COMDTMIDNINST 1080.1V
5th Batt

MAY 2 1 2015

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1080.1V

From: Commandant of Midshipmen

Subj: ACADEMIC ACCOUNTABILITY SYSTEM

Encl: (1) Delineation of Responsibilities
      (2) Midshipman Accountability Input Instructions
      (3) Academic Officer Accountability Input Instructions
      (4) Excuse Categories

1. <u>Purpose</u>. The purposes of the Accountability System are to:

    a. Provide an efficient system that holds Midshipmen personally responsible for daily class attendance.

    b. Provide a means for the Company Officer, Company Senior Enlisted Leader, and Company Academic Officer to verify that class absent/tardy/left early data are authorized and accounted for.

    c. Provide an automated means of checking the day-to-day absent/tardy/left early data of each Midshipman as well as identify semester-wide trends.

2. <u>Cancellation</u>. COMDTMIDNINST 1080.1U.

3. <u>Action</u>. Company Officers, Senior Enlisted Leaders, and Midshipmen must become familiar with the academic accountability system and the delineation of responsibilities in enclosure (1). Midshipmen will utilize enclosure (2) and the MIDS program to account for absent/tardy/left early situations.

R. L. SHEA
By direction

Distribution:
Non-Mids (Electronically)
Brigade (Electronically)

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DELINEATION OF RESPONSIBILITIES

1. Midshipmen

    a. Class is a military obligation. Midshipmen are responsible for being at the correct place at the correct time. If absent/tardy/left early, Midshipmen will make an appropriate entry in MIDS, per enclosure (2), no later than 24 hours after the absent/tardy/left early.

    b. Midshipmen are expected to be candid in their entries into the MIDS Accountability System and must not list an excuse unless certain that it is accurate. Excuse categories are explained in enclosure (4). Any deceptive entries will be handled by the honor system. If in doubt, Midshipman should check the Table of Priorities in Midshipmen Regulations or clarify the matter with their Company Officer before making a MIDS entry. Unique circumstances may be further explained in the "comments" section on MIDS.

    c. Midshipmen who are incorrectly marked absent/tardy/left early shall enter "UA" as their excuse, describe the discrepancy in the "comments" section, and notify their chain of command. The Commandant's Academic Officer shall delete erroneous absent/tardy/left early entries upon recommendation from the Company Officer/Senior Enlisted Leader/Company Commander/Company Executive Officer.

2. Section Leader/Assistant Section Leader

    a. Call section to attention and report to the instructor.

    b. Maintain accurate accountability.

    c. Report absent/tardy/left early Midshipmen to the instructor.

3. Company Academic Officer

    a. By the first week of each semester, brief the company on proper academic accountability procedures. This brief should occur after the Battalion Academic Officer has briefed you. Ensure Midshipmen understand what each excuse category means. See enclosure (4).

    b. Account for the daily academic accountability entered in MIDS, Monday through Friday, following the procedures listed in enclosure (3). Ensure that all data has been entered into the MIDS system, and that corrective actions for discrepancies have been initiated.

c.   Company Academic Officers are accountable to their Company Officer for entering accurate data into the MIDS system.

d.   Take appropriate action, as deemed by the Company Officer or Senior Enlisted Leader, in the case of unauthorized absent/tardy/left early Midshipmen.

4.   <u>Battalion Academic Officer</u>. By the first week of each semester, brief the Company Academic Officers with respect to their duties.

5.   <u>Brigade Academic Officer</u>

a.   By the first week of each semester, brief the Battalion Academic Officers with respect to their duties.

b.   Coordinate with the Midshipmen Information Systems Officer to ensure each Company Academic Officer has the correct access to the MIDS accountability program.

6.   <u>Commandant's Academic Officer</u>

a.   Maintain this instruction.

b.   Submit weekly absence information to the Commandant of Midshipmen, Deputy Commandant, Academic Dean, Battalion and Company Officers, and Brigade Academic Officer.

c.   Submit first marking period, second marking period, and final marking period grade information to the Commandant of Midshipmen, via the Deputy Commandant.

7.   <u>Company Officer/Senior Enlisted Leader</u>

a.   On a weekly basis, review the absent/tardy/left early report sent out by the Commandant's Academic Officer and take action for unauthorized absences.

b.   Inspect study hour conditions (Company Officer only) of three random companies each night when standing Bancroft Hall OOW. Submit inspection results each morning to the Deputy Commandant via the Brigade 0800 report.

