities. Such opportunities are extensive and range from classroom performance to academic major selection to graduate school qualification. Students should have the right to make decisions about pursuing such opportunities and must do the work to achieve their goals. Implied in this "right to choose" is the possibility that a student may not seek intellectual development and may not do the necessary academic work. Students who fail, having made such a choice, may well forfeit their right to continued academic enrollment.

- (3) In sum, an academic advising system designed for use in undergraduate education must recognize: (a) that students must develop themselves intellectually, and (b) that Academic Advisers should provide guidance to students in the form of information and advice.

- b. Military Indoctrination Counselling

- (1) Military indoctrination counselling provided at the Naval Academy arises directly from the Academy's mission to prepare midshipmen for service as Naval/Marine officers. The Academy provides midshipmen the indoctrination in naval customs, courtesies, discipline, and esprit required by the officer training mission.

- (2) Such military indoctrination requires the frequent use of direct counselling. Through counselling, the military counselor, usually the Company Officer, actively strives to modify the midshipman's attitude and behavior to conform to the desires of the institution. Company Officers issue explicit instructions, correct inappropriate behavior, and direct the pursuit of remedial courses of action. All of these forms of counselling seek to prepare midshipmen fully to assume their military leadership responsibilities as officers in the naval service.

- (3) At the Naval Academy, this indoctrination counselling extends in scope beyond traditional military performance into academic performance. Academic work is a major part of a midshipman's assigned duties. Through academic work, a midshipman reveals attitudes and patterns of behavior with respect to such desired officer characteristics as attention to duty, perseverance, and self-discipline. Company Officers therefore should evaluate a midshipman's academic performance for these character qualities and provide the appropriate counselling to the midshipman. Such appropriate counselling includes directive counselling aimed at modifying attitudes and behavior that are not acceptable for officers of the naval service.

- (4) Thus, the academic advising system designed for the Naval Academy must include direct counselling of midshipmen by Company Officers specifically tasked to train future Naval/Marine officers.

3. System Challenge. As evident from the system requirements outlined above, the Naval Academy's academic advising system must incorporate and reconcile: (a) academic advising traditionally required in meaningful undergraduate education, and (b) counselling necessitated by the Academy's military indoctrination mission.

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a. Such reconciliation is relatively easy for midshipmen who perform up to their academic potential. The only academic advising/counselling required to be given these midshipmen is information and guidance about academic opportunities. The Academic Adviser provides this assistance.

b. It is the underachiever--the midshipman who fails to perform up to his academic potential--who poses the challenge to the Academy's academic advising system. Both the Academic Adviser and the Company Officer desire improved performance by the underachiever. Both acknowledge the ultimate, common goal of graduating a competent officer, but the two differ in their advising/counselling emphasis. The Academic Adviser strives to promote intellectual growth and the reasoning, self-reliant maturity that emanates from such growth. Since one must stimulate such growth through adviser guidance and not force it by enjoining directions, the Academic Adviser uses the advising approach to help the underachiever to improve. The Company Officer aims to instill achievement oriented officer qualities in midshipmen and must intrusively strive to modify undesired midshipmen attitudes and behavior. Consequently, the Company Officer may feel obligated to use the more direct counselling approach to help the underachiever to improve.

c. If not understood and coordinated, these differing advising/counselling approaches to dealing with underachievers may lead to unintended interference by the Academic Adviser and Company Officer in the accomplishment of each other's goals. The underachieving midshipman and his/her Company Officer may interpret the Academic Adviser's approach as a laissez faire willingness to tolerate poor performance and qualities which the institution does not find acceptable for a future officer. On the other hand, the underachieving midshipman and his Academic Adviser may feel the Company Officer's direct approach limits the opportunity a midshipman must have to develop his/her own intellectual maturity. To minimize such misunderstandings and unintended interference, both the Academic Adviser and Company Officer must understand the objectives being sought, and the approaches being used, by each other. The Academic Adviser should acknowledge the Company Officer's military indoctrination obligations and appreciate the necessity of directed remedial courses of action for some underachieving midshipmen. The Company Officer should support the Academic Adviser's objective of fostering the intellectual self-development of midshipmen and should resort to direct counselling when other efforts have failed.

4. System Coordination. An academic advising system at the Naval Academy must acknowledge and manage the differences (and possible tension) that sometimes arise between Academic Advisers and Company Officers. The Assistant Dean for Academic Affairs provides such managerial coordination and oversees all academic advising/counselling at the Naval Academy. He/she will monitor the advising/counselling approaches being employed by all involved personnel and must ensure that all approaches are consistent with the overall philosophy and objectives of the system.

5. System Principles. In conclusion, the following general principles form the basis of the Naval Academy's academic advising system:

a. The system must support the overall mission of the Naval Academy by coordinating the mission-induced requirements for undergraduate academic advising and military indoctrination counselling.

b. Midshipmen should be responsible for their own academic accomplishments, intellectual growth, and character development during their undergraduate education experience.

c. Academic Advisers should be responsible for promoting the intellectual self-development of midshipmen by providing helpful and positive guidance to them about academic requirements and opportunities.

d. Company Officers should be responsible for ensuring midshipmen develop achievement oriented attitudes and habits required for service as a Navy/Marine officer. In seeking to modify the attitudes and behavior of underachievers, Company Officers should support the principle of intellectual self-development.

e. The Assistant Dean for Academic Affairs must carefully coordinate the academic advising system. He/she should be responsible for ensuring the academic advising and counselling provided all involved personnel are consistent with the overall philosophy and objectives of the academic advising system.

f. Academic Advisers and Company Officers should work in tandem to coordinate their efforts in advising and counselling midshipmen.

