

PLEBE ACADEMIC HANDBOOK



CLASS of 2026

ACADEMIC YEAR 2022 – 2023

FIRST SEMESTER, FALL AY 2023

Classes Begin	08/23/22
Labor Day (No Classes).....	09/05/22
Add Course Deadline.....	09/06/22
Academic Reserve Period.....	09/26/22-09/30/22
Football v Air Force.....	10/01/22
Six Week Grades Due.....	10/04/22
Preregistration.....	10/07/22-10/14/22
Columbus Day Observed (No Classes).....	10/10/22
Academic Reserve Period.....	10/31/22-11/04/22
Twelve Week Grades Due.....	11/08/22
Drop Course Deadline	11/10/22
Veterans Day Observed (No Classes).....	11/11/22
Early and Friday Schedule.....	11/23/22
Thanksgiving Leave (begins after last class/military obligation).....	11/23/22-11/27/22
Classes End.....	12/09/22
Football v Army.....	12/10/22
Review and Examination Period.....	12/12/22-12/20/22
Grades Due.....	12/22/22

SECOND SEMESTER, SPRING 2023

January Intersessional.....	12/21/23-01/06/23
4/C Majors Briefings.....	01/09/23
Classes Begin.....	01/10/23
Martin Luther King, Jr. Day (No Classes).....	01/16/23
Add Course Deadline.....	01/24/23
Academic Reserve Period.....	02/13/23-02/17/23
Washington's Birthday (No Classes).....	02/20/23
Six Week Grades Due.....	02/22/23
2/C and 3/C Preregistration.....	02/28/23-03/03/23
4/C Majors Declaration.....	03/06/23-03/10/23
Spring Break (begins after last class/military obligation).....	03/10/23-03/19/23
Academic Reserve Period.....	04/03/23-04/04/23
4/C Preregistration.....	04/17/23-4/19/23
Twelve Week Grades Due.....	04/11/23
Drop Course Deadline	04/14/23
Classes End.....	05/03/23
Review and Examination Period.....	05/04/23-05/12/23
Grades Due.....	05/15/23
Graduation Day.....	05/26/23

MESSAGE FROM THE ACADEMIC DEAN AND PROVOST

Congratulations on your willingness to embark on a path of service to your fellow citizens. We who serve our country, whether in uniform or in civilian clothes, have agreed to give something back to the nation that has provided us the tremendous opportunities that we enjoy today. One need only travel abroad to appreciate what a great country we have; but it will remain great only if citizens like you and I are willing to help protect our way of life.

Your journey in service to your country leads through Annapolis and the United States Naval Academy; but this is not your destination. This is a time for you to prepare for what comes next. We want you to dedicate your best efforts here in Annapolis to develop yourself morally, mentally and physically for the privilege of leading sailors and Marines. That developmental process includes completing the requirements for a baccalaureate degree in an academic program focused on the needs of the Navy and Marine Corps. We are confident that you will find this academic program challenging and stimulating. Some of you may experience temporary setbacks. Try to see those setbacks as opportunities for growth. Do not give up, and do not be satisfied with achieving the minimum requirement. The Naval Academy is all about striving for excellence. The faculty and staff assembled here are ready to help you succeed and, if you are willing to work hard enough, they will help you achieve your best, even in the most challenging aspects of the program.

This Academic Handbook is one of the many resources designed to help you achieve success in the academic part of your four-year developmental process. I encourage you to become familiar with its contents and freely consult the faculty and staff to whom it may lead you. Responsibility for academic success ultimately rests with each midshipman. Take on that responsibility as a personal challenge. Make the most of your time, strive for excellence rather than mediocrity, and employ all the resources we will provide you to prepare yourself for the great honor and adventure represented by service to your country as an officer in the Navy or Marine Corps. Welcome Aboard, shipmate!



Samara L. Firebaugh
By direction

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I. INTRODUCTION

I.1 What is the purpose of this manual?

This manual is a source of information for fourth class midshipmen about the academic programs at the United States Naval Academy. It contains information about basic requirements, sources of assistance, rules and regulations.

I.2 How are the academic divisions and schools organized, and what majors are offered?

The academic and professional departments of the Naval Academy are divided into Schools or Divisions, which are analogous to the individual colleges found at civilian universities. These are the School of Engineering and Weapons, the School of Mathematics and Science, the School of Humanities and Social Sciences, the Division of Professional Development, and the Division of Leadership Education and Development. The Schools are under the Provost, while the Divisions are in the Commandant's chain of command and have additional military training functions outside of academic classes.

Academic departments are housed within each School or Division and such academic units are led by departmental chairs. Departmental chairs are appointed by the Provost, in consultation with the faculty of the department, and may be civilian professors or military officers. The list of Schools/Divisions and Academic Departments is as follows:

There are five Schools or Divisions at the Academy. They are:

- The School of Engineering and Weapons;
- The School of Mathematics and Science;
- The School of Humanities and Social Sciences;
- The Division of Professional Development; and
- The Division of Leadership Education and Development (LEAD); and

Midshipmen choose a major in the second semester of plebe year. Plebe year is approximately the same for all midshipmen, as will be explained later in this chapter. Listed below are the schools, departments, majors offered, location and contact information. As you will note, the Professional Development and LEAD divisions do not currently offer majors.

School of Engineering and Weapons - Departments and Majors

Department	Major(s)	Main Office Location
Aerospace Engineering	Aerospace Engineering	Rickover 327
Electrical and Computer Engineering	Electrical Engineering Computer Engineering	Hopper 378
Mechanical Engineering	Mechanical Engineering Nuclear Engineering General Engineering	Rickover 363
Naval Architecture and Ocean Engineering (NAOE)	Naval Architecture & Marine Engineering Ocean Engineering	Rickover 342
Weapons, Robotics and Control Engineering	Robotics & Control Engineering	Hopper 269

School of Humanities and Social Sciences - Departments and Majors

Department	Major(s)	Main Office Location
Economics	Quantitative Economics	346 Michelson
English	English	224 Sampson
History	History	325 Sampson
Languages and Cultures*	Arabic Chinese Foreign Area Studies	Building 105, Room 327
Political Science	Political Science	Building 105, Room 223
* The Languages and Cultures department offers minors in seven languages: Arabic, Chinese, French, German, Japanese, Russian, and Spanish.		

