PROVOST INSTRUCTION 1531.6G

From: Provost, U.S. Naval Academy

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 1531.6F

3. **Background.** 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. **Policy**

   a. Faculty members must require that midshipmen speak and write effectively. In all courses, students must be held to rigorous standards of communication appropriate for the subject at hand. This may include laboratory 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 work, with the caveat that resubmissions of final papers are not permitted beyond the last day of classes of a semester for the purpose of improving a final, overall course grade.

   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.

   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.

5. 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/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 5215.17A, 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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Provost

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