PROVOST INSTRUCTION 5700.2I

From: Provost, U.S. Naval Academy

Subj: SEMESTER STUDY ABROAD PROGRAM GUIDELINES

Ref: (a) Title 10 U.S. Code 347 Section B: Exchange Programs with Foreign Military Academies
    (b) One Navy-Marine Corps Team: Strategic Guidance from the Secretary of the Navy

Encl: (1) Academic Planning Guidance for Faculty Advisers and Midshipmen
      (2) Academic Planning Worksheet for Study Away From USNA Sample
      (3) Service Academy Exchange Program / Semester Study Abroad Program PE Department Guidelines for USNA Midshipmen
      (4) Template for host nation grades

1. **Purpose.** To provide administrative rules and logistical guidelines for the Semester Study Abroad Program (SSA) to international civilian universities and military academies as authorized by reference (a).

2. **Cancellation.** ACDEANINST 5700.2G.

3. **Scope and Applicability.** All faculty, staff, and midshipmen attending the U.S. Naval Academy.

4. **Background.** The Department of the Navy strategic guidance reference (b) highlights the need to “strengthen alliances and partnerships”. The SSA provides midshipmen the best opportunity to develop these necessary skill sets through semester-long interaction at counterpart academies or at civilian universities in strategic regions as determined by the Navy and Marine Corps.

5. **Goals of SSA.** The SSA offers an immersive experience in languages and cultures of strategic importance to the naval service, increasing a midshipman’s foreign language capability and/or understanding of global and cross-cultural perspectives. SSA goals are:

   a. To provide midshipmen with direct experience in the spoken language and cultural practices of people from other countries.
b. To enhance the foreign language ability, global awareness, and knowledge of midshipmen about regions in which they will operate as junior officers.

c. To have midshipmen study (where applicable) at a foreign naval academy where they will learn and train side by side with their international counterparts and develop better understanding of an ally’s navy and leadership development.

d. To broaden the perspective and understanding of midshipmen about theater security cooperation goals in the respective host country.

6. **Eligibility.** Midshipmen must meet the following criteria:

   a. Midshipmen will follow the following guidance regarding foreign language ability prior to the semester abroad:

      1. For Arabic, Chinese, Russian and Japanese: demonstrate language ability at the 200-level or higher through coursework, validation, or placement testing, or

      2. For French, Spanish and German: demonstrate language ability at the 300-level or higher through coursework, validation, or placement testing, or

      3. If the midshipman is a Science, Technology, Engineering or Mathematics major and not able to meet the criteria in (1) or (2) above, a justification for participation in a study abroad program in the language of interest.

   b. Overall CQPR of 2.7 or better, and a SQPR of 2.7 or better in the semester immediately preceding the planned semester abroad.

   c. Conduct grade of B or better in the previous semester.

   d. Physical Education grade of C or better and PRT grade of C or better in the previous semester.

   e. Positive endorsements from company and battalion officers.

   f. Positive support by their academic department for pre-approval and final approval by the Student Academic Development Office of the midshipman’s academic plan for the semester abroad.

   g. United States citizenship.

   h. Approval by the Provost and the Commandant of Midshipmen.

   i. Midshipmen will have no unresolved incompletes for any academic, physical education, PRT, conduct and aptitude requirements prior to departing for a semester abroad program.
j. Applicants who fail to meet any criterion above must specifically address this area in their essay, and chain of command endorsements must address these areas specifically. Midshipman participation in SSA is contingent on maintaining standards consistent with the eligibility criteria listed above.

k. In order to make these opportunities available to as many midshipmen as possible, a midshipman will normally only participate in one international special program. This encompasses Semester Study Abroad (SSA), Language Study Abroad Programs (LSAP) and Language Proficiency, Regional Expertise, and Cultural Awareness (LREC) trips. Since all of these programs have significant uncertainties and long planning horizons, a midshipman may be pre-approved for multiple programs, but they must choose one program and forego other options before final approval for any program.

l. In rare circumstances as determined by the IPO and the Associate Provost for Academic Affairs (APAA), a student may be permitted to participate in an LSAP, language immersion or a Foreign Exchange Cruise (FOREX) that is necessary to prepare them for the planned SSA, pending meeting academic eligibility requirements.

m. A student who has participated in another exchange program such as the Service Academy Exchange Program (SAEP) is not eligible for semester study abroad (SSA), and a student who participates in any exchange program is not eligible for the Voluntary Graduate Education Program (VGEP).

n. Midshipmen who spend a semester abroad will not be eligible for any of the traditional honors lists (Superintendent’s List, Provost’s List, Commandant’s List) for their semester abroad, as the experience abroad is substantially different (by intent) and not comparable to a “normal” semester at USNA.