School of Mathematics and Science - Departments and Majors

Department	Major(s)	Main Office Location
Chemistry	Chemistry	280 Michelson
Computer Science	Computer Science Data Science	346 Hopper
Cyber Science	Cyber Operations	489C Hopper
Mathematics	General Science Mathematics Operations Research Mathematics with Economics	300 Chauvenet
Oceanography	Oceanography	206 Chauvenet
Physics	Physics	266 Chauvenet

Division of Leadership Education and Development (LEAD)

Department	
Leadership, Ethics, and Law	238 Luce
Center for Experiential Leadership Development	238C Luce

Division of Professional Development

Department	
Officer Accessions and Talent Optimization	124 Luce
Seamanship and Navigation	328 Luce
Waterfront Readiness	NAVSTA
Sailing	Robert Crown Sailing Center

I.3 What academic offices might I visit and where are they located?

Provost Office

The Provost is assisted by the Vice Provost, and three Associate Provosts. Their offices are in Nimitz, adjacent to the Library lobby. More information on the Provost Office can be found at:

<https://www.usna.edu/Academics/Provost/>

Physical Education Department

For matters related to Physical Education courses, midshipmen should contact the Marking Officer who can be found in MacDonough Hall.

Registrar Office

The Registrar office provides services related to verification of attendance, enrollment and degrees; transcripts; grade collection and reporting; and academic scheduling. For more information see:

<https://www.usna.edu/Registrar/>

Student Academic Development Office

The Student Academic Development Office provides specialized advising services and student support. It is currently located on the second floor of Nimitz Hall (scheduled to move to the ground deck of Nimitz).

The Class of 1963 Center for Academic Excellence (CAE)

The Class of 1963 Center for Academic Excellence offers academic support programs for all midshipmen seeking to improve their academic performance. For information on their services, see:

<https://intranet.usna.edu/AcCenter/>

II. ACADEMICS IN THE PLEBE YEAR

II.1 What is my matrix?

The midshipman matrix is the table of courses which are required in order to graduate. The matrix for each class and each major may be displayed by running the MIDS program **Matrices - Query Current Midshipman** as explained on page 13. The program allows you to query any major that you are interested in so that you may explore your options.

II.2 What courses do I take plebe year?

The plebe year curriculum is standard for most midshipmen at the Academy. Exceptions will be made for plebes who validate one or more courses, or for plebes who may require academic reinforcement in a particular subject area. Course variations will be described later.

Normally, midshipmen take six academic courses in one semester and five in the other semester of plebe year. In addition, midshipmen take a physical education (PE) course each semester. First year midshipmen whose overall performance in the fall semester is outstanding may be permitted by the Associate Dean of Academic Affairs to take an additional course in the spring semester.

Typical Plebe Year Matrix						
Fall Semester (18 Credit Hours)				Spring Semester (17 Credit Hours)		
SM121	Calculus I	4CR		SM122	Calculus II	4CR
SC111	Chemistry I	4CR		SC112	Chemistry II	4CR
HE111	English I	3CR		HE112	English II	3CR
FP130	U.S. Government	3CR	↔	HH104	American Naval History	3CR
NS101 NL110	Seamanship Prepare to Lead	2CR 2CR	↔ ↔	SI110	Cyber I	3CR
PE101/PE111	Physical Education	0CR		PE102	Physical Education	0CR

II.2a Plebe Year Mathematics Courses

Unless two or more semesters of calculus are validated, midshipmen will take one mathematics course each semester of plebe year. SM121 (Calculus I) followed by SM122 (Calculus II) is the most common sequence.

Midshipmen who validate Calculus I will take Calculus II (SM122) during the first semester. Midshipmen who have prior differential calculus experience, but did not validate Calculus I, may be assigned to SM122X.

SM122X is the first course of a challenging two-course sequence. The two courses consist mostly of topics from Calculus II and Calculus III together with an embedded review of topics from first-year calculus. Midshipmen completing these two courses will receive credit for SM121, SM122, and SM221.

Midshipmen with limited prior experience in calculus may be assigned to SM005 (Pre-calculus) for the first semester. If assigned to SM005, midshipmen will take Calculus I in the second semester and take Calculus II in summer school after plebe year. The SM005 course can be used as a free elective in majors which have a free elective spot. Therefore, if enrolled in SM005, midshipmen may be one course ahead of their matrix prior to the start of the first semester of youngster year.

II.2b Plebe Year Chemistry Courses

Midshipmen will normally take SC111 and SC112 (Foundations of Chemistry I and II) during plebe year. Students who validate one semester of chemistry may be assigned to SC151 (Modern Chemistry) in the fall semester of plebe year or SC112 in the spring semester of plebe year. Passing either SC112 or SC151 will complete the requirement of one year of basic chemistry for a midshipman who validates SC111.

II.2c Plebe Year Humanities and Social Science Courses

Midshipmen will normally take FP130 (U.S. Government and Constitutional Development), HH104 (American Naval History), HE111 and HE112 (Rhetoric and Introduction to Literature I and II) during plebe year.

HE101 (Practical Writing), a course designed to help improve writing skills, may be also assigned during the first semester. Midshipmen enrolled in HE101 for the first semester, will take HE111 in the second semester and HE112 as soon as possible thereafter. HE101 may be used as a humanities-social science elective. Two such electives are required by all majors at the Academy. Midshipmen enrolled in HE101 will not fall behind in their matrix, nor will they have to attend summer school.

II.2d Plebe Year Professional and Officer Development Courses

NL110 (Preparing to Lead), NS101 (Seamanship) and SY110 (Cyber Security) are required of all plebes. The semester in which you take the plebe leadership course and seamanship course will determine whether you will have a six course or a five course semester.

II.3 What do the letters after the course number indicate?

The letters are course designators. P indicates a section for plebes only. V indicates a course for validators of the prerequisite. Plebes are often placed in specially designated sections rather than placing them in regular sections with upper class midshipmen. S indicates an Honors Section of a course. You may be placed in or invited into such a section. If you have any questions about placement, speak with your academic adviser or to a representative of the department offering the course.

II.4 The Core Curriculum

Midshipmen are required to take certain core courses to ensure that they are well educated and prepared for any career path in the naval service. The core courses are common to all majors and comprise the largest component of the academic program. The core program provides students with a balanced education that helps prepare them for naval service, and also for their eventual return to civilian life. Since all graduates earn a Bachelor of Science degree, the core curriculum features substantial components in mathematics, science, and engineering.

