



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

Canc: Dec 12  
USNANOTE 1560  
8/Grad Ed Prog Mgr

AUG 18 2010

USNA NOTICE 1560

Subj: VOLUNTARY GRADUATE EDUCATION PROGRAM (VGEP) FOR THE CLASSES OF 2012  
AND 2014

Ref: (a) USNAINST 1560.3F  
(b) USNAINST 1520.2Z

Encl: (1) Summary of Significant Dates  
(2) Naval Academy VGEP Advisers

1. Purpose. To publish application and selection procedures for the Voluntary Graduate Education Program (VGEP) for the Class of 2012, to announce briefings on the goals and objectives of VGEP for interested midshipmen of the Classes of 2012 and 2014, to provide timelines for program procedures, and to name VGEP Advisers for specific graduate disciplines and Navy subspecialty codes. The Class of 2013 will be briefed on VGEP in academic year 2011-2012. VGEP briefings are given to Midshipmen Second Class and Fourth Class each year. The briefing to Fourth Class Midshipmen is to advise them on accelerating under-graduate programs to create room in academic schedules for starting graduate classes in their senior year. The briefing to Second Class Midshipmen is to prepare them for the VGEP application process. Reference (a) describes VGEP policies and eligibility requirements. For information on other Midshipmen graduate education programs, see reference (b).

2. Information

a. The Chair of the Graduate Education Committee (GEC) is Captain Robert J. Brennan, USN, Director of the Division of Mathematics and Science. The VGEP Program Adviser and Administrator is Ms. Marjorie Roxburgh (until 1 November 2010), Graduate Education Program Manager, Michelson Hall 384, X36334. Enclosure (1) provides action dates for the Classes of 2012 and 2014. Enclosure (2) lists faculty VGEP Advisers. Midshipmen work with the VGEP Adviser corresponding to their proposed graduate discipline.

b. Midshipmen are selected to participate in VGEP based on their qualifications and written application, on the recommendations of the corresponding VGEP Adviser, Department Chair, and Commandant of Midshipmen, and on the approval of the GEC, the Academic Dean and Provost, and the Superintendent. The GEC prioritizes recommendations for qualified VGEP candidates based on the Midshipmen's overall order of merit from the Registrar's office. Applicants must be acceptable to their respective graduate schools. The students' graduate education programs must be consistent with their anticipated service specialties. Proposed education plans must meet Navy subspecialty requirements. The quota for VGEP is 20, contingent on the availability of funding. The number of underclassmen who volunteer to carry a course overload during third class and second class years to qualify for VGEP is unrestricted. Foreign National Midshipmen are not eligible for participation in VGEP, but they may apply to do a VGEP-similar program with the written consent of their government, consistent with reference (a).

c. Academic advisers and Department Chairs must certify that the applicants may reasonably be expected to complete Naval Academy undergraduate requirements while starting graduate studies in the final semester of their senior year. VGEP curricula must lead to a master's degree within seven months after graduation from the Naval Academy.

AUG 18 2010

d. Approved Class of 2012 VGEP selectees will participate in service selection procedures in first class year, including selection of specific ship assignments. The Commandant of Midshipmen will make certain that ship assignments for surface officers and class starting dates for aviation training, nuclear power training, or the Marine Corps Basic School, Quantico, agree with predicted completion dates of the VGEP students' graduate programs. Warfare community needs or a shortage of VGEP funds may prevent completion of a master's degree program before the first service duty assignment. Participation in VGEP beyond graduation from the Naval Academy will be based on satisfactory course grades in work completed before that date. Upon commissioning, the Class of 2012 VGEP officers will be assigned to Naval Academy academic departments corresponding to their respective graduate discipline. The Class of 2012 VGEP officers must detach from the Naval Academy by 15 January 2013, consistent with reference (a).

e. VGEP application and endorsement formats are posted on the electronic Graduate Education Programs blackboard on the USNA Home Page. Only the original of each application and accompanying endorsements are required by the GEC, but VGEP applicants should keep a copy of their application and proposed education plan.

