



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

ACDEANINST 1531.6F
2/ADAA
SEP 03 2014

ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.6F

From: Academic Dean and Provost

Subj: ACCEPTABLE STANDARDS OF WRITTEN COMMUNICATION

1. Purpose. To establish a policy for ensuring that all midshipmen achieve an acceptable standard of written and oral communication.
2. Cancellation. ACDEANINST 1531.6E.
3. Discussion. Midshipmen must be able to communicate effectively orally and in writing. It is important for faculty members to insist that midshipmen develop their ability to speak and write effectively in all courses.

4. Action.

a. Faculty members must require that midshipmen speak and write effectively. In all courses, writing that demonstrates critical thinking and/or problem solving must be regularly required and graded, in the form of lab or other reports, explanation of principles or procedures for solving problems, written answers in response to essay questions on examinations, and project presentations. All written work must be evaluated and returned for rewriting as appropriate. Faculty members should keep in mind that students are more likely to take their writing seriously if their instructors talk about writing assignments in class and provide midshipmen with opportunities to ask questions and submit drafts. If a midshipman's written work is not satisfactory, faculty members may reduce the grade or require resubmission of the work.

b. As appropriate for each discipline, departments will establish a Capstone Writing Requirement in each major. This requirement must consist of substantial written paper, or project or design report as part of a course in each major, and normally will involve an associated oral presentation component. The Capstone requirement for each major must be published as part of the major requirements.

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c. If a faculty member identifies a midshipman who is seriously deficient in writing, that midshipman should be referred to the Director of the Writing Center who will develop a plan designed to enable improved writing skills, and will require the midshipman to implement the plan.

d. The Director of the Writing Center will provide guidance and standards for planning and grading of the writing requirements outlined above when requested by the academic departments.



A. T. PHILLIPS

Copy to:
All Non-Mids (electronically)