4/C Year		3/C Year		2/C Year		1/C Year	
Seamanship / Leadership I	Cyber I	Navigation I	Ethics	Navigation II	Leadership II	Law for JO's	JO Practicum
Chemistry I	Chemistry II	Physics I	Physics II	Electrical Eng.	Cyber II	Tech Elective	Weapons Systems
Calculus I	Calculus II	Calculus III	4 th Math Course		Ship Propulsion	Warfare Systems	Control Systems Lab
English I	English II	Civilization I	Civilization II				
Naval History	U.S. Government			Humanities Elective		Humanities Elective	
Swimming I	Boxing / Wrestling	Swimming II	Martial Arts I	Personal Conditioning	Martial Arts II	Elective	Warfare Related

The classes listed in blue are officer development classes, which focus on creating professional officers who are ethical and think critically in stressful situations.

The classes listed in red are the required technical classes, which prepare midshipmen for the technical oriented nature of the fleet.

The classes listed in green are the required humanities classes. These seek to create a well-rounded officer, who is an effective communicator.

III. VALIDATION OF COURSES

Midshipmen may receive validation credit by scoring well on a USNA validation exam or by providing appropriate documentation of Advanced Placement or equivalent college-level course work. Validation is not mandatory and midshipmen may decline validation credit.

There are several advantages of validation. For example, if a course is validated, Midshipmen may enroll in the next course in the same subject, complete another curriculum requirement, or work towards a language minor or dual major. Midshipmen who take advantage of validation in their early years and meet a high standard of academic performance may have the opportunity to pursue study abroad opportunities, independent research, honors programs, or master's degree studies in their upperclassmen years at the Academy.

IV. LOCATING ASSISTANCE

IV.1 What can I do if I am having academic concerns?

Extra Instruction (EI) – This is the first and most important action you should take when encountering academic problems. If you are not grasping the concepts taught in class, see your instructor. If your instructor cannot provide enough assistance, you are encouraged to visit the department chair to learn of other sources of help that are available. Seeking help is not a sign of capitulation; it is a mature response to a need. Don't be embarrassed to ask for help. The faculty has a high regard for midshipmen who seek assistance and are always prepared to assist.

Consult your Academic Adviser – Your Academic Adviser is a key mentor who you should communicate with regarding your academics. Plebe advisers provide the necessary guidance and support to help you become successful.

Keep your Chain of Command informed about your academics – Often your Chain of Command can provide information about sources of assistance and can help with time management and prioritization of responsibilities.

See your Company Academic Officer – The Academic Officer is a first class midshipman who is a resource in helping you find solutions to your academic problems and challenges.

For extra assistance in Mathematics: Visit the **Theodore J. Benac Mathematics Lab (“MathLab”)**. This resource is located in **Chauvenet Hall room 130**. Mathematics Department faculty are available in the Mathlab during periods 1 through 6 every class day. Students should always arrange EI with their class instructors and use the MathLab for supplementary assistance. Additional information about resources and programs available through the Mathematics Department can be found at <http://www.usna.edu/MathDept/resources/>.

For extra help in Chemistry: A midshipman’s first source of extra help in chemistry is his or her chemistry instructor. In addition, midshipmen are welcome to visit the **Chemistry Resource Room** located in **Michelson Hall room 100** (adjacent to the lobby on the fountain side of the building). Chemistry faculty members volunteer their service first through sixth period each class day and several evenings per week. A schedule of Resource Room availability will be posted in all plebe chemistry classrooms at the start of each semester. The Chemistry Resource Room contains several PC’s (loaded with the standard midshipman software packages and connected to the Internet), printers, small group study tables and several chemistry education resources. Midshipmen are encouraged to drop by the Chemistry Resource Room to study with classmates, to get help on Web-based homework, lab reports, or simply to print out learning objectives. Midshipmen are also encouraged to become involved in a weekly MGSP session where they can learn from classmates and an upperclassman MGSP leader. Additional information can be found at <http://intranet.usna.edu/AcCenter/>, <http://intranet.usna.edu/AcCenter/MGSP/index.php>, and <https://www.usna.edu/ChemDept/plebeChem/index.php>.

For extra help with written assignments: Visit the Writing Center to receive help on any of your writing assignments – The Writing Center is located on the first floor of Nimitz Library in room 105 and offers one-on-one writing tutorial sessions with professional tutors during all academic periods, and with MGSP Leaders from Sunday through Thursday, 2000-2200 (both appointment and walk-in sessions available). Midshipmen can schedule an appointment at the Writing Center by signing up in Starfish: <https://intranet.usna.edu/AcCenter/Starfish.php>. For more information, they can visit the Writing Center website: <http://intranet.usna.edu/AcCenter/WritingCenter/index.php>.

Seek STEM Tutoring Services – The Center for Academic Excellence (CAE) provides both appointment and walk-in tutoring services for those trying to improve their academic performance. Small group and individual support is provided to assist midshipmen in reaching their academic goals.

Evening Tutoring (Walk In) is available in the Levy-Mitscher complex during evening study hours, Sunday – Thursday. Core subjects include chemistry, mathematics and physics as well as some specialty subjects such as Arabic and engineering. A current schedule of subjects and locations is available on the CAE website. Student visits are recorded in the Starfish software system within 48 hours and can be viewed by advisors/instructors at any time.

Academic Day Tutoring (By Appointment). The CAE continues to advocate for midshipmen to seek EI with their course instructor as the primary source of tutoring. However, tutoring appointments are available on a limited basis for chemistry, mathematics, physics, and engineering with CAE faculty. Appointments can be scheduled by the midshipman via the Starfish scheduling software.

Attend weekly Midshipmen Group Study Program (MGSP) review sessions – MGSP sessions are designed to allow midshipmen in the same class to review course material, solve problems, and gain an understanding of course concepts. MGSP is facilitated by upper class midshipman group leaders who have successfully completed the course and hold weekly study sessions tailored to the needs of the instructor’s courses. For more information and to see which courses have scheduled MGSP sessions visit: <http://intranet.usna.edu/AcCenter/MGSP/index.php>.

Register for Supplemental Instruction – The purpose of the XS class study sections is to offer a non-credit, voluntary course for midshipmen enrolled in introductory core courses. The focus of this course is how to learn from classroom and laboratory experiences. The XS classes meet one period per week. For those enrolled, attendance is mandatory and entered into the MIDS system of student accountability. The purpose of these classes is to provide students with additional attention and an increased opportunity to ask questions from faculty knowledgeable in the subject area.