### 3. Briefings

a. The VGEP briefing for interested Class of 2012 Midshipmen will be on Thursday, 2 December 2010, at 1915, in Rickover 102. The Graduate Education Program Manager will discuss this year's program and the application process.

b. On Thursday, 27 January 2011, at 1915 in Rickover 102, the Graduate Education Program Manager will brief interested midshipmen of the Class of 2014 on the goals and objectives of VGEP. Information will be given on preparing for VGEP and on selection of graduate disciplines and universities. The Program Manager will give an overview of other graduate education programs open to Midshipmen in their senior year.

4. Action. All Midshipmen, faculty, and staff concerned with VGEP should follow procedures outlined in reference (a). The following additional actions are required:

#### a. Class of 2012 Interested Midshipmen

(1) Get the approval and assistance of your VGEP Adviser before communicating with any graduate school concerning VGEP. Work with the VGEP Adviser and the graduate university to develop a proposed education plan that is consistent with your anticipated service selection and that will satisfy requirements for a master's degree and a Navy subspecialty code. List current costs of tuition, fees, and laboratory expenses, broken down by semester. Complete an Obligated Service Agreement and attach it to your application. Complete a Privacy Act waiver for record in the Graduate Education Office, permitting the Naval Academy to hold grade transcripts and statements of academic progress from your graduate school. Give your completed application and attachments to your VGEP Adviser by Tuesday, 25 January 2011.

(2) Midshipmen requiring a waiver for below eligibility grades in Aptitude for Commission or Conduct must submit a separate letter to the Commandant of Midshipmen, via their Company Officer and Battalion Officer, requesting a waiver of their grades to allow them to be considered for VGEP. Without the Commandant's approval of a waiver, Midshipmen who are below eligibility in either area will not be considered for VGEP. Waiver request letters are due to Company Officers by Tuesday, 8 February 2011.

(3) Take the General GRE in the spring semester of your second class year, if required by your university for your discipline. The General GRE is computer-based and is given year-round at computer-

AUG 18 2010

based testing centers. The Naval Academy does not administer the General GRE. Subject GRE's are paper-based and are given at the Naval Academy. Register for either the General GRE or a Subject GRE online at [www.gre.org](http://www.gre.org). Before registering for a Subject GRE, check with your university to make sure that a Subject GRE is required. The Naval Academy point of contact for the GRE is Professor Mark Campbell in the Chemistry Department, Michelson Hall 183, X36619.

b. Approved VGEP Scholars

(1) Apply for admission to graduate universities in time to meet university admission deadlines. Students are responsible for gaining admission and for paying the admissions fees.

(2) Send your education plan to the Naval Postgraduate School for subspecialty screening, with copy to the Graduate Education Program Manager and to VGEP Advisers, by Friday, 28 October 2011. Get guidance on preparing your letters from the Program Manager.

(3) Complete a VGEP check-in sheet for the Graduate Education Program Manager before departing on leave prior to commissioning. Make sure that the Program Manager has your address, phone number, and e-mail address where you can be reached following commissioning. VGEP Scholars may bring their VGEP check-in sheet to the Graduate Education Office in Michelson Hall 384 or send their check-in sheet electronically to the Program Manager.

(4) Give an official graduate school transcript to the Graduate Education Program Manager at the end of each academic term, including the summer term, and a final graduate transcript with master's degree posted at the end of your master's degree program.

c. VGEP Advisers. Assist interested Midshipmen completing VGEP applications and proposed education plans. Coordinate subspecialty code requirements with Naval Postgraduate School curricular officers and with subspecialty primary consultants. Endorse Midshipmen VGEP applications and give them to Department Chairs by Tuesday, 1 February 2011. Consider the stringent academic and military performance requirements for VGEP when writing your recommendations. Do not recommend Midshipmen whose capability or motivation appears questionable. Make sure that approved VGEP Midshipmen prepare graduate school applications in time to meet university deadlines.

d. Department Chairs. Prepare a second endorsement to each Class of 2012 VGEP application. Give the application and endorsements to the appropriate Company Officer by Tuesday, 8 February 2011. Review the preliminary screening done by VGEP Advisers to make sure that only fully qualified candidates with unquestionable merit are recommended for approval as VGEP Scholars.

