



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
197 ELLIOT STREET, WING ONE
NEWPORT, RI 02841-1519

NAPSINST 5420.1
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6 Jan 11

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 5420.1

From: Commanding Officer, Naval Academy Preparatory School

Subj: POLICIES AND PROCEDURES GOVERNING THE NAPS ACADEMIC BOARD

Ref: (a) USNAINST 5420.24G
(b) NAPSINST 5450.4C

Encl: (1) Academic Board Procedures

1. Purpose. To establish the policy and procedures for the Naval Academy Preparatory School (NAPS) Academic Board.

2. Background. The duties and precedence for the NAPS Academic Board are derived from reference (a). Reference (b) provides additional information concerning policies pertaining to the NAPS Academic Board.

3. Composition of the Academic Board

a. The Academic Board should normally consist of the Commanding Officer and permanent voting members including the Academic Dean, the Department Supervisors for each academic subject, the Athletic Director, Learning Skills Director, and the Battalion Officer.

(1) Representatives of Permanent Members. Should the event occur that a permanent member of the board is unable to participate, a representative member of the department may serve as a voting member in the absence of the principal with approval from the Commanding Officer.

(2) Additional Members. The Commanding Officer may also appoint additional board voting members from the NAPS staff. Additional members designated by the Commanding Officer are meant to broaden board membership in order to assure a broad representation of specialties.

b. Presiding Officer. The Commanding Officer is a member of the Academic Board and is the Presiding Officer on all matters before the Academic Board. The Commanding Officer may designate a presiding officer in his absence, normally the Executive Officer.

c. Chairman of the Academic Board. The Chairman of the Academic Board, the Academic Dean, runs the board, calls for votes, and communicates recommendations to the Presiding Officer.

6 Jan 11

d. Secretary. The Secretary will be responsible for recording the minutes of the Academic Board. The Secretary will be the NAPS Registrar.

e. Company Officer. Company Officers of the respective Midshipman Candidates subject to an Academic Board will serve as the Aptitude Officer for those Midshipman Candidates and communicate the decision of the board to the Midshipman Candidate, if not already done by the board.

f. The following individuals or their representatives should be present to assist the Academic Board:

- (1) Company Officer of respective Midshipman Candidates
- (2) Respective Athletic Supervisor
- (3) Representative Command staff member to speak on Midshipman Candidates' behalf if desired by Midshipman Candidate. Limit one (1) representative per student.

4. Duties and Responsibilities of the Academic Board. The duties and responsibilities of the Academic Board are as follows:

a. Act on all cases of academic deficiency. Unless the Academic Board recommends otherwise, Midshipman Candidates found deficient at the end of a specified Marking Term or Marking Period will be recommended for involuntary disenrollment from the Naval Academy Preparatory School.

b. Act on all requests for reconsideration submitted by Midshipman Candidates in cases where the Midshipman Candidate was found deficient for academics and was not recommended for continuation at NAPS by the Academic Board.

c. Recommend minimum standards of proficiency for commencement.

d. Act on all cases of professional training deficiency. Unless the Academic Board recommends otherwise, Midshipman Candidates found deficient will be recommended for involuntary disenrollment from the Naval Academy Preparatory School.

e. Act on all cases of physical education deficiency. Unless the Academic Board recommends otherwise, Midshipman Candidates found deficient will be recommended for involuntary disenrollment from the Naval Academy Preparatory School.

6 Jan 11

5. Policy. Reference (b) defines the deficiency-status of a Midshipman Candidate and further outlines the requirements necessary to send a student to an Academic Board. Cases with recommendations of involuntary disenrollment will be sent by the Commanding Officer of NAPS to the Superintendent of the U.S. Naval Academy for approval. All other cases will remain within NAPS control.

a. In considering each case of deficiency, the Academic Board is guided by the mission of NAPS and must answer two basic questions:

(1) Is there reasonable evidence that the Midshipman Candidate will be able to meet the academic requirements for commencement from the Naval Academy Preparatory School?

(2) Is there reasonable evidence that this Midshipman Candidate has the aptitude needed to become a Midshipman?

b. Academic Boards will be convened at periodic times during the academic year and can be convened at the discretion of the Commanding Officer to address deficiencies for specific Midshipman Candidates and with the recommendation of the Academic Record Review as outlined in reference (b).

6. Procedures. Academic Board Procedures are provided in enclosure (1). They are designed to ensure efficiency in the Academic Board process and ensure that each Midshipman Candidate whose case is reviewed is provided adequate consideration for retention or dismissal from NAPS.


J. J. CUNHA

Academic Board Procedures

This section outlines the procedures followed by the Academic Board for reviewing deficiencies in academics. Procedures leading to an Academic Board are in keeping with the outlined guidance in NAPSINST 5450.4C. Those Midshipman Candidates identified by the Academic Record Review as candidates for an Academic Board will be subject to the following processes within the Academic Board:

1. Academic Record Review

a. A convened Academic Record Review will submit findings of potential Academic Board Midshipman Candidates to the Commanding Officer. If both, the Academic Dean and Commanding Officer agree, the decision will be made either to waive the Midshipman Candidate from an Academic Board and place that student on Academic Probation as outlined in reference (b), or move to place the Midshipman Candidate on an Academic Board.

