



DEPARTMENT OF THE NAVY  
OFFICE OF THE PROVOST  
UNITED STATES NAVAL ACADEMY  
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PROVOSTINST 5700.1F  
VPAA  
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PROVOST INSTRUCTION 5700.1F

From: Provost, U.S. Naval Academy

Subj: LANGUAGE STUDY ABROAD PROGRAM GUIDELINES

Ref: (a) PROVOSTINST 5700.2L, Semester Study Abroad Program Guidelines

1. Purpose. To provide administrative rules and logistical guidelines for the Language Study Abroad Program (LSAP).
2. Cancellation. PROVOSTINST 5700.1E.
3. Scope and Applicability. This instruction applies to midshipmen who participate in LSAPs and to the faculty and staff who execute these programs.
4. Background. LSAP provides midshipmen opportunities to develop linguistic and cultural expertise in strategic regions as determined by the Navy and Marine Corps. These 4 to 6-week immersive summer programs combine intensive daily language study with experiential learning to enhance midshipmen's foreign language proficiency, global awareness, and knowledge of the regions in which they will operate as junior officers.
5. LSAP Goals
  - a. To accelerate and contextualize language acquisition through daily study and use of the target language in one of its native cultures.
  - b. To promote cross-cultural and geopolitical competence and critical thinking through immersive experience in another culture.
6. Eligibility. Midshipmen must meet the following minimum criteria for LSAP eligibility. Participation in LSAP is contingent on the continuing satisfaction of all eligibility criteria. If midshipmen fail to satisfy any of these criteria at any point following selection for LSAP, they may be withdrawn from participation in LSAP.
  - a. Students must have completed FX112 and have taken at least one language course at U.S. Naval Academy (USNA).

- b. Overall Cumulative Quality Point Rating of at least 2.5 at the time of application.
- c. Conduct grade of B or better in the previous semester. If this criterion is not met, the applicant's company officer must provide an endorsement and specific explanation addressing this aspect of the applicant's record.
- d. Physical Education grade of B or better and Physical Readiness Test grade of B or better in the previous semester. If these criteria are not met, the applicant's company officer must provide an endorsement and specific explanation addressing this aspect of the applicant's record.
- e. Positive recommendations from company and battalion officers.
- f. Positive recommendations from Languages and Cultures Department (LCD) faculty.
- g. United States citizenship.
- h. On a case-by-case basis as required, waiver approval by the Commandant of Midshipmen and the Provost via the Dean, School of Humanities and Social Sciences, and the Director, International Programs Office (IPO).

#### 7. Selection Procedure

a. LSAP program managers will review the applications and select eligible applicants to their programs. Program managers will take the following factors into consideration:

(1) Applicant's level of proficiency for linguistic and cultural interaction in the host country.

(2) Recommendations from other faculty within the LCD.

(3) Whether the applicant is a Foreign Area Studies (FAS) major who is studying the language of the particular LSAP and their progression towards a minor in that language.

(4) Applicant's potential for positively representing the U.S. Navy abroad.

b. Preference will be given to eligible midshipmen who have not previously participated in a USNA-sponsored overseas program abroad. Exceptions may be granted for midshipmen who have been selected for a semester study abroad program in the same language. The procedures for gaining this exception are outlined in reference (a). Preference also will be given to FAS majors who are unable to participate in a semester study abroad program and those who are on a path to minor in the language of the particular LSAP.

8. Responsibilities

a. Provost

(1) Establish the overall budget for LSAP in consultation with the Director, IPO.

(2) Retain final approval for participation via the Dean, School of Humanities and Social Sciences, the Director of IPO, and the Chair of LCD, in consultation with the Commandant of Midshipmen utilizing the guidance in paragraph 6.

b. Director of IPO

(1) Update, open, and close LSAP application modules in Midshipmen Information System (MIDS).

(2) Provide budgetary, logistical, administrative and training support as required for domestic and international travel and programs, to include preparation of any contracts with vendors, if required, in coordination with program managers.

(3) Coordinate all financial transactions with foreign host institutions and agencies in a timely fashion.

(4) Invite selected LSAP participants to the spring semester pre-departure brief for all students studying abroad. The brief is delivered by the Deputy Commandant and Vice Provost for Academic Affairs and covers conduct policy and academic standards while on official travel.

