Naval Academy Preparatory School
Academic Instruction

NAPSINST 1531.1B 20 Jul 20

Department of the Navy

THIS PAGE INTENTIONALLY LEFT BLANK

NAVAL ACADEMY PREPARATORY SCHOOL INSTRUCTION 1531.1B

From: Commanding Officer, Naval Academy Preparatory School

Subj: NAVAL ACADEMY PREPARATORY SCHOOL ACADEMIC INSTRUCTION

Ref: (a) NAPSINST 5400.1E

Encl: (1) Academic Intervention Record

1. Purpose. To provide guidance on academic information, rules, and procedures.

2. Cancelation: NAPSINST 1531.1A

3. Background. The mission of NAPS is to enhance candidates' moral, mental, and physical foundations to prepare them for success at the United States Naval and Coast Guard Academies. This instruction provides the primary guidance for the conduct of the mental pillar of the NAPS mission. It also provides important guidance for the roles of the Academic Department in the complementary moral and physical pillars of the mission. Proper understanding of the administration of the Academic Department is imperative for all personnel assigned to NAPS.

4. Scope. This instruction applies to all NAPS faculty, staff, Midshipman Candidates (M/C), and Cadet Candidates (C/C). References to "candidate" include Navy and Coast Guard.

5. Organization.

a. The Academic Department contains the following divisions and groups:

(1) Chemistry

(2) English

(3) Mathematics

(4) Physics

(5) Learning Skills

(6) ACT Prep

6. Academic Year. The Academic Year (AY) has three Marking Periods (MP) known as MP1, MP2, and MP3.

7. Assignment to Academic Tracks. At the beginning of the academic year, candidates are assigned to distinct academic tracks in each technical subject in order to provide a suitable challenge according to their assessed level of ability. All candidates are expected to put forth a diligent effort in support of their work in each academic subject area. The NAPS experience has the greatest value when each candidate achieves beyond their previously recognized capabilities. A demonstrated commitment to diligence and excellence is an important companion to demonstrated knowledge of facts and processes.

a. Required Course Load

(1) During the academic year, candidates will study four courses: English, Mathematics, Chemistry, and Physics. In addition, candidates may receive instruction in life skills, learning skills, AceReader, and ACT prep courses.

(2) Technical subjects may initially have up to three tracks of study. In each discipline, the Foundation track covers topics essential to preparation for the Naval Academy work. The Intermediate track covers topics beyond the Foundation track at a faster pace and, generally, with greater rigor. The Advanced track covers topics beyond the Foundation and Intermediate tracks.

(3) All English, Mathematics, Chemistry, and Physics subjects consist of three courses, normally one per MP. Some students may not complete all 3 courses in every subject. For example, a student who fails Math in MP1 will repeat the MP1 material during MP2 and then cover the normal MP2 material during MP3. This student would not see the material normally taught in MP3; they only completed 2 of the 3 math courses. The student would have a full load of 4 courses each term, but only complete 11 of the 12 courses in the curriculum. The course count is reported to the Academy Office of Admissions.

(4) The breakdown for class meetings per week:

(a) Chemistry – four classes

(b) English – four classes

(c) Learning Skills – once a week for candidates during assigned MP(s)

(d) Mathematics – five classes

(e) Physics – four classes

(f) ACT prep – schedule published separately

b. Placement and Scheduling. Prior to the start of classes, track placement and class scheduling occur according to procedures approved by the Academic Dean. The procedures include diagnostic testing and a review of the candidate's previous academic record.

c. Schedule of Classes. Candidates will receive class schedules prior to the commencement of classes.

d. Schedule and/or Track Changes

(1) Instructors and academic Division Supervisors may initiate a schedule change.

(2) The Academic Dean must approve all schedule changes.

(3) If a candidate believes a track change is required and has met the guidelines listed in paragraph (4) below, then they may request a schedule change through the pertinent instructor (preferred) or Division Supervisor. After the instructor and the Division Supervisor have discussed the circumstances related to the candidate, the supervisor will make a decision and notify the candidate and other staff members (including company officer and athletic coach) of the decision.

(4) General guidelines to support track changes are:

(a) Significant attempts to complete all homework on time.

(b) Good preparation for class.

(c) Participation in class.

(d) Help sought from classroom professor and/or Supplemental Instructor(s) or Tutors.

(5) Track changes do not affect the student's course count. However, after a Marking Period is completed in a lower track, the immediately preceding Marking Period's grade in the subject is no longer used in CQPA computations.

e. Repeating a Course. If a student fails a Chemistry, Math, or Physics course for a marking period, they will normally repeat the course in the next marking period. After a course has been repeated, the previous attempt is not included in CQPA computations for future terms or in the count of courses completed.

8. Normal Class Schedules. There are three normal academic day schedules: regular class day, test day, and half day. Normally, classes will follow the regular schedule Monday-Thursday and half day schedule on Friday to support Character Development

and Military Instruction on Friday afternoons. This normal weekly schedule may vary because of holidays, end of academic terms, or other special occasions. On test days, the test period will be from 0735 to 0850. When weather or other circumstances prohibit starting classes at 0735, classes will typically follow the test day schedule in order to accommodate delayed staff/faculty arrival. The schedules, from Reference (a) paragraph 1.1, are:

PERIOD	REGULAR	TEST DAY / DELAY	HALF DAY
Test		0735-0850	
First	0735-0850	0855-0950	0735-0830
Second	0855-1010	0955-1050	0835-0930
Study Period	1015-1045		
Noon Formation	1050	1055	1140
Noon Meal	1100-1140	1105-1145	1150-1230
Third	1200-1315	1205-1300	0935-1030
Fourth	1320-1435	1305-1400	1035-1130
Fifth (EI)	1440-1530	1405-1530	

9. Extra Instruction (EI).

a. Expectations of Students

(1) Students are expected to seek and obtain extra instruction (EI) as needed to perform satisfactorily in their academic coursework. The term EI refers to individual or small group sessions initiated by the student(s) with an instructor, supplemental instructor, or tutor where the student(s) and instructor are actively engaged in learning the academic subject. While some of the session may be quiet as the student works on a problem or formulates a question, the key feature of EI (as opposed to independent or group/peer study) is the interaction between student(s) and a faculty member to reinforce learning. Instructors keep time logs for these sessions.

(2) Regular class days and test days include a dedicated EI period. This is one of many opportunities for students to obtain EI (academic assistance outside of regular class periods). Time studying alone or in peer groups with other candidates during this block does not count as EI. The student must take initiative to have a meaningful and active learning session with an instructor in order for the time to be counted as EI.

(3) Instructors, supplemental instructors, and tutors are typically available to students on every day of the week during most waking hours. Students can seek and obtain EI anytime they do not have other official obligations. For example: during “free” class periods when they do not have a scheduled class, during the morning study period, during the EI period, during a portion of sports period if they have permission from a coach or company officer to miss a portion of sports practice or other physical training, during meal hours but not at the expense of getting their meal, during evening study, and on weekends. Students on an

academic movement order (MO) have an official obligation and this is not normally considered EI time.

b. Requirements on Students

(1) At the end of each MT or MP, students are assigned grades in each academic subject. For any F, the student is required to obtain at least 90 minutes of EI per week in that subject throughout the next MT or MP. For any D, the student is required to obtain at least 60 minutes of EI per week in that subject throughout the next MT or MP. Students are encouraged to seek out each supplemental instructor and tutor in order to identify the maximum effective assistance for them. However, students are reminded that improving their performance in a class ultimately starts and ends with the classroom instructor. When seeking additional help from a supplemental instructor or tutor, the student must also continuously engage the classroom instructor to identify areas for improvement and build a plan for academic success.

(2) EI is tracked using electronic logs which are populated by the instructors, supplemental instructors, and tutors. The tracking week runs Monday through Sunday. Instructors update their logs not later than 1500 each Monday and a report is generated the next day. The report is provided to Military, Athletic, and Academic Department personnel.

(3) Students who earn a D or F on any exam may incur a mandatory weekly EI requirement at the discretion of the Division Supervisor. The requirement is effective the first Monday after the exam is returned and continues until the next exam in the subject.

10. Grades. Grade assignments are on a percentage, letter, and quality point basis.

a. Table of values.