e. Commandant of Midshipmen

(1) Company Officers receive Class of 2012 VGEP applications and endorsements from Department Chairs by Tuesday, 8 February 2011. Company Officers print out midshipman performance sheets and complete a third endorsement. Give the applications and performance sheets to the appropriate Battalion Officer by Tuesday, 15 February 2011. Battalion Officers complete a fourth endorsement and give applications, performance sheets, and endorsements to the Deputy Commandant by Tuesday, 22 February 2011. Deputy Commandant collect VGEP applications, performance sheets, and endorsements and forward all to the Graduate Education Program Manager, Michelson Hall 384, by Tuesday, 1 March 2011.

(2) Company Officers receive waiver request letters from midshipmen for grade deficiencies in Aptitude for Commission and Conduct by Tuesday, 8 February 2011. Company Officers endorse and give waiver request letters to Battalion Officers by Tuesday, 15 February 2011. Battalion Officers endorse and give waiver request letters to the Commandant's Aptitude Officer by Tuesday, 22 February

AUG 18 2010

2011. Aptitude Officer review records of Midshipmen requesting waivers for deficient grades in Aptitude for Commission and Conduct, and by Tuesday, 1 March 2011, give waiver request letters and endorsements to the Commandant for decision on granting waivers. Commandant rule on Midshipmen requesting waivers for below eligibility grades in Aptitude for Commission and Conduct. Aptitude Officer forward the Commandant's rulings to the Graduate Education Program Manager for the Chair, GEC by Tuesday, 8 March 2011.

(3) Midshipman Personnel Officer work with BUPERS detailers to get orders for Class of 2012 VGEP Scholars commissioned in the Navy. Orders will assign the VGEP officers to the Naval Academy until their completion of their master's degree program or 15 January 2013, whichever occurs earlier. Marine Corps officers in VGEP are assigned administratively to the Marine Barracks at 8<sup>th</sup> & I in Washington, D.C., through military orders prepared by Headquarters, U.S. Marine Corps in Quantico, VA. Marine Corps officers in VGEP also are assigned to academic departments at the Naval Academy for VGEP oversight.

f. Academic Dean and Provost. Publish ACDEANNOTE 1560 listing Class of 2012 midshipmen approved as VGEP Scholars. Distribute the notice by Tuesday, 10 May 2011.

g. Graduate Education Program Manager. Receive Class of 2012 VGEP applications and endorsements from the Deputy Commandant. Receive the Commandant's waiver rulings for the Chair, GEC. Prepare reports by 30 March 2011 for the GEC's screening of applications and overall order of merit rankings of applicants. Participate in the GEC meeting to screen Class of 2012 VGEP applicants. Prepare GEC recommendations to the Superintendent for signature of the Chair, GEC. Prepare ACDEANNOTE 1560 naming approved Class of 2012 VGEP Scholars for review by the Chair, GEC, and signature of the Academic Dean and Provost.

h. Graduate Education Committee. Screen Class of 2012 VGEP applications and overall order of merit rankings of applicants, provided by the Graduate Education Program Manager, by 8 April 2011. By Tuesday, 26 April 2011, forward Class of 2012 VGEP Scholar recommendations to the Superintendent for approval, via the Commandant of Midshipmen and the Academic Dean and Provost.

i. Registrar. Provide transcripts of undergraduate grades to Class of 2012 VGEP applicants, as requested.

j. Class of 2014 Interested Midshipmen. Notify your faculty adviser by March 2011 of your desire to prepare for VGEP by course overloading and/or voluntary summer school. Make sure that your faculty adviser approves your request to overload at registration for the fall semester of Academic Year 2011-2012.

