



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

PROVOSTINST 1531.59C  
2/APAA  
4 Dec 2020

PROVOST INSTRUCTION 1531.59C

From: Provost, U.S. Naval Academy

Subj: MAJOR SELECTION AND COURSE ENROLLMENT

Ref: (a) ACDEANINST 1531.39 Academic Advising and Mentoring  
(b) ACDEANINST 1531.57 Plebe Academic Handbook  
(c) ACDEANINST 1531.202 Majors Academic Handbook  
(d) The Defense Language Transformation Roadmap, DOD (FEB, 2005)  
(e) ACDEANINST 1531.9 Language Minor Policy

Encl: (1) Major Change Request Form  
(2) Senior Academic Adviser Endorsement Form

1. Purpose. To publish instructions regarding the majors program and enrollment in courses.
2. Cancellation. ACDEANINST 1531.59B. No special markings appear because this instruction is a significant revision and should be read in its entirety.
3. Background. This instruction serves as a guide for midshipmen, faculty, and administration for the processes for major selection, major changes, dual majoring and course enrollment.
4. Curriculum and Academic Course Requirements. The majors program curriculum is described online at [www.usna.edu/Academics/Majors- and-Courses/index.php](http://www.usna.edu/Academics/Majors-and-Courses/index.php). Individual courses can be also found online at <http://www.usna.edu/Academics/Majors-and-Courses/Course-Catalog.php>.
5. Major Selection
  - a. The major selection process is overseen by the Majors Assignment Review Board (MARB), which consists of the Dean of Student Academic Development (DSAD), the Deputy Directors of Advising, the School Senior Academic Advisers, the Registrar, and the Associate Deans of the Schools.
  - b. During the second semester of 4/C year, the Associate Provost for Academic Affairs (APAA) will open the MIDS major declaration module to allow 4/C midshipmen an opportunity to indicate their academic major preferences.
  - c. Immediately following the major preferences declaration period, the MARB will convene to review student preferences and to finalize major assignments, considering student preferences,

resource limitations, student academic records, and the needs of the Navy. The MARB may reach out to midshipmen for further information should they deem it necessary.

d. If a midshipman wishes to appeal the decision of the MARB they should submit that request to the APAA by the end of the 4/C spring exam period.

6. Academic Advisers. Midshipmen are assigned a faculty member to serve as a Plebe Academic Adviser during the plebe summer and fall semester. Midshipmen are subsequently assigned advisers in their major after major declaration. Midshipmen will contact their academic advisers as soon as possible after their advisers have been assigned and will seek the counsel of their advisers whenever academic difficulty is experienced or decisions regarding a midshipman's academic program must be made. Academic advisers are expected to become acquainted with the midshipmen assigned to them, to contact their advisees prior to pre-registration, to monitor their general academic progress, and to offer timely guidance. Advisers are expected to be familiar with general regulations concerning the academic program and specific regulations pertaining to the major program for which they give counsel. References (a), (b), and (c) are important resources for academic advisers in counseling midshipmen.

#### 7. Change of Major

a. To be considered for a change of major, at any time, a midshipman must submit a Major Change Request, see enclosure (1), to the APAA, via their Company Officer, the Senior Academic Adviser (SAA) or Department Chair of the current major, and the SAA or Department Chair of the requested major. The request must be completed in consultation with the MIDN's academic adviser.

(1) The SAA or Department Chair of the desired major will attach enclosure (2), along with a matrix showing the midshipman's academic record displayed in the desired major together with an indication of any deficiencies and a plan to resolve them.

(2) The deficiencies and course sequencing necessary for the major change, including semester credit-loads as well as the number of courses behind, must be explicitly explained on the matrix. The application must clearly indicate all of the changes necessary to facilitate the change of major.

(3) If summer school is necessary to be on track in the desired major, the summer school course(s) will be taken in voluntary status unless the midshipman otherwise qualifies for mandatory summer school status.

(4) The Major Change Request packet should also include a Midshipman Record Change Card (MIDRECC) with the new adviser as well as the courses to drop and add will also be attached.

b. Normally, no major change requests would be considered until after the Drop Date of the 3/C Fall.

c. A major change will be considered as early as the Brigade reform period preceding the 3/C Fall, up until the “Add Date” of the 3/C Fall, if and only if, all of the following criteria are met

(1) The desired major must be at no more than 90% of its enrollment capacity.

