



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
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ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 1531.91
VPAA
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PROVOST INSTRUCTION 1531.91

From: Provost, U.S. Naval Academy

Subj: LATE WORK POLICY FOR U.S. NAVAL ACADEMY COURSES

Ref: (a) COMDTMIDNINST 5400.7B, Midshipmen Regulations Manual
(b) COMDTMIDNINST 6520.1, Midshipmen On-Ramp Program
(c) PROVOSTINST 1531.82D, Syllabus Content and Course Policies
(d) USNAINST 1610.3M, Brigade Honor Program
(e) USNAINST 1531.53D, Policies Concerning Graded Academic Work

1. Purpose. To establish a baseline late work policy for the U.S. Naval Academy (USNA) and provide guidance for implementing the policy within academic courses.
2. Scope and Applicability. This instruction applies to midshipmen, faculty, military chain of command and academic chain of command.
3. Background. USNA is charged with preparing midshipmen to become professional officers of competence. As part of their professional development, midshipmen must learn to manage priorities judiciously and execute responsibilities within defined parameters. Reference (a) acknowledges that attending class is a military obligation because the ability to be at the right place at the right time is an indicator of military aptitude. As such, a uniform policy is applied to hold midshipmen accountable for unexcused absences. Submitting coursework by established deadlines is another indicator of military aptitude that also warrants a consistent policy to hold midshipmen accountable when they do not meet classroom requirements.
4. Policy
 - a. Submitting an assignment after the established deadline has passed or not submitting an assignment at all indicates a lack of basic competence and readiness. The USNA late work policy is a baseline policy that reinforces the discipline required of a professional officer.
 - b. If an assignment is submitted late, the instructor shall first assess the work on its own merits and determine the grade that would have been earned had the assignment been submitted on time. The instructor then will apply a penalty equal to one full letter grade. For example, if an on-time assignment would have earned a 'B+,' then the instructor will lower the midshipman's grade to a 'C+.'

c. For core courses or other courses that have a coordinator, a department chair may, with approval from school or division leadership, institute a late work policy that is more restrictive than or builds from the baseline USNA policy. In such cases, the policy must be applied consistently across all sections of the course.

d. For all other courses, an instructor who wishes to institute a late work policy that is more restrictive than or builds from the baseline USNA policy is authorized to do so with department chair concurrence.

e. While the baseline USNA policy or a more restrictive policy shall be applied to all work submitted after an established deadline, instructors are authorized to extend an established deadline in the following circumstances:

(1) A Battalion Officer may place a midshipman in the On-Ramp Program (ORP) to help mitigate the impact of significant life events on physical, academic or military obligations. In accordance with reference (b), academic accommodations, such as deadline extensions, may be necessary to support a midshipman who is in the ORP.

(2) If a midshipman experiences an unforeseen urgent situation that does not meet the threshold for the ORP but demands immediate attention, such as contracting an acute illness, and proactively notifies the instructor of the issue before the established assignment deadline passes, then the instructor may authorize an extension equal to the duration of the official disruption if the midshipman provides supporting documentation from the chain of command immediately upon returning to regular duties. Instructors may use their best judgement to meet the spirit of this instruction in emergency situations where prior notification is not feasible; for example, hospitalization. In such situations, the midshipman is expected to notify the instructor as soon as safely practicable. The new deadline must be clearly established in writing, and if the midshipman fails to submit the assignment on time, then the instructor must apply the late work policy accordingly.

f. The USNA experience is meant to be demanding, and midshipmen are expected to learn how to manage risk and effectively navigate competing priorities. Therefore, routine challenging situations, such as having multiple assignments due on the same day or having an assignment deadline coincide with an athletic competition or military requirement, do not qualify for an extension.

5. Actions

a. Faculty

(1) The USNA late work policy shall be included in course policy statements per reference (c). If a department chair or instructor wishes to establish a more restrictive policy or

one that builds upon the baseline requirement as outlined above, then that policy must be clearly communicated to midshipmen in the relevant course policy statements.

(2) Instructors shall consistently apply the late work policy outlined in their course policy statements.

b. Midshipmen

(1) Midshipmen are expected to submit all course requirements by the established deadlines, carefully manage their priorities and proactively communicate with instructors and their chain of command in advance of a deadline when an unforeseen urgent situation arises.

(2) Midshipmen are responsible for abiding by the policies outlined in this instruction and the associated references. In all of their academic efforts, midshipmen are expected to maintain their commitment to the Midshipman Ethos and uphold the Honor Concept of the Brigade of Midshipmen in accordance with reference (d).

(3) It is incumbent upon midshipmen, in accordance with reference (e), to understand all requirements for completing, documenting and submitting coursework and to ask instructors to clarify any policy elements that may be unclear.

6. 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.secnave.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.

7. Review and Effective Date. Per OPNAVINST 5215.71A, the Vice Provost for Academic Affairs will review this instruction annually on the anniversary of the issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the

PROVOSTINST 1531.91
7 Aug 2026

exceptions in OPNAVINST 5214.17A, 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.

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Releasability and distribution: This instruction is cleared for public release and is available electronically only via the Provost Instructions website:
<https://www.usna.edu/Academics/Provost/RulesRegulations/Instructions.php>

PROVOSTINST 1531.91
7 Aug 2026