The standard XS classes offered include:

Fall Semester	Spring Semester
XS005 – PreCalculus	XS110 – Cyber Security
XS110 – Cyber Security	XS112 – Chemistry 2
XS111 – Chemistry 1	XS121 – Calculus 1
XS121 – Calculus 1	XS122 – Calculus 2
XS211 – Physics 1	XS212M – Differential Equations
XS221 – Calculus 3 with Vectors	XS212P – Physics 2
XS223 – Calculus 3 with Optimization	XS221 – Calculus 3 with Vectors

Any midshipman may sign up for Advanced Learning Skills classes and workshops to improve your learning strategies or get study skills help. Speed reading, advanced note taking and time management topics are very popular with Ace Reader. Additionally Exam and Topic Reviews occur throughout the semester.

Nimitz Library is an essential resource. The library contains more than half a million volumes, an extensive CD-ROM network, a multimedia laboratory, computer rooms, and several group study rooms. Through Nimitz Library you have access to other libraries in the Washington and Baltimore areas. You can also use your personal computer to conduct a search for library materials from your room at <http://www.usna.edu/Library/>.

IV.2 Who can I see about personal concerns?

You can visit a Battalion Chaplain by stopping by the offices located on the zero deck. The Chaplain Center located on the second deck of Mitscher Hall not only provides daily religious services but Chaplains are also responsible for pastoral counseling. Conversations with the Chaplains are strictly confidential. To contact a chaplain by phone you should call the chaplain office at 3-1100.

You can visit the Midshipmen Development Center which is located in 8th wing, seaward side of Bancroft Hall on the first deck. A full range of counseling services is offered to help midshipmen with

adjustment, interpersonal, and stress-related problems. Individual and group counseling as well as services for special needs are provided by doctoral-level psychologists. You can refer yourself to the Midshipmen Development Center by visiting in person, by making an appointment by phone at 3-4897 or via the web at <http://www.usna.edu/MDC/>. In many cases, counseling will be confidential between you and the psychologist; this will be explained to you.

You should inform your first class mentor and the chain of command of problems that may affect your performance. Remember that there are many people at USNA who care about you and who are available to talk with you. These include academic advisers, instructors, coaches, officer and faculty representatives, sponsors, etc.

IV.3 What types of actions lead to academic success at the USNA?

STAY AWAKE, ALERT, AND PARTICIPATE IN CLASS! Class participation will be a component of your grade in most courses.

Take notes in class and REVIEW them. Taking notes without reviewing them merely diminishes your attention in class.

Do all homework problems even if your professor does not collect them.

Develop and follow a sound time management plan.

Start research for projects and papers early.

Read assignments in the course syllabus, BEFORE going to class. Even if you don't fully understand the reading, the class discussion will be far more meaningful if you have had some acquaintance with the material.

Study outside the Hall if necessary. Avoid environments that will distract you.

Do not be satisfied with just "being SAT." USNA is about excellence, not mediocrity.

Keep all your notes, class work, quizzes/tests organized in a notebook or folder.

Get to know your professors on an individual basis! The two of you will benefit.

Try to get at least 6 hours of sleep a night; most people don't function well on less.

V. MAJOR DECLARATION

The core program allows midshipmen the freedom to choose any major and then to seek assignment to any warfare specialty.

V.1 What should I consider when choosing a major?

Make sure you spend enough time researching the different majors that may interest you. Your academic interests, strengths and weaknesses, and to a lesser degree your naval career and post-naval career desires should guide your consideration. Here is the bottom line: **Choose a major that you will enjoy studying and in which you are ready to commit the focus that is necessary to succeed.**

The following majors are available for the class of 2026: Some majors also have an honors track.

School of Engineering and Weapons	School of Mathematics and Science	School of Humanities and Social Sciences
EAS: Aerospace Engineering	SCH: Chemistry	FAS: Area Studies*
EEE: Electrical Engineering	SCS: Computer Science	FLA: Arabic
ECE: Computer Engineering	SCY: Cyber Operations	FLC: Chinese
EGE: General Engineering	SDS: Data Science	FPS: Political Science
EME: Mechanical Engineering	SGS: General Science	FQE: Quantitative Economics
ENM: Naval Arch & Marine Eng	SMA: Mathematics	HEG: English
ENR: Nuclear Engineering	SME: Math with Economics	HHS: History
EOE: Ocean Engineering	SMO: Operations Research	
ERC: Robotics & Control Engineering	SOC: Oceanography	
	SPH: Physics	

V.2 How do I find information about prospective majors?

Information about the majors offered at the Academy will be provided during Plebe Summer and will include three sets of briefings before the fall semester begins.

All plebes must attend the **Majors Briefing** during the January Intersessional Period, but should start thinking about potential majors during the fall semester. During the Majors Briefing midshipmen will have the opportunity to visit with representatives of any academic department that has a major program.

Several companies sponsor a **Majors Night**. These events give you a chance to talk with upperclassmen about their experiences in their majors. If offered in your company, make sure you participate.

Most departments will invite you to an **Open House** where you can learn more about their majors. Again, take advantage of this opportunity and be prepared to ask questions.

Visit departments during your free periods or after school to become more acquainted with the majors you are considering. Also, find out from the chair of that department which professors will be teaching during your free periods. Arrange to sit in on one or more classes associated with the major in which you are interested.

It is not sufficient for you to know a little about the subject matter studied in a major. You must also try to understand what being a midshipman in a major really means and what the daily work entails. In particular, you should learn as much as you can about not only the very first course you will take in the majors that interest you, but the entire academic program(s) for each major you are considering. You

should also inquire about any special opportunities that might be available to you if you choose a particular major.

Information about the majors may be found on the Dean's web pages, the departmental web pages, the Naval Academy catalog, or from modules in MIDS. The module **Matrices – Query Major Requirements** is particularly useful. By using this module you can click on a course which will reveal important information about the course. Major descriptions can be found at <http://www.usna.edu/Academics/Majors-and-Courses/index.php>.

Finally, meet with your plebe year academic adviser prior to choosing a major. Your adviser will be able to review your academic performance and discuss your interests and goals as you make this important decision.

VI. COMPUTER ASSISTANCE

VI.1 What is MIDS?

The Midshipman Information System (MIDS) is the institution's enterprise system for nearly all information on a Midshipman from Induction to Graduation and Commissioning.

Using your internet browser, go to the MIDS home page at <https://mids.usna.edu/>. On the MIDS Home Page you will find several functional menus. Clicking a functional menu takes you to modules related to that functional area.

Each web module has a Help button at the bottom, left-hand corner of the page with instructions specifically for use of that module.