(2) The student has not already changed majors since the initial assignment.

(3) The student would be at a significant disadvantage if they had to wait until the end of the semester to make the change, as determined by the Senior Academic Adviser for the desired major. (This would be the case, for example, if the desired major has a course sequence that must begin in the fall of the 3/C year to allow for on-time completion of the major due to course offering times and requisite linkages).

d. From the Drop Date to the last day of classes for the Fall 3/C semester, major changes will be considered if, and only if, the following criteria are met:

(1) The desired major must be at no more than 90% of the enrollment capacity.

(2) The student has not already changed majors since the initial assignment.

(3) Making the change before the end of the semester will not trigger an Academic Board case due to being two or more courses behind in the new major. (If this is not the case, the major change could be “approved for delayed implementation” after the end of the fall semester so that the student can pre-register and register for the courses in their desired major but not trigger an Academic Board review).

e. Requests in the 3/C Fall that do not meet the criteria laid out above are considered “Pending” at the end of the semester and will need to be considered by the MARB.

f. Pre-registration and registration for the 3/C Spring semester will be done in the current major, not in anticipation of approval for a major change.

g. The APAA will contact all midshipmen with pending major change requests shortly after the end of the Fall semester to let them know the dates for the Advisory Boards.

h. The MARB will consider all pending major change requests between the end of the 3/C fall semester and the start of the 3/C spring semester. If a major change is approved, the midshipman will be required to report to the Advisory Board to ensure scheduling changes (major, adviser, and courses) as well as meet with the new major’s SAA to verify their future academic plan. The MARB may also request to interview the mid at the Advisory Boards if they require further information before making their decision.

i. Major change requests in the spring of the 3/C year and beyond will be considered immediately upon submission.

8. Completion of a Major. Satisfactory completion of all courses in the designated matrix for a given major is a requirement for graduation. At the end of the spring semester, the Registrar will verify successful completion of the matrix and attainment of the required overall average (CQPR) of 2.0. A 2.0 major CQPR is required to graduate with the attempted major. Midshipmen are required to maintain 15 credit semesters unless approved by the Academic Board. One or two credit courses (28X and 48X designators) not included in the major matrix cannot be used to reach the 15-credit minimum in any semester (including, but not limited to STEM, MGSP, or Language one-credit courses).

#### 9. Dual Majors

a. Course Requirements. To be awarded a second major, a midshipman must complete all the requirements in both majors. In the major course category of the second major, at least *five* of the courses, totaling a minimum of 15 semester credit hours, must be taken above and beyond the requirements of the primary major (typically, these appear below-the-line in the primary matrix). At least four of these five courses must be at the 300 level or above. The completion of a second major does not constitute eligibility for a second degree, but both majors will be noted on official transcripts and the diploma. It is imperative that a midshipman attempting a dual major does not do so at the expense of the first major. A midshipman will not be permitted to fall behind his first major in pursuit of a second major.

b. Dual Academic Advisers. A midshipman is automatically assigned an academic adviser for the primary major. Those who pursue a second major must report the intention to pursue the second major to the department concerned and may request an additional adviser in the second field (which is typically the SAA for the second major). The Chair or SAA for the second major must notify the Registrar of the student's intention to pursue a double major.

c. General Majors. General Engineering will not be a second major for midshipmen who complete another engineering major. General Science will not be a second major for midshipmen who complete another major in mathematics or science.

#### 10. Pre-registration and Registration

a. Pre-registration. The APAA will publish a notice with the times and procedures for pre-registration and registration. The purpose of pre-registration is to permit midshipmen to indicate their selection of courses for the next semester and to provide information to the departments so that they may plan for the next semester. Midshipmen are responsible for seeking counsel from their advisers and pre-registering on time. Midshipmen may pre-register or be registered only for those courses approved by their academic advisers. Advisers should verify course selection for all of their advisees after pre-registration is complete. Midshipmen attempting to pre-register for more than 23 credit hours must have approval of the APAA, the DSAD, or the appropriate Deputy Director of Academic Advising (DDAA) for their class year. Failure to do so will result in a loss of scheduling privileges.