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OBJECTIVES

1. To support the mission of the Naval Academy by coordinating the mission induced requirements for undergraduate academic advising and military indoctrination counselling.
2. To provide all midshipmen with information on academic policies, procedures, and programs at the Naval Academy.
3. To assist midshipmen in choosing educational objectives commensurate with their interests and abilities.
4. To assist midshipmen in exploring the possible short and long range career consequences of their educational abilities.
5. To make midshipmen aware of the wide range of educational services and opportunities available at the Naval Academy that may be pertinent to their educational objectives.
6. To provide study skills introduction to midshipmen in need of such assistance.
7. To ensure the academic attitudes and behavior of midshipmen are consistent with the achievement oriented qualities required for Navy/Marine officer service.
8. To provide academic advising and counselling indoctrination to Academic Advisers, Company Officers, and others at the Naval Academy.
9. To provide an "Academic Adviser's Handbook" to all advising and counselling personnel.
10. To evaluate the effectiveness of the academic advising system.

ORGANIZATION AND RESPONSIBILITIES

1. System Description

a. A central structure coordinates the academic advising system at the Naval Academy while various advisers and counselors provide primary advising services on a decentralized basis. This system, illustrated schematically in paragraph 2, recognizes both the military and academic aspects of the Naval Academy's undergraduate education experience as complementary parts.

b. The primary advising personnel are the Academic Advisers. The primary counselors are the Company Officers, Company Strippers, and Study Skill Advisers. The Company Officer coordinates the efforts of these primary counselors by carrying out the line responsibility assigned to him/her for all aspects of midshipmen performance within his/her command. The Assistant Dean for Academic Affairs directs the central administration of the USNA-advising system through the Division Senior Academic Advisers, the Deputy Commandant of Midshipmen, and the Study Skills Coordinator.

c. The advising system also includes the efforts of various support personnel who either counsel only as a secondary portion of their responsibilities, or who provide counselling services only to a limited sector of the midshipmen population. Assistant Dean for Academic Affairs coordinates the work of the support personnel with the Director of Candidate Guidance, the Senior Chaplain, the Director of Athletics, Academic Liaison Officer, and the Chairman of various academic committees.

2. Organizational Diagram of Academic Advising System. The organization of the academic advising system is shown on the following page.

3. Functional Descriptions of Academic Advising Agents

a. Office of the Academic Dean

(1) Assistant Dean for Academic Affairs (ADAA)

(a) Chairs the Advising, Counselling, Validation, and Majors Committee (Adviser's Committee). See tasks for this committee listed below.

(b) Supervises the academic advising program. Publishes "The Adviser's Handbook." Screens all classes for illegal class drops/adds and other academic problems.

(c) Ensures all midshipmen who graduate have fulfilled their academic requirements.

(d) Ensures at least 80 percent of the midshipmen enroll in "technical" academic majors. Approves all changes of major, except those directed by the Academic Board.

(e) Publishes and updates the "Majors Program" booklets for each class.

(f) Approves the reduced academic workload programs that are followed by midshipmen as a result of Academic Board decisions and/or prolonged illnesses.

(g) Counsels midshipmen (at their request) who desire to change majors, drop courses, change course levels, and/or separate from USNA.

(h) Approves all courses repeated by midshipmen.

(i) Approves pre-registration, registration, and final exam schedule as prepared by the Registrar.

(j) Supervises the summer school program.

(k) Supervises the premedical education program.