MIDSHIPMAN ACCOUNTABILITY INPUT INSTRUCTIONS

1. General Instructions

    a. A Midshipman entry into the MIDS Academic Accountability System shall be made for each absent/tardy/left early situation. This entry must be made no later than 24 hours after the incident.

    b. Midshipman may access accountability programs through the MIDS homepage at http://www.usna.edu/MIDS by clicking on the "Midshipman" button.

    c. The following is a sample of the MIDS programs:

Midshipmen

WARNING: For security purposes, please exit the browser when PC is unattended.

Absences and Excuses – Query
Absences and Excuses – Query by Type and Date
Academic Information – Query
Access Dates (for Midshipmen) – Query
COMAPs (Midshipmen) – Query for Special Boards
Conduct – Enter Plea
Conduct – Query Demerits and Standings
Conduct – Query Offenses
Courses – Preregister
Courses – Query Preregistration
Courses – Register
ECAs – Maintain Rosters
Excuses – Enter
Intramurals – Record Game Results
Intramurals – Sign-up
Leave – Enter
Leave Addresses – Maintain
MAPR – Query
Major – Declare
Major – Enter Preliminary Preferences
Matrices – Query Current Midshipman
Midshipmen – Performance Record
PE Course and PRT Scores – Query
PE Mark – Query
Personal Information – Maintain
Schedules – Query Midn Schedule for Current Semester
Schedules – Query Midn Schedule for Summer School
Schedules – Query Potential Mid Schedules
Schedules – Query Schedule for Next Semester
Summer School – Preregister
Summer School – Query Schedule

d. The following are descriptions and examples of the programs pertaining to academic accountability:

"ABSENCES AND EXCUSES – QUERY" – Allows Midshipmen to view any entry stored in MIDS for an absence or tardy.

Query Absences and Excuses

Enter query criteria

Ac Yr Ending:	2000
Sem:	
Blk Nbr:	
Course:	%
Section:	%

Find   Clear

Note: Entering a percent sign will allow a search for all entries

John Smith /001234/23

Course	Section	Meeting Date	Period	Absence Category	Minutes	Excuse Category	Excuse	Minutes	Comments
FE210	1001	25-AUG-1999	4	TARDY	10	TARDY	UA		
SI454	2001	26-AUG-1999	1	LEFT EARLY	5	LEFT EARLY	M.O./ EXCUSAL		
NL400	3001	27-AUG-1999	3	ABSENT		ABSENT	WATCH (BRIGADE)		
FE210	4001	01-SEP-1999	4	ABSENT		ABSENT	PRECOM		
ES420	5001	01-SEP-1999	1	ABSENT		ABSENT	MISC (VGEP)		

Records 1 to 5 of 5

ReQuery

"ABSENCES AND EXCUSES - QUERY BY TYPE AND DATE"- Same as above, but allows Midshipmen to view entries sorted by a specific excuse and time frame.

"EXCUSES – ENTER" – Allows midshipmen to enter an excuse for an absent/tardy/left early. Submission of this information must be completed no later than 24 hours after the incident. Only the company academic officer has access to enter an excuse for a midshipman after the date of the missed class section.

ACADEMIC OFFICER ACCOUNTABILITY INPUT INSTRUCTIONS

1. General Instructions

    a. The company academic officer is responsible for making sure
that all absent/tardy/left early data are recorded correctly in MIDS
for their company. This includes both looking over the excuses
entered by Midshipmen in their company, and entering excuses for
Midshipmen who have failed to log excuses by the day after the
absent/tardy/left early.

    b. Midshipman academic officers may access accountability
programs through the MIDS homepage at http://www.usna.edu/MIDS by
clicking on the "Midshipman" button.

    c. The following is a sample of the MIDS accountability programs
for company academic officers:

Midshipmen

WARNING: For security purposes, please exit the browser when PC is
unattended.

Absences and Excuses (Academic Officer) – Enter for Company
Absences and Excuses (Academic Officer) – Query Mids Without Excuses
Absences and Excuses (Academic Officer) – Query by Mid
Absences and Excuses – Query
Absences and Excuses – Query by Type and Date
Academic Information – Query
Access Dates (for Midshipmen) – Query
COMAPs (Midshipmen) – Query for Special Boards
Conduct – Enter Plea
Conduct – Query Demerits and Standings
Conduct – Query Offenses
Courses – Preregister
Courses – Query Preregistration
Courses – Register
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Matrices – Query Current Midshipman
Midshipmen – Performance Record
PE Course and PRT Scores – Query
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Personal Information – Maintain
Schedules – Query Midn Schedule for Current Semester
Schedules – Query Midn Schedule for Summer School
Schedules – Query Potential Mid Schedules
Schedules – Query Schedule for Next Semester

2. <u>Specific Instructions</u>

    a. The first three MIDS programs above, are used by the company academic officers to maintain academic accountability within their company. The following are descriptions and examples of those and other MIDS programs pertaining to academic accountability:

"ABSENCES AND EXCUSES (Academic Officer) - ENTER FOR COMPANY" – This program allows a company academic officer to enter an excuse for a Midshipman after the date of the absence/tardy/left early.

