



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

PROVOSTINST 1531.64B
2/APAA
14 Oct 22

PROVOST INSTRUCTION 1531.64B

From: Provost, U.S. Naval Academy

Subj: ACADEMIC ACCOUNTABILITY

1. Purpose. To publish instructions regarding academic accountability of Midshipmen.
2. Cancellation. ACDEANINST 1531.64. No special markings appear because this instruction is a complete revision. The instruction should therefore be read in its entirety.
3. Responsibilities
 - a. The Provost is assigned primary responsibility for maintaining and accounting of midshipman classroom and laboratory attendance.
 - b. The chairs of the academic departments will assure that each instructor complies with academic accountability procedures set forth in paragraph 4b.
 - c. School Deans and Division Directors have primary responsibility for academic accountability in their respective divisions.
 - d. The Commandant of Midshipmen is responsible for taking appropriate action regarding those midshipmen reported absent by the academic departments.
 - e. Midshipmen section leaders or assistant section leaders are responsible for taking accurate musters and reporting them to the instructor.
4. Accountability Procedures
 - a. Section leader. Each section leader will report the results of the muster at the start of the period to the instructor for each section meeting. In the event that an instructor is not present at the start of the scheduled class, the section leader will report the instructor's absence to the department concerned and while awaiting the arrival of a substitute instructor, will lead the section in a productive use of time. In no case shall midshipmen dismiss themselves from class.
 - b. Instructor. Each instructor is required to:

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(1) Report accountability for each section as soon as is practical following each section meeting by using the Midshipmen Information System module called Absence. This module shall also be used to report a midshipman's lateness to or early departure from class. Faculty members are required to report factual information; they are not asked to assess whether a midshipman has a reasonable excuse for an absence, lateness or any early departure. Adjudication of midshipman excuses is the responsibility of the Commandant's staff. The MIDS module Accountability and Excuses - Query tracks midshipman excuses.

(2) Appoint a section leader and an alternate section leader for each section they teach. Where possible, section leaders and assistant section leaders should be members of the most senior class present.

5. 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.

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.



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>