



DEPARTMENT OF THE NAVY
OFFICE OF THE ACADEMIC DEAN AND PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS, MARYLAND 21402-1323

ACDEANNOTE 1531.7
2/ADAA
05 Oct 2018

ACADEMIC DEAN AND PROVOST NOTICE 1531.7

From: Academic Dean and Provost

Subj: FINAL EXAMINATION SCHEDULE AND EXCEPTIONS

Encl: (1) Examination Change Request Form

Ref: (a) USNAINST 1531.53: Policies Concerning Graded Academic Work

1. The final examination schedule has been published. The schedule may be viewed on USNA's Midshipman Information System (MIDS). In each case where two examinations are in conflict, an alternate examination has been scheduled to resolve the conflict. Midshipmen will be informed of the location of their examinations by their instructors.

2. The schedule has been arranged to accommodate many constraints. Final examinations occur over a relatively short period of time. As a result, there are some midshipmen who will have several examinations with little spacing between them. Midshipmen should check their schedules as soon as possible and prepare their study plans in advance.

3. Final examinations have the highest priority for midshipmen and faculty. Exceptions to the official final examination schedule will be extremely rare. Final examinations will not be rearranged because a midshipman has made travel arrangements that fail to take into account the final examination schedule. In addition, midshipmen may not schedule elective surgical procedures such as PRK that will conflict with their final examination schedules. Finally, final examinations will not be rescheduled to allow for the personal convenience of midshipmen or faculty.

a. Use of scheduled alternate examinations. Midshipmen may take an official alternate final examination as it is posted in MIDS in place of a primary examination in cases of conflict or hardship with prior permission of their instructor and the associated Department Chair. Permission of the Dean is not required to take an official alternate final examination. In some cases, a scheduled alternate examination must be taken to resolve a conflict among primary examinations. Again, this scenario does not require a special request as described below.

b. Midshipmen in one of the following special circumstances may request a new, not previously scheduled, alternate examination. The request must be submitted via the midshipman's company officer and the instructor and department chair concerned to the Associate Dean for Academic Affairs (ADAA) not later than COB **Thursday, 29 November 2018** using the form attached as enclosure (1). Requests received after the deadline will **not** be considered. The request must include the rationale as well as the proposed alternate date and time. The proposed alternate examination should be later than the primary examination whenever this is possible. The policy of scheduling the alternate examination later than the primary examination is maintained to help protect the integrity of the primary *and* alternate examinations.

- (1) Compressed examination schedule. Midshipmen who have 3 examinations in a row with no significant breaks (i.e., morning/ afternoon/evening, afternoon/evening/morning or evening/morning/afternoon) may request a new alternate examination if none exists to provide relief. The new alternate will be scheduled later than the primary examination, wherever possible.

(2) Events of great personal significance. In some cases, it may be possible to accommodate midshipmen who wish to attend significant personal events involving **immediate family members (father, mother, siblings)** that are in conflict with final examinations. The new alternate will be scheduled later than the primary examination, wherever possible. Midshipmen making such requests must consider returning to the Naval Academy prior to the end of the exam period in order to complete their examinations.

4. Scheduled final examinations must be administered at the scheduled time(s). Scheduled final examinations may not be canceled or rescheduled for any reason without approval of the ADAA. As a reminder and per ref (a), “take-home” tests are not permitted for scheduled final examinations. Midshipmen and faculty are responsible for reviewing ref (a) in its entirety for additional relevant information regarding final examinations and other graded academic work.

/signed/
J.K. WATERS
By direction

Date: _____

From: MIDN _____/C _____, _____, _____
(Class) (Name) (Alpha) (Co)

To: Associate Dean J.K. Waters (Midshipmen: deliver this request to Room 160 in Nimitz Hall)

Via: (1) _____, (Company Officer) _____
(rank and name) (initials and date)

(2) _____, (Course Instructor) _____
(rank and name) (initials and date)

(3) _____, (Department Chair) _____
(rank and name) (initials and date)

Subj: Request for Change to Final Examination Schedule

In accordance with Academic Dean Notice 1531 titled *Final Examination Schedule and Exceptions*, I am requesting that my final examination

in _____
(course designator)

be rescheduled from _____ on _____
(time) (date)

to _____ on _____
(time) (date)

for the following reasons:

Very respectfully,

MIDN USN

Enclosure (1)