PROVOST INSTRUCTION 1531.13D

From: Provost, U.S. Naval Academy

Subj: COURSE ENROLLMENT POLICY

Ref: (a) ACDEANINST 1531.84 Academic Course Section Scheduling Guidance

1. **Purpose.** To issue guidelines concerning course enrollment.

2. **Cancellation.** ACDEANINST 1531.13C

3. **Background.** Enrollment in sections needs to be optimally managed so that faculty and facility resources are used efficiently. This includes adhering to the placement of courses within the matrix as well as optimal section size. A section with fewer than 10 students is not generally consistent with an efficient use of resources.

4. **Information**

   a. The following courses are high density courses and should be scheduled to contain 18 - 24 midshipmen. Enrollments outside of this range must receive departmental chair approval.

      (1) All courses offered in the common 4/C year.

      (2) All core courses, cognate courses, and professional courses designated in the matrices of the major programs.

   b. All other courses are considered to be required in a specific major and should be scheduled such that the enrollment per section is 12 - 18 midshipmen.

   c. Senior research project courses, seminars, courses to sustain an honors program, and such other courses the Academic Dean and Provost may designate are not required to meet the above standards.

   d. Different versions of the same course should be minimized.

   e. The placement of courses in the matrices for the various majors takes into consideration such factors as department teaching loads, course prerequisites, the semester a course is normally offered, and the relationship of professional materials to the summer programs. The semesters in
which required courses appear in a midshipman’s matrix have been taken into account in developing plans for the teaching loads of the departments offering them. Rearrangements of the academic programs of midshipmen should not be undertaken without good and sufficient reason.

5. **Action**

   a. After pre-registration, department chairs will adjust offerings to meet the enrollment criteria outlined in paragraph 4. Additional faculty will not be assigned to a department which invokes alternatives to these guidelines.

   b. The departmental chairs will request permission to schedule sections with less than 10 students. These requests should be submitted to the Associate Provost for Academic Affairs (APAA) within five working days after the close of pre-registration, or on an announced timeline. The APAA will approve these low-enrollment courses only when necessary to maintain a major, or as overloads for the instructor(s).

6. **Records Management**

   a. Records created as a result of this instruction, regardless of media and format, must be maintained and dispositioned for the standard subject identification codes (SSIC) I 000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnav.navy.mil/orgs/DUSNM/DONAA//DRM/Records-Information-Management/Approved%20Record%20Schedules/Forms/Alltems.aspx

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. **Review and Effective Date.** Per OPNAVINST 5215.71A, the Associate Provost for Academic Affairs will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.

Releasability and distribution: This instruction is cleared for public release and is available electronically via the Provost Instructions internet website: https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php