



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

PROVOSTINST 1531.60B
2/APAA
31 Jul 2021

PROVOST INSTRUCTION 1531.60B

From: Provost, U.S. Naval Academy

Subj: GRADES AND REPORTS

Ref: (a) USNAINST 12213.1 Excepted Service Hiring of Faculty and Instructors
(b) ACDEANINST 1531.82 Course Policy and Syllabus Content
(c) ACDEANINST 1531.63C Complaints Against Faculty Members
(d) USNAINST 1531.51B Class Standings

1. Purpose. To publish instructions regarding academic grades.
2. Cancellation. ACDEANINST 1531.60A.
3. Scope and Applicability. All faculty, staff, and midshipmen attending the U.S. Naval Academy.
4. Background. The policies established support the mission of the Academy which is to establish an integrated educational program of the highest quality to prepare graduates for careers in the naval service.

5. Grading Policy

a. Faculty. Only faculty officially authorized by the Provost may be instructors of courses in accordance with reference (a). The faculty of the Naval Academy are entrusted with the education of midshipmen, and the necessary evaluation of their performance in coursework. Thus, the instructor of a course has the sole authority for assigning grades in that course. Any request for a change of grade(s) from a student or some other source will follow procedures as detailed in paragraphs 7 and 8.

b. Grading Criteria. The grading criteria for each course should be clearly delineated as described in reference (b). The course grade should include all graded assignments and not be

based solely on the final exam grade. In general, faculty are encouraged to include multiple opportunities for student assessment and feedback throughout a semester rather than basing the course grade on 6-week, 12 week and final exam scores only.

c. Academic Grades. Student status and degree of achievement in graded courses and programs are recorded by the faculty into the student database system utilizing the following symbols: A, A-, B+, B, B-, C+, C, C-, D+, D, F, I. The meaning and quality point rating assigned for these symbols is captured in Table I.

TABLE I
TABLE OF GRADE SYMBOLS AND QUALITY POINT VALUE

Symbol	Qual Point Value	Meaning
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Good
B-	2.7	
C+	2.3	
C	2.0	Satisfactory
C-	1.7	
D+	1.3	
D	1.0	Marginally Passing
F	0.0	Failing
I	N/A	Incomplete (See Sect. 6)

6. Incomplete Course Grades

a. Assignment. A faculty member must seek and receive approval from the Associate Provost for Academic Affairs (APAA) via their Department Chair to assign a grade of Incomplete at the end of the semester (or any summer session). Only Chair approval is needed for Incomplete interim grades. An individual midshipman's course work may be reported Incomplete at the end of the semester only if the semester's work could not be completed by the midshipman due to circumstances beyond the midshipman's control (e.g., illness, emergency leave, etc.).

Midshipmen who have not satisfactorily completed required coursework at the time final semester grades are reported, and who do not meet the criteria established above will receive a grade of F. An Incomplete grade is not a final grade. The Incomplete grade must then be

replaced by a permanent grade at the earliest opportunity, but not longer than four months after the completion of the semester, unless a further extension is approved by the APAA. If an extension is not approved by the APAA the grade automatically becomes a grade of F. A midshipman with an Incomplete in their record (excluding PE courses) at the end of the academic year may have limited summer training and leave opportunities until the Incomplete is resolved.

b. Group Assignment. Incomplete grades may be assigned to a group of midshipmen (such as a section of or the entire enrollment in a course) if there is uncertainty about the fair administration of the course or the final examination. In this case, the faculty involved should take appropriate action, with the approval of the APAA, to replace the "I" (incomplete) grade(s) with permanent grades at the earliest opportunity. Such actions may involve, for example, administering an alternate examination.

c. Grade Submission. When an "I" is assigned, the instructor must write an accompanying MAPR that describes the general reason that the midshipman did not complete the work, what work was missing, the timeline that has been set for completing the work, and acknowledges that Department Chair and APAA (for final grades) permission was sought and granted.

d. Incompletes in PE courses. Incompletes in PE courses are handled differently. A midshipman who is separated or discharged with an incomplete in a PE class will receive a W (withdraw) instead of an F on their transcript. Also, the timeline for resolving PE Incompletes is not limited to four months.

