



DEPARTMENT OF THE NAVY
OFFICE OF THE ACADEMIC DEAN AND PROVOST
UNITED STATES NAVAL ACADEMY
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ACDEANINST 1531.34B
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ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.34B

From: Academic Dean and Provost

Subj: POLICIES GOVERNING THE OPERATION OF THE CLASS OF 1963 CENTER FOR ACADEMIC EXCELLENCE

1. Purpose. The purpose of this instruction is to establish uniform procedures and policy governing the services and use of the Class of 1963 Center for Academic Excellence.

2. Cancellation. ACDEANINST 1531.34A

3. General Information

a. History. The Academic Center was established in 1989 as a result of a Minority Midshipmen Study Group Report highlighting the need for a proactive academic support program. From its initial establishment, one of the Center's primary responsibilities has been to identify and provide support for midshipmen who have a risk of experiencing academic difficulties. In 2003, the Center's name was changed to The Class of 1963 Center for Academic Excellence in honor of the generous on-going support received from the Naval Academy Class of 1963. Academic Center, Academic Excellence Center and Center for Academic Excellence are interchangeable names.

b. Mission. The Academic Center's overall mission is to provide broad-based, academic support programs for the entire Brigade of Midshipmen. To this end, the Academic Center staff works to achieve the following goals:

- (1) Help midshipmen determine appropriate academic goals;
- (2) Help midshipmen develop academic responsibility; and
- (3) Help midshipmen develop skills to facilitate learning.

c. Organization. The organization of the Center for Academic Excellence places the administration, policy determination, budget control and personnel matters with the Academic Center Director, who reports to the Academic Dean and Provost via the Associate Dean for Academic Affairs. The Academic Center is divided into four distinct units: Plebe Programs, Learning Skills Program, Tutorial Programs, and Academic Counseling Program. Each program is headed by a Program Director who is responsible for the efficient operation and the development of new activities as needed. The services provided by each of these programs are described below.

4. Services

a. Plebe Programs. Plebe Programs offers services specifically designed to assist fourth class midshipmen.

(1) Plebe Advising selects and trains two Faculty Advisors assigned to each company to meet with the plebes during Plebe Summer and throughout the academic year. As mentors, the faculty advisors provide information about the academic program and appropriate guidance to help plebes achieve

academic success. Advisors assist midshipmen with course registration, academic major selection and basic study skills instruction.

(2) Plebe Intervention provides proactive academic support to midshipmen who have been identified as having a high likelihood of encountering academic difficulty. The identification process includes analysis of admissions credentials as well as performance on plebe summer placement examinations in mathematics, chemistry and English.

b. Learning Skills Program. Learning Skills Programs offers academic support services for all midshipmen, regardless of their academic standing.

(1) The Learning Skills Course is a short, non-credit course in learning skills offered during the fall and spring semesters. This course provides instruction in time management, note taking, reading effectively, test preparation, test taking and stress management and is open to all midshipmen.

(2) Workshops and individual sessions covering the topics found in the Learning Skills course are provided upon request throughout the academic year.

(3) Reading instruction is available individually or in small group format for all interested midshipmen. This instruction provides evaluation of current reading practices, and techniques to increase reading effectiveness by building both speed and comprehension.

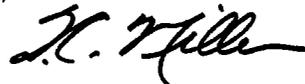
c. Academic Counseling Program. This program assists upper-class midshipmen who have experienced academic difficulty, including anyone who was once in the Plebe Intervention Program as well as others directed to the Academic Center by Academic Boards, coaches, advisors, professors, company officers or others on the USNA staff. Additionally, any upper class midshipman may consult the Academic Center staff concerning choice of major and/or other special requirements that affect academic performance.

d. Tutorial Programs. This program offers assistance in course content through group and individual sessions. Several separate tutorial programs are available including Midshipmen Group Study Program (MGSP), Professional Tutoring and Exceeds.

(1) Midshipmen Group Study Program (MGSP) provides cooperative study environments facilitated by upper class midshipmen for students enrolled in traditionally difficult courses.

(2) Professional Tutoring provides content tutoring to students who are experiencing difficulty in the subject matter. Tutors meet with midshipmen when assistance is needed beyond Extra Instruction (EI) or when the instructor is unavailable.

(3) The Exceeds class is a non-credit, voluntary course for midshipman enrolled in introductory core courses. The focus of this course is how to learn from classroom and laboratory experiences. Although midshipmen are identified prior to the beginning of the semester and enrolled in the course, other midshipmen are welcome to participate on a space available basis.



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