



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 1531.13C
2/APAA
3 Oct 2022

PROVOST INSTRUCTION 1531.13C

From: Provost, U.S. Naval Academy

Subj: COURSE ENROLLMENT POLICY

Ref: (a) PROVOSTINST 5420.20H Curriculum Review Process

1. Purpose. To issue guidelines concerning course enrollment.
2. Cancellation. ACDEANINST 1531.13B
3. Background. Pedagogical needs and resource limits must both be accounted for when setting course section enrollment limits. We wish to maintain the tradition of small classes and low student-to-faculty ratios at USNA, while being good stewards of our resources.
4. Information
 - a. All Core and School courses, including the courses offered in the common 4/C year should be scheduled to contain approximately 19 midshipmen.
 - b. Courses that are considered to be required only in a specific major should be scheduled such that the average enrollment per section approximates 16 midshipmen.
 - c. Senior research project courses, seminars and such other courses the Provost may designate, are not required to meet the above standards.
 - d. Courses that have not had students enrolled in them for ten years or more will automatically be delisted from the course catalog and will require a curricular change request, as described in Reference (a) to reactivate.
5. Action
 - a. After pre-registration, department chairs will adjust offerings to meet the enrollment criteria outlined in paragraphs 4.a. and 4.b. Additional faculty will not be assigned to a department which invokes alternatives to these guidelines.

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b. Department chairs will request permission to schedule sections with less than 10 students. These requests should be submitted to the Associate Provost for Academic Affairs (APAA) via the School Leadership by the deadline specified by the APAA. The APAA will approve these low enrollment courses only when necessary to maintain a major.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned 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 your local records custodian or the USNA Records Manager.

7. 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.


A. T. PHILLIPS

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Provost Instructions website: <https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>