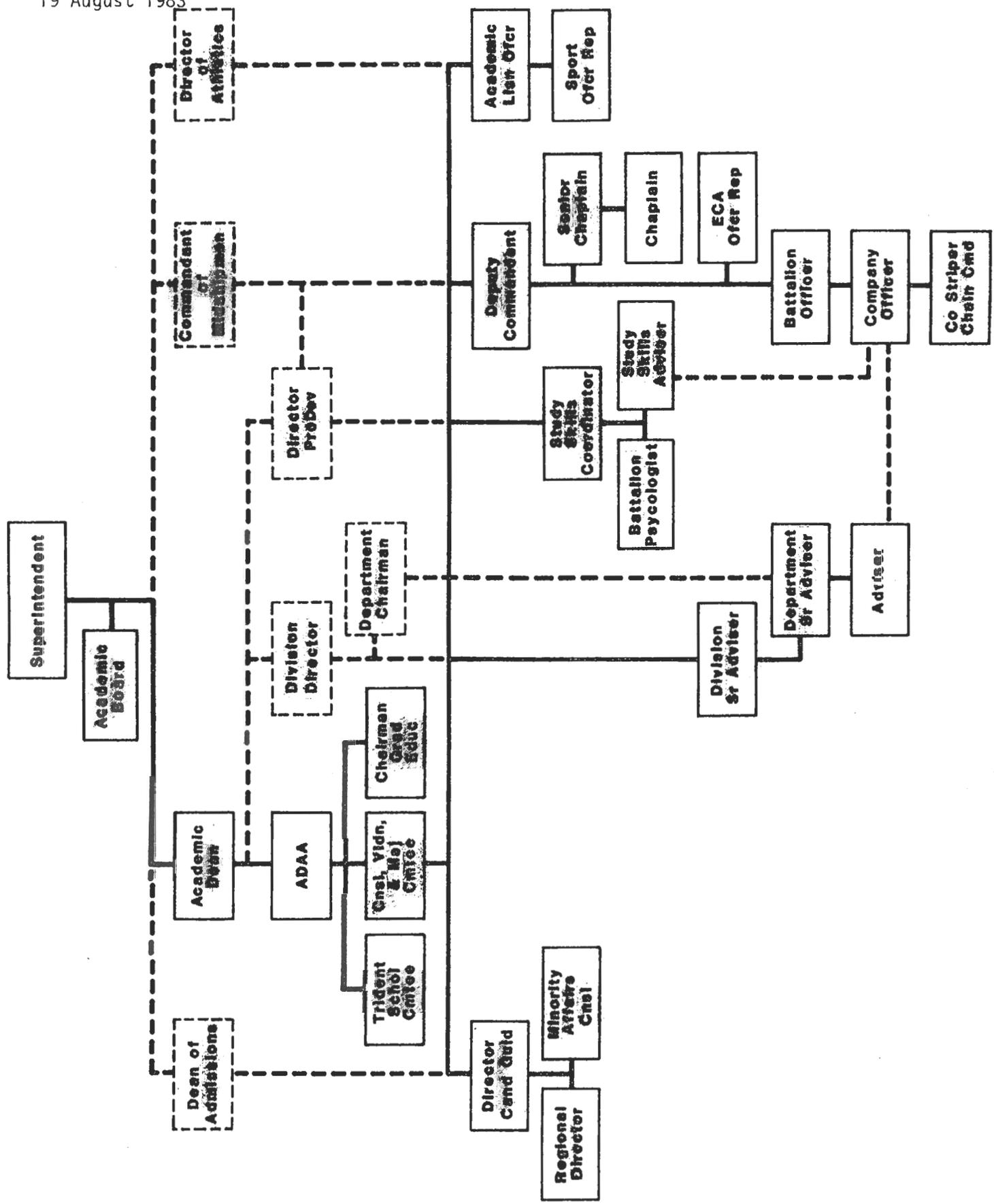
(l) Arranges plebe academic major briefs.

(m) Coordinates academic advising amongst the Academic Dean, Commandant of Midshipmen, Dean of Admissions, and Director of Athletics.

(n) Publishes a newsletter on items of common concern.

(o) Provides guidance to the Division Senior Academic Advisers, Commandant of Midshipmen, and Director of Professional Development in organizing and delivering indoctrination programs for Academic Advisers, Company Officers, and Study Skill Advisers.

(p) Coordinates academic advising procedures and programs with the Registrar.



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(2) Division Senior Adviser

- (a) Serves as a member of the Advising, Counselling, Validation, and Majors Committee.
- (b) Provides assistance to, and coordinates the efforts of, the Department Senior Academic Advisers under his/her cognizance.
- (c) Provides indoctrination on the Naval Academy academic program, the academic advising system, and the duties of advisers to Academic Advisers in his/her division.
- (d) Advises the Division Director and Department Chairmen on matters pertaining to the academic advising program.
- (e) Accomplishes all other academic advising tasks assigned by the Division Director.

(3) Department Senior Adviser

- (a) Coordinates all academic advising within the Department.
- (b) Appoints Academic Advisers and assigns advisees to them as directed by the Department Chairman.
- (c) Establishes criteria for predicting success in the major, or majors, under his/her purview.
- (d) Counsels midshipmen identified as having limited potential in the major and those requesting a change into, or out of, the major.
- (e) Assists the Division Senior Academic Adviser in the indoctrination of Academic Advisers.
- (f) Provides guidance to Academic Advisers in the pursuit of their duties.
- (g) Submits evaluation on the Academic Advisers in his/her department to the Department Chairman upon request.
- (h) Identifies superior midshipmen achievers who may qualify for the Trident Scholar Program, Voluntary Graduate Education Program, or other special programs.

(4) Academic Adviser

- (a) Guides advisees into the proper sequence of courses at pre-registration and registration.
- (b) Checks each advisee's progress through the matrix of the major, assuring that prerequisites are fulfilled.
- (c) Checks all advisee requests to drop or add courses.
- (d) Maintains a record of the progress of each advisee.
- (e) Checks the grades of advisees at each grading period.
- (f) Reviews, as necessary with Department faculty members, the performance of advisees in majors courses. Identifies and counsels midshipmen who may be in the wrong major or have the potential for substantial additional achievement (Trident Scholar, Voluntary Graduate Education Program (VGEP), etc.).
- (g) Assists plebe advisees in the selection of an academic major. Counsels advisees who contemplate a change of major.
- (h) Checks all advisees during their first and second class years to ensure they will complete the courses required for graduation.
- (i) Maintains a counselling dialogue with all advisees aimed at stimulating their intellectual growth and academic achievement.
- (j) May voluntarily submit a formal evaluation to the Registrar and appropriate Company Officer on any advisee. The evaluation comments upon the efforts and progress by the advisee toward intellectual growth and academic achievement.
- (k) Coordinates the advising and counselling of midshipmen with the appropriate Company Officer.