7. Selection Procedures

a. The International Programs Office will conduct Open Houses in early September where the application process will be explained and the Student Academic Development Office will address academic considerations.

b. The SSA application will be available on MIDS for approximately two weeks. Any eligible midshipman who is interested in the program should submit their application in MIDS in parallel with discussing their interest in the program with their academic adviser and chain of command. The academic adviser will direct the midshipmen towards any internal departmental processes for assessing suitability and academic planning for study abroad.

c. Recommendations for pre-approval from the midshipman chain of command, departmental chairs; and when appropriate, input from language instructors will be requested for those who meet the qualifications. Departments will also have the opportunity to provide comments with their recommendation on any aspect related to the fit (particular approved programs that would work best or that would not work, semester timing, etc.)
d. Interviews will be scheduled in October or November.

e. Pre-approved midshipmen will be notified in December and attend an initial meeting with International Program Office personnel to discuss specific location and semester assignments.

f. Pre-approved midshipmen will work with their academic departments and IPO to prepare an academic plan, following the procedures described in Encl (1).

g. Pre-approved midshipmen will also be screened by BMU to ensure that the midshipmen are medically fit for the program.

h. A pre-approved midshipman who meets the criteria listed in section 6 is considered “Approved” for the SSA program once they receive approval from the IPO and approval for their academic plan from the Student Academic Development Office.

i. The IPO may pull a student from the program at any time if they no longer meet the criteria in listed section 6, or if there is a change to their academic plan that significantly endangers their on-time graduation.

8. Program Planning

a. Prior to the start of the fiscal year, the Director of the International Programs Office will establish the budget based on appropriated and philanthropic sources. This will be used to determine the size of the annual SSA and will be forwarded for approval by the Provost.

b. In February, the foreign naval and military academies with which USNA has an approved Memorandum of Agreement for semester exchange programs will be contacted to determine the reciprocal exchange numbers.

9. Responsibilities:

a. International Programs Office:

1. Communicate with institutions abroad to establish dates of attendance.

2. Facilitate communication with foreign institutions regarding sharing of syllabi.

3. Provide information on preparations necessary to be away from USNA for a semester.

4. Provide in-country US Embassy contact information to assist with any cultural resource, transition, or logistical move information.

5. Collect weekly reports and After-Action Reports (AARs) from participants.

6. Serve as the focal point for internal and external stakeholders in support of Midshipmen selected for SSA
7. Provide budgetary, logistical, administrative and training support as required for domestic and international travel and programs.

8. Complete all financial transactions with foreign host institutions and/or agencies in a timely fashion.

9. Enforce the rule that a midshipman will participate in no more than one international special program during their time as a student at USNA, and remove SSA students from any other planned international programs once they have final approval for SSA.

b. Department Chairs. Department Chairs are responsible for recommending candidates for Semester Study Abroad in accordance with the deadlines set by the International Programs Office, ensuring that candidate midshipmen are advised appropriately for the program, approving equivalent courses that students might take abroad, and for ensuring that the plan that the midshipman develops for their semester abroad is in accordance with the parameters described in Encl (1). Department Chairs are also responsible for ensuring that their faculty advisers identify potential study abroad students as early as possible in the students’ academic program and understand the department’s procedures for advising potential study abroad students. The Department Chair may delegate authority for any or all of these duties to the Senior Academic Adviser or other designated departmental representative.

c. Languages and Cultures Department. When appropriate, make recommendations about the applicant’s language suitability for the respective program.

d. School Deans. Ensure departmental procedures are in place for determining validation credit for courses completed during the midshipman’s SSA experience. In consultation with the Student Academic Development Office, ensure that all academic requirements will be met within the four-year time frame for graduation. Enclosures (1) and (2) are provided as tools for academic success in this endeavor.

e. Student Academic Development Office

1. Review the midshipman academic plans to ensure that they are consistent with academic policies and the student’s expected graduation timeline, and work with departments and advisers to resolve discrepancies.

