



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
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USNAINST 1531.61
2/APAA
16 Feb 2023

USNA INSTRUCTION 1531.61

From: Superintendent, U. S. Naval Academy

Subj: CLASS ATTENDANCE REQUIREMENTS

Ref: (a) USNAINST 1531.53D Policies Concerning Graded Academic Work
(b) USNAINST 5420.24G Policies and Procedures Governing the Academic Board

1. Purpose. To provide guidance on the attendance requirements for course completion and examination and to set grading policies for students who have missed a significant amount of class.
2. Cancellation. ACDEANINST 1531.61A
3. Background. The Naval Academy's mission of leadership development requires an active and engaged physical presence from midshipmen, including in the classroom. Classes are designed to be fully in-person at USNA. Consequently, individual midshipmen who are unable to attend classes in person miss a significant proportion of the academic program, which goes beyond mastery of the academic material and includes classroom participation, peer education, and leadership development. Midshipmen who miss significant amounts of class usually also miss significant portions of the officer development program that takes place within the midshipmen leadership structure of the Brigade, compounding the negative impact of their absences.
4. Accountability Reporting
 - a. Midshipmen are expected to attend all scheduled classes in person unless they have permission to miss class, further guidance on acceptable excusal can be found in COMDTMIDNINST 5400.6Y.
 - b. Instructors will promptly report attendance for every class meeting in the student information database system. Bancroft Hall leadership may also tally absences based on known time a midshipman has been off the Yard.
 - c. An instructor may exercise their professional judgment in how to help students make up for up to two weeks of missed classes due to excused absences. For example, this can include no special action, directing the student to obtain notes from a classmate, scheduling EI, or providing recordings of lectures. While classes are fully in person, an instructor may allow a student who is missing class to listen in through a remote link or to turn in classwork through email or a learning management system. However, such activity is not to be considered as "attending" or participating in class, and any student who is not physically present in the classroom when the class is meeting shall be marked absent.

d. In accordance with reference (a), no quizzes, tests, or examinations are permitted to be taken remotely or while the student is away from the Naval Academy without the explicit recommendation of the Provost and the approval of the Superintendent. A student who is unable to take an exam as scheduled in person due to an excused absence should be given an incomplete until they have an opportunity to take the exam in person.

e. If an instructor has a student who has missed more than two weeks of class, they must discuss the situation with the Associate Provost for Academic Affairs (APAA), via their department chair and school leadership, prior to continuing any accommodations for the student's absence. The APAA will also monitor total midshipmen absences on a weekly basis following the Add Date of each semester and will identify any midshipmen who have missed 40 or more classes. The Bancroft Hall Chain of Command will alert the APAA if they have a midshipman who they know has been away from USNA for two or more weeks during the semester (outside of study abroad or service academy exchange).

5. Stakeholder Meetings for Midshipmen with Excessive Absences

a. Once a midshipman has missed 40 or more class meetings, or two full weeks, in the current semester, the APAA will schedule a meeting with the student, the student's academic adviser, their Company Officer or Senior Enlisted Leader, a representative from the Student Academic Development office, and other representatives such as medical personnel or an athletics representative, as is applicable to the midshipman's situation per reference (b). The purpose of the meeting will be to discuss the midshipman's academic situation and recovery plan. The meeting will be documented by a Letter of Instruction (LOI), signed by the Deputy Commandant of Midshipmen, which will address the following:

(1) Whether or not the student should have "I" or "incomplete" grades at the next marking period. If incompletes are warranted, the letter will detail what graded events are necessary to resolve the incompletes as well as the schedule the student should meet to resolve each incomplete.

(2) What, if any, exceptions would be allowed with respect to changes in graded assignments.

(3) What, if any, exceptions would be allowed for the student to drop courses in line with the drop/add deadlines for the semester.

(4) What the student's status will be with respect to movement orders, excusals and special request leave for the remainder of the semester.

(5) The circumstances under which the student would be administratively withdrawn from all courses for the semester.

b. The Letter of Instruction that is developed during the meeting should be signed within a week of the stakeholder meeting.

c. The meeting should ideally take place before the next upcoming marking period grade deadline following the identification of excessive absences, but if the meeting is to take place after the grade deadline, the student will be assigned incompletes in all courses, pending discussion at the meeting and the signing of the LOI.

d. A midshipman who already has an LOI in place for the semester will not require a new meeting unless their circumstances have changed in ways that were not outlined by the existing Letter of Instruction as determined by the APAA.

6. Mandatory Administrative Withdrawal from Courses

a. Eighty (80) class absences correspond to roughly 4 weeks of class and are more than 25% of a USNA semester. Therefore, a midshipman who misses 80 or more classes, or who is away from USNA for four weeks or more for inpatient treatment, will be administratively withdrawn from all courses for that semester.

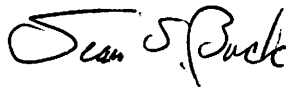
b. Mandatory administrative withdrawals from classes can only be waived in extremely rare circumstances with the explicit recommendations of the Provost and Commandant, and the approval of the Superintendent.

7. 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.

8. 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/>.