PROVOST INSTRUCTION 1531.77B

From: Provost, U.S. Naval Academy

Subj: SUMMER SCHOOL ENROLLMENT POLICY

Ref: (a) USNAINST 1531.51A Class standings and Merit Lists

1. Purpose. To publish instructions regarding the summer school enrollment policy.

2. Cancellation. ACDEANINST 1531.77A

3. Background

   a. The academic program at the Naval Academy is designed to be completed in eight semesters during the Fall and Spring semesters of four consecutive years. Summers are structured principally to provide midshipmen with essential professional training and leave. However, a limited number of courses are offered in the summer. Dates and details for each academic year are published in PROVOSTNOTE 1531, Summer School Administration.

4. Summer School

   a. Summer School Purpose. Summer school courses are offered to give midshipmen an opportunity outside the regular academic year to satisfy academic requirements for graduation.

   b. Summer School Enrollment. The summer school courses offered may be taken by midshipmen as directed by the Academic or Advisory Boards, or voluntarily during leave periods. Any midshipman who has not successfully remained on-track with their matrix must make up the deficiency in the summer, unless excused by the Academic Board. This includes those who are initially placed in SM005 (Pre-calculus Mathematics).

5. Status of Midshipmen Enrolled in Summer School

   a. Mandatory Academic Board Status. Certain midshipmen are directed to attend summer school by the Academic or Advisory Boards. Midshipmen in this mandatory category typically have unsatisfactory CQPRs, are behind in their matrix, or have failed a course, and may be in danger of not graduating with their class. These midshipmen have the highest priority for enrollment in summer courses. Normally, mandatory status will be assigned by the Academic
Board, but a member of the Advisory Board may also enter a request for a midshipman to enroll in a summer course in a mandatory status. Requests for midshipmen to be assigned mandatory status may be made at any time. These requests are subject to review by the Dean of Student Academic Development (DSAD), who considers the midshipman’s need for academic recovery, the individual’s requirements for professional training, and the desire to allow the midshipman some leave during the summer. Midshipmen may not withdraw from mandatory summer school without approval from the DSAD.

b. **Mandatory Commandant Status.** Upon approval by the Commandant of Midshipmen, select varsity athletes may be excused from one block of professional training (PTE) to attend summer school. This allows these midshipman athletes a reduced credit load while they are in-season and reduces classroom absences. These athletes typically also forgo leave to practice or train for their sport.

   (1) Midshipmen in this category have second priority for enrollment in summer school classes. The Director of Athletics, through the Naval Academy Athletic Association (NAAA), requests summer school in lieu of professional training for a limited number of midshipman athletes and forwards the approved list to the DSAD for enrollment. Although in mandatory status, a midshipman may choose not to take advantage of this opportunity if it impedes with special summer training opportunities. A midshipman may withdraw from Commandant Mandatory Summer School without approval, but the student should first inform his/her academic adviser and the summer training office.

   (2) If enrollment in summer school does not reduce the midshipman’s semester academic load, the midshipman will not be placed in mandatory summer school. All midshipmen must take a minimum of 15 credits per semester. Therefore, if a rising 1/C has 30 credits or fewer remaining to graduate or a rising 2/C has 60 credits or fewer remaining to graduate, that midshipman will not receive mandatory summer school status.

   (3) If athletic participation changes and a midshipman is no longer a member of a varsity sport, the student will be withdrawn from summer school and added to another PTE if the change in status occurs before the beginning of the summer school session in which the student was enrolled.

c. **Voluntary with Preference Status.** A midshipman’s academic adviser or the senior academic adviser for the midshipman’s major may enroll a midshipman in Voluntary with Preference status if summer school is necessary for a midshipman to remain on matrix, for example when a student changes their major. Midshipmen in this category have third priority for enrollment in summer classes, and this status requires the midshipman to enroll in summer courses in lieu of leave. A request for Voluntary with Preference status is to be entered prior to summer training assignments to minimize summer training changes if at all possible. Late requests will be refused without significant justification for the delay in request.

d. **Voluntary Status.** Any midshipman may voluntarily attend summer school in lieu of leave. Midshipmen enroll in summer courses in lieu of leave for many reasons: to advance in
their majors, to lighten a future semester’s credit load, to repeat courses with a grade of a C-, D+, or D, to achieve certain academic goals such as a language minor, a dual major, to study abroad, to be eligible for the Voluntary Graduate Education Program or the Trident Scholar Program, among other reasons.