Descriptions of USNA business processes that are supported by specific MIDS modules are accessible by clicking the About MIDS link on the left side of the MIDS homepage. About MIDS can be reached directly at <http://www.usna.edu/AboutMIDS/homepage.htm>.

VI.2 How can I use my computer to get information on my grades, academic record, etc.?

VI.2a Majors

To view your academic program for the entire four years, click **Midshipmen, then Matrices - Query Current Midshipmen**. The matrix contains information about the courses you have taken and the courses you will take according to your major. The matrix is a very useful planning tool for selecting a major or considering a change of major.

To enter a tentative major preference, click **Midshipmen, then Major – Enter Preliminary Preferences**.

To declare your final major preference, click **Midshipmen, then Major - Declare**.

VI.2b Classes and Registration

To preregister for next semester, you must first see your academic adviser. You will use the Courses Pre-register module to enter your approved course selections. Failure to pre-register on time, for any reason, will preclude you from entering section preferences during the registration period later in the semester. There may also be other consequences.

To pre-register for a semester, click **Midshipmen, then Courses – Pre-register**:

To view your past, current or future schedule, click **Midshipmen, then Schedules - Query Midshipmen**.

VI.2c Class Attendance

If you will be absent, tardy, or leave a class early, you must use the **Excuses - Enter** program to record your excuse. This must be done on or before the day in question and up to 24 hours after the instructor has entered the attendance. After the 24 hour period passes, the excuse can be entered by your company academic officer. You should inform your chain of command in advance if you know you will be absent from a class. You should also inform your instructor of forthcoming absences as soon as you know about an upcoming absence.

To see your absences and excuses for the semester, click **Midshipmen, then Absences and Excuses - Query**.

VI.2d Grades and Performance

If you want to know all about your academic, PE, conduct, or military aptitude grades, and rank in class by marking period and semester, click **Midshipmen, then Academic Information - Query**.

If you want to know what faculty have said about your performance in a particular course after six weeks, twelve weeks, or at the end of semester, click **MAPR (Midshipman Academic Performance Report) - Query**. Mandatory comments are entered to address performance deficiencies, but comments may be entered in other circumstances as well.

VI.2e Final Exams

If you want to know when your final exams are scheduled, click **Midshipmen, then Final Exams – Query Midshipmen Schedule** on the General Academics page. Do not make any travel commitments prior to knowing your personal exam schedule. The fall exam schedule is usually available by 15 October and the spring exam schedule is usually available by 15 March. Do not schedule flights until the exam schedule has been released (or schedule the flights for the last day of exams)

If you want to know a course's final exam schedule, click **Midshipmen, then Final Exams - Query Section Schedules** from the General Academics page.

VI.3 Can I access the MIDS system when on leave or at my sponsor's house?

Yes, the MIDS system is available by going to <https://midsweb.usna.edu/>.

VI.4 Can I get library information about books, periodicals or films through my computer?

Yes, you can visit the USNA Library homepage at <http://www.usna.edu/Library/>. This site will allow you to learn what books, periodicals, films and other documents the library has available. You may also access this site via the USNA homepage at <http://intranet.usna.edu/> clicking on the Library link.

VI.5 Where can I get help in using my computer?

First, ask a shipmate. Each company has a Midshipman Information Systems Liaison Officer (MISLO) who can help you. If you can't get the help you need in Bancroft Hall, contact the Technology Service Center (ITSC) at 3-3500. The ITSC is located in Ward Hall, Room G1. Hours of operation are Monday through Friday, 0700-1600. If the staff there can't help you, they will call on specialists who can. The ITSC Web Page at <http://intranet.usna.edu/ITSC/> features an extensive FAQ library of the following subjects: Internet, Network, Naval Academy Data Network (NADN), standard USNA Software, and World Wide Web.

VI.6 How do I get my computer fixed?

If your computer has a hardware problem, take it to the Midshipmen Computer Repair Center (MCRC) located in the Fourth Wing basement at room 4B05. The facility is manned Monday through Friday, 0730-1600. The phone number is 3-5482.

VII. ACADEMIC REQUIREMENTS

VII.1 Preregistration and Registration

Pre-registration is the process of selecting courses and it is essential for academic planning. It allows you and your academic adviser to plan your academic future and it is critical to the departments in allocating their faculty and resources for the next semester. Preregistration is a requirement, not a preference, and ALL midshipmen must pre-register within the announced timeline. Midshipmen must first meet with their advisers to ensure they pre-register for the correct courses. They then enter the courses to be taken in the following semester in MIDS.

For the first semester of fourth class year, pre-registration is done for you. Pre-registration for second semester is 17 April - 19 April 2023, after you have assigned a major. You pre-register by running **Courses - Pre-register** on MIDS. It is important for you to list the correct courses when you pre-register. Errors must be corrected prior to your schedule being generated.

To change your schedule you must contact your adviser IF there is a valid reason for the change. Schedule changes for section preferences or convenience will not be approved.

VII.2 What time will my classes meet?

The academic day is divided into six periods of 50 minutes each with 10 minutes between classes to allow for movement between buildings. The seventh period is rarely used. Some three credit classes will meet twice a week for 75 minutes each during eighth, ninth or tenth periods.

<u>Daily Schedule</u>	
<u>Period</u>	<u>Duration</u>
1	0755-0845
2	0855-0945
3	0955-1045
4	1055-1145
5	1330-1420
6	1430-1520
7	1530-1620
8	0755-0910
9	0955-1110
10	1330-1445

For inclement weather or emergency schedules, see <http://www.usna.edu/Academics/Calendars-Events/Class-Schedules.php>.

VII.3 What are the rules and regulations governing class attendance and decorum?

VII.3a Class Attendance

ATTENDANCE OF ACADEMIC CLASSES IS A MILITARY OBLIGATION, AND YOU ARE REQUIRED TO ATTEND ALL CLASSES. Routine medical and dental appointments must be scheduled during free periods. If you have a conflict regarding class attendance, resolve this through your chain of command PRIOR TO CLASS. Conduct action will be taken for an unauthorized absence from class.

You must inform your instructor(s) when you know in advance that you will be missing a class. Whether your absence from class is justified or not, you are still responsible for turning in assignments and making up the lessons missed.

When you miss class for any reason, authorized or not, you are also required to log onto MIDS and record the reason for missing class. Specific policies will be dictated by the Company Academic Officers.

