

ACDEANINST 1531.58  
2/ADAA  
24 Jan 1994

ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.58

From: Academic Dean and Provost

Subj: ADMINISTRATION OF ACADEMIC PROGRAMS

Ref: (a) USNA Regulations  
(b) USNA Catalog and Supplementary Bulletins  
(c) 10 U.S.C. (NOTAL)  
(d) USNAINST 5420.20D  
(e) COMDTMIDNINST 5400.5, Section 15  
(f) ACDEANINST 1531.36  
(g) COMDTMIDNINST 1080.1R  
(h) Faculty Handbook

1. Purpose. To publish instructions regarding the administration of academic programs at the Naval Academy.

2. Information. USNAINST 1531.16T has been cancelled by the issuance of USNAINST 1531.49 and the enclosures of the cancelled instruction have been revised and replaced with separate new USNA and ACDEAN Instructions. In addition to the current instruction, the new Academic Dean and Provost Instructions are: 1531.59, 1531.60, 1531.61, 1531.62, 1531.63, and 1531.64 and USNA Instructions 1531.49, 1531.50, and 1531.51.

3. Scope. This instruction and the applicable sections of references (a) through (h) contain guidelines for the administration of the academic programs at the Naval Academy.

4. Background

a. As part of its primary mission, the Naval Academy must offer a high quality and challenging education to its students. A thorough understanding by all faculty members of their responsibilities and institutional educational objectives is necessary.

b. Academic guidelines at the Naval Academy are, by the nature of the institution, somewhat different from those at civilian universities. Because of a rapidly changing and diverse faculty, a statement of policy must be updated periodically to ensure common effort by all to achieve the academic excellence desired.

c. Several sources of information are necessary for understanding academic requirements. The Core Course Compendium and the USNA Catalog provide descriptions of courses comprising the core curriculum at the Naval Academy. For each of the academic majors, the brochure entitled the Majors Program delineates required and elective courses. A new Majors Program brochure is prepared for each class at the Academy. It explains majors available, regulations concerning the academic program, and the course matrices to be followed in a particular field of study.

d. The policies established herein support Goal Number 1 of the Strategic Plan to establish an integrated educational program of the highest quality to prepare graduates for careers in the naval service.

5. Responsibilities of Midshipmen. All midshipmen are assigned academic advisers who are available for counseling, but midshipmen are responsible for making sure that their own academic programs and performance meet the requirements necessary for graduation and a degree.

6. Policy

a. Instructors. Only duly authorized faculty may be instructors of courses. These are officers of the various services, officers of foreign navies, or civilian educators appointed as faculty members by the Superintendent under the provisions of reference (c), Section 6952. This is not to preclude the use of enlisted personnel to assist in laboratory work, to instruct in the presentation of practical techniques, plotting, physical education, or other subjects where the enlisted personnel have special competence. The use of enlisted personnel does not abrogate the faculty member's responsibility for the conduct of the class. Only duly authorized faculty shall grade academic tests or assignments, serve as administrators of classroom examinations, or assign course grades.

b. Academic Responsibility

(1) The Academic Dean and Provost is the chief academic officer and is responsible for the entire academic program, see reference (h).

(2) The faculty is charged with the responsibility for making sure every academic course taught is administered in accordance with specific objectives which support the goals and mission of the institution.

(3) Department chairs are charged with the responsibility for assuring course objectives are consistent with accomplishing the mission of the Naval Academy. In meeting this responsibility, the chairs will maximize the collective expertise of the department membership in developing course objectives and in achieving them. Whether a course is taught by several instructors or by only one, chairs will include all instructors as active participants in establishing specific course objectives.

(4) All faculty members will adhere to the classroom courtesy of informing students of their policies in writing at the beginning of the semester. Course policy statements will, as a minimum, address instructor/department grading policy, homework policy including collaboration, preference on formats, quizzes, departmental/instructor examinations, extra instruction procedures, classroom work, laboratory work (if applicable), and course objectives. Likewise, any changes in policy shall be distributed, in writing, to each student.

7. Action. Division directors will make sure all faculty members are thoroughly briefed on the policies and responsibilities enumerated in this instruction.

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