Grade	Description	Letter	Quality Points
90-99	Superior	A	4.0
85-89	Well Above Satisfactory	B+	3.5
80-84	Above Satisfactory	B	3.0
75-79	Slightly Above Satisfactory	C+	2.5
70-74	Satisfactory	C	2.0
65-69	Below Satisfactory	D+	1.5
60-64	Well Below Satisfactory	D	1.0
$\leq$59	Unsatisfactory	F	0

b. Candidates in an Advanced track will receive an additional five-tenths (0.5) of a quality point when grades of a D or higher are earned.

c. Candidates in an Intermediate track will receive an additional two-tenths (0.2) of a quality point when grades of a D or higher are earned.

d. Grade statistics terms are defined as follows:

(1) Mid-Term Quality Point Average (MTQPA) is the average of quality points attained for courses during the first half of a MP.

(2) MP Quality Point Average (MPQPA) is the average of quality points attained for courses during a MP.

(3) Cumulative Quality Point Average (CQPA) is the average of the grades earned in credit bearing courses that have been completed, but omitting the initial take of a course that has been repeated, and also omitting the preceding MP's grade in a track higher than the current track. The CQPA assigned at the Mid-Term treats the mid-term grade as if it were a marking period grade. Thus, the Mid-Term CQPA projects what the CQPA will be at the end of the MP if the candidate's end of term grades are the same as their Mid-Term grades.

(4) The number of courses completed is reported based on descriptions in paragraphs 7.a.3, 7.d.5, and 7.e.

11. Method of Calculation.

a. Calculation of QPA:

(1) Convert class letter grades to quality points.

(2) Add 0.2 or 0.5 for Intermediate and Advanced courses, respectively. Failing averages in any course of study shall not be awarded bonus points.

(3) Total the quality points from each class.

(4) Divide this sum by 4.

b. For each subject, calculate the Cumulative Quality Points (CQP) at the end of the year by taking the average of the quality points for that subject for the number of courses completed. If this number is less than 0.8, the subject grade is F.

c. Candidates with quality point average (MTQPA, MPQPA or CQPA) less than 2.0, an F in any course at the most recent MT or MP, or who are failing a course (currently) are doing unsatisfactory work.

12. Academic Probation

a. A student is placed on "academic probation" when any one of the following conditions is met:

(1) F or I for a course in the most recent midterm or MP.

(2) TQPA < 2.0 in the most recent midterm or MP.

(3) CQPA < 2.0 in the most recent midterm or MP.

(4) A Record Review determines the student's performance requires attention normally associated with academic probation.

b. A student on academic probation has limited privileges as described in the rings of liberty.

c. A student on academic probation has additional study and reporting responsibilities as follows.

(1) All students on Academic Probation must build a weekly study plan, which includes their required EI, and have it signed-off by their assigned Academic Advisor not later than Thursday of the preceding week. In developing their schedule, students should consider when assignments are due and when quizzes or tests are scheduled. Students with CQPA < 2.0 at the most recent MT/MP must have at least one EI session with each of their four instructors each week. Students report to their Company Officer/SEL by Friday on the execution of their plan during the week.

(2) The academic requirements above constitute military obligations and failure to complete them will be addressed as such.

13. Appointment to USNA.

a. Requirements for CO's recommendation:

(1) Achieve and maintain a 2.0 Cumulative Quality Point Average (CQPA) with no failing grades.

(2) Achieve and maintain a passing PFA score.

(3) Display aptitude for admission to USNA. This is comprised of satisfactory military performance, conduct, and honorable behavior.

b. The USNA Admissions Office also expects:

(1) Consistent or improving ACT/SAT scores for those required to take standardized tests at NAPS.

(2) Applying for all available nomination sources.

c. The Superintendent has final approval authority for admission to USNA.

d. NAPS recognizes as graduates those students who receive an offer of appointment. Students who successfully complete all graduation requirements but are not offered an appointment due only to medical disqualification will be recognized as graduates at the graduation ceremony and on their transcripts.