7. Course Withdrawals

a. Separated Midshipmen. If a midshipman leaves the Naval Academy because of a discharge or resignation before completing all requirements for a course, including the required final examinations, a grade of W will be recorded to indicate the midshipman withdrew from the Naval Academy. Midshipmen separating at the end of a semester cannot choose which courses to complete. Either all courses must be completed for a grade, or the midshipman must withdraw from all courses.

b. Retained Midshipmen. If a midshipman who remains at the Naval Academy drops a course before six week grades are entered, no grade or record is retained. After six week grades are entered, a W will appear on the record if a midshipman withdraws from the course. After the

drop course deadline the only allowable permanent grades are A, A-, B+, B, B-, C+, C, C-, D+, D, or F.

8. Final Grade Changes. After final semester grades have been submitted to the registrar, no changes will be accepted unless accompanied by a written statement from the instructor that an error was made in the computation of the grade. Reexaminations will not be allowed. The change of grade must also be approved by the chair of the department before submission to the Registrar via the APAA. The APAA will review all changes of academic course grades submitted to the Registrar for appropriateness. Grade changes must be submitted within four months of the end of the semester in which they are assigned.

9. Grievances Concerning Grades. To be valid, any grade grievance must be based on demonstrated prejudice or incompetence on the part of the faculty member(s) involved. The following procedure will be used to resolve such grievances:

a. The complainant will first discuss the matter with the instructor. This process may include a direct discussion between the midshipman and faculty member or a meeting between the two, facilitated by other USNA faculty or staff. If this process is not desired by the midshipman or after having met with the faculty member deemed to be unsuccessful, an official inquiry into the grade grievance may be filed.

b. At all levels of the academic chain of command, the handling of the complaint should include the following:

- (1) Strict confidentiality
- (2) Early notice to the faculty member involved
- (3) Timely action
- (4) Timely response to the complainant

c. Every attempt shall be made to settle disputes about grades at the lowest possible level. The dispute will only be forwarded to the next level in the chain of review if the issue is not resolved at the lower level. This chain is the instructor, the Department Chair, the School Dean or Division Director with input from an appropriate and impartial committee appointed by the Faculty Senate, the Provost, and the Superintendent.

d. For guidance regarding grievances against faculty members for alleged misconduct in their professional dealings with midshipmen, see reference (c).

10. Quality Points

a. The Quality Point value of a given course is computed by multiplying the semester hour value of the course by the numerical equivalent of the letter grade received, where:

A=4 A- = 3.7 B+ = 3.3 B=3 B- = 2.7 C+ = 2.3 C=2 C- = 1.7 D+ = 1.3 D=1 F=0

b. Quality Point Rating (QPR). The Quality Point Rating is an average of grades. The Total Quality Point Value, for the applicable period, is an average based upon the QPR total semester hours, for the applicable period. The semester QPR includes only courses taken during the given semester. The Cumulative QPR includes all courses taken to date at the Naval Academy (except for original grades of repeated courses).

11. Interim Grades. Grades posted at the 6-week and 12-week points of the semester are tentative cumulative evaluations submitted by instructors for the guidance of midshipmen, advisers, and the midshipman's chain of command. They are not official grades and have no specific weight in the determination of the final semester grade, nor will they appear on the student's transcript.

12. Grades in Aptitude, Conduct and Physical Education. The Commandant of Midshipmen establishes standards and procedures for evaluating individual midshipman performance in aptitude, conduct, and physical education. These grades are submitted to the Registrar and used in the OOM (order of merit) but the grades in aptitude and conduct are not included on standard transcripts of records. Note that these grades remain on the A, B, C, D, F system (i.e. no +/- options).

13. Medical Waivers in Physical Education. If a midshipman is granted a medical waiver that precludes meeting the requirements for physical education, the Physical Education Department will submit a grade of and "I" (Incomplete). At the end of the semester, if the medical waiver still remains, the midshipman will automatically be assigned the quality point equivalent of a C for computing the multiple (see reference (d)). Once the waiver has been removed and the required work in physical education has been completed and evaluated, a regular letter grade will be assigned. These grades will be reported at the end of the semester during which the work was completed.

14. 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) 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-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.

15. 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 via the Provost Instructions internet website: <https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>