(1) Midshipmen normally should only pre-register for core courses in the class year and semester prescribed by their major's matrix. Students who are taking a core course behind or in-

line with their matrix will always have priority over students who are seeking to take the course ahead of their matrix.

(2) Company Officers will assist with ensuring the timely pre-registration of midshipmen in their company. If a midshipman fails to pre-register on time, the Registrar will deny registration privileges to that midshipman and instead register that midshipman directly without regard to the midshipman's preferences. Failure to pre-register will require an adviser sending a MIDRECC request to the Registrar for courses needed that are not at capacity.

b. Registration. The purpose of registration is to get every midshipman a schedule with the courses they have selected through pre-registration. There may be an opportunity to allow midshipmen to provide their preferences for instructors and schedules, but student preferences are secondary to the necessity of providing schedules to all midshipmen.

(1) The APAA, the Commandant, and the Director of Athletics may designate certain midshipmen to be scheduled so that they have no classes during certain periods because of:

- a. The demands of assigned activities and duties within the Brigade organization.
- b. Scheduling limitations imposed by participation in certain varsity sports.

(2) Course changes between pre-registration and registration should be initiated by the midshipman's academic adviser. In the event a course will not be offered (due to low enrollment), the department dropping the course must email the Registrar and all impacted midshipmen's advisers so the midshipmen will not fall behind their matrix; this allows the adviser to add an alternate course.

11. Changes to Academic Program after Registration. Because the academic program at the Naval Academy is very tightly constrained, midshipmen and their advisers are cautioned to avoid any changes to a midshipman's academic program which will put that midshipman behind the prescribed matrix for his/her major; that is the number of courses not the order as listed on the matrix. To make changes in their academic programs, midshipmen must consult with their academic advisers and have their academic adviser submit the appropriate Midshipman Record Change Card (MIDRECC). The midshipman should not ask the Registrar directly to drop the course.

a. Course drops. A course drop is only permitted if it does not put the midshipman behind in their matrix and if it occurs prior to the approved "Drop Date" (which occurs prior to the end of the week in which second marking period grades are posted). A course drop will not be permitted if it puts the midshipman below the minimum of 15 credits hours of course study for the semester. The APAA or DSAD may approve course drops due to extenuating circumstances.

b. Course adds. To add a course or change courses, the midshipman's adviser must send a MIDRECC card before the approved "Add Date" (which occurs prior to the 15th calendar day of semester). If the change requires a section overmax, the impacted department chair or scheduling faculty member must be copied and have previously approved the overmax. After the Add Date

a course may be added only with the approval of the APAA.

c. Change of Section. Changes of course section to select or avoid a particular instructor are not allowed unless the midshipman had the instructor previously. They are also not allowed purely for the purposes of scheduling convenience. Section changes need department chair approval for each impacted course.

12. The Academic Workload. The academic workload for a semester is specified in the matrix of each major program. The minimum academic workload in any semester for a midshipman is 15 semester hours. Waivers of this requirement, for medical or other immediate issues, must be approved by the APAA or the DSAD. If approved, taking fewer than 15 credits normally will result in a overall order of merit (OOM) penalty. Midshipmen may not carry an academic load in excess of 23 semester hours without the consent of the APAA.

13. Auditing a Course. In general, we do not permit auditing courses. Class visitations are permitted, but normally no more than three visits are allowed.

14. Validation. The process by which credit is awarded for previous work equivalent to that covered in courses in the Naval Academy curriculum is known as validation. The Naval Academy's Validation Policy is described on [www.usna.edu/Academics/Candidate-Information/Course-Validation-Policy.php](http://www.usna.edu/Academics/Candidate-Information/Course-Validation-Policy.php). Any academic course in the curriculum (except SM005 and HE101) may be validated. Many validations occur during fourth class summer. However, validation may take place at any time mutually convenient to the department and the midshipman. Arrangements for validation are to be made by the midshipman with the chair of the department teaching the course.

a. Revoking Validation. Validation of a course may be revoked either at the request of the midshipman or the academic department giving the course, if the midshipman's progress in a sequential course indicates the need for reversion to a lower-level course. This action requires approval of the midshipman's academic adviser and the chair of the department concerned. Validation is also removed from the midshipman's record upon enrollment in and completion of the validated course or an equivalent course, as determined by the department involved.