VII.3b Classroom Decorum

Academic classes are military evolutions, and you are expected to conduct yourself in a military fashion during class. You are expected to be alert and respectful of your classmates and the faculty. You must be well-groomed and in the uniform of the day. You are not allowed to eat, smoke, or chew tobacco or gum in classrooms, lecture halls, terminal rooms, laboratories, and corridors of all academic buildings. Drinks are allowed in classrooms, but must be stowed in bookbags while transiting between classes. The lab decks and/or lobbies of academic buildings may be used for reading and study, but these areas are not lounges and you should present a dignified appearance in these public areas.

Midshipmen should address all faculty members with respect. When meeting a mixed group of civilian and military faculty members, make sure to salute the officers and render a verbal greeting to the entire group, for example, "Good afternoon ladies and gentlemen." If you know a professor's title you should greet him or her with that title. Many civilian professors prefer to be called "Professor" or "Dr." (as appropriate – note that nearly all of our civilian faculty members possess a doctoral degree) as opposed to "Sir/Ma'am" or "Mr./Ms."

VII.4 What is a section leader?

In each class, your instructor will assign a section leader. The section leader will be responsible for taking muster and reporting absences to the instructor. The section leader will also call the class to attention at the beginning and end of each class period. If the instructor does not arrive within ten minutes of the designated class start time, the section leader should report this to the departmental office. The class should not depart unless dismissed by a member of the faculty.

VII.5 How are my grades determined?

In each class you will be assigned a letter grade of A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), or F (0.0). (A denotes excellence and F denotes failure); the

corresponding numerical Quality Point Equivalent (QPE) is listed in parentheses after each letter grade. Your Quality Point Rating (QPR) is computed by multiplying the QPE for a course by its credit hours and dividing the sum of these products for all the courses you take in a semester by the total number of credit hours attempted. A cumulative QPR (CQPR) is maintained for all academic grades earned.

A cumulative QPR of 2.0 is an absolute requirement for graduation and commissioning. A cumulative QPR of at least 2.0 in your major courses is required to receive a B.S. with your major designated on the diploma. Grades received in Physical Education do not count toward the QPR or CQPR but do factor into the Order of Merit. An explanation of Order of Merit appears on page 25.

You will be assigned a progress grade in each course after the six and twelve week point of each semester. These grades are used for information and guidance to you, your adviser and your chain of command. They do not appear on your permanent transcript. At the end of the semester you will receive a semester QPR (SQPR), which is a part of your permanent record. Only the final grade you earn in a course appears on your permanent transcript.

VII.6 How important are grades at the USNA?

The academic performance of midshipmen has several important implications. The higher your grades and class standing, the more likely you will:

- Receive your desired service assignment
- Be selected for programs like the Trident Scholar, VGEP, Medical School, or one of several graduate school scholarships which available upon graduating from the USNA

Conversely, poor academic performance reduces your chances for getting your desired service selection and may result in remedial action, reduced privileges, or potential separation from the USNA.

VII.6a Academic Honors

Each semester, lists are published to recognize midshipmen whose academic and overall performance during the previous semester has been exemplary. These lists are the Superintendent's List, the Commandant's List, and the Dean's List. The Superintendent's and Dean's Lists are published on the Dean's webpage at <http://www.usna.edu/Academics/MIDN-Resources/Honor-Lists.php>.

Inclusion on the Superintendent's List or Commandant's List makes you eligible for special privileges as outlined in Midshipmen Regulations. Criteria are as follows:

Superintendent's List:

SQPR of 3.4 or higher with no grade less than "C".
"A" in Aptitude for Commission and Conduct.
"A" or "B" in Physical Education.
"A" or "B" on PRT.
≥ 15 Credit Hours

Dean's List (excludes those on Superintendent's List):

SQPR of 3.4 or higher with no grade less than "C".
"A" or "B" in Conduct and Aptitude for Commission.
"C" or better in Physical Education.
"C" or better on PRT.

≥ 15 Credit Hours

Commandant's List:

SQPR of 2.9 or higher.

“A” or “B” in Aptitude for Commission.

“A” in Conduct.

“A” or “B” in Physical Education.

“A” or “B” on PRT.

≥ 15 Credit Hours

VII.6b Academic Deficiencies

There are different definitions of academic “deficiency”. The chain of command in Bancroft Hall typically uses the phrase to determine **eligibility for weekend liberty and movement orders**. By this definition a midshipman’s record is UNSAT if the most recent QPR (six-week, twelve-week or end-of-semester) is less than 2.00 or if the midshipman has two or more “D”s or at least one “F.” If a midshipman falls in this category, he/she will not be allowed to participate in voluntary movement orders without special permission from the Commandant. The midshipman will also be provided specific guidance by the Company Officer aimed at helping to improve academic performance, including guidance pertaining to extra instruction, study skills and habits, as well as time management.

If a midshipman's CQPR is below 2.0 at the completion of a semester, probation for the following semester is automatically imposed. A midshipman is also on automatic probation for the semester following two consecutive semesters in which the semester QPR is below 2.00, even if the CQPR is above 2.0.

USNAINST 5420.24G accordingly states that a midshipman’s record is academically deficient and will be reviewed by the Academic Board if the midshipman:

- has a semester QPR below 1.50
- fails two or more courses in one semester
- fails any course after two or more prior course failures
- fails to earn a 2.00 in summer school whether attended voluntarily or not
- fails to remove probation
- fails to fulfill any condition as prescribed by the Academic Board as the result of a previous deficiency
- fails to successfully complete all requirements for graduation by the end of that semester in which you are scheduled to graduate
- falls two or more courses behind the number of courses required by the end of a given semester according to that major's program matrix
- fails to achieve the required standards in prescribed summer training
- is deficient in physical education at the end of a semester or receive failing grades in conduct and military aptitude
- fails a remedial course such as HE101, SM005 or HE344 (when directed to meet a writing deficiency)

Midshipmen whose records are deficient at the end of an academic term are separated from the Naval Academy unless retained by the Academic Board.

VII.6c Academic Boards

The Academic Board meets at the end of each academic term to review the cases of midshipmen whose records are deficient as defined in USNAINST 5420.24G. The Academic Board is composed of the Superintendent, the Academic Dean and Provost, the Commandant, and others appointed by the Superintendent. The Board reviews the academic records, MAPRs and COMAPs of midshipmen whose records are deficient, and makes a decision for retention or separation. Midshipmen who are retained by the Academic Board must report to the Advisory Board. This Board will carry out the decisions of the Academic Board and make changes to a midshipman's academic and summer training programs as appropriate. Midshipmen who are not retained by the Academic Board are permitted to appeal their case in person, with their chain of command present, before the Academic Board.

