DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 1531.33F
2/ADAA

OCT 31 2008

USNA INSTRUCTION 1531.33F

From: Superintendent

Subj: MIDSHIPMEN ACADEMIC PERFORMANCE REPORTS (MAPR)

1. Purpose. To publish guidance for the submission of Midshipmen Academic Performance Reports.

2. Cancellation. USNAINST 1531.33E

3. Information. No special markings appear because this instruction is a complete revision and should be read in its entirety.

4. Background. To fulfill the Naval Academy mission, each midshipman must be counseled and given direction toward attaining standards of performance required for graduation and becoming an officer in the naval service. Toward this end, midshipmen and those who counsel them need timely and useful information regarding academic performance. This information is also essential to the Academic Board in determining whether an academically deficient midshipman should be retained at the Naval Academy. The grades that midshipmen earn in the courses they take are essential but not sufficient information for this purpose. MAPR's provide additional information needed to obtain a more complete assessment of a midshipman's academic performance. They are submitted electronically by faculty members using the Midshipman Information Data System (MIDS) maintained by the Information Technologies Services Division.

5. Action

a. MAPR Requirements. MAPR's must be entered at the end of the interim marking periods for the fall and spring semesters and at the end of each week and for the end of any summer course for midshipmen with D or F grades. MAPR's must also be entered at the end of an academic term, whatever the grade, when required by the Academic Board.

The comments section of a MAPR is its most important part. Here, faculty members are asked to provide, as best they can, assessments of the midshipman's academic ability, attitude, alertness, discipline, bearing and appearance, effort, initiative, interest, and officer potential. For interim grading periods, recommendations for improvement are appropriate when the MAPR is being submitted because of poor performance. MAPR's submitted for the Academic Board should also include recommendations for retention or separation.

Faculty members may write MAPR's for any of their students at any marking period or at the end of the semester for any reason. Indeed, faculty members are encouraged to write MAPR's that praise good performance.

For details about the operation of a MIDS MAPR module, the user is urged to read the explanation provided by clicking on the **Help** button that appears at the bottom of the first screen of the module.

b. MAPR Submission. Faculty members must use the MIDS module ***MAPR (Midshipman Academic Performance Report) – Enter*** located on the Faculty web menu in MIDS to submit MAPR's. The schedule for submission of MAPR's will be published by the Associate Dean for Academic Affairs.

The period for entering MAPR's on MIDS will be controlled by the Registrar and may be determined by using the module ***Access Dates – Query***, which is located on the General Academics web menu of MIDS. Directions for the use of ***MAPR (Midshipman Academic Performance Report) – Enter*** can be found on the start up screen of the module itself. The following guidelines apply.

(1) Deadlines for MAPR submission will be set by departments in advance of the deadlines that appear in the module ***Access Dates – Query*** to assure smooth administration of the process. Faculty members must comply with these earlier deadlines.

(2) MAPR's cannot be written until grades have been entered.

(3) Faculty members may update or delete MAPR's that they have created for the current marking period. Older MAPR's can only be viewed but not altered.

(4) The modification of MAPR's written by others is not allowed.

(5) MAPR's written at the end of a course include a data entry field following the comments section that faculty members should use to make recommendations for retention or separation.

(6) Instructors may view MAPR's for students in their sections regardless of who authored them. Members of the Academic Board may view all MAPR's written at the end of the semester for midshipmen whose records they review.

The MAPR module will return a record list of all the faculty member's students with their grades and, for each, an indication of whether or not a MAPR is required. Buttons will appear next to each midshipman's name allowing the faculty member to enter a MAPR and update an existing MAPR for the current marking period, or view an existing MAPR.

c. Submission of MAPR's by Associate Dean for Academic Affairs or Department Chairperson. In the event that it is not possible for a faculty member to enter a MAPR, the Department Chairperson or ADAA may enter a MAPR on behalf of the instructor. The MIDS module used is ***MAPR (ADAA/Department Chair Only) – Enter***, located on the Academic Dean and Department Chair web menus in MIDS. This module can be used by the ADAA or Department Chair only. The following guidelines apply.

(1) The guidelines of subparagraph 4a also pertain.

(2) The Department Chair or ADAA cannot update MAPR's originally created by another faculty member.

(3) MAPR's may be entered, deleted, or modified only during access dates determined by the Registrar.

d. Submission of Special MAPR's. Faculty and staff may submit reports to the Academic Board about midshipmen who are not current students via the MIDS module called ***MAPR'S (Special) Enter***. There are several different types of these special reports according to whether they are being submitted by an Academic Center adviser, a Dean, a faculty adviser, a coach, a department chair, an officer or faculty team representative, the Registrar, or other. The user may elect to write such a report for one of the midshipmen on the Academic Board list. This module appears on the Faculty, General Academics, and Academic Dean web menus in MIDS.

e. Query MAPR's. The module ***MAPR (Midshipmen Academic Performance Report) – Query*** is available on the Academic Dean, Academic Center, Faculty, and Midshipmen web menus in MIDS. This module is used to query MAPR's for any midshipman. Updates are not allowed since this is a query-only module. Midshipmen can view only their own MAPR.

f. Reports for tracking MAPR's. Several reports, located on the Corporate Documents page in Web Intelligence may be used to track submission of MAPR's.

/S/
J. L. FOWLER

Distribution:
All Non-Mids (electronically)