2. Monitor the academic feasibility of the program prior to a midshipman’s departure for the SSA.

3. Reinforce the guidance that midshipmen can only spend one semester away from USNA during their four-year program.

4. Reinforce the guidance that the USNA does not offer distance or correspondence courses.
5. Coordinate with departments to maintain a record of course equivalencies granted at
international institutions and make this record available to midshipmen and their advisers to
assist in course planning.

6. Approve any changes to the student's academic program that occur while the student
is abroad to ensure that any added courses are properly vetted by the appropriate academic
department and that the student’s modified plan follows academic policies and does not endanger
the student’s on-time graduation.

7. Ensure validation credit is processed in a timely manner in accordance with
Enclosure (1).

f. **PE Marking Office.** Utilize guidance as established in Enclosure (3) for midshipmen
studying abroad.

10. **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 Department of
the Navy/Assistant for Administration (DON/AA), Directives and Records Management
Division (DRMD) portal page at
https://portal.seanav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-
Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the
records disposition schedules, please contact your local records custodian or the USNA Records
Manager.

11. **Review and Effective Date.** Per OCPNAVINST 5215.17A, the Provost will review this
instruction annually on the anniversary of its effective date to ensure applicability, currency, and
consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using
OPNAV 5215/40 Review of Instruction.

[Signature]

A. T. PHILLIPS

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the USNA
Issuance Website, [https://www.usna.edu/AdminSupport/Inst/](https://www.usna.edu/AdminSupport/Inst/)
1. During selection, or the pre-approval, process:

   a. Advisors should discuss interest in the SSA program with their advisees starting at major selection in the Spring 4/C semester, encourage students who they feel would be strong candidates to consider the program, and guide program candidates towards decisions that will better prepare them for the program (such as moving forward courses that must be taken at USNA or that are part of a requisite-linkage sequence).

   b. Students who are applying to the program should at the same time reach out to their department through their academic advisers to express their interest in the program. Departments vary in how they vet and advise potential study abroad cases.

   c. Department chairs will recommend their majors who they feel would be good candidates for the SSA program. (The recommendation responsibility may be delegated to the department senior academic adviser). While the department is not expected to do an in-depth academic plan at the pre-approval stage, the chair (or their designee) may indicate particular approved programs or program characteristics (e.g. "must have ABET accredited program") that they see as an appropriate fit for the applying midshipman. Factors that the department should consider, include:

      (1) The maturity of the student and the motivation of the student to participate.
      (2) The student's other experiences with international travel. Encouragement should be given to students who have not already had such opportunities.
      (3) The academic progress of the student and how much flexibility the student has to adjust course sequencing without falling behind their matrix.
      (4) Whether or not the student is likely to require summer school to be eligible for the program, recognizing that summer school seats are limited.
      (5) The course offerings that are likely to be available at the programs of interest.

2. After notification for pre-approval for the semester study abroad program:

   a. Senior Academic Advisers or Department Chairs and midshipmen work with the International Programs Office to identify possible programs for study abroad and associated curricula available.

   b. The decision for which semester a midshipman will participate in the SSA program and which study abroad location is a collective decision made by the academic department, midshipman, chain of command, and the International Programs Office.

   c. Academic advisers and midshipmen identify foreign courses for potential USNA equivalency.
1. Midshipmen obtain study abroad curriculum as appropriate for evaluation and comparison to USNA courses.

2. Faculty consideration can be given to study abroad courses/curriculum that essentially meet some or most of the USNA courses/curriculum content or contact hours (i.e., a nominal 3 credit course has 45 contact hours. each "hour" defined as 50 minutes).

3. The Department Chair for the equivalent USNA course has the authority to decide whether or not a course offered abroad is worthy of the equivalency.

   a. Approval contingencies are not generally expected. If a department has a specific issue that must be addressed upon the student’s return, the department must attach a separate memorandum with departmental chair approval. These contingencies must be approved by the Associate Provost for Academic Affairs (APAA) prior to the midshipman’s departure, and are normally implemented as an “L” course in the semester after the student returns from abroad. (Once the need for an “L” course is established for a particular program, it can be repeated in future semesters without need for a memo).

   b. Return placement exams, if any, must be administered and graded prior to the end of the first week of the returning academic semester.