VII.6d Academic Review Council

In conjunction with the January Academic Board, the Academic Review Council (ARC) composed of the Vice Academic Dean, the Deputy Commandant, the Director of the Academic Center, the Director of Academic Advising, the Deputy Director of Academic Advising and the Assistant Athletic Director (Academics) will meet with designated plebes with low QPRs and with plebes who were retained during the Academic Board record review. The purpose of the Academic Review Council is to provide encouragement and advice to help plebes improve their academic performance.

VII.6e MAPRs/COMAPs/Special MAPRs

Both military and civilian faculty are concerned about military bearing and service suitability as well as academic performance. In some classes, appearance and attitude may affect the class participation grade. Instructors provide information about their students to company officers.

MAPR (Midshipman Academic Performance Report) is a MIDS module through which instructors provide information about a midshipman's academic performance. At the six and twelve week point, instructors will write MAPRs on every midshipman who has a D or an F in their courses. This report includes the midshipman's standing in the class, how much EI was attended, and general comments on effort and performance in class. These MAPRs are accessible to the midshipman, the adviser, and the company officer. At the end of the semester, every instructor will write MAPRs on each of his/her midshipmen whose record is to be reviewed by the Academic Board. MAPRs may be viewed in the MIDS module **MAPR (Midshipman Academic Performance Report) – Query**.

COMAP (Company Officer Midshipman Academic Performance Report), abbreviated COMAP in MIDS, is used by your Senior Enlisted Leader (SEL), Company Officer and Battalion Officer to provide their recommendation and comments to the Academic Board. These are completed at the end of the semester for all midshipmen whose record is reviewed by the Academic Board. COMAPs may be viewed in the MIDS module **COMAPs – Query**.

SPECIAL MAPRs can be submitted by faculty or staff to communicate information about midshipmen who are reviewed by the Academic Board. The MIDS module for accessing Special MAPRs is **MAPR (Midshipman Academic Performance Report) – Query**.

MAPRs AND COMAPs ARE EXTREMELY IMPORTANT TO THE ACADEMIC BOARD IN DETERMINING IF A MIDSHIPMAN WITH AN ACADEMICALLY DEFICIENT RECORD SHOULD BE RETAINED AT THE NAVAL ACADEMY. Midshipmen should be familiar with the content of these MAPRs and COMAPs.

VII.7 What are final exams and reading days?

All courses, with a few exceptions approved by the Academic Dean and Provost, conduct a three hour final examination during the final examination period at the end of each semester. These final examinations usually count between 25% and 40% of a course's final grade. Individual course policy statements include specific weighting for grade calculation in each class.

Following the last day of classes in each semester, there may be a one or two day Academic Review and Study period. During this period, faculty members are available to assist midshipmen in course review. No other activities requiring midshipmen attendance may be scheduled during this period. Final Exam schedules may be viewed using the MIDS module **Final Exam – Query Midshipmen Schedule** on the General Academics menu.

VII.8 How is my order of merit determined?

Your overall standing in your class is called the Order of Merit (OOM). Your OOM is used in assigning the lineal number that will establish your relative seniority once commissioned.

Your OOM is determined by your performance in academics, aptitude for commissioning, conduct, physical education, and athletics. Grades are assigned in each of these areas and weighted to calculate a total score for each of the eight regular semesters at the Naval Academy.

The academic component of the OOM is based on your semester QPR's with bonuses for semesters with greater than 19 credit hours, Trident projects, VGEP, and extra courses. Semesters below 15 credit hours are penalized. The OOM is described in [USNAINST 1531.51B](#).

VII.9 How many credits must I take each semester?

The minimum academic load in any semester is normally 15 credit hours. In a few special cases (generally a severe illness, accident, or for midshipmen in academic extremis), the Academic Board may authorize a midshipman to carry less than the minimum credit hour limit. There is an OOM penalty for a semester in which the academic load is fewer than the minimum, whether approved by the Academic Board or not.

During most semesters you can expect to carry 15-19 credits, depending on your progress through your major. Your actual time in class will vary from the number of semester hours due to lab periods included in many courses. Your time in class will be the sum of lecture-recitation hours and lab hours. Lab periods are typically scheduled for two consecutive class periods, but these two hours usually count as one credit hour.

VII.10 How do I drop or add a course?

Dropping or adding a course after the semester has commenced must be discussed with your academic adviser. Dropping a course requires written approval of your academic adviser and the Associate Provost for Academic Affairs (if doing so brings you behind the matrix). **The deadline to drop a course is the last day of the week in which the second marking period grades are submitted.** Certain constraints apply. Falling two or more courses behind in your major will result in an academic deficiency and may result in separation. Remember that you will not be allowed to drop below 15 credits unless you have special permission from the Academic Board or the Associate Provost for Academic Affairs when the Academic Board is not in session.

Adding a course up to the add course deadline requires the approval of your academic adviser. You can add a course prior to the 15th calendar day of the semester. For further details on making changes to your academic schedule, see your academic adviser.

VII.11 Are Academic Programs offered over the summer?

Several core courses and a few electives are offered during summer school. Summer school enrollment can be mandatory or voluntary. Mandatory summer school attendance is directed by the Academic Board or Academic Advisory Board because of academic deficiencies. If you began mathematics with SM005, you must attend summer school after plebe year to complete the academic requirements of fourth class year. Mandatory summer school may, in some circumstances, take the place of summer training. Your company officer can provide further information on the relationship between mandatory summer school and the summer professional training program.

If space is available, you have leave at the same time and you have the prerequisites, voluntary summer school may be elected. Voluntary summer school allows you to get ahead of your major matrix in order to prepare for special programs such as VGEP, the Trident Scholars Program, a double major, a language minor, or to lighten your academic load in a future semester. You can also improve your CQPR by repeating a course in which a "D" or "F" was earned. You will still be required to complete all required summer professional training.

Information about summer school is posted on the Academic Dean's web site and is also sent via email to all midshipmen during the spring semester each year.

VIII. SPECIAL ACADEMIC OPPORTUNITIES

VIII.1 Language Minor

You can minor in any language (French, German, Spanish, Arabic, Chinese, Japanese or Russian with 18 credits (6 courses), with a residency requirement of 12 credits (4 courses) taught at USNA. Courses taught in English do not count. You must also earn a 3.0 average in your language courses. See the chair of the Languages and Cultures Department for more information.

