

ACDEANINST 1531.61A  
2/ADAA  
27 Feb 97

ACADEMIC DEAN INSTRUCTION 1531.61A

From: Academic Dean and Provost

Subj: COURSES, CLASSES, AND SEMESTER EXAMINATIONS

Ref: (a) ACDEANINST 5420.20  
(b) USNAINST 1531.51  
(c) USNAINST 1531.52

1. Purpose. To publish instructions regarding the nature of courses, classes, and semester examinations.
2. Cancellation. ACDEANINST 1531.61. No special markings appear because this instruction is a complete revision and should be read in its entirety.
3. Establishing New Courses. Procedures for establishing new courses are covered in reference (a).
4. Course and Examination Schedules. The time and place of classes and final examinations are governed by schedules issued by the Registrar, with the approval of the Academic Dean.
5. Final Examinations
  - a. Regular Final Examinations
    - (1) Final examinations will be held in all academic courses for which semester hour credit is given, unless an exception has been specifically granted by the Academic Dean.
    - (2) The scheduled time of a final examination may not be changed without the prior approval of the Academic Dean.
    - (3) Re-examinations are not authorized.
    - (4) Midshipmen shall not depart for professional training or leave before their examinations have been completed.
  - b. Hospitalized Midshipmen
    - (1) Any midshipman who, after absence approved by the Commandant of Midshipmen for a continuous period exceeding three weeks, returns to duty within four calendar days before the scheduled date of an examination may request that the department chair authorize excusal from the regular examination. If the chair of the department approves the request, the midshipman will take a delayed examination.
    - (2) If any midshipman has completed less than 25 percent of the work of the semester, the chair of the department will decide whether that midshipman will be permitted to take the regular examination.
  - c. Delayed Examinations

The Registrar will arrange a time that is mutually acceptable to departmental personnel and the midshipman when a delayed examination is granted. Final grades will be reported to the Registrar by MIDRECC.

6. Section Leaders. Section leaders and alternate section leaders will be designated by each instructor for each section. They will be members of the most senior class assigned to the section. Normally, midshipmen will not be required to be section leaders in more than one course each semester. At the beginning of the class, the section leader will call the section to attention and report absences to the instructor. At the conclusion of the class, the section leader will again call the section to attention for its dismissal. In the absence of an instructor, the section leader will direct the section in productive work. If an instructor is late or incapacitated, the section leader will report this to the department office. Under no circumstances will midshipmen dismiss themselves.

7. Field Trips and Other Organized Academic Activities that Necessitate Missing Classes. The Department Chair will request from the Commandant of Midshipmen, via the division director and the Academic Dean, that midshipmen be released for field trips taken in connection with academic courses. Each midshipman is responsible for obtaining permission from the instructor of each class that will be missed. Also, participating midshipmen are responsible for ensuring their academic progress is not jeopardized by the absence. To participate in an academic field trip which involves loss of class or study time a midshipman must not be classified as academically unsatisfactory. Normally field trips will not be taken during Academic Reserved Periods, whether examinations are involved or not. Field trips will not be taken in addition to classes; midshipmen may be compensated for their time spent by the cancellation of a regular class.

8. Summer School

a. Summer school courses are offered to give midshipmen an opportunity outside the regular academic year to satisfy academic requirements for graduation. Some midshipmen who attend summer school are required to do so. Often they are directed to repeat a failed course. Some midshipmen attend voluntarily to improve a D grade. Others seek to lighten their academic burdens in future semesters. A few take courses during the summer to study in their majors at a greater depth or to avail themselves of other academic opportunities.

b. The summer school courses offered may be taken by midshipmen during their leave periods or as directed by the Academic Board.

c. Any midshipman who has not successfully completed all the required courses for fourth class year must make up the deficiency in the summer following fourth class year, unless excused by the Academic Board. This includes those who are one course behind the matrix because of taking SM005 (Pre-calculus Mathematics) or SY100 (Fundamentals of Science). HE101 (Practical Writing) is not similarly designated.

d. Although course grades earned during summer school affect the cumulative quality point ratio (CQPR), they do not affect the Order of Merit. The Order of Merit is based upon performance in courses taken during the fall and spring semesters of the academic year. See reference (b) for details.

e. Midshipmen may not defer a required course scheduled for the fall or spring semester to the summer unless authorized to do so by the Academic Board.

9. Academic Reserved Periods ("X-Week")

a. Academic Reserved Periods during the first and second marking periods of each semester are scheduled to assure maximum midshipman attendance for scheduled tests at these times (the dates are noted on the official academic calendar). Instructors have no obligation to use these times for testing if they consider other class periods more appropriate; however, they should be aware that class attendance has higher priority during reserved periods.

b. Activities that interfere with midshipman class attendance or study time will not be scheduled during Academic Reserved Periods. Exceptions because of unpredictable developments (such as varsity sports post-season tournament invitations) must have the approval of the Commandant of Midshipmen and the Academic Dean.

10. Research Courses. Detailed instructions concerning research courses are contained in reference (c).

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