/S/  
M. H. MILLER

Distribution: (electronically)  
All Non Mids  
Class of 2012  
Class of 2014

Copy to: (electronically)  
CNO (N153)  
CNPC (PERS-440B)  
CO NETC (N5)  
VOLED (N2A2)  
CMC (MMAA-5)

SUMMARY OF SIGNIFICANT DATES

<u>Date</u>	<u>Action for Class of 2012</u>
2 Dec 10 Thu	- Briefing on VGEP procedures to interested midshipmen of the Class of 2012. (1915, Rickover 102)
3 Dec 10 Fri	- Class of 2012 contact VGEP Advisers to begin application for VGEP.
12 Jan 11 Wed	- Midshipman memos due to Graduate Education Program Manager. (Michelson Hall 384)
25 Jan 11 Tue	- VGEP applications completed and given to VGEP Advisers.
1 Feb 11 Tue	- VGEP Advisers forward Class of 2012 VGEP applications and endorsements to Department Chairs.
8 Feb 11 Tue	- Department Chairs forward Class of 2012 VGEP applications and endorsements to Company Officers.  - Midshipmen complete Aptitude for Commission and Conduct grade waiver request letters addressed to the Commandant and give to Company Officers for endorsement.
15 Feb 11 Tue	- Company Officers forward Class of 2012 VGEP applications, endorsements, and performance sheets to Battalion Officers.  - Company Officers endorse and forward Class of 2012 waiver request letters to Battalion Officers.
22 Feb 11 Tue	- Battalion Officers forward Class of 2012 VGEP applications, endorsements, and performance sheets to Deputy Commandant for central collection.  - Battalion Officers endorse and forward Class of 2012 waiver request letters to the Commandant's Aptitude Officer for collection and for record review.
1 Mar 11 Tue	- Deputy Commandant forwards Class of 2012 VGEP applications, endorsements, and performance sheets to Graduate Education Program Manager.  - Aptitude Officer gives waiver request letters and endorsements to Commandant for review on granting waivers.
8 Mar 11 Tue	- Aptitude Officer gives Commandant's waiver decisions to Graduate Education Program Manager for the Chair, GEC.
14-18 Mar 11	- Spring Break.
30 Mar 11 Wed	- Graduate Education Program Manager gives reports to GEC for reviewing Class of 2012 VGEP applications and overall order of merit rankings of applicants.
4-8 Apr 11	- GEC reviews reports and recommends Class of 2012 VGEP Scholars.

AUG 18 2010

- 26 Apr 11 Tue - Chair GEC submits recommendation list of Class of 2012 VGEP Scholars to Superintendent for approval, via Commandant of Midshipmen and Academic Dean and Provost.
- 4 May 11 Wed - Graduate Education Program Manager prepares list of approved Class of 2012 VGEP Scholars in ACDEANNOTE 1560 for signature of Academic Dean and Provost.
- 11 May 11 Tue - ACDEANNOTE 1560 distributed, announcing Class of 2012 VGEP Scholars.
- Sep 11 \*\*\* - Class of 2012 VGEP Scholars complete graduate university admissions applications for spring semester Academic Year 2011-2012.  
(Note: \*\*\* = approximate date)
- 28 Oct 11 Fri - Class of 2012 VGEP Scholars send their education plans to the Naval Postgraduate School for subspecialty review, with copy to Graduate Education Program Manager and VGEP Adviser.
- Jan 12 \*\*\* - Class of 2012 VGEP Scholars begin spring semester graduate classes.
- May 12 \*\*\* - Class of 2012 graduates from USNA.
- Jun 12 \*\*\* - Class of 2012 VGEP Scholars begin summer session graduate classes. Spring 2012 transcripts due to Graduate Education Program Manager.
- Sep 12 \*\*\* - Class of 2012 VGEP Scholars begin fall semester graduate classes. Summer 2012 transcripts due to Graduate Education Program Manager.
- 31 Dec 12 \*\*\* - Class of 2012 VGEP Scholars complete VGEP programs.
- 15 Jan 13 \*\*\* - Cutoff date for VGEP participation. Class of 2012 VGEP officers execute first PCS orders. Final graduate transcripts due to Program Manager.
- 30 Jan 13 \*\*\* - Detachment Officer Fitness Reports to BUPERS or HQMC prepared.
- Date Action for Class of 2014
- 27 Jan 11 Thu - Briefing to interested midshipmen of the Class of 2014 on VGEP objectives and procedures. (1915, Rickover 102)
- Mar 11 \*\*\* - Interested midshipmen of the Class of 2014 notify their faculty adviser of their desire to prepare for VGEP by course overloading and/or voluntary summer school.

