

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

A. General Information

	Data on File (2013-14)	IP Data (2014-15)
Institution Name	United States Naval Academy	United States Naval Academy
IPEDS ID	164155	164155
OPE ID	00210100	00210100
Address	121 Blake Road Annapolis, MD 21402 5000	121 Blake Road Annapolis, MD 21402 5000
Telephone	410 293 1000	410 293 1000
Fax	410 293 2303	410 293 2303
Website	www.usna.edu	www.usna.edu
Consumer Info Website*	www.usna.edu/Academics/Candidate-Information/General-Information.php	www.usna.edu/Academics/Candidate-Information/General-Information.php
Control	Public	Public
Affiliation Type	Government-Federal	Government-Federal
Affiliated Organization:	Department of Defense	Department of Defense
Carnegie Classification	Baccalaureate - Arts & Sciences	Baccalaureate - Arts & Sciences
Calendar	Semester	Semester
Degree Granting Authority Type	Congress	Congress
Degree Granting Authority State or Country	United States of America	United States of America
Licensed to Operate in		
Related Entities		
Name, State, Country	none	none

Approved Degree Levels

Indicate the number of programs of study that your institution currently offers within each approved degree or certificate level. The degree levels reported here should be the degrees or certificates currently offered by the institution and approved within the scope of accreditation. The degree or certificate levels reported in the IP must match the institution's approved degree or certificate levels. Please ensure these are accurate as changes to degree or certificate levels fall under MSCHE Substantive Change policy.

	Data on File (2013-14)		IP Data (2014-15)	
	Approved	Number of Programs	Approved	Number of Programs
Postsecondary Certificate (< 1 year)	no	0	no	0
Postsecondary Certificate (>=1 year, < 2 years)	no	0	no	0
Associate's	no	0	no	0
Postsecondary Certificate (>= 2 years, < 4 years)	no	0	no	0
Bachelor's	yes	25	yes	25
Postbaccalaureate Certificate	no	0	no	0

Master's	no	0	no	0
Post-Master's Certificate	no	0	no	0
Doctor's - Professional Practice	no	0	no	0
Doctor's - Research/Scholarship	no	0	no	0
Doctor's - Other	no	0	no	0

Initial Accreditation	1947	1947
Last Reaffirmed	2011	2011
Next Self-Study Visit	2015-16	2015-16
Next Periodic Review Report (PRR)	June 2021	June 2021
MSCHE Staff Liaison	Dr. Christy L. Faison	Dr. Christy L. Faison

Notes

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

B. Key Contacts

Key Contact	Data on File (2013-14)	IP Data (2014-15)
Chief Executive Officer	Vice Admiral Walter E. Carter <i>Superintendent</i> 121 Blake Road Annapolis, MD 214025000 Phone: 410 293 1500 Fax: none Email: wcarter@usna.edu	Vice Admiral Walter E. Carter <i>Superintendent</i> 121 Blake Road Annapolis, MD 214025000 Phone: 410 293 1500 Fax: none Email: wcarter@usna.edu
Chief Academic Officer	Dr. Andrew T. Phillips <i>Academic Dean and Provost</i> 589 McNair Road U. S. Naval Academy Annapolis, MD 21402-5000 Phone: 410 293 1583 Fax: 410 293 3537 Email: APhillip@usna.edu	Dr. Andrew T. Phillips <i>Academic Dean and Provost</i> 589 McNair Road U. S. Naval Academy Annapolis, MD 21402-5000 Phone: 410 293 1583 Fax: 410 293 3537 Email: APhillip@usna.edu
Chief Financial Officer	Mr. Joseph Rubino <i>Chief Financial Officer/Deputy for Finance</i> 121 Blake Road U.S. Naval Academy Annapolis, MD 21402-5000 Phone: 410 293 1549 Fax: none Email: rubino@usna.edu	Mr. Joseph Rubino <i>Chief Financial Officer/Deputy for Finance</i> 121 Blake Road U.S. Naval Academy Annapolis, MD 21402-5000 Phone: 410 293 1549 Fax: none Email: rubino@usna.edu

Chief Information Technology Officer

Mr. Louis Giannotti
Chief Information Technology Officer
 290 Buchanan Road
 U. S. Naval Academy
 Annapolis, MD 21402-5045