14. Administration of Grade Transcripts

a. The following information appears on each transcript:

(1) MP grades (letter and quality points) for each course

(2) Trimester MPQPA and cumulative CQPA for each trimester

(3) Student ID#, date of birth, class year, and class size

(4) Dates of administrative actions (entered and completed or withdrawn).

b. Candidates may inspect their transcripts by contacting the Registrar.

c. Arrangements to have a transcript sent to other institutions occur by filling out the form at S:\Registrar\ Form-Request for a Transcript and emailing it to Registrar-group@naps.edu. There is no fee.

d. NAPS retains transcripts indefinitely.

15. Textbooks and Materials

a. Candidates pay for their own text books and calculators through the Battalion Activity Fund and may participate in a book buy-back program at the end of the academic year.

b. Candidates will furnish other materials such as pencils, pens, and paper at their own personal expense.

c. Candidates may use non-programmable and non-graphing scientific calculators as directed in all programs in Mathematics, Chemistry, and Physics.

16. Absence from Class/Tardiness

a. During the class day, candidates will attend all classes and study/EI periods unless they have a valid excuse approved by a member of the NAPS staff. Candidates will attempt to schedule all appointments (medical or otherwise) during “free” class periods when they do not have a scheduled class. The NAPS medical representative will schedule the vast majority of dental, vision, and medical appointments in order to have minimal impact to each candidate’s academic schedule.

b. Candidates will not enter classrooms late (after class convenes), without permission from the instructor. Candidates will observe proper military courtesy to request admission.

c. After an absence, the candidate will obtain class notes from another member of the section, read class notes and pertinent portions of the textbook, and, if necessary, meet with the instructor to clarify questions about missed material, to make up an in-class quiz or writing exercise, and to verify required assignments.

17. Academic Section Leaders

a. Academic Section Leaders will:

(1) Be assigned by instructors.

(2) Call the section to attention upon the start of class or as directed by the instructor.

(3) Notify the pertinent Academic Department Supervisor or the Academic Dean in person if any instructor does not arrive within five minutes after the beginning of a period. The class shall not be dismissed until released by the Supervisor or Dean.

(4) At the conclusion of each class, assign candidates to erase and clean whiteboards, arrange desks in an orderly fashion, dispose of debris, and secure electrical equipment.

(5) Be aided in the performance of duties by the Assistant Section Leader who will assume the section leader's duties when the section leader is absent.

b. The academic section leader, following the muster and after the instructor enters the classroom, but not before the bell, will present the section as directed by the instructor, for example:

"Class, attention."
"Section _____ is mustered."
"All present" or "All present except Midshipman Candidate(s) _____."

c. The instructor will acknowledge the report and direct the candidates to take their seats. Instructors are responsible for an accurate muster and will enter the data in NSTAR. Absences believed to be unexcused will be entered the same day. The candidate's company officer will determine appropriate corrective action, if any, and record the event in NSTAR. Other attendance data will be updated by instructors at least weekly.

d. During instructional periods, the section will not come to attention unless the instructor calls the class to attention.

e. At the conclusion of class, the instructor may place the section leader in charge to dismiss the section.

f. The section leader will maintain proper decorum in the classroom in the absence of the instructor.

18. M/C Academic Preparation and Participation.

a. Preparation and Submission of Academic Work. The term "academic course work" as used herein includes examinations, tests, quizzes, laboratory reports, essays (drafts as well as final versions), journals, portfolios, projects, textbook homework, computer homework, assigned reading, and associated exercises.

(1) Academic work provides an excellent opportunity to practice honorable behavior consistent with the NAPS Honor Concept. The Honor Concept states:

We ensure that work submitted as our own is our own, and that assistance received from any source is authorized and properly documented.

WE DO NOT CHEAT.

Accordingly, all academic course work submitted will be a candidate's own except for that collaboration which is specifically permitted by their instructor.

(2) Undocumented collaboration and plagiarism violate the Honor Concept. Questions regarding how to collaborate appropriately should be addressed to the instructor.

b. Responsibilities in Class

(1) Student initiative is the key to learning. Faculty members strive to establish an effective learning environment by engaging in varied teaching activities. The goal is for students to improve their mental foundations through learning, and only the students can do that part.

(2) Candidates will arrive on time to class with all appropriate materials as directed by their instructor.

(3) Candidates will complete all assignments.