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(5) Trident Scholars Committee

(a) Interviews all Trident Scholar candidates approved for consideration by the Commandant of Midshipmen.

(b) Evaluates projects prepared by the Trident Scholar Candidate and his/her faculty mentor.

(c) Recommends to the Superintendent via the Academic Dean an order of preference for Trident Scholar selection.

(d) Reviews requests for midshipmen release from the Trident Scholar Program.

(e) Reviews the semester-hour credits and grades awarded to Trident Scholars by Trident Scholar Advisers.

(6) Advising, Counselling, Validation, and Majors Committee (Adviser's Committee)

(a) Formulates the academic program for fourth class validators.

(b) Recommends administrative procedures for counselling and validation to the Academic Dean.

(c) Coordinates the resolution of validation and counselling problems among the academic departments.

(d) Assists and advises the Registrar in matters concerning registration.

(e) Faculty members on the committee assist and advise the Academic Board on the handling of academically deficient midshipmen during the Board's end of semester deliberations. They counsel all midshipmen who appear before the Board and who fail courses.

(f) Advises and assists the Academic Dean in obtaining and maintaining the proper distribution of majors, by class, as directed by the needs of the naval service.

(g) Reviews and approves for the Academic Dean all assignments and changes of academic majors.

(h) Ensures the academic departments prepare and present academic major selection briefs to the fourth class.

(i) Meets at least once a month during the academic year to review progress grades and coordinate other academic matters as necessary.

(7) Graduate Education Committee

(a) Provides guidance for, and administration of, all graduate education programs applicable to midshipmen at USNA.

(b) Ensures that all potential graduate education candidates receive a comprehensive briefing on available graduate education programs and related subspecialty/P-code information.

(c) Coordinates and consolidates lists of recommended candidates submitted by cognizant departments for individual graduate education programs.

(d) Reviews qualification of all midshipmen recommended for scholarships and other graduate programs.

(e) Submits to the Superintendent, via the Academic Dean and Commandant of Midshipmen, the final recommendations for selection of midshipmen into graduate-education programs.

b. Office of the Commandant of Midshipmen

(1) Deputy Commandant of Midshipmen

(a) As a member of the Adviser's Committee, coordinates matters concerning the academic advising of midshipmen.

(b) Provides standards on academic counselling guidance to Battalion and Company Officers.

(c) Provides an indoctrination program on academic counselling to Brigade Officers in coordination with the ADAA.

(2) Battalion Officer

- (a) Ensures that Company Officers carry out required academic counselling.
- (b) Reviews the academic progress of all midshipmen within the battalion after each marking period.
- (c) Counsels academically deficient midshipmen referred by Company Officers.
- (d) Monitors midshipmen class absences and ensures Company Officers take corrective action for excessive or unauthorized absences.
- (e) Reviews academic summary reports prepared by Company Officers for the Academic Board.
- (f) Observes all Academic Board hearings for assigned midshipmen.

(3) Company Officer

- (a) Carries out all duties associated with his line responsibility for the overall performance of his/her midshipmen. Designates midshipman academic work as an assigned military duty. Holds midshipmen accountable for their successful accomplishment of this duty and their development of officer leadership qualities.
- (b) Sets academic goals for his/her company.
- (c) Monitors the academic progress and application of all midshipmen in his/her company.
- (d) Sets standards for the proper study environment in the company area and monitors study habits. Refers individuals with poor study habits to the company Study Skills Adviser for counselling.
- (e) Maintains academic counselling records on assigned midshipmen.
- (f) Supervises the performance of the midshipman chain of command in the execution of its academic responsibilities.
- (g) Notifies the Academic Dean and applicable course instructors of all hospitalized midshipmen. Helps to arrange extra instruction for them.
- (h) Monitors midshipmen class absences. Initiates corrective action for excessive or unauthorized absences.
- (i) Counsels academically deficient midshipmen.
- (j) Awards/withholds midshipmen privileges based upon academic performance.
- (k) Refers academically deficient midshipmen to Study Skills Adviser for assistance in determining reasons for poor academic performance and assistance in developing remedial program.
- (l) Refers academically deficient midshipmen to faculty members for extra instruction as necessary.
- (m) Coordinates academic counselling of midshipmen with the appropriate Academic Adviser.
- (n) Prepares a comprehensive evaluation of each academically deficient midshipman based on his/her own observations and the evaluations submitted to him/her by the company Study Skills Adviser, Academic Adviser, and course instructors. Submits the evaluation to the Academic Board via the chain of command.
- (o) Attends all Academic Board hearings involving academically deficient midshipmen within his/her company. Provides information and performance assessment requested by Board members.

(4) Company Midshipmen Chain of Command

- (a) Monitors the academic progress of all midshipmen assigned to the company.
- (b) Identifies and counsels all academically deficient midshipmen within the company.
- (c) Ensures academically deficient midshipmen submit weekly academic summary reports to the Company Officer.

- (d) Establishes a suitable study environment in the company area.
 - (e) Monitors the study habits and daily routine of academically deficient midshipmen.
 - (f) Ensures midshipmen in need of faculty extra instruction are encouraged to seek such assistance.
 - (g) Encourages superior academic achievement and improvement by assigned midshipmen. Makes recommendations on awarding and withholding privileges to the Company Officer.
 - (h) Provides special assistance to midshipmen on the excused squad and in the hospital.
 - (i) Maintains academic accountability records for the company in accordance with current directives.
- (5) Extracurricular Activity (ECA) Officer Representative. Each ECA Officer Representative ensures midshipmen in his/her ECA do not devote an excessive amount of time to the extracurricular activity, to the detriment of their academic performance.
- (6) Senior Chaplain. The Senior Chaplain is responsible for providing religious programs and counselling services for midshipmen.
- (7) Battalion Chaplain. Each Battalion Chaplain accomplishes the following academic advising tasks:
- (a) Counsels midshipmen who seek, or are directed by their Company Officers to seek, assistance in controlling emotions and/or frustrations which adversely affect their academic performance.
 - (b) Counsels all midshipmen who separate from USNA during the separation process.
 - (c) Provides Interpersonal Relationship Training (IRT) to fourth class midshipmen during Plebe Summer. The objectives of the training are to teach midshipmen how to challenge: (1) the institution, (2) themselves, (3) others, and (4) the future.
- (8) Study Skills Coordinator
- (a) Develops and supervises the Study Skills Program for midshipmen.
 - (b) Provides study skills classroom instruction for third and fourth class midshipmen.
 - (c) Prepares multi media study skills materials for use by midshipmen in the Bancroft Hall and Nimitz Library Learning Centers.
 - (d) Prepares study skills TV tapes for broadcasting to Company Wardrooms. Schedules these broadcasts.
 - (e) Selects midshipmen for participation in the Study Skills Program.
 - (f) Assigns one Professional Development officer to each company to serve as the company Study Skills Adviser. The duties of the Study Skills Advisers are delineated in paragraph 3b(9)(a)-(h).
 - (g) Counsels midshipmen in need of academic assistance--after the Battalion Psychologist counsels them.
- (9) Study Skills Adviser
- (a) Meets with advisees on an individual basis as required to assess their study skills progress.
 - (b) Provides study skills instruction and counselling to advisees.
 - (c) Assigns study skills lessons to advisees. Monitors the completion of these lessons and evaluates advisee understanding of them.
 - (d) Consults with the advisee's Company Officer to check the academic progress of each advisee.
 - (e) Recommends extra instruction to advisees when it might be helpful to them.
 - (f) Consults with the appropriate Company Officer about any personal concerns which appear to be adversely affecting the study effectiveness of advisees.

(g) Refers advisees to the Study Skills Coordinator and/or appropriate Battalion Psychologist if standard instruction and counselling do not resolve their study skills problems. Coordinates these referrals with the advisees' Company Officers.

(h) Informs the appropriate Company Officer of any attitude or behavioral deficiencies displayed by advisees which retard their study skills development.

(10) Battalion Psychologist

(a) Counsels midshipmen referred by Company Officers and Study Skills Advisers.

(b) Refers midshipmen to the Study Skills Coordinator for further counselling when necessary.

c. Office of the Dean of Admissions

(1) Counselor

(a) Provides general information about the USNA academic curriculum to USNA candidates.

(b) Recommends to USNA candidates the high school courses one should take to prepare for academic work at the Academy.

(2) Minority Affairs Counselor

(a) Provides to USNA minority candidates the same counselling services outlined above for Candidate Guidance counselors.

(b) Provides academic encouragement and informal counselling to minority midshipmen.

d. Office of the Director of Athletics

(1) Academic Liaison Officer

(a) A member of the Adviser's Committee.

(b) Counsels varsity athletes. Such counselling addresses a midshipman's study hours, study environment, study skills, homework effort, extra instruction, varsity sport effects on academic performance, academic course goals, academic attitude, and planned remedial efforts.

(c) Assists varsity athletes in the selection of courses and sections consistent with majors requirements. Coordinates priority registration for athletes.

(2) Varsity Sport Officer Representative

(a) Reviews the academic grades of varsity athletes in assigned sport after each marking period.

(b) Counsels varsity athletes in assigned sport who are academically deficient.

(c) Refers academically deficient varsity athletes to the Academic Liaison Officer for further counselling.

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MIDSHIPMAN RESPONSIBILITIES

1. General. The individual midshipman has academic responsibilities at the Naval Academy both as an undergraduate student and as an appointed naval officer preparing for commissioned service. In the latter sense, it is the military duty of each midshipman to develop a commitment to achieve academic excellence and to demonstrate initiative and perseverance in carrying it out. The intellectual growth and mental self-discipline midshipmen acquire through the undergraduate education process directly support the development of achievement oriented leadership skills.

2. Specific Responsibilities. To support the twin objectives of intellectual and leadership growth, the Academy assigns several specific responsibilities to each midshipman. The Academy evaluates each individual on how well he/she discharges these responsibilities and holds him/her accountable, through the Academic Board process, for failures in performing these duties. Specifically, each midshipman is responsible for accomplishing the following tasks:

a. Seeks out information about the majors program and selects a major that challenges his/her abilities and interests.

b. Monitors his/her progress through the applicable major matrix, and confers with his/her Academic Adviser to ensure he/she does not fall behind the matrix.

c. Seeks advising as necessary from his/her Academic Adviser prior to pre-registration and pre-registers in a timely manner.

d. Seeks extra instruction from faculty members in any course as needed. Prepares properly for extra instruction by analyzing deficiencies in advance and having specific questions ready for the instruction.

e. Seeks counselling on study skills as needed or when academically deficient, and takes positive measures to revise study habits to assure academic success.

f. Makes academic program changes when directed by Academic Board or the Adviser's Committee.

g. Initiates changes of courses or majors with appropriate approval in accordance with current academic instructions. Is familiar with instructions before initiating process.

h. Ensures his/her academic record satisfies all graduation requirements.

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THE STUDY SKILLS PROGRAM

. Since 1967 a Study Skills Program has evolved at the Naval Academy from a one-man operation to a comprehensive, integrated program to assist midshipmen in their adjustment to a college level, technically oriented, academic program.

2. The Study Skills Program is a combination of training aids and personal counselling interviews. Among the training aids is a 43-minute video tape which covers most of the areas in which a midshipman can get bogged down. In addition, numerous film strips with accompanying audio tapes cover many facets of learning and studying, and a twelve-lesson Study Skills Program is available on the computer.

3. The majority of the midshipmen who receive assistance voluntarily participate in the Study Skills Program. Participation for some midshipmen is mandatory. These midshipmen include: (a) entering Plebes whose college board scores are below normal cut off levels, or whose academic performance in high school indicate that they might encounter difficulty in the Naval Academy curriculum; and (b) all midshipmen retained at the most recent end-of-semester Academic Board if so ordered. The Academy encourages all midshipmen to make use of the facilities available, and to seek personal assistance at any time from the faculty in the Leadership and Law Department.

4. Study Skills Advisers interview all midshipmen in their assigned companies who participate in the Study Skills Program. The midshipmen then complete the following sequence of activities: (a) view the video tape; (b) view several of the film strips; and (c) use the computer assisted Study Skills Program for help in particular areas. Periodically, each midshipman reports to his/her Study Skills Adviser who reviews his/her activities and the amount of time spent studying and viewing the study skills materials. If one's academic performance does not improve, and/or one falls down in following the program, the Study Skills Adviser reinstitutes the individual counselling. By the end of eight weeks, a midshipman will have completed most, if not all, of the material available. The Study Skills Adviser then encourages the midshipman to continue using the techniques pointed out in the study skills instruction materials, and to review any of the tapes and films which he/she may not have fully appreciated on first viewing.

5. All of the study skills aids are available in the Learning Center in Room 3116 Bancroft Hall which is open from 0700 to 2300 every day. They are also available in the audiovisual section of Nimitz Library. The Educational Resources Center plays the video tapes and film strips on the closed circuit TV for the convenience of the midshipmen. The Learning Center and Nimitz Library have forms available for the midshipmen to complete, indicating name, alpha number, company number, and which item(s) have been completed. While not every midshipman completes a form, most do, and the forms then serve as a record of usage and a source for future recommendations. The Computer Assisted Study Skills Program traps user numbers, and Study Skills officials can obtain the statistics at any time by using the proper password and user number.

6. Significant study skills assistance is available through individual counselling offered by the civilian faculty members in the Leadership and Law Department, as well as by the Battalion Psychologists attached to that Department. Experience has shown that most midshipmen difficulty comes from lack of organization of time and effort. The main thrust of the program is to develop habits which will overcome these deficiencies and lead to better academic performance.

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POLICIES AND PROCEDURES1. Adviser Indoctrination

a. Necessity. The success of an academic advising system, no matter how well organized and/or coordinated, depends upon the knowledge, skill, and dedication of the advisers/counselors who work directly with the student. To develop these qualities necessary to be effective, an adviser must receive appropriate advising/counseling indoctrination.

b. Coordination. In the Naval Academy academic advising system, the ADAA coordinates this indoctrination.

c. Responsibilities. The following table lists the individuals responsible for providing indoctrination to the various academic advising and counselling personnel:

<u>Responsible Official</u>	<u>Advising Official</u>
Division Senior Adviser	Department Senior Advisers Academic Advisers
Deputy Commandant	Battalion Officers Company Officers Midshipmen Chain-of-Command
Study Skills Coordinator	Study Skills Advisers Battalion Psychologists

2. Adviser Evaluation and Recognition. Since academic advising is an important part of the undergraduate education process, the command should appropriately recognize the efforts of those who advise/counsel midshipmen about academic affairs.

a. Academic Adviser Evaluation. Department Chairmen are responsible for evaluating the academic advising of all Academic Advisers within their department. Department Chairmen will recognize appropriately those Academic Advisers who excel.

b. Company Officer Evaluation. The Commandant of Midshipmen is responsible for evaluating the counselling of all Company Officers. The Commandant of Midshipmen will recognize appropriately those Company Officers who excel.

c. Study Skills Section Evaluation. The Director of Professional Development is responsible for evaluating the study skills counselling of the Study Skills Coordinator, Study Skills Advisers, and Battalion Psychologist. The Director of Professional Development will recognize appropriately those study skills counselors who excel.

