PROVOST INSTRUCTION 1531.80C

From: Provost, U.S. Naval Academy

Subj: MIDSHIPMAN ACADEMIC PERFORMANCE REPORTS

Ref: (a) USNAINST 5420.24G Policy and Procedures Governing the Academic Board

1. **Purpose.** To publish guidance for the submission of Midshipman Academic Performance Reports (MAPRs).

2. **Cancellation.** ACDEANINST 1531.80B.

3. **Background.** To fulfill the Naval Academy mission, each midshipman must be counseled and given direction toward attaining standards of performance required for graduation and becoming an officer in the naval service. Toward this end, midshipmen, and those who counsel them, need timely and useful information regarding academic performance. This information is also essential to the Academic Board in determining whether an academically deficient midshipman should be retained at the Naval Academy (see reference (a)). The grades that midshipmen earn in the courses they take are essential, but not sufficient, information for this purpose. MAPRs provide additional information needed to obtain a more complete assessment of a midshipman's academic performance and effort. MAPRs are submitted electronically by faculty members using the Midshipman Information System (MIDS) maintained by the Information Technology Service Center (ITSC).

4. **Action**
   
   a. **Faculty member MAPR Requirements 6 and 12 week marking periods.** MAPRs must be entered at the end of the interim marking periods for the Fall and Spring semesters for midshipmen with C-, D+, D, F, or I grades in the faculty member’s course. Interim MAPRs should provide the midshipman, and those who counsel them, detailed information on what steps the midshipman needs to take to improve in the course.

   b. **Faculty member MAPR Requirements at the end of an academic term.** MAPRs must be entered at the end of an academic term for midshipmen with C-, D+, D, F, or I grades in the faculty member’s course. MAPRs also must be entered at the end of an academic term if required by the Academic Board, regardless of the grade earned in the faculty member’s course. A full list of mandatory MAPRs is provided late in the day on which grades are due at the end of the
semester. The “MAPR (Midshipman Academic Performance Report) - Enter” module in MIDS provides a list of required MAPRs for a faculty member.

(1) The importance of MAPRs written for the Academic Board cannot be overemphasized. In almost every case, the author of a MAPR will have spent much more time observing a midshipman than will any member of the Academic Board. The members of the Academic Board want a faculty recommendation regarding a midshipman whenever a faculty member feels comfortable in offering one. In making its decisions to retain or separate midshipmen whose records are academically deficient, the Academic Board relies very heavily on MAPRs and faculty recommendations.

(2) Faculty comments in MAPRs should provide information about midshipmen that is not evident from the grades alone. Faculty members are asked to provide, as best they can, assessments of the midshipman’s academic ability, attitude, alertness, discipline, bearing and appearance, effort, initiative, interest, and officer potential. If relevant, these MAPRs should explain the steps taken by the faculty member to mentor the midshipman and how the midshipman responded to that mentoring. MAPRs written for the Academic Board must be summative. Faculty members should not assume that members of the Academic Board will access MAPRs written earlier in the semester.

(3) There may be a very short interval between the last possible final examination of a semester and the due date for submission of MAPRs, driven by the need for preparation for the Academic Board. In the case that a faculty member needs additional time to complete a thorough and thoughtful mandatory MAPR for a midshipman who is a potential Academic Board case, faculty members may write a MAPR including the phrase “Do Not Waive.” This information provides timely and critical data for the pre-Board scrub (see reference (a)), and provides the faculty member some additional time to complete a meaningful MAPR. Such a MAPR should never be submitted later than 24 hours after the initial MAPR deadline, and only in cases of constrained timelines for a specific course.

   c. Faculty member MAPR Requirements at the end of the summer block. MAPRs should be written when grades are submitted after each block for midshipmen with C-, D+, D, F or I grades in the faculty member’s course. In addition those failing to meet grade stipulations mandated by the Academic Board will need MAPRs upon submission of grades. MAPRs will be used by the Provost and Commandant to determine the list of students that will be retained by waiver and/or those that will be reviewed by the Academic Board. Faculty members are required to login to MIDS and determine if a MAPR is required for students in their course who received a grade of C or better in accordance with the dates established annually by the Associate Provost for Academic Affairs (APAA) in PROVOSTNOTE 1531, Summer School Administration.

   d. Non-Mandatory MAPRs. Faculty members may write non-mandatory MAPRs for any of their students at any marking period or at the end of the semester. Faculty members are encouraged to write MAPRs that recognize exceptional midshipman performance, effort and accomplishments.
The dates for required submission of MAPRs will be published annually by the Associate Provost for Academic Affairs (APAA) in PROVOSTNOTE 1531, Academic Scheduling and Start of Semester Items, and PROVOSTNOTE 1531, End of Semester Items. The dates will also be included on the Academic Term Calendar. It is the responsibility of the Department Chair (or a faculty member assigned by the Department Chair) to make sure MAPRs are entered on time.

f. Guidelines

(1) MAPRs cannot be written until grades have been entered. Faculty members may update or delete MAPRs that they have created for the current marking period, but older MAPRs can not be altered. A modification of a MAPR written by another faculty member is not allowed, but faculty members may view MAPRs for students in their sections regardless of who authored them.

(2) If a faculty member is not available to enter a MAPR, the Department Chair, Registrar, or APAA may enter a MAPR on behalf of the faculty member, but the Department Chair, Registrar, and ADAA cannot update MAPRs originally created by another faculty member. In some cases, MAPRs may be removed by ITSD from the database if there are privacy concerns (Privacy Act, HIPAA, etc).

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.seacnav.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.

6. 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: