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
     (c) COMDTMIDNINST 4653.1T

Encl: (1) Academic Planning Guidance for Faculty Advisers and Midshipmen
      (2) USNA 5700/1 Exchange Program – Academic Planning Worksheet Sample
      (3) Service Academy Exchange Program / Semester Study Abroad Program PE Department Guidelines for USNA Midshipmen

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.** PROVOSTINST 5700.2I.

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.

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

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

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

(3) For heritage speakers of Italian, Korean, and Portuguese: as tested and evaluated by the Languages and Cultures Department, or

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

b. Midshipmen wishing to participate in Semester Study Abroad (SSA) programs must meet the following criteria:

(1) Overall CQPR of 3.0 or better, and a SQPR of 3.0 or better in the semester immediately preceding the planned semester abroad. This requirement can be waived for Language and Foreign Area Studies majors seeking to study abroad in their language of study with the recommendation of the Languages and Cultures Department, as long as their CQPR is 2.7 or better.

(2) Conduct grade of B or better in the previous semester.

(3) Physical Education grade of C or better and PRT grade of C or better in the previous semester.

(4) Positive endorsements from company and battalion officers.
(5) Positive support by their academic department for pre-approval and final approval by the Student Academic Development Office (SADO) of the midshipman’s academic plan for the semester abroad.

(6) United States citizenship.

(7) Approval by the Academic Dean and Provost and the Commandant of Midshipmen.

(8) No unresolved incompletes for any academic, physical education, PRT, and conduct requirements prior to departing for a semester abroad program.

(9) No participation in another exchange program such as the Service Academy Exchange Program (SAEP).

c. Applicants who fail to meet any criterion in 6.b 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, and waiving these requirements is rare.

d. In order to make these opportunities available to as many midshipmen as possible, a midshipman will normally only participate in one program sponsored by the International Programs Office. 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 apply for multiple programs, but they must choose one program and forego other options before final approval for any program.

(1) In rare circumstances as recommended by the Languages and Cultures Department via IPO and confirmed by 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.

(2) An exception may also be granted for well-supported programmatic reasons related to Foreign Area Studies or language majors.

e. A student who participates in any semester exchange program is not eligible for the Voluntary Graduate Education Program (VGEI).

f. 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. Establishing the Cohort Size

a. Prior to the start of the fiscal year, the Director of the International Programs Office will establish the SSA budget based on available funding. This will be proposed to the Associate
Provost for Academic Affairs 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.

8. Student Phases for Semester Study Abroad

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. Application Phase: Following the open house, the SSA application will be available on MIDS for approximately two weeks.

(1) The International Programs Office will receive the applications and will solicit input from the chain of command and academic departments.

(2) The SSA Selection Committee, which consists of representatives from the International Programs Office, the Chair of the Languages and Cultures Department, the Associate Provost for Academic Affairs, and one representative from each School, reviews the applications and other data and determines which students to consider for the next stage.

(3) The International Programs Office will inform students by October as to whether or not they have progressed to the Interview Phase.

(4) Midshipmen who are not invited to the Interview Phase may apply again for the following academic year (not the following semester), if timing allows and their advisor concurs.

c. Interview Phase: Interviews with the International Programs office take place in late October.

(1) Following the Interviews, the SSA Selection Committee will meet again to determine which students will progress to the Planning Stage.

(2) The International Programs Office will inform students before Thanksgiving as to whether or not they have progressed to the Planning Phase.

(3) Midshipmen who are not invited to the Planning Phase may apply again for the following academic year (not the following semester), if timing allows and their advisor concurs.

d. Planning Phase:

(1) Midshipmen will attend an initial meeting to receive an overview of the process, including expectations and constraints, to be held by personnel from the IPO and SADO.
(2) Midshipmen in the planning phase will work with their academic department and the SADO to prepare an academic plan following the procedures described in Enc. (1) using the Academic Planning Worksheet in Enc (2). Midshipmen will work with their Senior Advisor of their home Departments to discuss appropriate programs and semester preference. The Senior Advisor’s signature to the draft worksheet indicates that the academic plan, if followed, will return the student on track with the major’s matrix.

(3) Midshipmen will submit the signed draft academic worksheets to the SADO by the second Friday of October for the spring cohort and by the second Friday of March for the fall cohort.

(4) In parallel, midshipmen will work through other requirements for study abroad with the guidance of IPO, such as documentation requirements, visa applications, and applications to programs of interest.

(5) Midshipmen are academically approved to move to the Logistics Phase if they receive an Academic Contract from SADO. Midshipmen who do not receive an Academic Contract will be deferred to the following semester, deferred to a different program, or taken out of the SSA pool.

e. **Final Logistics Phase:** In this phase, midshipmen have received approved academic contracts and all approvals from Departments and Chain of Command. Payments have been processed to support their study abroad, but midshipmen have not yet left for the program.

   (1) Midshipmen must be screened by BMU to ensure that they are medically fit for the program, and will receive any vaccinations required of the program.

   (2) Changes to the approved academic contract can be made during this phase only if new information published by the program shows a need to do so. Midshipmen can request a new review of their plan by SADO by following the instructions in Enclosure 1 of this document.

   (3) Midshipmen must continue to be responsive in this time to requests for action or information from IPO and SADO.

f. **Abroad Phase:** This is the phase when midshipmen are in country.

   (1) Midshipmen must continue to be responsive to requests for action or information from IPO, including timely submission of weekly reports.

   (2) Midshipmen are expected to complete the courses that comprise the academic contract as determined during the Planning Phase. Deviations from the contract will be approved only in cases of institutional inability to accommodate the plan, not for midshipman convenience or preference.

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1 The Academic Planning Worksheet can also be found at https://docs.google.com/document/d/18Xtef4pNygAR_IfFjpNzvU2joRIWzwqN/edit
(3) Midshipmen are representing the U. S. Naval Academy and the Naval Service in their time abroad, and must remain in compliance with MIDREGS throughout their engagement in this program.

(4) Midshipmen who do not follow 1-3 in this section may be returned to USNA and face consequences based on the severity of the action abroad (for instance, cheating in class abroad would be given the same consideration as cheating in class at USNA).

(5) The IPO may pull a student from the program at any time up through the Abroad Phase if there are significant concerns about the student’s health and welfare, behavior, or ability to graduate and commission.

g. **Return Phase:** Upon returning from the study abroad semester, a midshipman is expected to return to the Brigade and reintegrate to USNA.

   (1) Midshipmen must follow reporting, debriefing, and other instructions by the IPO, including submission of final paperwork and receipts.

   (2) Midshipmen must follow academic reporting, debriefing, and other instructions by SADO, including submission of a complete file of official transcripts immediately upon receipt of same.

9. **Responsibilities:**

   a. **International Programs Office**

      (1) Communicate with institutions abroad to establish dates of attendance, curriculum, costs, and application processes and points of contact.

      (2) Provide information on locations in regard to entry documents, requirements for Country and Theater clearance, and Force Protection issues.

      (3) Establish contact with Defense Attache Offices at US Embassies abroad to receive approval for semester length stays and contact by midshipmen once in residence.

      (4) Prepare midshipmen for travel, including country clearances, VISAs and government passports when required.

      (5) Collect weekly reports, After Action Reports and Stewardship letters from participants. Provide copies of the After Action Report to SADO, APAA, Provost, and Commandant.

      (6) Obtain full official transcripts from abroad and upload to Google Drive folder shared with SADO, notifying SADO when doing so.
(7) Serve as focal point for internal and external stakeholders in support of midshipmen selected for SSA.

(8) Provide budgetary logistical, administrative and training support as required for international travel and programs.

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

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. In consultation with the Student Academic Development Office, Department Chairs must 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. 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, provide evaluations of, and recommendations concerning, 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.

e. **Student Academic Development Office**

(1) Review submitted plans, which includes verifying that the course(s) are on the Table of Equivalence (TOE), review syllabi with appropriate department leadership for new course validations and requirement mapping, and verify with department leadership that the student remains on track in their major matrix.

(2) Generate Academic Contracts and provide them to Midshipmen selected for transition to the Logistics Phase. Collaborate with department leadership to obtain approval or disapproval for Academic Contracts prior to departure.

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

(4) Review any necessary changes to the student’s academic program when the student is abroad by vetting changes with the appropriate academic department to ensure that the modified
plan follows academic policies and does not endanger the student’s on-time graduation. Provide final guidance to the midshipman on any changes.

(5) Reinforce USNA’s academic policies and expectations. For example, an online course is not generally accepted for credit at USNA without extenuating circumstances.

(6) Coordinate with departments to maintain a record of course equivalencies granted at international institutions and matching validations at USNA. Publish this record so it is available to all faculty and midshipmen who need to access it.

(7) In conjunction with IPO, make necessary adjustments to the academic contract based on a target institution’s inability to provide midshipmen enrollment in approved courses. Adjustments to enrollment will not be accepted for student preference or convenience.

(8) Ensure validation credit is processed in a timely manner in accordance with Enclosure (1). Confirm official transcripts show courses taken on students’ approved or updated contract match, and record official validations. If no official transcripts are available before the last day to add classes for the semester, record conditional validations and then update when transcripts are received.

(9) Evaluate grading scales at host institutions to guarantee that appropriate validation at USNA is granted under local grading norms. Variations on validation requirements will be communicated to midshipmen, IPO, and department chairs as information becomes available, but no later than departure of a student for a host institution.

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


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.seacnav.navv.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 OPNAVINST 5215.71A, the Associate Provost for Academic Affairs 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. This will automatically
expire 5 years after the effective date unless a) it was reissued or canceled prior to the 5-year anniversary date or, b) an extension was granted.

S. L. FIREBAUGH
Provost
Academic Planning Guidelines for Faculty Advisers, Senior Advisers or Department Chairs, and Midshipmen

Midshipman engagement with the semester study abroad (SSA) program is dictated by PROVOSTINST 5700.2J, which defines the phases of the application process. This document contains guidance for midshipmen and faculty throughout the various phases.

1. During the Application Phase:

   a. Advisers 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 using a rubric provided by the International Programs Office (IPO). The recommendation responsibility may be delegated to the department senior academic adviser or other departmental designee. 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 and students must add the summer class in MIDS after spring break when the module opens.

       (5) The course offerings that are likely to be available at the programs of interest.

2. During the Planning Phase:
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) Department Chairs recommend equivalencies for courses in their disciplines, but those courses must be comparable in level and credit/contact hours to the USNA course.

(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.

(6) 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.

Enclosure (1)
(7) 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. 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.

(8) 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 must be approved by the Student Academic Development Office.

(9) 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 if that language is not English.

(10) 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. Such approvals are rare.

   (a) If summer school is required for the academic plan, it must be taken in voluntary status which implies that the student completes their fleet cruise and a PTE during 2 summer training blocks; not to include 0 block.

   (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 meet with their home department's Senior Academic Advisor or other departmental designee to create a plan using the Academic Planning Worksheet (Encl (2))². This worksheet along with other required information must be submitted on the timeline specified by SADO in PROVOSTINST 5700.2J. Midshipmen must provide any additional information requested, and are only cleared for the next phase of the SSA once an academic contract is approved by SADO.

e. 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.

f. 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

² The Academic Planning Worksheet can also be found at https://docs.google.com/document/d/18Xtef4pNygAR_lFjipNzvU2joRIWzwqN/edit

Enclosure (1)
minor language requirement meet the necessary criteria. A student may validate up to two courses of the language minor requirement through Study Abroad.

g. Midshipmen will continue to pre-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. However, they should only pre-register for the minimum number of courses to remain on-track with their major’s matrix and at or above 15 credits.

h. 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.

i. The School Leadership should also review the plan to ensure that it is consistent with academic policies.

j. The midshipman should submit the plan to the Student Academic Development Office (SADO) as directed. SADO will review the plan and, if approved, provide the student with an Academic Contract, allowing them to move to the Final Logistics Phase per PROVOSTINST 5700.2J.

3. During the Final Logistics Phase

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

b. The Final Logistics Phase is described fully in PROVOSTINST 5700.2J. If all conditions are met and the student travels, they enter the Abroad Phase.

3. During the Abroad Phase:

a. Once abroad, the Midshipman will register for the courses listed in the contract and verify registration in the Weekly Report. Students are expected to take the courses on their approved Academic Contract.

   (1) Changes to the courses listed on the Academic Contract will be considered only if:

      (a) the host institution is unable to offer the course - or

      (b) the course is not available to the student due to scheduling issues - or

      (c) the host institution’s language evaluation requires a change.

   (2) If a course change is required, midshipmen must contact SADO and copy the Senior Advisor explaining the reason for the change and suggesting a replacement. Course replacements
should be selected in this order: a) from the 'alternate courses' listed in the academic contract b) from the Table of Equivalencies, or c) from the host institution's catalog. If 'c' then a syllabus in English must be sent with the request. The final approval for a change to the Academic Contract must be received from SADO in order for the midshipman to proceed. Midshipman may not make changes at any point to an approved Academic Contract without explicit approval from the Student Academic Development Office.

(3) If a midshipman’s graduation requirements and achievable course load at the host institution place the midshipman in jeopardy of not graduating on time, 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) and the student should complete a fleet cruise and a PTE during a 4 week block. If a student returns 2 behind and triggers an Academic Board, the summer class will not be in mandatory status.

b. 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 and are expected to bring syllabi and course assessments back to departments for verification of credit for future SSA validations.

c. Midshipmen are required to attend every scheduled class and exam while abroad. Requests to miss any such activities should be directed to the IPO Director. 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.

d. While abroad, midshipmen will pre-register for the following (USNA) semester on the timeline for their USNA class.

4. During the Return Phase:

a. Midshipmen in the fall cohort will attend Advisory Boards in January to inform SADO of any issues with courses taken abroad and/or schedule changes needed for the spring.

b. Midshipmen will submit the following to SADO within two weeks of returning from abroad for the spring cohort and within two weeks of the start of the next USNA semester for the fall cohort.

(1) Pre-approval Requirements. 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. Departments are responsible for communicating to SADO if the table of equivalencies for their courses needs to be updated for future planning.
(1) Grades. Midshipmen must provide data on grades from the semester abroad as soon as possible. Data provided must include all available information, including final numerical grade as well as the letter grade assigned at the host institution.

(a) Midshipmen will self-report grades (or estimates, if formal grades are not yet available) in the After Action Report, which is collected by IPO and shared with the APAA, the Provost, and the Commandant of Midshipmen.

(b) Midshipman will submit any evidence of final grades as soon as available to IPO and SADO immediately upon their return or subsequent receipt of such grades. Midshipmen may be required to meet with the SADO if grade data are not received before the last day to add classes of the return semester.

c. The International Programs Office obtains full official transcripts from abroad and uploads to a shared folder with SADO, notifying SADO when doing so.

d. SADO will approve and process final validations.

(1) SADO will enter the conditional “validation credit” for the approved courses as soon as possible 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.

(a) In most circumstances, midshipmen must earn the numerical equivalent of a “C” grade or higher in courses abroad to validate a USNA course. Grades below the established equivalency requirements require either APAA approval or a local validation test in order to achieve the local validation. In cases of extreme variation from local grading norms at host institutions, the SADO may specify other requirements on the host-institution grade for validation credit. Such variations in requirements will be established no later than the departure of the midshipman for the host institution.

(b) Courses taken while overseas will be used to determine eligibility for Movement Orders and Excusals, per reference (c). Adjustments to the required performance may be modified, as discussed in 4.f.1. Midshipmen will be declared academically UNSAT using equivalent criteria to those established for midshipmen at USNA, per reference (c).

(c) 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.
(d) Grades will not be assigned for SSA courses. All study abroad courses will be processed as validation credit.

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

f. 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 will be reflected in the conduct grade.
# ACADEMIC PLANNING WORKSHEET FOR SSA, SAEP, HBCU EXCHANGE

Use this planning worksheet for USNA’s exchange semester study away academic plans.