"ABSENCES AND EXCUSES (Academic Officer) - QUERY MIDS WITHOUT EXCUSES" – This program provides the academic officer with a list of Midshipman who have failed to enter an excuse on or before the date of the absent/tardy/left early.

"ABSENCES AND EXCUSES(Academic Officer) - QUERY BY MID" – This program allows the academic officer to monitor classes missed by a particular Midshipman in their company.

"ABSENCES AND EXCUSES - QUERYBY TYPE AND DATE" – This program allows the academic officer to obtain company absent/tardy/left early data during a given time period. The query can be limited to certain groups of excuses by holding the "Ctrl" key and clicking on individual excuses. The date blanks may be left empty to obtain all absent/tardy/left early data for the current semester.

<u>EXCUSE CATEGORIES</u>

1. Below is a listing of excuses and explanations. This list is not all-inclusive and may be modified, in special cases, by the Commandant's Academic Officer (i.e., an excuse of "Misc (NAFAC)" may be added during the Naval Academy Foreign Affairs Conference). Concerning which excuse to use, if in doubt, Midshipmen should check the Table of Priorities in Midshipmen Regulations or clarify the matter with their Company Officer or Senior Enlisted Advisor.

<u>Excuse</u>	<u>Explanation</u>
1. Emerg. Med/Dent	- Emergency calls for immediate medical and dental care. Inform your Company Officer or Senior Enlisted Leader.
2. Emerg./Spec. Leave	- Emergency Leave and Special Leave approved by your Company Officer or the Officer of the Watch.
3. M.O./Excusal	- Movement Orders and Excusal Lists on the MIDS program that are approved by the Operations Officer.
4. Misc(Board Appear)	- Academic boards, Brigade Military Performance boards, and conduct hearings by the Commandant and Deputy Commandant. This excuse is not for any other type of board (i.e., Brigade and Battalion Striper Boards, Battalion Military Performance boards, or Honor boards).
5. Misc (Class Dropped)	- This is a temporary (two to three day) excuse. Once disenrollment from the class has cleared through registrar's office, these absences will be removed from the MIDS program, if not cleared, the class was not dropped.
6. Misc(Court Appear)	- Local/State/Federal Court appearances.
7. Misc(PE Validated)	- PE classes that have been validated. Midshipmen must attend the first class of the semester and inform the coach/instructor.
8. Misc (Religious Serv)	- Special Liberty approved by Company Officer.
9. Misc (Spec Liberty)	- Four striper and above use only.
10. Misc (Striper Duties)	- Religious service/event on the Yard.
11. Misc(VGEP)	- For Midshipmen in the Voluntary Graduate Education Program. See Midshipmen Regulations for authorized use.
12. Misc(OPINFO)	- For Midshipmen participating in the Operation Information Program, Fall Semester.

<u>Excuse</u>	<u>Explanation</u>
13. Non-USNA Med/Dent	- Appointments at authorized medical or dental facilities off the Yard, or appointments with medical or dental specialists who travel to USNA to see Midshipmen. Examinations, Fall Semester.
14. Precom	- Authorized for a one day period only---the day the company is assigned Pre-commissioning physical
15. SIR	- Sick in room chit signed by doctor/corpsman and Company Officer.
16. Supt/Dant/Dean Meet	- Orders to report to the Superintendent, Commandant, Deputy Commandant, Academic Dean, or Command Duty Officer.
17. UA	- Unauthorized absence.
18. UA{Prof meeting	- Unauthorized absence due to meeting with a professor/instructor/coach. See the Table of Priorities in Midshipmen Regulations concerning meetings and extra instruction.
19. UA(Tardy)	- Tardy for class.
20. UA(USNA med/den app)	- Unauthorized absence due to medical or dental appointment during class time. See the Table of Priorities in Midshipmen Regulations.
21. Watch(Brigade)	- An absence while assigned to the Main Office watchbill.
22. Watch(Company)	- An absence while assigned to the Company watchbill.