

ACDEANINST 1531.64A  
2/ADAA  
14 Sep 01

ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.64A

From: Academic Dean and Provost

Subj: ACADEMIC ACCOUNTABILITY

1. Purpose. To publish instructions regarding academic accountability of Midshipmen.
2. Cancellation. ACDEANINST 1531.64. No special markings appear because this instruction is a complete revision. The instruction should therefore be read in its entirety.
3. Responsibilities
  - a. The Academic Dean and Provost is assigned primary responsibility for maintaining and accounting of midshipman classroom and laboratory attendance.
  - b. The chairs of the academic departments will assure that each instructor complies with academic accountability procedures set forth in paragraph 4b.
  - c. Division directors have primary responsibility for academic accountability in their respective divisions.
  - d. The Commandant of Midshipmen is responsible for taking appropriate action regarding those midshipmen reported absent by the academic departments.
  - e. Midshipmen section leaders or assistant section leaders are responsible for taking accurate musters and reporting them to the instructor.
4. Accountability Procedures
  - a. Section leader. Each section leader will report the results of the muster at the start of the period to the instructor for each section meeting. In the event that an instructor is not present at the start of the scheduled class, the section leader will report the instructor's absence to the department concerned and while awaiting the arrival of a substitute instructor, will lead the section in a productive use of time. In no case shall midshipmen dismiss themselves from class.
  - b. Instructor. Each instructor is required to:
    - (1) Report accountability for each section as soon as is practical following each section meeting by using the Midshipmen Information System module called Absence. This module shall also be used to report a midshipman's lateness to or early departure from class. Faculty members are required to report factual information; they are not asked to assess whether a midshipman has a reasonable excuse for an absence, lateness or any early departure. Adjudication of midshipman excuses is the responsibility of the Commandant's staff. The MIDS module Accountability and Excuses - Query tracks midshipman excuses.

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(2) Appoint a section leader and an alternate section leader for each section they teach. Where possible, section leaders and assistant section leaders should be members of the most senior class present.

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