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**COURSES YOU PLAN TO TAKE:**

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Enclosure (2)
### Host Institution Courses

<table>
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<tr>
<th>Designation (if there is one)</th>
<th>Credit(s) @ Host</th>
<th>Designation at USNA</th>
<th>Title at USNA</th>
<th>Credits @ USNA</th>
<th>Matrix fill e.g. MAJ EL 1; HUM/SS EL 2; or N/A</th>
<th>Return Lab? (Y/N)</th>
<th>On Table of Equivalencies? (Y/N)</th>
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### Alternate Courses:

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<th>Return Lab? (Y/N)</th>
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Enclosure (2)
### Pre-Registration Plan for Following Semester at USNA

This can be adjusted by the Midn with advisor’s input as it is a draft of the student’s expected return plan.

<table>
<thead>
<tr>
<th>Designator</th>
<th>Title</th>
<th>Credits @ USNA</th>
<th>Matrix fill</th>
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### Signature

(SIGNATURE) Department Leadership confirming this plan, if achieved, will keep the Midshipmen on track with the major’s matrix and on time graduation:

361. Printed/Typed Name: 

372. Date

Any changes must be approved by the Student Academic Development Office who will clear with the Senior Advisor for the major.
PE DEPARTMENT GUIDELINES

During preregistration, enroll in the PE course appropriate to the class year. When it is confirmed that there is a workable academic program at the study abroad institution and it is nearly certain that the study abroad program will take place, follow the guidelines below:

**Third Class Midshipmen (Away During Spring Semester 3/C Year):**

1. Before leaving USNA, ensure enrollment 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, take PE 301 in the Fall and PE 302 in the Spring along with the rest of the applicable class year.

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

5. Summer School Classes and Validations: pre-registration for the PE requirement in the Semester addressed above is required. Ensure the Marking Office is aware of the summer section instructor and the Marking Office receives the final grade for the summer from that instructor—this is the Midshipman's responsibility. Upon the Semester in which the midshipman registered for the class, the Marking Office will ensure the summer school grade is inputted and will support registration 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 registration 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 1/C year, register in PE301. Participation in PE301 is required in order to fulfill the swimming requirement missed while away from USNA. This requirement cannot be completed during remedial testing sessions! When the midshipman pre-registers for PE301, the Registrar's Office should already have preregistered the midshipman for that course. If not, the Academic Scheduler at ascsched@usna.edu should be contacted to pre-register for PE301. The midshipman will not be able to pre-register for this course by his or herself. Do not preregister for a PE4XX course.

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

6. Summer School Classes and Validations: The midshipman are still required to pre-register for the PE requirement in the Semester addressed above, the midshipman should make sure the Marking Office is aware of who the instructor was in the summer and that the Marking Office receives the final grade for the summer from that instructor- this is the Midshipman’s responsibility. Upon the Semester in which the midshipman registered for the class, the Marking Office will ensure the midshipman summer school grade is inputted and will support registration 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 enrollment 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 the Spring Semester general elective grade. This elective will also take the place of one of the 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 the First Class year, register for a 1/C PE Elective. This will be the one and only 1/C Elective taken at USNA.

4. In the Spring Semester, register for PE302 Martial Arts. This requirement cannot be completed during remedial testing sessions! When the midshipman pre-registers for PE302, the Registrar’s Office should already have the midshipman pre-registered for that course. If not, please contact the Academic Scheduler at ascsched@usna.edu to pre-register for PE302. The midshipman should not preregister for this course on their own.

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

6. Summer School Classes and Validations: The midshipman is still required to pre-register for the PE requirement in the Semester addressed above. Ensure the Marking Office is aware of who the instructor was in the summer and that the Marking Office receives the final grade for the semester from that instructor- this is the Midshipman’s responsibility. Upon the Semester in which the midshipman registered for the class, the Marking Office will ensure the summer school grade is inputted and will support the midshipman 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)

First Class Midshipmen (Away During Fall Semester 1/C Year):

1. Before leaving for the other Service Academies, ensure enrollment 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, the midshipman will rejoin the normal class year schedule 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:**

1. The same guidelines provided above apply, except if the midshipman did not take a PE class while away, the midshipman’s PE grade will consist of the previous Semester PRT grade only.

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

### 3/C, SPRING SEMESTER AWAY

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<tr>
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### 2/C, FALL SEMESTER AWAY

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### 1/C, FALL SEMESTER AWAY

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