PROVOST INSTRUCTION 1531.67C

From: Provost, U.S. Naval Academy

Subj: NAVAL ACADEMY PREPARATORY SCHOOL CURRICULUM ADVISORY COMMITTEE

Ref: (a) CNO ltr ser 09/0U500923, dtd 21 May 1990
     (b) SuUSNA ltr, dtd 10 Oct 1990
     (c) USNINST 1531.56At

1. **Purpose.** To establish the Naval Academy Preparatory School (NAPS) Curriculum Advisory Committee.

2. **Cancellation.** ACDEAINST1531.67B

3. **Background.** By reference (a), the Naval Academy Preparatory School was established as an Echelon III command reporting directly to the Superintendent of the Naval Academy. Reference (b) assigned to the Provost the responsibility for the oversight and direction of the academic curriculum at NAPS. Reference (c) includes guidelines for the mission of NAPS.

4. **Action**

   a. The NAPS Curriculum Advisory Committee (CAC) members are appointed by the USNA Academic Dean and Provost. The Committee consists of one faculty member from each of the Chemistry, English, Mathematics, and Physics Departments at the Naval Academy. The Associate Provost for Academic Affairs (APAA) and one or more representatives from the Student Academic Development Office (SADO) are ex officio members of the Committee. Additional representatives from the Office of the Academic Dean and Provost may be appointed on a rotating basis.

   b. The primary responsibility of the Committee is to gather information and advise the Provost regarding the academic curriculum at NAPS. The Committee members also will serve as department liaisons to the NAPS discipline supervisors, and maintain regular communications with their NAPS counterparts throughout the academic year.

   c. The CAC will meet as needed to discuss major questions dealing with implementation of the existing NAPS curriculum or to discuss proposed changes in policy that involve adjustment
of the delivery of the NAPS curriculum. In all cases, the Provost will be apprised of the activities of the Committee and its members.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, 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-InformationManagement/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 your local records manager or the DON/AA DRMD program office.

6. Review and Effective Date. Per OPNAVINST 5215.17 A, the Associate Provost for Academic Affairs will review this instruction annually on the anniversary of its 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.

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