2. Requirements of Staff Prior to Board

a. Academic Dean. Upon the decision for an Academic Board, the Academic Dean will:

- (1) Notify the Battalion Officer of Midshipman Candidates selected to appear before the board.
- (2) Notify required staff to appear at the board.
- (3) Ensure all academic records are updated prior to the scheduled board.
- (4) Notify the Commanding Officer of Academic Board member substitutions.
- (5) Notify required staff of schedule and order of appearance.

b. Battalion Officer:

(1) Coordinate with Company Officers and Athletic and Medical Staff to ensure Aptitude and Physical Education records are updated and accurately reflected.

c. Department Supervisors:

- (1) Ensure academic records are updated.
- (2) Notify the Academic Dean 3 days prior to the board convening if unable to participate in the Academic Board.

d. Company Officer:

(1) Notify Midshipman Candidates a minimum of 24 hours of their requirement to appear before the Academic Board.

(2) Coordinate with the Academic Dean on student requests for staff representation at the Academic Board.

(3) Ensure students make timely submissions of required statements prior to the Academic Board.

(4) Ensure Conduct / Honor records of selected Midshipman Candidates are updated prior to the Academic Board and conduct coordination with the Battalion Officer.

e. NAPS Registrar:

(1) Ensure Commanding Officer's Conference Room is set-up prior to convening the Academic Board.

3. Conduct of the Academic Board

a. Board Chairman will call the Academic Board to order and briefly introduce the case of individual students to the Presiding Officer.

b. Board Members (Department Supervisors) will briefly introduce specifics of each student's deficiencies to the Chairman of the Board.

c. Board Chairman will call the individual Midshipman Candidate into the board room along with their representing staff member, coach (if applicable), and Company Officer.

d. Chairman will give opening statement, followed by questions of each board member, excluding the Presiding Officer, unless he so chooses to interject.

e. Student will provide closing statement and then be dismissed while vote is being placed.

f. Academic Board will be brought to a vote for decision to recommend retention under Academic Probation or dismissal of the Midshipman Candidates.

g. The Midshipman Candidate will be brought back into the board room and notified of the board's decision and the Commanding Officer's approval/disapproval, and made aware of their rights to appeal (if applicable) if he or she so chooses.

4. Student Requirements. Students appearing before an Academic Board will:

a. Be given a minimum of 24 hours to prepare for an appearance before the Academic Board. This notification will normally be made by the Company Officer and reinforced via the respective Company Officer.

b. Be allowed to examine or be provided a copy of all materials considered by the Academic Board during its initial record review.

c. Be entitled to present any facts on his / her own behalf, including documentary evidence and written statements of third parties, and oral statements of witnesses concerning his / her academic performance.

d. Be allowed to have a single character witness present to speak on his / her behalf in person at the Academic Board. The witness must be a member of the NAPS staff.

e. Be given the final decision of the Academic Board in person by a representative designated by the Commanding Officer.

f. Unofficial observers may be permitted to attend an Academic Board, but must request permission to attend via the Academic Dean no later than 24 hours prior to the convening of the Academic Board. Other Midshipman Candidates, lawyers retained by the Midshipman Candidate, personnel external to NAPS to include family members, sponsors, Blue and Gold Officers will not normally be permitted to observe Academic Board sessions. Observers are not permitted to be present during voting.

5. Voting

a. The decision to recommend retention or disenrollment will be based on the majority of the vote from the board.

b. The Commanding Officer is a non-voting member. However, in the event of a split-decision, the Commanding Officer will make the final decision for retention or disenrollment.

c. The Commanding Officer has the authority to approve / disapprove a recommendation of the Academic Board. However, a majority vote that results in retention of a Midshipman Candidate cannot be overturned by the Commanding Officer.

d. Votes will be cast by secret ballot unless otherwise agreed to unanimously by the members present, in which case the vote will be as directed by Board Chairman.

6. Minutes of the Academic Board. The minutes will list the members present and contain a record of the decisions of the Academic Board. Members of the board are entitled to have their views incorporated in the minutes in abbreviated or verbatim form, if specifically requested. The minutes will be submitted to the Board Chairman for approval.

7. Actions After Board

a. If the decision is made to retain a Midshipman Candidate, the members of the board will be responsible for placing that student on Academic Probation, and defining the stipulations of that probationary status.

b. If the decision is made to recommend disenrolling a Midshipman Candidate, the Midshipman Candidate has the right to appeal the decision of Academic Board.

8. Appeal Procedures

a. The appellate authority for the decision of the Academic Board is the Superintendent of the United States Naval Academy.

b. If the decision of the Midshipman Candidate is to appeal, that appeal must be made in writing within 5 working days from the day of the decision of the Academic Board to the Superintendent via the Commanding Officer.

c. If the Midshipman Candidate declines to appeal, he or she will immediately be placed in a disenrolled status and removed from the Battalion.

d. If the Midshipman Candidate appeals, he or she will remain in the Battalion until that appeal has been reviewed by the Superintendent and a decision is reached. If the decision is made to disenroll, the Midshipman Candidate will be placed in a disenrolled status and removed from the Battalion.

9. Failure to Meet the Academic Board Directive. A Midshipman Candidate is subject to recommendation for involuntary disenrollment from NAPS if he / she fails to fulfill any condition prescribed by the Academic Board when imposed as a result of a previous deficiency. This includes his / her failure to appear before the Academic Board.

10. Pre-Determined Academic Board Schedule. Academic Boards will be scheduled, if required, at the end of each Marking Term, and at the end of each Marking Period, after Academic Record Reviews have been convened.