(4) Candidates are responsible for all assigned material and any previously covered material. This includes material missed because of athletics, extracurricular activities, illness, or personal emergency. The candidate is responsible for ascertaining what materials they missed, for learning those concepts, and for verifying assignments. The candidate should request EI, as opposed to using class time to discuss questions regarding missed material.

(5) Proper decorum and military courtesy will always be maintained in the classroom, including, but not limited to, uniform appearance and use of appropriate language. This will not limit student engagement in the lessons. Indeed, it is intended to ensure all students have equitable opportunities for participation.

(6) Tobacco, food products (unless brought by an instructor), cell phone usage (see NAPSINST 5400.1D) and non-academic electronic devices are prohibited in classrooms, laboratories, extra instruction rooms, the Academic Center. Candidates may bring closed water containers to the beginning of class. Candidates are not authorized to exit the class and return with beverages of any kind.

(7) Head calls should be taken care of prior to the beginning of a class period or during break periods. Instructors may provide appropriate guidance for each class concerning the execution of head calls during class time.

(8) Candidates will not lounge in Perry Hall. This includes, but is not limited to, sleeping in empty classrooms, the east end of 3rd deck, the Academic Center, or sitting in passageways.

c. Academic Responsibilities

(1) Candidates will seek needed extra instruction from faculty members. In order for extra instruction to be effective, candidates must properly prepare themselves by, at a minimum, reading pertinent assignments, attempting assigned homework and preparing specific questions for the instructor. Failure to complete homework may result in academic penalties.

(2) Candidates will seek improvement in learning skills with the help of the learning skills instructors and academic advisors. Those who are placed on academic probation or who display deficient learning skills may be required to meet regularly with learning skills instructors or academic advisors.

(3) Candidates are responsible for respecting software and intellectual rights.

(a) Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.

(b) Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, will be reported via Honor Concept procedures. All material referenced or quoted in any work submitted by a candidate must be cited appropriately.

19. Standards of Conduct

a. Instructors will treat candidates with dignity, courtesy, and respect. Candidates will report perceived maltreatment to the Command Equal Opportunity representative, their military Chain of Command, the instructor's supervisor, or the Dean.

b. Candidates will treat all instructors with dignity, courtesy and respect. If classroom management attempts have failed to establish a positive learning environment, instructors will report disciplinary violations to their Division Supervisor or to the student's Company Officer.

20. Candidate Academic Intervention. Academic participation is a military obligation. Candidates shall conduct themselves in a manner that enhances the learning atmosphere of the classroom and furthers the mental and moral mission of NAPS. Candidates are expected to behave with a level of decorum conducive to learning in the classroom. More specifically, students will refrain from disruptive classroom behavior. Candidates exhibiting behavior that degrades academic performance and not responding to corrective actions by the instructor are interfering with good order and discipline. If other methods of communication do not lead to resolution of the issue, the instructor may report those candidates using the Academic Intervention Report (AIR). Similarly, the AIR may be used to report issues such as failure to attend mandatory EI or review sessions and other items detrimental to a student's academic performance whether in or out of the classroom. The instructor generates an electronic AIR and submits it to their Supervisor with a courtesy copy to the candidate. The Supervisor will review the AIR and forward it to the candidate's Company Officer and Company SEL for disposition with a courtesy copy to the Executive Officer and Academic Dean, using enclosure (1).

21. Review. Per OPNAVINST 5215.17A, the Academic Dean will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

J. D. BAHR

ACADEMIC INTERVENTION RECORD

Instructor		Date		Class Section	
M/C Name		Alpha		Company-Platoon	

Reason for AIR (check those that apply)

- ☐ Unprepared for class
- ☐ Late assignments
- ☐ Missing assignments
- ☐ Chronic disruptive behavior
- ☐ Isolated conduct issue - disruptive behavior, sleeping, etc.
- ☐ Incomplete homework (including failure to do/attempt)
- ☐ Lack of respect toward instructor or peer
- ☐ Chronic sleeping
- ☐ Other

Further explanation if needed:

Instructor counseling or intervention plan (include completion date if applicable)

- ☐ Issue resolved by instructor
- ☐ Request further action by Chain of Command

Review by Chain of Command

- ☐ Supervisor
- ☐ Dean
- ☐ Executive Officer

Comments by COC

Action recommended by Company Officer Date

Action taken by Military Staff Date