(5) Provide measures to ensure the group's well-being and safety during the execution of the trip.

(6) Act as the primary interface with the Summer Training Office regarding summer assignments.

(7) Appoint an IPO LSAP coordinator who will collaborate with the LCD LSAP coordinator.

c. IPO LSAP Coordinator

(1) During the trip planning phase, assist with Defense Travel System (DTS) logistics, budgeting, and coordination with U.S. embassy in destination country.

(2) During the trip preparation phase, assist with creating movement orders, monitoring completion of pre-travel training requirements, coordinating passport and visa applications, obtaining invoices for in-country programs, verifying arrangements for lodging and

transportation, ensuring travelers have required documents and an activated government travel card, and confirming relevant Naval Criminal Investigative Service security briefs are performed.

(3) During the trip execution phase, assist with confirming travelers arrived in-country, communicating any issues (for example, health-related, logistical, financial) to relevant USNA leadership, and relaying back to travelers how to resolve such issues.

(4) During the trip completion phase, assist with DTS vouchers and collection of After-Action Reports (AARs) and other required documentation.

d. LCD Chair

(1) Maintain administrative control of the program.

(2) Execute the program within Provost and budgetary guidelines, which includes the number of allowed individual LSAP programs, acceptable locations, and number of student participants allowed.

(3) Appoint the LCD LSAP coordinator and program managers for each individual LSAP.

(4) Upon completion of each LSAP, report to USNA Registrar all academic credit earned by LSAP participants.

e. LCD LSAP Coordinator and Program Managers

(1) Provide academic oversight of the programs, ensuring high quality, integrity, intensity, and effectiveness. This should be facilitated, to the maximum extent practical, by an in-country audit of the program every 2 years.

(2) Provide information sessions on program specifics including goals and objectives, expectations, program itinerary, budget, number of participants, logistics, and required documents for travel.

(3) Provide recommendations in the relevant LSAP application modules in MIDS.

(4) Provide information on the host country and the program to participants.

(5) Nominate and approve the appropriate students and number of students for optimal participation in each program.

(6) Coordinate with IPO to ensure cost estimates are accurate and remain within budgetary constraints for their programs.

(7) Select host institution or program provider. If the host institution is not new, it should be reviewed every 2 years. In the cases when a contract is needed, work with IPO to complete all required selection paperwork, including proposals and invoices as required for each program (in English and U.S. Dollars). Upon completion of the program, complete the Fleet Logistics Center Vendor Evaluation form.

(8) Arrange a pre-trip briefing to review guidance to participants regarding appropriate conduct while abroad, as representatives of USNA and the U.S. Navy. This briefing is meant to supplement, not replace, the pre-departure briefing requirement in paragraph 8b(4). The LCD LSAP Coordinator or designated representative should be present at every pre-trip briefing.

(9) Collect AARs from participants immediately upon conclusion of the program and provide consolidated AARs to IPO via the LCD Chair.

(10) Ensure administration of pre- and post-trip assessment in order to measure the academic progress of participants. The type and content of assessment is determined by the individual LSAP program manager.

(11) Ensure students execute a timely completion of administrative, logistical and training requirements associated with the respective programs. This requires close collaboration with IPO, with the assistance of the department chair as needed.

(12) Ensure appropriate academic credit is assigned to the participants upon successful completion of the program. Individual program managers will report to the department chair, via the LSAP coordinator, the names of all students who will receive academic credit. F(X)309 will reflect credits earned during LSAP only if the experience of the language immersion abroad cannot be mapped onto an existing USNA course.

e. Participants

(1) Maintain their eligibility after selection (see paragraph 6).

(2) Complete all required pre- and post-travel documentation promptly and accurately; this includes pre-departure administrative procedures, logistics, and in-country training requirements.

(3) Keep their program managers informed of any changes in their summer plans that may impact their participation in LSAP.

(4) Comply with all relevant guidance concerning conduct abroad.

9. 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://www.secnav.navy.mil/doni/Records%20Management%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 records custodian or the USNA Records Manager.

10. Review and Effective Date. Per OPNAVINST 5215.17A, the Vice Provost for Academic Affairs 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 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 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 for the following 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 via the Provost Instructions internet website: <https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>