(1) These midshipmen have the lowest priority for the limited enrollment slots available in summer school courses. Midshipmen may, however, indicate in their summer cruise requests that leave be scheduled so that they might take a particular summer course. Midshipmen make requests for summer courses via the MIDS module called Summer School - Preregister after the summer cruise schedule is known to the midshipmen but before the desired course is scheduled to begin.

(2) A midshipman should not anticipate 0 Block leave because they enroll in voluntary summer school.

(3) Midshipmen may withdraw from voluntary summer school by contacting the DSAD. Midshipmen may be forced to drop their summer course due to changes in summer training obligations, starting the course late due to return dates for summer cruises, and/or to accommodate midshipmen in mandatory status. Summer training will coordinate with the DSAD to process a drop if it is necessitated by summer training changes.

e. **Precedence.** The enrollment of a midshipman in a course whose capacity has been reached is allowed only if there is another midshipman enrolled who has a lower priority. In that case, the midshipman with lower priority will be disenrolled and placed on a waiting list. Among those midshipmen with the same priority, described in subparagraphs a-d, precedence will be given according to the time of the request made in MIDS.

6. **Responsibilities of Midshipmen.** Midshipmen are responsible for knowing their cruise, summer school, and leave schedules. Not all midshipmen will be able to enroll in summer school. Midshipman should deconflict summer training prior to when the MIDS module opens for voluntary summer school as the timestamp in MIDS determines which midshipman will be enrolled in a course. Midshipmen with NAAA blockers cannot take a summer class during their blocker. Midshipmen will use the MIDS module Summer School – Query Schedule – (paying close attention to the Block) to find information on where and when the class meets a few days prior to the Block starting.

7. **General Remarks About Summer School**

   a. **Enrollment Guidelines.** Midshipmen may not enroll in more than one summer course at a time, nor may midshipmen have other obligations during summer school. Mandatory summer school takes precedence over an NAAA sports blocker. Midshipmen in mandatory status may not withdraw from a summer school class at any time. A midshipman enrolled in voluntary status may not withdraw from a summer school class after the last week of instruction has begun.

   b. **Class absences.** The pace of instruction in summer school is more intense than it is during
the spring and fall semesters. Each day of summer school is nearly equivalent in its coverage to a full week of a regular fall or spring semester. Each instructor is teaching multiple periods a day and writing and grading assessments. Therefore, a midshipman may not miss two days or more of a class and remain enrolled in the course. Elective surgery (PRT, dental, etc.) must not be scheduled during summer school. Midshipmen requesting a missed class chit must route a chit through NASP, not their Ac Year Chain of Command, to the DSAD for approval. If the student requests to miss two days or more of class, the chit will not be approved. Chits for non-emergent activities that are known in advance will not be approved. A chit for exactly two days of missed classes requires APAA approval, and will only be granted in circumstances supported by the Provost in support of other USNA priorities. Chits for more than two days of missed classes will not be approved.

c. **Disenrollment.** For students without approved chits, missing two days of summer school is grounds for disenrollment. For students with an APAA-approved two-day chit, disenrollment is automatic after even one additional day on which the student is tardy or absent, regardless of reason.

d. **Academic Standards.** Failure to achieve a quality point ratio (QPR) of at least 2.00 during summer school, failure of any course during summer school, and failure to meet stipulations made by prior Academic Boards, results in automatic separation from the Academy and requires a positive decision on the part of the Academic Board in August for a midshipman to be retained. That is, those midshipmen are separated by the Academic Board and may be retained by waiver, retained at record review, or retained after an appeal. Summer school performance has no direct effect on a midshipman’s order of merit (OOM). See reference (a) for details.

8. **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 USNA records manager or the DON/AA DRMD program office.
9. **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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