4. If a course abroad does not map well to a course taught at USNA but is deemed to be relevant in topical content and of sufficient depth to be a part of a student’s academic program, it can be assigned an experimental course number in the department that is most relevant to the course topic.

5. If a course abroad is taken by multiple midshipmen in the same year or in different years, it should map to the same course numbering at USNA. Differences in how it factors into a particular student’s matrix (e.g. counting towards a major elective or towards a language minor requirement) can be accounted for using “below-the-line” matrix notations.

   a. For some language programs where, multiple skill levels are taught separately but with the same course title, the international course sections may be designated with distinct labels as appropriate and each assigned a USNA equivalent structure.

6. The Student Academic Development Office will maintain a record of course equivalencies granted at international institutions and make this record available to midshipmen and their advisers to assist in course planning. Equivalencies that have been updated within the past three years may be used in a student academic plan without the need for additional approval. Such equivalencies should be noted as “SSA Table” on the academic planning form. Equivalencies that have not been updated in the past three years cannot use this notation and require the department to certify that the equivalency still applies.

7. Students are expected to be full-time students while abroad, and should therefore normally carry the equivalent of 12 to 15 college credit hours while abroad, 9 credits of which
must validate courses at USNA. Exceptions should be approved by the Student Academic Development Office.

8. The academic plan for STEM program midshipmen should normally include at least one 3-credit language course or one 3-credit course taught in the host country's language.

9. A student will not be approved to study abroad with an academic plan that would put them behind their matrix. Any exceptions must be approved by the APAA and they will be rare.

   a. If summer school is required for the academic plan, it must be taken in voluntary status.

   b. If a midshipman SSA would require a 0 Block cruise, a special request chit is required with a substantial justification. The request should go through the appropriate academic rep, PRODEV, and then to the Commandant admin process. (note that this will be true for any SSA program that starts during the Summer Block 2).

   d. Midshipmen must complete the Academic Planning Worksheet for USNA Semester Exchange or Semester Abroad during the timeline specified by the International Programs Office to record and gain approval for courses that will be completed during their SSA Program, and during their first return semester.

   e. Any student who is pursuing a language minor should have their SSA plan reviewed by the Languages and Culture department chair for approval that any courses intended to satisfy the minor language requirement meet the necessary criteria.

1. A student may validate up to two courses of the language minor requirement through Study Abroad.

2. While these courses would normally be language courses (FL or FX), a student may count one course towards the language minor requirement that maps to a USNA elective or major (i.e. not core) course with a prefix of HE, HH, FE, FP, NL or NP, if it is taught in the target language. This course may also satisfy a Hum/SS, Major or Free Elective matrix requirement for the student.

   f. Midshipmen will continue to pre-register and register with their classmates for the follow-on semester as if they were matriculating at USNA. This will be the fall-back plan should something fall through on the study abroad option.

   g. Once each course has been individually approved as well as the student's plan for their language minor, if applicable, the Department Chair or Senior Academic Adviser for the student's major should review the plan, verify that the courses are properly mapped to the student's matrix requirements and that that it is consistent with the policies described above and recommend approval if warranted.

Enclosure (1)
h. The School Leadership should also review the plan to ensure that it is consistent with academic policies.

i. The midshipman should submit the plan to the Student Academic Development Office (SADO) as directed.

j. Midshipmen who do not maintain the program eligibility standards will be removed from the program.

3. **Once the academic plan (Enclosure (2)) is approved and a midshipman is abroad:**

   a. The Midshipman will verify that the actual academic program plan is viable and that the indicated courses are available through the weekly report. This verification should be promptly communicated to the midshipman's academic adviser, senior academic adviser, department chair, the International Programs Office, and the Student Academic Development Office (SADO).

   1. If any changes are required, the midshipman must note this in their weekly report and submit the change of academic plan survey as directed by SADO.

   2. Midshipman may not make changes at any point to an approved academic plan without explicit approval from the Dean of Student Academic Development.

   3. If a midshipman's graduation timeline places the midshipman in jeopardy of not graduating on time and all in-country possible solutions have been exhausted, consideration can be given to returning the midshipman back to the USNA to complete the semester. If it is determined that the midshipman’s situation will require summer school upon return, that summer school would be voluntary with preference status (i.e. in lieu of leave).

