



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
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USNAINST 1531.33G  
2/APAA  
23 Sep 2021

USNA INSTRUCTION 1531.33G

From: Superintendent, U.S. Naval Academy

Subj: MIDSHIPMEN ACADEMIC PERFORMANCE REPORTS

Ref: (a) PROVINST 1531.60B Grades and Reports

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

2. Cancellation. USNAINST 1531.33F

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. 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.

4. Action

a. MAPR Requirements. MAPRs must be entered at the end of the interim marking periods for the fall and spring semesters and at the end of each week and for the end of any summer course for midshipmen with C-, D+, D, or F grades, as well as for incompletes (I). MAPRs must also be entered at the end of an academic term, whatever the grade, when required by the Academic Board.

(1) The comments section of a MAPR is its most important part. Here, 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. For interim grading periods, recommendations for improvement are appropriate when the MAPR is being submitted because of poor performance. MAPRs submitted for the Academic Board should also include recommendations for retention or separation. Over the course of a semester, you have had many interactions with the midshipman in question, so your

recommendation and words are critical in the Academic Board's understanding of the midshipman's desire and ability to succeed.

(2) Faculty members may write MAPRs for any of their students at any marking period or at the end of the semester for any reason. Indeed, faculty members are encouraged to write MAPRs that praise good performance.

(3) MAPRs for students who are being marked incomplete have additional requirements that are described in reference (a).

b. MAPR Submission. The schedule for submission of MAPRs will be published by the Associate Provost for Academic Affairs (APAA). The following guidelines apply:

(1) Deadlines for MAPR submission will be set by departments in advance of the deadlines set by the APAA to assure smooth administration of the process. Faculty members must comply with these earlier deadlines.

(2) MAPRs cannot be written until grades have been entered.

(3) Faculty members may update or delete MAPRs that they have created for the current marking period. Older MAPRs can only be viewed but not altered.

(4) The modification of MAPRs written by others is not allowed.

(5) Instructors may view MAPRs for students in their sections regardless of who authored them. Members of the Academic Board may view all MAPRs written in the semester in question for midshipmen whose records they review.

c. Submission of MAPRs by the APAA or Department Chairperson. In the event that it is not possible for a faculty member to enter a MAPR, the Department Chairperson or APAA may enter a MAPR on behalf of the instructor. However, the APAA or Department Chairperson cannot update MAPRs originally created by another faculty member.

d. Submission of Special MAPRs. Faculty and staff may submit reports to the Academic Board about midshipmen who are not current students. There are several different types of these special reports according to whether they are being submitted by an Academic Center adviser, a Dean or Provost, a faculty adviser, a coach, a department chair, an officer or faculty team representative, the Registrar, or other. The user may elect to write such a report for one of the midshipmen on the Academic Board list.

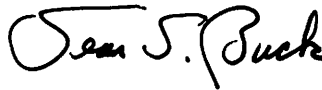
e. Midshipmen Review of MAPRs. Midshipmen can and should promptly view the MAPRs that are written about them. MAPRs at interim grade deadlines often contain useful feedback for improving performance in the course. Midshipmen can only view their own MAPRs.

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 DON Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/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 record custodian or the USNA Records Manager.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Associate Provost for Academic Affairs will review this instruction annually on the anniversary of its 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.



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**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via the USNA Issuance Website, <https://www.usna.edu/AdminSupport/Inst/>