



DEPARTMENT OF THE NAVY  
OFFICE OF THE ACADEMIC DEAN AND PROVOST  
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ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.39

From: Academic Dean and Provost

Subj: ACADEMIC ADVISING AND MENTORING

1. Purpose. This instruction describes the policies and responsibilities for advisers and midshipmen regarding academic advising and mentoring at the Naval Academy. Subsequent semester notices will contain pertinent dates for pre-registration and registration.
2. Cancellation. USNAINST 1531.39. No special markings appear because this instruction is a significant revision. This instruction should be read in its entirety.
3. Background. Academic advising and mentoring are central to the education of every midshipman at the United States Naval Academy. The relationship between faculty adviser and the midshipman is an ongoing and active process where students should be mentored to make well-informed and purposeful educational plans. Midshipmen will collaborate with their advisers to create a meaningful education for themselves using the various resources provided by the United States Naval Academy (including the Major Departments, the International Programs Office, and the Center for Academic Excellence). Faculty advisers should be knowledgeable about these resources and the various opportunities available to the midshipmen. Advisers should actively mentor midshipmen in decisions about their education.
4. Policy. Upon arrival in Annapolis, each midshipman is assigned a faculty member who serves as their plebe academic adviser. In March of 4/C year, each midshipman is reassigned a faculty adviser based on the choice of major. Major changes, therefore, often result in a new academic adviser. Periodic adviser changes may occur as military faculty rotate and/or permanent faculty take sabbaticals or for other reasons. Advisers are expected to provide their advisees with helpful and timely counsel and serve as a mentor for the midshipman. If an academic adviser is not responding in a timely manner, the midshipman should contact the department's senior academic adviser and/or the chair for the major department. If needed, the midshipman could also contact the senior academic adviser for the division. Furthermore, the Director of Academic Advising (DAA), the Deputy Director of Academic Advising (DDAA), and the Registrar are also resources for the midshipman and their adviser. Graduating from the Naval Academy is a responsibility that belongs to the individual midshipman and the midshipman must comply with all academic regulations and must meet the requirements of their assigned majors and/or any special programs in which they are engaged. The Naval Academy uses faculty for advisers rather than hiring staff or professional advisers. This is done intentionally; it helps faculty understand the non-academic demands on a midshipman's time while to cultivating a mentorship opportunity. Because students must graduate in 4 years, a faculty member's role as an adviser is

especially critical at USNA. Therefore, academic advising is directly supporting the Naval Academy's overall mission:

"To develop Midshipmen morally, mentally and physically and to imbue them with the highest ideals of duty, honor and loyalty in order to graduate leaders who are dedicated to a career of naval service and have potential for future development in mind and character to assume the highest responsibilities of command, citizenship and government."

a. Midshipman responsibilities: Midshipmen are responsible for fulfilling major and degree requirements; therefore, they must be aware of core requirements, class sequencing, and major requirements. Midshipmen must take an active role in developing their academic plan as well as scheduling and meeting with their adviser; specifically, consulting with the academic adviser at least once before the pre-registration process and as needed during registration, or as directed by the adviser. The midshipman should inform the adviser of any health or family issues directly affecting academic performance. The midshipman must be familiar with the published academic rules and regulations of the Academy; this includes pre-registering and registering on-time as promulgated by the Associate Dean for Academic Affairs (ADAA) via AcDeanNotices. The adviser can suggest, recommend, and remind the midshipman of rules and requirements; but, the advisee has the primary responsibility for meeting these requirements. The midshipman should be aware of any special academic opportunities and discuss with their adviser to determine if these opportunities can be part of their academic plan. These opportunities include graduate education, internships, semester abroad, service academy exchange, and honors programs. Finally, the midshipman must discuss unsatisfactory academic performance and the potential implications of unsatisfactory performance with their academic adviser to develop a plan for improvement. The midshipman must be aware of the differences between being UNSAT, on probation, and being an Academic Board case.

b. Faculty Adviser responsibilities: Faculty advisers must take an active role mentoring and advising their assigned midshipmen. Advisers will provide midshipmen with information on academic policies, procedures, and programs at the Naval Academy, and provide midshipmen with accurate academic advice. The adviser should emphasize the midshipman's responsibility for satisfying degree requirements and planning their own education, while assisting the midshipman in choosing educational objectives commensurate with their interests and abilities. Faculty advisers must be familiar with published academic rules and regulations of the Academy and/or actively seek out information if the adviser has questions. Faculty advisers must 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. Faculty advisers will establish adequate availability throughout each semester and discuss pre-registration and registration plans and check each advisee's matrix before the start of each semester to determine timely progress towards a degree. Advisers should not knowingly permit a midshipman to fall behind their matrix or fail to complete a graduation requirement in an attempt to minor in a language or pursue Medical Corps. Falling behind a midshipman's matrix can be defined as a deficiency in the number of courses completed/required; it is not defined by the obligation to take the course in the semester designated by the matrix. Faculty advisers should check grades after each grading period (6-week, 12-week, and final), read MAPRs, and refer the advisees to support programs (such as the Center for

ACDEANINST 1531.39  
15 Jun 2015

Academic Excellence, the writing center, math lab, and other course specific resources), if needed. Faculty advisers cannot permit a midshipman to drop a course if the drop would result in the student falling behind matrix without consultation from the DDAA, DAA, or the ADAA. Faculty advisers should encourage midshipmen to view their education as valuable to their future success as officers and, ultimately, to instill in midshipmen a desire to be lifetime learners.

c. Additional advising resources/Sources of help: Academic Advising at the Naval Academy falls under the Associate Dean for Academic Affairs (ADAA). The Deputy Director of Academic Advising (DDAA) can answer questions regarding plebe advising and when midshipmen study at other service academies and/or abroad; and the Director of Academic Advising (DAA) can answer questions on major advising and summer school. The Registrar is a point of contact regarding course enrollment and official academic records for all midshipmen. Each department has a Senior Academic Adviser who should be the first contact for questions. Specific contact information can be found at:

<http://www.usna.edu/Academics/Faculty-Information/Senior-Academic-Advisers.php>



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