3. Academic Board Procedures

a. Midshipmen Evaluations. Academic instructors and Company Officers prepare written evaluations of midshipmen required to appear before the Academic Board. The Academy encourages Academic Advisers also to provide evaluations on such midshipmen. Academic instructors and advisers submit their evaluations through their respective Department Chairmen to the Registrar and forward copies of these evaluations to the Company Officers of the deficient midshipmen. Company Officers review the instructor/adviser evaluations and submit their own evaluations to the Commandant's Performance Officer via their respective Battalion Officers.

b. Hearing Procedures. Battalion and Company Officers attend the Academic Board hearings for all midshipmen in their units required to appear before the Board. Both should be present in the Board meeting room before the midshipman enters the room to hear Board members brief the course. The Company Officer will sit in a chair reserved for him/her at the conference table. When directed, the midshipman will report to the Board by himself/herself. During the Board's separation retention voting, the Superintendent will excuse the midshipman from the room. Both the Battalion and Company Officer will remain in the room.

4. Extra Instruction

a. Midshipmen who voluntarily absent themselves from classes should not expect the faculty to cover all the missed material. It is the responsibility of the midshipman to make up this material, with assistance as necessary. For absence due to prolonged illness or emergency leave, the faculty will assist in recouping lost ground, but not for voluntary absence.

b. It is the responsibility of a midshipman seeking extra instruction to prepare properly for the extra-instruction period. Before the extra instruction, the midshipman should, at a minimum: read all pertinent assignments, work all assigned homework, analyze where difficulties

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exist, and prepare specific questions for the instruction. Extra instruction is not a substitute for proper execution of course work or participation in class discussion.

c. It is a midshipman's responsibility to obtain extra instruction in any courses wherever it is needed. The midshipman personally arranges extra instruction with the instructor. Company Officers, Study Skill Advisers, and Squad Leaders may encourage midshipmen to seek extra instruction. The Academic Dean expects midshipmen who need help to ask for it. He/she also expects the faculty to respond quickly to requests for aid, providing additional assistance is consistent with the standards stated in paragraphs 4a and 4b.

5. Midshipmen Privileges. The Commandant of Midshipmen may authorize:

a. Extra liberty and other privileges to midshipmen whose academic performance warrants favorable recognition.

b. The withholding of privileges from midshipmen whose academic performance is deficient by institutional standards. Privileges he/she can withhold include (but are not limited to):

- liberty
- class rates
- wardroom privileges
- weeknight event athletic attendance
- dining out privileges

6. Advising Plebes on Academic Major Selection. Plebe Academic Advisers are responsible for helping plebes to select an academic major. Additionally, the Assistant Dean for Academic Affairs is responsible for arranging academic majors briefs to the plebes of each battalion. Academic Advisers from all academic disciplines should participate in these briefs and should encourage plebes to contact them at any time for additional assistance. All academic advisers and counselors should strongly urge plebes to consider carefully the choice of an academic major.

REPORTS AND FORMS

1. USNAINST 1531.19B Data Processing Academic Manual (DATPAM). The DATPAM lists the academic reports routinely distributed to Naval Academy organizations and individuals. The manual also outlines instructions for processing changes in the academic, sports, and activities status of midshipmen.
2. Academic Adviser Reports. Academic Advisers can gain academic information about their advisees from the following computer reports:
 - a. GMATRIX. The GMATRIX program provides the following information to Academic Advisers:
 - (1) First, Second, Third, and Fourth Class Midshipmen transcripts
 - (2) First, Second, Third, and Fourth Class Midshipmen who have either taken or skipped courses
 - (3) Transcripts for all midshipmen in each major.
 - b. REGISTER***. The REGISTER*** program provides the following information options to Academic Advisers and displays the following:

Midshipmen in:
Class, Company, Major, Course, Individual Mids, Pair of Courses, Sections

Information about:
Course, Course and Section, Department, All Courses, Absent Without Leave (AWOL), Major Totals, Under 15 Courses
3. Advisee Evaluations. Academic Advisers, if desiring to do so, may complete the applicable sections of the Midshipman Academic Performance Report NDW-USNA-CA-1531.33 on each of their advisees required to appear before the Academic Board.
4. Academic Tracking Sheet. Company Officers complete Academic Tracking Sheets on each of their midshipmen required to appear before the Academic Board. An example of this tracking sheet follows on the next two pages.

