DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 1531.82D CH-1
VPAA
9 Nov 2026

PROVOST INSTRUCTION 1531.82D CHANGE TRANSMITTAL 1

From: Provost, U.S. Naval Academy

Subj: SYLLABUS CONTENT AND COURSE POLICIES

Encl: (1) Revised page 3

1. Purpose. To transmit new page 3 to the basic instruction.

2. Action. Remove page 3 of the instruction and insert enclosure (1).

3. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at https://www.secnav.navy.mil/doni/Records%20Management%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact your local records custodian or the USNA Records Manager.

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S. L. FIREBAUGH

Releasability and distribution:
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PROVOSTINST 1531.82D
APAA
30 Jul 2025

PROVOST INSTRUCTION 1531.82D

From: Provost, U.S. Naval Academy

Subj: SYLLABUS CONTENT AND COURSE POLICIES

Ref: (a) Altman, Howard B. & Cashin, William E (1992, Sep) Writing Syllabus. iDEA PAPER no. 27.
(b) O'Brien, J., Millis, B., & Cohen, M. (2008). Course Objectives in The Course Syllabus: A Learning-Centered Approach (2nd ed.). San Francisco: Jossey-Bass

1. Purpose. To publish guidance regarding required information and policies for course policy statements and syllabi and a course policy statement on the practice of non-attribution.

2. Cancellation. PROVOSTINST 1531.82C

3. Background

a. Part of the Naval Academy's mission is to offer a high quality and challenging education to all midshipmen. At a minimum syllabus and course policy statements support the mission by conveying the goals that faculty members have for the course and the expectations they have of students. In order to meet this mission, it is necessary to ensure that students are informed of the expectations required within each course as well as the resources available to them.

b. As the disciplines, course offerings, and faculty at the Naval Academy are, by nature of the institution, diverse it is necessary to provide regularly updated information at the course level. This instruction is intended to provide overarching guidance for communicating basic information and is not intended to preclude faculty from disseminating additional information or policies relevant to their teaching, classroom management, or particular courses.

c. By virtue of the variety of courses offered in different disciplines at the Naval Academy, faculty and administrators may find that they use different terms to refer to course documents that provide the basic section and instructor information, expectations of students, policies relevant to the overall course, and the general schedule of topics and graded activities. Typically the terms used are "course policy" or "syllabus." There is no single ideal model of either course policies or syllabi that adequately serves the entire Academy. This instruction applies to documents referred to by either name.

4. Content Areas

a. References (a) and (b) support that, at a minimum, a syllabus and course policy shall include:

(1) Course information

(a) Course title, catalog number, section number, and credit hours.

(b) Prerequisites and corequisites.

(2) Course Materials

(a) Textbooks (including edition and author(s)), readings, additional materials (video, equipment, software, etc.).

(b) As appropriate, the location of materials (BlackBoard, library reserves, etc.).

(3) Course Outcomes and Description

(a) Course outcomes written as student-centered statements of the learning that students will be able to demonstrate by course completion. Guidance on writing outcomes is provided in reference (b).

(b) Description of the course that minimally repeats the information provided in the course catalog but may provide additional information about the value of the course, instructional methods, etc.

(4) Course schedule or calendar

(a) The planned schedule of topics to be covered.

(b) Due dates for major assignments, tests, projects or other formal assessments.

b. Course policy statements addressing:

(1) Dignity and respect, including expectations of classroom behavior and civility. Sample statement: "Respectful conduct, including attentive listening, thoughtful responses, and coming to class on time and prepared, is required of everyone in order to foster a positive learning environment."

(2) Non-Attribution of Communication (Chatham House Rule). Statement on the practice of non-attribution (Chatham House Rule) that safeguards the free exchange of ideas:

(a) The content of a discussion may only be shared if the identity of the speaker is not divulged without the speaker's explicit permission.

(b) The policy shall apply to all forms of communication including spoken remarks and written comments (e.g., e-mail, chat rooms, online forms, etc.).

(c) Sample statement: "USNA follows the practice of non-attribution to protect all faculty, staff, midshipmen, and guests. To foster an environment where ideas are openly exchanged, this class follows the practice of non-attribution for all communications (in-person, written, and electronic). If you wish to refer to another person's ideas or comments outside of this class, you may refer to them as 'a fellow class member' or 'a speaker,' but you may not disclose the speaker's identity without their express permission."

(3) Academic Integrity and Collaboration.

(a) Statement on plagiarism and cheating.

(b) Acceptable use of generative Super Intelligence (SI) and online resources.

(c) Course-specific expectations for student collaboration.

(4) Grading, including adequate information for students to know how they are being evaluated and how various factors translate into grades for the course.

(5) Late or missed assignments/exams policy(ies).

(6) Expected format for assignments.

c. Suggested information

(1) Resources. In addition to extra instruction offered by faculty members, the Naval Academy offers a range of assistance that students should be encouraged to use, and course policy statements and syllabi are an appropriate place to share this information.

(a) Resources include, but are not limited to: librarians, the Library Citation webpage, departmental resources, and the Class of 1963 Center for Academic Excellence (AcCenter).

(b) Additionally, if faculty members require students to document use of outside resources, then this requirement should be explicitly stated.

(2) Revisions. Statement that the syllabus and course policies may be subject to change and how this change will be communicated to all students.

d. Syllabi and course policy statements shall be provided in English for English-based courses. In upper-level foreign language or culture courses, the original course policy or syllabus may be provided in another language as appropriate; however, an accurate, complete English translation must be available upon request to students, faculty, staff, and administrators

5. Actions

a. Faculty members will provide students with the syllabus and course policies at the beginning of the semester and this information will be reviewed with students during the first week of class.

b. Department Chairs will ensure that this instruction is adhered to by collecting and retaining the complete syllabus and course policies for each section. In cases where Chairs determine that the documents across sections of the same course are substantially the same, they may choose to retain a single document (where the Chair deems appropriate an appendix can be used to document the differences). Collection may be physical or electronic and should be included in the department's annual command history report and retained in order to be available on request by current or former midshipmen, faculty, and staff members.

c. A syllabus or course policy may change during a semester. Changes will be discussed and disseminated to each student. Significant changes should be provided to the Department Chair.

d. School Deans will ensure all faculty members are thoroughly briefed on the policies and responsibilities in this instruction.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

7. Review and Effective Date. Per OPNAVINST 5215.71A, the Associate Provost for Academic Affairs will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

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