VIII.2 Dual Major

You can double major at USNA. You have to complete the requirements for a single major, and then add any requirements for the second major that are different. You need to enroll in at least five courses (15 credits) in the second major that you did not use in meeting the requirements for the first major. Of the five required additional courses for a double major, you must enroll in four of them at the 300 level or above. Please verify progress towards the second major with the Senior Academic Adviser for the dual major.

VIII.3 Research Courses

Most departments offer research courses for advanced students. After you have selected a major, check with your new academic adviser for individual department programs and their requirements. Typically, you must be a first or second class midshipmen and meet additional requirements set forth by the department.

VIII.4 Honors Programs

Some of our majors have more challenging honors tracks that can let you participate in advanced courses and activities. Admission is usually based on academic standing both overall and within a major. See your academic adviser. The majors with honors tracks are: Applied Mathematics, English, History, Mathematics, Naval Architecture, Ocean Engineering, Oceanography, Operations Research, Physics, Political Science, Robotics & Control Engineering, and Quantitative Economics.

VIII.5 Bowman Scholar Program

Each year, a small group of Naval Academy midshipmen second class (juniors), who are seeking initial service assignments in the nuclear Navy, may be offered the opportunity to compete for appointments as Admiral Frank Bowman Scholars. Prior to selection as a Bowman Scholar, candidates will be interviewed for the Navy's nuclear power training pipeline by the Director, Naval Reactors. If selected for nuclear power training and subsequently selected as a Bowman Scholar, the Scholar will participate in a tailored research internship during one of the summer training blocks preceding first class year and will participate in a special research-based learning opportunity during their last year as a midshipman. During the first year of commissioned service after graduation from the Academy, Bowman Scholars will likely be offered immediate, one-year graduate education experiences at the Naval Postgraduate School, resulting in a master's degree in a technical discipline. Midshipmen appointed as Bowman Scholars will be awarded (in second class year) any incentive monetary bonus associated with the Scholar's acceptance into the nuclear power training pipeline.

VIII.6 Trident Scholar Program

The ultimate undergraduate research experience at USNA is the Trident Scholars Program. A Trident Scholar undertakes a yearlong research project for which the Scholar may receive credit equal to several courses. As with independent research courses, students must submit a proposal and maintain an appropriate academic standing. Talk to your academic adviser about selection criteria and available Trident projects.

VIII.7 Voluntary Graduate Education Program

If you want to get a head start on graduate education, you will be interested in the Voluntary Graduate Education Program (VGEP). If you are selected to participate in VGEP, you can devote your second semester of first class year, the summer after commissioning, and the following autumn to pursue a master's degree at any number of local colleges and universities. You must be well ahead in your matrix to participate in VGEP. The time to start thinking about this is during plebe year; talk to your academic adviser about this long range plan. A briefing on VGEP is given to midshipmen fourth class in January each year. See the VGEP briefing slides on the Graduate Education Blackboard by logging onto the USNA Home Page Blackboard and scrolling down to see the "grad ed menu".

VIII.8 Exchange Programs

If selected for this program, you may spend the fall semester of your first class year, a semester during your second-class year, or the spring semester of third-class year as an exchange student at the Military Academy, Air Force Academy, Coast Guard Academy, or one of several service academies or civilian universities in foreign countries. See your chain of command for more information.

VIII.9 Graduate School Options

Graduate School options are available upon graduation from the Academy. Selection is highly competitive, and the Graduate Education Office can provide information about available scholarship programs. Graduate programs include the opportunity to enter the Medical or Dental Corps and attend medical or dental school immediately upon graduation from the Academy. Every year up to 15 midshipmen are selected for this program. Academic performance is the most important criterion used for selection, but an individual's motivation for a career in Navy medicine or dentistry and performance in non academic areas is also considered. If you are interested in these programs, you should speak with your academic adviser and the chair of the Pre-medical/Pre-dental Advising Committee, Professor C. Kinter, at 3-6629.

IX. PLAGIARISM

Plagiarism is treated very seriously at the Naval Academy. Committing Plagiarism is an honor offense which could lead to separation. It is important for you to read and understand the following statement.

USNA STATEMENT ON ACADEMIC PLAGIARISM

STANDARD

Academic plagiarism is the use of the words, information, insights, or ideas of others without crediting them through proper citation. A citation or citing identifies sources and how they can be found. Unintentional plagiarism, or sloppy scholarship, is academically unacceptable; intentional plagiarism is dishonorable. You can avoid plagiarism by fully and openly crediting all sources used.

GUIDELINES

1) **Give credit where credit is due.** Inevitably, you will use the other people's discoveries and concepts. Build on them creatively. But do not compromise your honor by failing to clearly acknowledge where your work ends and that of someone else begins.

2) **Provide proper citation** for everything taken from others. Such material includes interpretations, ideas, wording, insights, factual discoveries, charts, tables, and appendices that are not your own. Citations must guide the reader clearly and explicitly to the sources used, whether published, unpublished, or electronic. Cite a source each time you borrow from it. A single citation, concluding or followed by extended borrowing is inadequate and misleading. Indicate all use of another's words, even if they constitute only part of a sentence, with quotation marks and specific citation. Citations may be footnotes, endnotes, or parenthetical references.

3) **Recognize the work of others even if you are not borrowing their words.** Theories, interpretations, assessments, and judgments are all intellectual contributions made by others and must be attributed to them.

4) **Paraphrase properly.** Paraphrasing is a vehicle for conveying or explaining a source's ideas and requires a citation to the original source. A paraphrase captures the source's meaning and tone in your own words and sentence structure. In a paraphrase, the words are yours, but the ideas are not. It should not be used to create the impression of originality.

5) **Cite sources in all work submitted for credit.** Your instructor may also require you to identify the contributions of others in drafts you submit only for review. Ask your instructor for his or her citation requirements and any discipline-specific attribution practices.

6) **Be cautious when using web-based sources,** including Internet sites and electronic journals. There is a common misperception that information found on the Internet does not need to be cited. Web-based information, even if anonymous, must be appropriately cited. Do not cut and paste or otherwise take material from websites without proper citation.

7) **Provide a citation when in doubt.** Always err on the side of caution. Ask questions if unsure.

For additional information about plagiarism, see the Nimitz Library's resources on the Ethical Use of Information: <https://libguides.usna.edu/c.php?g=410472&p=2795090> as well as their resources on Avoiding Plagiarism: <https://libguides.usna.edu/c.php?g=410493&p=2795742> and associated [libguides](#).