   4. A midshipman may take courses beyond those that are approved in their academic plan, but they will not get validation credit for those courses if they were not approved following the procedures above. Midshipmen should inform SADO of all courses that they are taking abroad so that they can confirm that they are carrying a full academic load for the host institution, and so that we can update our records for the institution to facilitate future exchanges. Midshipmen should also collect as much “evidence” of their work in these courses as possible.

   b. Midshipmen are required to attend every scheduled class and exam while abroad. Requests to miss any such activities should be directed to the Director, IPO. Failure to attend classes or a scheduled exam while abroad will be handled as a Conduct offense and reported to the midshipman’s chain of command in Bancroft.

4. **Actions upon return to USNA after the study abroad program:**

   a. Midshipmen will submit information to the SADO as communicated by IPO upon returning from Semester Study Abroad.
b. If materials were requested as part of the pre-approval process, midshipmen will submit all requested feedback (syllabi, class work, assessment, course completion letter etc...) within the first week of the school semester. These materials will be used for future course validations.

1. Departments are responsible for updating the table of equivalencies for their courses for future planning.

c. Midshipman will submit any evidence of final grades as soon as available to IPO immediately upon their return. Midshipmen may be required to meet with the SADO.

d. The Student Academic Development Office will enter the conditional “validation credit” for the approved courses as soon as possible but NLT COB on Friday of the second week of the follow-on semester, unless a specific approved requirement delays validation (i.e. pending lab work). SADO will work with the registrar to verify and input validation credit prior to the add-course deadline for Midshipmen who have successfully completed a SSA course if academic departments have not identified an approved issue delaying validation.

e. The International Programs Office will obtain the official transcripts from the study abroad location and provide the results to the midshipmen, who will upload it as directed to SADO. SADO will approve final validations. Included in the communication from IPO will be an indication whether the course was passed if the grading scale is not on the traditional 4.0 scale (as utilized at USNA).

1. Midshipmen must earn the equivalent of a “C” grade or higher in courses abroad to validate a USNA course. Grades below the established equivalency requirements require APAA approval for validation credit.

2. If at any point in time it is determined that a midshipman failed to meet the minimum grade requirements for validation, as discussed above, the validation will be removed. Department Chairs may request that the APAA restore the validation after the midshipman completes remedial action, which may include subsequent coursework or the successful completion of a validation exam.

3. Grades will not be assigned for SSA courses. All study abroad courses will be processed as validation credit.

g. PE grades will be entered upon return from the semester by the Marking Office.

h. Conduct grades will be entered upon return from the semester by the Company Officers, in consultation with IPO. If a student does poorly academically as a result of poor behavior (e.g. skipping classes) then it should be reflected in the conduct grade.
ACADEMIC PLANNING WORKSHEET FOR STUDY AWAY FROM USNA

Submit to the Student Academic Development Office

MIDSHIPMAN INFORMATION

NAME: | DATE: | EXCHANGE SEMESTER: | ALPHA: | MAJOR: | CO: |
---|---|---|---|---|---|
ADVISER NAME: | ADVISER EXTENSION: | DEPARTMENT CHAIR NAME: | DEPARTMENT CHAIR EXTENSION: |
HOST INSTITUTION: | PROGRAM START DATE: |

COURSES YOU PLAN TO TAKE:

<table>
<thead>
<tr>
<th>HOST INSTITUTION COURSES</th>
<th>NAVAL ACADEMY EQUIVALENT COURSES FOR WHICH YOU HOPE TO EARN CREDITS</th>
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<tr>
<td>Designator</td>
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*If there is a course equivalency listed in the Table of Equivalencies that is recent (i.e. dated within the past 3 years), write "SSA Table" in this column. Department chair approval is not needed for the course equivalency.

ALTERNATE COURSES (IF NEEDED):

<table>
<thead>
<tr>
<th>HOST INSTITUTION COURSES</th>
<th>NAVAL ACADEMY EQUIVALENT COURSES FOR WHICH YOU HOPE TO EARN CREDITS</th>
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<td>Designator</td>
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Enclosure (2)
### ADDITIONAL ACADEMIC PLANNING FACTORS

| Does your plan require summer school to meet the requirement of staying even with your matrix? | □ Y □ N | If yes, list possible summer courses: |
| Does this program overlap with any summer training blocks? | □ 1 □ 2 □ 3 □ No overlap | Please take any overlap into account in your summer planning. |
| Are you pursuing a language minor? | □ Y □ N | Courses left after your return: |
| Verified by: (LCD Dept Rep Name and Initials): | |

### PRE-REGISTRATION PLAN FOR FOLLOWING SEMESTER @ USNA:

<table>
<thead>
<tr>
<th>Designator</th>
<th>Title</th>
<th>Credits @ USNA</th>
<th>Matrix Req</th>
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### SIGNATURES AND APPROVALS

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<tr>
<th>DEPARTMENT CHAIR OR SENIOR ACADEMIC ADVISOR (SIGNATURE):</th>
<th>PRINTED/TYPED NAME:</th>
<th>DATE</th>
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<tr>
<td>SCHOOL DEAN OR DESIGNATED REPRESENTATIVE (SIGNATURE):</td>
<td>PRINTED/TYPED NAME:</td>
<td>DATE:</td>
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<tr>
<td>FINAL VERSION APPROVED BY SADO (SIGNATURE)</td>
<td>PRINTER/TYPED NAME:</td>
<td>DATE:</td>
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Changes to the academic program at the host institution MUST BE APPROVED by the Dean of Student Academic Development
**PE DEPARTMENT GUIDELINES**

During preregistration or registration, enroll in the PE course appropriate to your class. When it is confirmed that you have a workable academic program at your host institution and it is nearly certain that you are going on exchange, follow the guidelines below:

**THIRD CLASS MIDSHIPMEN (Away During Spring Semester 3/C Year):**

1. Before leaving USNA, ensure that you are enrolled in PE299S, section 999EX.

2. PE299S, section 999EX, consists of a general elective (66%) and the PRT (34%). The PE elective course taken at other Academies will serve as the Spring Semester general elective grade. The most recent PRT score (Fall Semester, 3/C year) will be carried forward and will serve as the Spring Semester PRT grade.

3. Upon returning to USNA you will take PE 301 in the Fall and PE 302 in the Spring along with the rest of your class.

4. In Spring Semester, 1/C year, you will enroll in PE202, Personal Conditioning. This will replace one of your 1/C electives.

5. **SUMMER SCHOOL CLASSES AND VALIDATIONS:** You are still required to pre-register for the PE requirement in the Semester addressed above, just be sure to make the Marking Office aware of who your instructor was in the summer and that they Marking Office receives your final grade for the summer from that instructor- THIS IS YOUR RESPONSIBILITY. Upon the Semester in which you registered for the class, the Marking Office will ensure your summer school grade is inputted and will support you registering for another PE course. (This mainly applies to 2/C who complete swim classes over their 2/C summer before a Fall Semester abroad of their 2/C year)

**SECOND CLASS MIDSHIPMEN (Away During Fall Semester 2/C Year):**

1. Before leaving USNA, ensure that you are registered for PE399F, section 999EX.

2. PE399F, section 999EX, consists of a general elective (66%) and the PRT (34%). The PE elective course taken at other Academies will serve as the Fall Semester general elective grade. The most recent PRT score (Spring Semester, 3/C year) will be carried forward and will serve as the Fall Semester PRT grade.

3. Upon returning to USNA in the Spring, midshipmen must enroll in PE302, and participate in Martial Arts along with the rest of your class.

4. For the Fall Semester of your 1/C year, register in PE301. You must participate in PE301 in order to fulfill the swimming requirement missed while away from USNA. You are not to complete this requirement during remedial testing sessions! When you go to pre-register for PE301, the Registrar's Office should already have you preregistered for that course. If not, please contact the Academic Scheduler at asched@usna.edu to pre-register for PE301. You are not able to pre-register for this course on your own. Do not preregister for a PE4XX course.

Enclosure (3)
5. In the Spring Semester, 1/C, you will be back on track and will finish your PE curriculum with an appropriate Spring Semester PE course.

6. SUMMER SCHOOL CLASSES AND VALIDATIONS: You are still required to pre-register for the PE requirement in the Semester addressed above, just be sure to make the Marking Office aware of who your instructor was in the summer and that the Marking Office receives your final grade for the summer from that instructor—THIS IS YOUR RESPONSIBILITY. Upon the Semester in which you registered for the class, the Marking Office will ensure your summer school grade is inputted and will support you registering for another PE course. (This mainly applies to 2/C who complete swim classes over their 2/C summer before a Fall Semester abroad of their 2/C year)

SECOND CLASS MIDSHIPMEN (Away During Spring Semester 2/C Year):

1. Before leaving for the other Service Academies, ensure you are enrolled in PE399S, section 999EX.

2. PE399S, section 999EX, consists of a general elective (66%) and the PRT (34%). The PE elective course taken at other Academies will serve as your Spring Semester general elective grade. This elective will also take the place of one of your USNA 1/C PE electives. The most recent PRT score (Fall Semester, 2/C year) will be carried forward and will serve as the Spring Semester PRT grade.

3. Upon returning to USNA in the Fall of your First Class year, you must register for a 1/C PE Elective. This will be your one and only 1/C Elective taken at USNA.

4. In the Spring Semester, you will register for PE302 Martial Arts. You are not to complete this requirement during remedial testing sessions! When you go to pre-register for PE302, the Registrar's Office should already have you pre-registered for that course. If not, please contact the Academic Scheduler at acsched@usna.edu to pre-register for PE302. You are not able to preregister for this course on your own.

5. After completing PE302, you will have completed all PE graduation requirements.

6. SUMMER SCHOOL CLASSES AND VALIDATIONS: You are still required to pre-register for the PE requirement in the Semester addressed above, just be sure to make the Marking Office aware of who your instructor was in the summer and that the Marking Office receives your final grade for the semester from that instructor—THIS IS YOUR RESPONSIBILITY. Upon the Semester in which you registered for the class, the Marking Office will ensure your summer school grade is inputted and will support you registering for another PE course. (This mainly applies to 2/C who complete swim classes over their 2/C summer before a Fall Semester abroad of their 2/C year)

Enclosure (3)
FIRST CLASS MIDSHIPMEN (Away During Fall Semester 1/C Year):

1. Before leaving for the other Service Academies, ensure you are enrolled in PE499F, section 999EX.

2. PE499F, section 999EX, consists of a general elective (66%) and the PRT (34%). The elective course taken at other Academies will serve as the Fall Semester general elective grade. The most recent PRT score (Spring Semester, 2/C year) will be carried forward and will serve as the Fall Semester PRT grade.

3. Upon returning to USNA in the Spring, you will rejoin your class and choose the appropriate 1/C Elective for the Spring Semester.

GOING TO A FOREIGN SERVICE ACADEMY OR CIVILIAN SCHOOL FOR SEMESTER STUDY ABROAD (SSA)?

The same guidelines provided above apply to you, except if you did not take a PE class while away, your PE grade will consist of your previous Semester PRT grade only.

CLASS YEAR AND SEMESTER BREAKDOWN FOR SEMESTER EXCHANGE/ABROAD PROGRAMS:

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<tr>
<th>3/C, SPRING SEMESTER AWAY</th>
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<td><strong>SPRING</strong></td>
<td>PE299S, SECT 999EX</td>
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</tbody>
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Ms. Kristine Morrissey  
Office of Academic Advising, Mail Stop 10g  
589 McNair Road, Annapolis, MD 21402  
Phone: 410-293-1597  
Email: morrisse@usna.edu

Dear Professor ___________________,

We are pleased that our midshipman could spend a semester abroad at your institution.

The United States Naval Academy needs to make a record of all transfer credits by the second week of each semester. Unfortunately, this is normally too early for the official grade reports or transcripts to be generated and received by the Naval Academy.

We would appreciate it if you could indicate below if the midshipman passed your course based upon your records at the end of the semester; or has a passing grade at the time the midshipmen needs to return early to the US before the end of your semester.

This information will be verified against the official grade report/transcript that follows and will assist in ensuring the appropriate course selection for the following semester.

Thank you for your assistance.

Midshipman Name: ____________________________________________

Local Class title ______________________________________________

USNA equivalent ______________________________________________

Student expected to earn a passing grade ___ Yes ___ No

Professor's signature __________________________________________

Professor's email address: _____________________________________

Date: __________________________

Sincerely,

Kristine Morrissey, M.A.  
Student Academic Development  
Provost’s Office, USNA

Enclosure (4)