Mr. Louis Giannotti
Chief Information Technology Officer
 290 Buchanan Road
 U. S. Naval Academy
 Annapolis, MD 21402-5045

Phone: 410 293 1400
 Fax: 410 293 1121
 Email: giannott@usna.edu

Phone: 410 293 1400
 Fax: 410 293 1121
 Email: giannott@usna.edu

Accreditation Liaison Officer

Dr. Katherine Cermak
Assistant Dean for Planning and Assessment
 589 McNair Road
 U.S. Naval Academy
 Annapolis, MD 214025000

Dr. Katherine Cermak
Assistant Dean for Planning and Assessment
 589 McNair Road
 U.S. Naval Academy
 Annapolis, MD 214025000

Phone: 410 293 1579
 Fax: 410 293 3537
 Email: cermak@usna.edu

Phone: 410 293 1579
 Fax: 410 293 3537
 Email: cermak@usna.edu

Coordinator of Distance Education

none

none

Coordinator of Outcomes Assessment

Dr. Katherine Cermak
Assistant Dean for Planning and Assessment
 589 McNair Road
 U.S. Naval Academy
 Annapolis, MD 214025000

Dr. Katherine Cermak
Assistant Dean for Planning and Assessment
 589 McNair Road
 U.S. Naval Academy
 Annapolis, MD 214025000

Phone: 410 293 1579
 Fax: 410 293 3537
 Email: cermak@usna.edu

Phone: 410 293 1579
 Fax: 410 293 3537
 Email: cermak@usna.edu

Coordinator of Institutional Research Functions

Mr. Glenn F. Gottschalk
Director, Institutional Research
 290 Buchanan Road
 U. S. Naval Academy
 Annapolis, MD 21402-5045

Mr. Glenn F. Gottschalk
Director, Institutional Research
 290 Buchanan Road
 U. S. Naval Academy
 Annapolis, MD 21402-5045

Phone: 410 293 1911
 Fax: 410 293 1916
 Email: gotts@usna.edu

Phone: 410 293 1911
 Fax: 410 293 1916
 Email: gotts@usna.edu

Chair: Self-Study Steering Committee

Dr. Boyd Waite
Vice Academic Dean
 589 McNair Road
 U. S. Naval academy
 Annapolis, MD 21402-5000

Dr. Boyd Waite
Vice Academic Dean
 589 McNair Road
 U. S. Naval academy
 Annapolis, MD 21402-5000

Phone: 410 293 1582
 Fax: 410 293 3735
 Email: waite@usna.edu

Phone: 410 293 1582
 Fax: 410 293 3735
 Email: waite@usna.edu

Co-Chair: Self-Study Steering Committee

Dr. Katherine Cermak
Assistant Dean for Planning and Assessment
 589 McNair Road
 U.S. Naval Academy
 Annapolis, MD 214025000

Dr. Katherine Cermak
Assistant Dean for Planning and Assessment
 589 McNair Road
 U.S. Naval Academy
 Annapolis, MD 214025000

Phone: 410 293 1579
 Fax: 410 293 3537
 Email: cermak@usna.edu

Phone: 410 293 1579
 Fax: 410 293 3537
 Email: cermak@usna.edu

Person in the President's Office To Whom MSCHE Invoices Should be Sent

Mr. William Eschbach

Mr. David Nostro

Budget Director
589 McNair Road
U. S. Naval Academy
Annapolis, MD 21402-5000

Phone: 410 293 6334
Fax: 410 293 3735
Email: eschbach@usna.edu

Dr. Boyd Waite
Vice Academic Dean
589 McNair Road
U. S. Naval academy
Annapolis, MD 21402-5000

Phone: 410 293 1582
Fax: 410 293 3735
Email: waite@usna.edu

Ms. Kalla Sparrow
*Supervisory Financial
Management Analyst*
181 Wainwright Road
U.S. Naval Academy
Annapolis, MD 21402-5007

Phone: 410 293 1604
Fax: 410 293 3880
Email: ksparrow@usna.edu

Mr. Patrick Stroop
Institutional Research
290 Buchanan Road
U. S. Naval Academy
Annapolis, MD 21402-5045

Phone: 410 293 1914
Fax: 410 293 1916
Email: stroop@usna.edu

Interim Budget Director
589 McNair Road
U. S. Naval Academy
Annapolis, MD 21402-5000

Phone: 410 293 3545
Fax: 410 293 3735
Email: nostro@usna.edu

Dr. Boyd Waite
Vice Academic Dean
589 McNair Road
U. S. Naval academy
Annapolis, MD 21402-5000

Phone: 410 293 1582
Fax: 410 293 3735
Email: waite@usna.edu

Mr. Christopher Zwicker
*Supervisory Financial
Management Analyst*
181 Wainwright Road
U. S. Naval Academy
Annapolis, MD 21402-5007

Phone: 410 293 1621
Fax: 410 293 3880
Email: zwicker@usna.edu

Mr. Patrick Stroop
Institutional Research
290 Buchanan Road
U. S. Naval Academy
Annapolis, MD 21402-5045

Phone: 410 293 1914
Fax: 410 293 1916
Email: stroop@usna.edu

**Person Who Should Receive a Copy of MSCHE
Invoices (Optional)**

Person Completing IP Financials

Person Completing IP (Key User)

✓ **Click here to indicate that you have reviewed and updated the entire list of Key
Contacts above.**

(Required to "Lock Down" the IP data)

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

C. Graduation Data

1. Awards Granted

Report all degrees or other formal awards conferred by your institution between July 1, 2013, and June 30, 2014. If an individual received two degrees at different levels during the specified time period, report each degree in the appropriate category.

Please see the instructions for specific inclusions and exclusions.

Awards

**Data on File IP Data
(2012-13) (July 1, 2013 - June 30, 2014)**

Postsecondary Certificate (less than 1 year)	0	0
Postsecondary Certificate (≥ 1 year, < 2 years)	0	0
Associate's	0	0
Postsecondary Certificate (≥ 2 years, < 4 years)	0	0
Bachelor's	1058	1082
Postbaccalaureate Certificate	0	0
Master's	0	0
Post-Master's Certificate	0	0
Doctor's - Professional Practice	0	0
Doctor's - Research/Scholarship	0	0
Doctor's - Other	0	0

Screening Questions

a. Does your institution have undergraduate programs?	yes	yes
b. Does your institution serve only transfer students?	no	no

2. Completers

This section requests completion data on two separate cohorts (150% and 200%) of full-time, first-time, degree/certificate-seeking undergraduate students enrolled in your institution during the specified fall term or academic year. Students must be enrolled full-time in courses that lead to a credit-bearing degree, diploma, certificate or other formal award. Count completers only once and indicate the highest degree level earned. Report the status of these students as of August 31 of the reporting year. Please see the instructions to identify students for inclusion in the specific cohorts.

Completers of Programs of ≤ 2 Years	Data on File (as of August 31, 2013)	IP Data (as of August 31, 2014)
150% of expected time to completion		
Total number of students in the Fall 2011 cohort	0	0
Number completed within 150%	0	0
Total transfers out	0	0
Total number of Fall 2011 cohort still enrolled	0	0
200% of expected time to completion		
Total number of students in the Fall 2010 cohort	0	0
Number completed within 200%	0	0
Total transfers out	0	0
Total number of Fall 2010 cohort still enrolled	0	0

Completers of Programs of > 2 and ≤ 4 Years

150% of expected time to completion		
Total number of students in the Fall 2008 cohort	1161	1232
Number completed within 150%	1018	1111
Total transfers out	0	0
Total number of Fall 2008 cohort still enrolled	0	0
200% of expected time to completion		
Total number of students in the Fall 2006 cohort	1179	1191
Number completed within 200%	1062	1041
Total transfers out	0	0

Total number of Fall 2006 cohort still enrolled

0

0

Notes

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

D. Enrollment (Unduplicated)**1. Fall Enrollment**

	Data on File (fall 2013)		IP Data (fall 2014)	
	Undergraduate	Graduate	Undergraduate	Graduate
Total credit hours of all part-time students	0	0	0	0
Minimum credit load to be considered a full time student per semester	15	0	15	0
Full-Time Head Count	4526	0	4511	0
Part-Time Head Count	0	0	0	0

2. Credit Enrollment (fall 2014)

	Data on File (fall 2013)	IP Data (fall 2014)
Number of Students matriculated, enrolled in degree programs (Undergraduate + Graduate)	4526	4511
Number of Students not matriculated, enrolled in credit-bearing courses	0	0

3. Non-Credit Enrollment (Prior Year)

	Data on File (2012-13)	IP Data (July 1, 2013 - June 30, 2014)
Number of Students enrolled in non-credit, graduate level courses	0	0
Number of Students enrolled in non-credit, undergraduate level and other continuing education (excluding avocational) courses	0	0
Number of Students in non-credit avocational continuing education courses	0	0

Notes

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

E. Distance and Correspondence Education

Distance education means education that uses one or more technologies to deliver instructions to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. See the Instructions for a full explanation.

Part 1. Distance Education

Screening Question	Data on File (2012-13)	IP Data (July 1, 2013 - June 30, 2014)
Did your institution, in the most recent prior year (July 1, 2013 - June 30, 2014), offer distance education courses, as defined in the Instructions?	No	No

Part 2. Correspondence Education

Correspondence education means: (1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor; (2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; (3) Correspondence courses are typically self-paced; and (4) Correspondence education is not Distance education.

Screening Question	Data on File (2012-13)	IP Data (July 1, 2013 - June 30, 2014)
Did your institution, in the most recent prior year (July 1, 2013 - June 30, 2014), offer Correspondence education courses?	No	No

Notes

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

F. Other Regional, National, and Specialized Accreditation

1. Accreditors Recognized by the U.S. Department of Education

Please list any other accrediting organizations that accredit your institution or its programs.

Please separate each accreditor by a semi-colon (;). Please do not exceed 7500 characters and avoid the use of acronyms when at all possible.

Data on File (2013-14)	IP Data (2014-15)
Accreditors Recognized by U.S. Secretary of Education ▪ none	Accreditors Recognized by U.S. Secretary of Education none

2. Other Accreditors

Please list any other accrediting organizations that accredit your institution or its programs.
Please separate each accreditor by semi-colon (;).

ABET; American Chemical Society

Middle States Commission on Higher Education Institutional Profile 2014-15 [0181] United States Naval Academy

G. Instructional Personnel

	Data on File (fall 2013)		IP Data (fall 2014)	
	Full-Time Headcount	Part-Time Headcount	Full-Time Headcount	Part-Time Headcount
Total Faculty	519	15	549	33

Notes

Middle States Commission on Higher Education Institutional Profile 2014-15 [0181] United States Naval Academy

H. Related Educational Activities

H-1. Study Abroad

This section is only required if your institution's Self-Study Visit is scheduled for 2015-16 or 2016-17.

Note:

Your institution's next Self-Study Visit is scheduled for 2015-16.

	Data on File (2013-14)	IP Data (July 1, 2014 - June 30, 2015)
Country		Brazil
Number of Sites		1
Total Students at All Sites		2
Country		Chile
Number of Sites		1
Total Students at All Sites		1
Country	China	China
Number of Sites	3	3
Total Students at All Sites	12	10

Country	France	France
Number of Sites	1	1
Total Students at All Sites	1	3
Country		Germany
Number of Sites		1
Total Students at All Sites		5
Country		Israel
Number of Sites		1
Total Students at All Sites		1
Country		Japan
Number of Sites		1
Total Students at All Sites		3
Country		Morocco
Number of Sites		1
Total Students at All Sites		7
Country	Oman	Oman
Number of Sites	2	1
Total Students at All Sites	8	1
Country	Qatar	deleted
Number of Sites	1	
Total Students at All Sites	2	
Country		Scotland
Number of Sites		1
Total Students at All Sites		1
Country	Singapore	Singapore
Number of Sites	1	1
Total Students at All Sites	9	10
Country	South Africa	deleted
Number of Sites	1	
Total Students at All Sites	3	
Country	South Korea	South Korea
Number of Sites	1	1
Total Students at All Sites	1	3
Country	Spain	Spain
Number of Sites	3	4
Total Students at All Sites	5	12
Country	Sweden	Sweden
Number of Sites	1	1
Total Students at All Sites	1	1
Country	Turkey	Turkey
Number of Sites	1	2
Total Students at All Sites	3	17

Country	Ukraine	deleted
Number of Sites	1	
Total Students at All Sites	7	

Notes

Kazakhstan: 1 site, 5 students

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

H-2. Branch Campuses

**Data on File
(2013-14)**

No Branch Campuses.

**IP Data
(2014-15)**

No Branch Campuses.

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

H-3. Additional Locations

**Data on File
(2013-14)**

No Additional Locations.

**IP Data
(2014-15)**

No Additional Locations.

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

H-4. Other Instructional Sites

**Data on File
(2013-14)**

No Other Instructional Sites.

**IP Data
(2014-15)**

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

I. Financial Information (Part 1)

Report the same data for Educational and General (E&G) expenses on the Institutional Profile that your institution reports to the Integrated Postsecondary Higher Education Data Systems (IPEDS). The IPEDS Part and Line numbers are noted for each data element listed.

Verify the beginning and ending date for your institution's fiscal year. The default dates are 10/1/2013 through 9/30/2014 (the most recent year for which you would have audited financial statements). If your institution uses different dates, please change the default dates accordingly. For example, enter 1/1/2014 through 12/31/2014.

Report financial data in whole dollars. Round cents to the nearest whole dollar. For example, enter 124, not 123.65.

Do not enter data in thousands of dollars. For example, enter 1,250,000, not 1,250.

Enter negative numbers using a minus sign. For example, enter -100,000, not (100,000).

Complete every field for which you have financial data. Fields marked with an asterisk are required. You will not be able to "lock down" your data and submit the Institutional Profile if these fields are not completed.

Shaded information cannot be modified online. * denotes a required field.

	Data on File Fiscal Year Ending 2013	IP Data Fiscal Year Ending 2014
Which reporting standard is used to prepare your institution's financial statements? Your selection determines the value in the column IPEDS Part-Line below.	GASB	GASB
FASB (Financial Accounting Standards Board)		
GASB (Governmental Accounting Standards Board)		

Note: For Private and International institutions the value is set automatically and the field is disabled. The FASB Reporting Standard is the approximate equivalent of the standard used by International institutions.

Is your institution's Auditor's report on financial statements Unqualified or Qualified? (Click on the '?Instructions' link for assistance.)		Qualified
Fiscal Year Begin	10/1/2012	10/1/2013
Fiscal Year End	9/30/2013	9/30/2014
Does your institution allocate Operation & Maintenance of Plant expense?	Yes	Yes
Does your institution allocate Depreciation Expense?	No	No

	IPEDS Part-Line	Data on File Fiscal Year Ending 2013 Expenses	Includes O&M	IP Data Fiscal Year Ending 2014 Expenses	Includes O&M
1. Instruction	C-01	\$177,746,520	\$23,448,120	\$177,271,589	\$25,603,183
2. Research	C-02	\$9,324,055	\$0	\$9,125,412	\$0
3. Public Services	C-03	\$76,570	\$0	\$88,330	\$0
4. Academic Support	C-05	\$46,006,247	\$3,136,570	\$41,807,150	\$3,424,845
5. Student Services	C-06	\$129,744,116	\$19,658,277	\$132,435,005	\$21,465,024
6. Institutional Support	C-07	\$63,305,463	\$29,129,225	\$65,585,730	\$31,806,425
7. Scholarships and Fellowships	C-10	\$0	\$0	\$0	\$0
8. Operation and Maintenance of Plant	C-Col 4		\$75,372,192		\$82,299,477
9. Depreciation Expense*	C-Col 5	\$0		\$0	
Total E&G Expenses*		\$426,202,971		\$426,313,216	

Notes

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

I. Financial Information (Part 2)

REMINDER: Please make sure to use the TAB key instead of the ENTER key to navigate from field to field. The ENTER key will cause the data to be submitted (i.e., clicking on the Update button).

Report the same data on the Institutional Profile in Section 2A below that your institution reports to IPEDS. The IPEDS Part and Line numbers are noted for each data element listed.

Report the data on the Institutional Profile in Section 2B below which can be obtained from your institution's audited financial statements and/or supporting documents.

Report financial data in whole dollars. Round cents to the nearest whole dollar. For example, enter 124, not 123.65. **Do not enter data in thousands of dollars.** For example, enter 1,250,000, not 1,250.

Complete every field for which you have financial data. Fields marked with an asterisk are required. You will not be able to "lock down" your data and submit the Institutional Profile if these fields are not completed.

Shaded information cannot be modified online.

