



DEPARTMENT OF THE NAVY
OFFICE OF THE ACADEMIC DEAN AND PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1323

ACDEANINST 1531.62B
2/ADAA
04 Dec 2015

ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.62B

From: Academic Dean and Provost

Subj: ACADEMIC REPORTING SYSTEM

Ref: (a) ACDEANINST 1531.82 Course Policy and Syllabus Content

1. Purpose. To publish instructions regarding the reporting of academic grades.

2. Cancellation. ACDEANINST 1531.62A.

3. Reporting Grades: General

a. Faculty members are required to submit grades for all midshipmen in the sections they teach according to schedules published by the Associate Dean for Academic Affairs (ADAA) in relevant ACDEANNOTES and Academic Calendars. Interim grades for each marking period in the summer, 6-week and 12-week grades during the academic year, and end of course grades are entered using the Midshipman Information Database System (MIDS). The Information Technology Services Division (ITSD) maintains the MIDS system.

b. Grades entered must be cumulative. For example, 12-week grades are determined for assessments (e.g., exams, labs, and homework assignments) completed in the first 12 weeks and not only for the assessment of material between 6-week and 12-week grading periods. Grades entered should comply with weightings and/or other criteria described in the course policy statement (see reference (a)).

c. At the end of a course, the faculty member is normally required to enter three grades: the end of term grade earned prior to final examinations (or "End of Term"), the final examination grade ("Exam"), and the grade for the course ("Course"). If there was no final examination, no final examination grade should be entered. The grade for the course should be bounded by the end of term grade and the final examination grade, if any.

d. The Registrar will maintain the access periods during which grades must be entered. Access periods may be viewed using the MIDS module. Timely reporting of grades is necessary to ensure the Registrar has adequate time to prepare Academic Board materials. Grade entry extensions are not permitted.

5. Reporting Grades: Summer School Grades. Faculty members are required to submit grades for all midshipmen in the sections they teach by 1200 on each Monday after the course begins. The grades must also include submission of a MAPR for D, F or I grades in order to provide an opportunity to mentor the midshipman on how to improve, as well as for summer liberty approval/disapproval determination purposes.

6. Grade Changes. During the grade entry access periods, faculty members may change the grades they have entered, if needed. After the grade entry module closes, grades change requirements are as follows.

a. Interim Grade Changes. Grade changes to interim (6-week and 12-week) grades after the deadline has passed may be submitted via email to the Registrar with a copy to the ADAA and the Department Chair.

b. Final Grade Changes

(1) Grade changes to final grades after the grade entry deadline has passed must be made by submission of a physical (paper) Midshipman Record Change (MIDREC) card to the Registrar via the Department Chair and the ADAA.

(2) Grade changes after the grade entry deadline has passed require the signatures of the faculty member, the Department Chair, and the ADAA. The faculty member must explain the error made in the grade computation on the MIDREC card, or if the change is to remove an incomplete grade. The MIDREC card should include the old (incorrect) "triplet" of grades (i.e., End of Term, Exam and Course grades) and the new (corrected) triplet of grades. The MIDREC card must then be delivered in person, by a departmental faculty or staff member, to the Registrar via the Department Chair and the ADAA.

(3) Changes to a final course grade may be made only within 4 months of the end of the course and then only because of a computational error or to replace an incomplete ("I") grade.



A. T. PHILLIPS

Distribution:
All Non-Mids (electronically)