NAVAL ACADEMY VGEP ADVISERS

VGEP PROGRAM ADVISER AND ADMINISTRATOR

Ms. Marjorie Roxburgh, Graduate Education Program Manager (until 1 November 2010)  
Graduate Education Office, Michelson Hall 384, X36334, mail stop 9g  
Blackboard: USNA Graduate Education Programs

VGEP ADVISERS

<u>Graduate Program/ Navy Subspecialty Code</u>	<u>VGEP Adviser</u>	<u>Phone</u>	<u>Department</u>
<u>Group I - Engineering and Weapons</u>			
Aerospace Engineering / 5402 Space Systems Engineering / 5500	Asst. Prof. Eric Hallberg Rickover 224, mail stop 11b	36459	Aerospace Engr.
Electrical/Electronic Systems Engineering / 5300, 5301 Communications / 5302 Electro-Magnetic / 5303 Power Systems & Electric Drive / 5305 Digital Signal Processing / 5306 Electronic / 5307	Assoc. Prof. Louiza Sellami Maury 319, mail stop 14b	36177	Electrical & Computer Engr.
Guidance & Navigation / 5304	Asst. Prof. Sarangi P. Parikh Maury 240, mail stop 14a	36111	Weapons & Systems Engr.
Naval Architecture / 5101	Prof. Gregory J. White Rickover 48B, mail stop 11d	35101	Naval Architecture & Ocean Engr.
Ocean Engineering / 5100	Prof. Dave Kriebel Rickover 336, mail stop 11d	36432	Naval Architecture & Ocean Engr.
Mechanical Engineering / 5600	Assoc. Prof. Michelle Koul Rickover 311, mail stop 11c	36532	Mechanical Engr.
Nuclear Engineering / 5200	Prof. Mark Harper Rickover 365, mail stop 11c	36453	Mechanical Engr.
<u>Group II - Mathematics and Science</u>			
Chemistry / 4201	Assoc. Prof. Roy McClean Michelson 182, mail stop 9b	36617	Chemistry
Computer Science / 5309	Asst. Prof. Adina Crainiceanu Michelson 362, mail stop 9f	36822	Computer Science
Applied Mathematics / 4100	Assoc. Prof. Caroline Melles Chauvenet 338, mail stop 9e	36722	Mathematics
Operations Analysis / 3211	Asst. Prof. Doug Altner Chauvenet 303, mail stop 9e	36721	Mathematics

AUG 18 2010

<u>Graduate Program/ Navy Subspecialty Code</u>	<u>VGEP Adviser</u>	<u>Phone</u>	<u>Department</u>
<u>Group II - Mathematics and Science, continued:</u>			
Combat Systems - Physics / 5703	Prof. Murray Korman Chauvenet 295, mail stop 9c	36683	Physics
Meteorology & Physical Oceanography / 6401, Operational Oceanography / 6402, Meteorology / 6403	Assoc. Prof. David Smith Chauvenet 200, mail stop 9d	36553	Oceanography
<u>Group III - Humanities and Social Sciences</u>			
English / 4301 / USMC only	Assoc. Prof. Mark McWilliams Sampson 206, mail stop 12b	36227	English
History / 4302 / USMC only	Commander John Freymann, USN Sampson 301, mail stop 12c	36282	History
Finance/ Financial Management / 3110	Prof. Rae Jean B. Goodman Nimitz G059, mail stop 10d	36891	Economics
General Political Science/ Government & Politics/ National Security Studies / 2000 2000 - National Security Studies 2101 - Middle East, Africa and South Asia 2102 - Far East and Pacific 2103 - Western Hemisphere 2104 - Europe and Russia	Prof. Stephen Wrage Nimitz G123, mail stop 10e	36864	Political Science
<u>Marine Corps VGEP Adviser</u>	Major John M. Cisco, USMC USMC Staff Secretary Sampson 264, mail stop 12a	36304	Hum/SS Division Office