Background Data: Activities/ECA's: AME(3/C 2/C 1/C)
 PARA CLUB MIL(4/C 4/M)
 SCUBA CLUB(4/C 3/C 2/C 1/C)
 BRIGADE HONOR(1/C)
 Major -- 50L -- State/Source of Nomination -- RESIDENTIAL --
 H.S. Sign -- 008/1017 -- SAL Score v 202 M 424
 Feeder -- 6054 -- Whole Man Multiple -- 6288 -- Predicted GPR -- 2.33
 Varsity Sports: VAR. FTBALL (4/C 3/C 2/C 1/C)

CURRENT SEMESTER SUMMARY
 Major Offenses: NONE
 Striper Positions: 4/C NONE 2/C 1/C
 3/C
 1-CO SQUAD LTR*PH
 2-CO SQUAD LTR*PH

Course	1 4wk	8wk	12wk	Exam	Fnl	#EI	#Abs	Remarks
EM371	B	C	D	F	D	5	6	
EM411	B	B	C	C	C	0	4	
EM471	B	C	D	D	D	1	5	
EM434	B	C	D	D	D	3	5	
EM450	C	C	D	D	D	3	6	

Cruise Results: 4/C Rgmt CO Squad
 3/C CV-63 7 of 24 E/C Comments
 2/C NS300 Grade A
 1/C CV-63 2 of 6 E/C Job

Grades (SOPR)	1	2	1	2	1	2	1	2
3.5								
3.0								
2.5								
2.0								
1.5								
1.0								
0.5								

Grades (SOPR)	1	2	1	2	1	2	1	2
3.5								
3.0								
2.5								
2.0								
1.5								
1.0								
0.5								

Perf. Ranking	1	2	1	2	1	2	1	2
3.5								
3.0								
2.5								
2.0								
1.5								
1.0								
0.5								

Perf. Grade	1	2	1	2	1	2	1	2
1.5								
1.0								
0.5								

Conduct (#omrts)	1	2	1	2	1	2	1	2
150								
120								
90								
60								
30								

Perf. Grade	1	2	1	2	1	2	1	2
1.5								
1.0								
0.5								

Current Activities/Sports/ECA's	1	2	1	2	1	2	1	2
Water Polo								
French Club								
Churchill Soc.								

Personal/Health Problems	1	2	1	2	1	2	1	2
Flu								
Auto Accident								

Average Study hrs/wk	1	2	1	2	1	2	1	2
27								
30								
39								

COMPANY OFFICER COUNSELING, INTERVIEW, AND COMMENT SHEET

Name DOOR, William T. Class 1982 Co. 37 Order of Appearance Number 5
 Company Officer Remarks: Attitude: (Positive, poor, etc.) Effort: (Consistent, mercurial, etc.) Potential: (Tremendous, limited, etc.)

Use the following format when completing this section:

PROBLEM: (when identified)
 COMPANY OFFICER ACTION: (action taken)
 FOLLOW-UP: (did midshipman heed and implement Company Officer action or guidance)
 RECOMMENDATION:
 Ensure this section embodies a summary including, but not limited to: medical problems; family problems; problems adjusting to USNA life/routine; capability of better academic performance in this environment; officer potential; remarks that support the recommendation for retention or separation, as well as giving a succinct picture of the whole person.
 (strongly, with reservations) Recommend Retention/Separation Signature of Company Officer:

(R)
 (R)
 (K)

DATE	SUBJECT	COMMENTS, ACTION TAKEN, RESULTS
FIRST 4 WEEKS	28 AUG Perf/Conduct	Discussed reversing last semester's Academic, Conduct & Performance trends. Good cruise:
	08 SEP Study Skills	During COT, Dr. Mann gave a Study Skills presentation.
	22 SEP Acad. Interview	Midshipman indicates a strong showing, expects 3.0 or above at 4 weeks
	27 SEP Grades	Achieved 3.0
MIDDLE 8 WEEKS	14 OCT Personal Problem	Fiancee hospitalized in Ohio, injured in auto accident - condition critical. Unable to grant emergency leave, midshipman will take weekend (10/17). Chaplain notified.
	21 OCT Pers/Health	Fiancee's condition SAT, excellent prognosis. Midshipman contracted heavy Flu Syndrome, 4 days SIR. Profs were called and appraised of the above problems.
	29 OCT Acad. Coun.	Grades declined (as anticipated). EI, make-up work and video tapes were encouraged. Directed to drop Water Polo and French Club.
	10 NOV Acad. Coun.	Midshipman claims inability to study, unintentionally missed two classes, re: personal problems. Consulted with professors, academic advisor, Chaplain and Clinical Psychologist. Appointments with Chaplain and Clinical Psychologist made.
	17 NOV Acad./Pers	Expects 12 weeks about 2.0, however, confident of improvement. Chaplain and Psych. helped greatly.
FINAL 4 WEEKS	24 NOV Acad. Coun.	Midshipman indicates continued problem, late on research/term paper. Seems to have given up. Outlined study program over Army weekend, including returning to the Hall early.
	1 DEC Acad. Coun.	Fully complied with Army weekend study program, all papers complete. "Light at the end of the tunnel."
	4 DEC Injury	Company Football injury, operated on and pinned leg tendon. Attempting to maintain studies in hospital by tutors. Anticipate out of class 1 week. Four professors indicate poor situation, but not impossible.