	IPEDS Part-Line	Data on File Fiscal Year Ending 2013	IP Data Fiscal Year Ending 2014
SECTION 2A -- Data from IPEDS			
Depreciable Capital Assets, net	A-31	\$0	\$0
Total Assets	A-06	\$0	\$0
Long-Term Debt (Current Portion)	A-07	\$0	\$0
Long-Term Debt (Non-Current)	A-10	\$0	\$0
Unrestricted Net Assets	A-17	\$0	\$0
Restricted Net Assets (Expendable)		\$0	\$0
Restricted Net Assets (Non-Expendable)		\$0	\$0
Invested in Capital Assets, net of related debt	A-14	\$0	\$0
Change in Net Assets	D-03	\$0	\$0
Net Assets (Beginning of Year)	D-04	\$0	\$0
Adjustment to Net Assets (Beginning of Year)	D-05	\$0	\$0
Net Assets (End of Year)	D-06	\$0	\$0
Discounts/Allowances (Applied to Tuition & Fees)	E-08	\$0	\$0
Tuition and Fees Revenue (Net of Discounts/Allowances)	B-01	\$0	\$0
Depreciation Expense	C-Col 5	\$0	\$0
SECTION 2B -- Data from Audited Financial Statements and Supporting Documents			
Total Operating Revenue		\$0	\$0
Total Operating Expense		\$0	\$0
Operating Income/Loss		\$0	\$0
Deposits Held by Bond Trustees		\$0	\$0
Principal Payments on Long Term Debt		\$0	\$0
Interest Expense on Long Term Debt		\$0	\$0

Notes

Click here to indicate that Mr. Joseph Rubino has reviewed and approved the data on

the "Financial Information (Part 1)" and "Financial Information (Part 2)" pages.
(Required to "Lock Down" the IP data)

Middle States Commission on Higher Education Institutional Profile 2014-15

[0181] United States Naval Academy

K. Required Attachments

Please upload the required attachments listed below as soon as all of the items are available but no later than **April 17, 2015**. **NOTE: Each file name needs to include the institution name** (can be abbreviated), **key words for each file** (examples in italics below) **and the fiscal year ending date.**

- A copy of the institution's fiscal year 2014 Audited Financial Statements [**AFS**]. If the institution's Management Letter is included in the AFS file, please use the label [**AFS-Mgmt**].
- A copy of the institution's fiscal year 2014 Management Letter [**Mgmt**]. If the institution does not have a management letter, please put a Note on the Financial Information (Part 1) page.
- A copy of the Finance section of the institution's IPEDS submission [**IPEDS**] for fiscal year 2014 (if you submit annual financial data to IPEDS).
- A copy of the institution's current Catalog [**Catalog**], PDF format preferred. If the catalog is not available in an digital/electronic that can be uploaded, please upload a Word document with the link(s).

<u>File Type</u>	<u>Example File Name</u>
Audited Financial Statements	InstitutionName-AFS 6-30-14
Management Letter	InstitutionName-Mgmt 6-30-14
IPEDS Submission	InstitutionName-IPEDS 6-30-14
Catalog	InstitutionName-Catalog

Upload Files

To upload electronic versions of the documents listed above do the following: (**Note: documents can only be uploaded one at a time.**)

1. Click on the **Add File** link below to display the **Select File to Upload** popup window.
2. Click on the **Browse** button to display the **File Upload** popup.
3. Locate the file to be uploaded in the **File Upload** popup window.
4. Double click on the file or single click on the file and then click on the Open button.
5. The **Select File to Upload** popup window will become the active window and the full pathname of the selected file will be displayed in the textbox.
6. Click on the **Upload** button to upload the selected file to the MSCHE server.
7. The **Select File to Upload** popup window will display a message once the file has been successfully loaded.
8. Close the popup window and repeat steps 1 to 7 to upload another file.
9. The selected file will be listed in the table below after it has been successfully uploaded.

Uploaded Files

File Name	File Type	File Size	Last Updated
-----------	-----------	-----------	--------------

USNA-Catalog_Viewbook-2014-2015.pdf	Adobe Acrobat Document	400.16 KB	3/26/2015 1:13:26 PM
USNA_IPEDS_FY14.pdf	Adobe Acrobat Document	175.99 KB	3/26/2015 1:13:52 PM

If you are not able to upload the required attachments, please contact:

Mr. Tze Joe
Information Technology Coordinator
tjoe@msche.org