15. Foreign Language Placement. The Languages and Cultures Department has committed itself to broaden and deepen the competency of midshipmen in foreign languages and cultures in order to meet the requirements of the Department of the Navy in reference (d). Therefore, prior to arrival at the Naval Academy each year as plebes, all students will be given the opportunity to take a placement exam in any language taught at the Naval Academy for which they have self-assessed as having experience. Based on the results of this exam, the Languages and Cultures Department will place each student into a course level that corresponds with their language ability. Depending on their scores, midshipmen may receive up to two course validations at the 100 level, which may also be used towards a language minor in accordance with reference (e). In addition, a student's language placement level may be annotated on the curriculum matrix.

16. Repeated Courses. Courses in which a grade lower than a C has been assigned may be repeated for credit with the permission of the APAA or DSAD. The grade achieved upon

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repeating a course, or completing an equivalent course as determined by the department involved, replaces the original grade for the course in the computation of the Cumulative QPR and the Professional/Military Cumulative QPR. Repeating a course should be done in the immediately following semester, and it is not likely to be approved after the midshipman has successfully completed a follow-on course. Exceptions may be made if the repeated course is in that student's major program of study. A student may not repeat a course to raise a grade of C or better.

17. Readmitted Midshipmen. When a midshipman is readmitted to the Naval Academy after separation, assignment to the appropriate class is determined by the Academic Board upon the recommendation of the Provost and the Dean of Admissions.

#### 18. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series 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.secnav.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 manager or the DON/AA DRMD program office.

19. Review and Effective Date. Per OPNAVINST 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.



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/>

MAJOR CHANGE REQUEST FORM

Date: \_\_\_\_\_

From: MIDN \_\_\_/C \_\_\_\_\_ alpha: \_\_\_\_\_

To: Associate Provost for Academic Affairs

Subj: REQUEST FOR A CHANGE OF MAJOR

Via: (1) Academic Adviser \_\_\_\_\_

(2) Company Officer \_\_\_\_\_

(3) Senior Adviser or Chair of Current Major \_\_\_\_\_

(4) Senior Adviser or Chair of Proposed Major \_\_\_\_\_

Encl: (1) My Current Major Matrix (from MIDS)

(2) My Proposed Major Matrix (from MIDS)

(3) MIDRECC

(4) Senior Academic Adviser Endorsement Form

1. I request to change my major from \_\_\_\_\_ to \_\_\_\_\_,  
because \_\_\_\_\_

2. I recognize that, at the end of any semester, if I am 2 or more courses behind in my major, I will be separated from the Naval Academy unless retained by the Academic Board.

3. I have identified the deficiencies and course sequencing necessary for the major change and this major change will not impede my ability to graduate on-time.

4. I \_\_\_\_\_ (do / do not) request voluntary with preference summer school, which is in lieu of leave to get caught up with my matrix.

5. If I am making this request before the Drop Date of the Fall 3/C semester, I request early consider consideration because \_\_\_\_\_

6. I'm prepared to attend the Advisory Boards (dates are consistent with the Academic Boards dates on the Academic Calendar), if necessary, to meet with the Senior Academic Adviser of my new major to ensure scheduling (courses, adviser, and major) are changed and (if needed) I am added to summer school in lieu of leave.

7. I have attached my current and proposed major matrices.

Very respectfully,

\_\_\_\_\_  
MIDN

\_\_\_\_\_  
USN

SENIOR ACADEMIC ADVISER ENDORSEMENT FORM

Date: \_\_\_\_\_

From: Senior Adviser, Major

To: Associate Provost for Academic Affairs

Subj: SENIOR ACADEMIC ADVISER ENDORSEMENT FORM FOR MIDN

- \_\_\_\_\_
1. Forwarded, recommending \_\_\_\_\_ (approval / disapproval).
  2. Most recent CQPR: \_\_\_\_\_
  3. Academic issues discussed relative to major change:
  4. Registration Changes.
    - a. Drop:
    - b. Add:
  5. Summer School \_\_\_\_\_ (is / is not) required. If so, course recommended (will be in voluntary with preference status):
  6. Progress on new major matrix (#/#), list number of courses behind.
  7. List specific pre-requisite or course sequencing constraints.
  8. New Adviser information:
    - a. Adviser:
    - b. Office:
    - c. Phone:
    - d. Email
  9. Additional comments: