PROVOST INSTRUCTION 1531.61B

From: Provost, U.S. Naval Academy

Subj: COURSES, CLASSES, AND SEMESTER EXAMINATIONS

Ref: (a) PROVOSTINST 5420.20H
     (b) USNAINST 1531.51B
     (c) USNAINST 1531.53D
     (d) COMDTMIDINST 6520
     (e) USNAINST 1531.61
     (f) PROVOSTNOTE 1531

1. Purpose. To publish instructions regarding the nature of courses, classes, and semester examinations.

2. Cancellation. PROVOSTINST 1531.61A.


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 Associate Provost for Academic Affairs (APAA).

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 APAA.

      (2) The scheduled time of a final examination may not be changed without the prior approval of the APAA.

      (3) Re-examinations are not authorized.

      (4) Midshipmen shall not depart for professional training or leave before their
examinations have been completed. Any exceptions must be approved by the APAA prior to the examination date.

b. Midshipmen on the On-Ramp Program (ORP)

(1) Midshipmen approved for the ORP will request academic accommodations via the Chain of Command (CoC). The Battalion Officer (BattO) will consult with the Student Academic Development Office, and may request final exam accommodations from instructors. These accommodations may include extra time to complete the exam (in the event of a concussion and/or dominant hand injury, for example). If the instructor and chair of the department approve the request, the midshipman may take a delayed examination and/or the student may receive an Incomplete, per policies in reference (f) and in section 5.c.

(2) Students in the Fall semester with grades of Incomplete will be required to reform early with those on the Academic and Advisory Board list. If medically cleared, the student will take all final exams prior to the start of the Spring semester. Students in the Spring semester with incomplete grades will be required to take finals prior to the start of professional training, including internships and LRECs, if medically cleared. This may result in moving training to later blocks to accommodate completing the spring semester.

(3) If any midshipman has missed 80 or more classes in a given semester they will be withdrawn from all classes, as per reference (d).

c. Delayed Examinations. When a delayed examination is granted, the Registrar and/or Dean of Student Academic Development (DSAD) will arrange a time that is mutually acceptable to departmental personnel and the midshipman. Final grades will be reported to the Registrar by MIDRECC copying the department chair, APAA, and DSAD.

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 in accordance with course policy statements and guidance, if any exist. 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 their School’s Dean or Associate Deans and the APAA, 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 Reserve
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 during academically related field trips and movement orders through the cancellation of a regular class. Such a cancellation will never be granted on the day before a significant leave period or holiday, such as the day before Spring Break.

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 grade below a C. 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) which requires SM122 (Calculus II) in mandatory status following successful completion of Calculus I. HE101 (Practical Writing) is not similarly designated as it fulfills a required course (designated HMSS1) in the matrix for every major. Not all deficiencies require mandatory summer school as some classes will be taken in lieu of leave.

   d. Although course grades earned during summer school affect the cumulative quality point ratio (CQPR), they do not affect Overall Order of Merit (OOM). The current OOM 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 or the Associate Provost for Academic Affairs.

9. **Academic Reserve Periods ("X-Week")**

   a. Academic Reserve 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 Reserve 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).

11. **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) 1000 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-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

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

12. **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.

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