FIRST SEMESTER, FALL 2015

Classes Begin (Monday Class Schedule) ................................................................. 08/24/15
Labor Day (No Classes) ....................................................................................... 09/01/15
Preregistration ...................................................................................................... 09/18/15-09/25/15
Academic Reserve Period ................................................................................... 09/28/15-10/02/15
Football v Air Force ............................................................................................. 10/03/15
Six Week Grades Due ........................................................................................... 10/06/15
Columbus Day Observed (No Classes) ............................................................... 10/12/15
Academic Reserve Period ................................................................................... 11/02/15-11/06/15
Twelve Week Grades Due ................................................................................... 11/10/15
Veterans Day Observed (No Classes) ................................................................. 11/11/15
Early Schedule .................................................................................................... 11/25/15
Thanksgiving Leave (begins after last class/military obligation) ................... 11/25/15-11/29/15
Registration for Second Semester ................................................................... 11/23/15-12/04/15
Classes End .......................................................................................................... 12/10/15
Football v Army .................................................................................................. 12/12/15

SECOND SEMESTER, SPRING 2016

January Intercessional ....................................................................................... 01/02/16-01/06/16
4/C Majors Briefings ............................................................................................. 01/11/16
Classes Begin ....................................................................................................... 01/12/16
Martin Luther King, Jr. Day (No Classes) ......................................................... 01/18/16
Academic Reserve Period ................................................................................... 02/16/16-02/22/16
Washington's Birthday (No Classes) ............................................................... 02/15/16
Six Week Grades Due ........................................................................................... 02/24/16
4/C Majors Selection ............................................................................................. 03/07/16-03/10/16
Spring Break (begins after last class/military obligation) ............................. 03/11/16-03/20/16
4/C Preregistration ............................................................................................... 03/22/16-03/25/16
Academic Reserve Period ................................................................................... 04/04/16-04/08/16
Twelve Week Grades Due ................................................................................... 04/12/16
Registration ......................................................................................................... 04/18/16-04/29/16
Classes End .......................................................................................................... 05/03/16
Review and Examination Period ...................................................................... 05/04/16-05/12/16
Grades Due .......................................................................................................... 05/14/16
Sea Trials ............................................................................................................. TBD
Herndon .................................................................................................................. 05/23/16
Commissioning Week ....................................................................................... 05/23/16-5/27/16
Graduation Day ................................................................................................... 05/27/16
Memorial Day ....................................................................................................... 05/30/16
Induction Day of Class of 2020 ....................................................................... 06/30/16
MESSAGE FROM THE ACADEMIC DEAN AND PROVOST

Congratulations on your willingness to embark on a path of service to your fellow citizens. We who serve our country, whether in uniform or in civilian clothes, have agreed to give something back to the nation that has provided us the tremendous opportunities that we enjoy today. One need only travel abroad to appreciate what a great country we have; but it will remain great only if citizens like you and I are willing to help protect our way of life.

Your journey in service to your country leads through Annapolis and the United States Naval Academy; but this is not your destination. This is a time for you to prepare for what comes next. We want you to dedicate your best efforts here in Annapolis to develop yourself morally, mentally and physically for the privilege of leading sailors and Marines. That developmental process includes completing the requirements for a baccalaureate degree in an academic program focused on the needs of the Navy and Marine Corps. We are confident that you will find this academic program challenging and stimulating. Some of you may experience temporary setbacks. Do not give up and do not be satisfied with achieving the minimum requirement. The Naval Academy is all about striving for excellence, not for the minimum. The faculty and staff assembled here are ready to help you succeed and, if you are willing to work hard enough, they will help you achieve your best, even in the most challenging aspects of the program.

This Academic Handbook is one of the many resources designed to help you achieve success in the academic part of your four-year developmental process. I encourage you to become familiar with its contents and freely consult the faculty and staff to whom it may lead you. Responsibility for academic success ultimately rests with each midshipman. Take on that responsibility as a personal challenge. Make the most of your time, strive for excellence rather than mediocrity, and employ all the resources we will provide you to prepare yourself for the great honor and adventure represented by service to your country as an officer in the Navy or Marine Corps. Welcome Aboard, shipmate!

Jennifer K. Waters
JENNIFER K. WATERS
By direction
ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.57U

From: Academic Dean and Provost

Subj: ACADEMIC HANDBOOK FOR THE CLASS OF 2019

1. **Purpose.** To provide information about the academic curriculum, policies and programs for the members of the fourth class.

2. **Information.** The Academic Handbook for the Class of 2019 is designed to be a convenient source of academic program information for fourth class midshipmen. By consulting this handbook, plebes will be informed about important academic topics and will be better prepared for the academic year.

3. **Action.** The Deputy Director of Academic Advising is responsible for the conduct of the plebe advising program and for the annual revision of this handbook. Plebe advisers are expected to become familiar with this handbook and discuss its contents with their advisees. Lastly, midshipmen in the Class of 2019 are expected to read this handbook and refer to it for guidance as appropriate.

Jennifer Waters
JENNIFER WATERS
By direction

Distribution:
Plebe Academic Advisers
Selected Fourth Class Midshipmen
Company Officers
# TABLE OF CONTENTS

I. INTRODUCTION ....................................................................................................................... 2
   I.1 What is the purpose of this manual? ............................................................................................ 2
   I.2 What departments & majors are there, how are they organized, where are they located? ........... 2
   I.3 What other academic offices might I visit and where are they located? ............................ 4

II. ACADEMICS IN THE PLEBE YEAR ....................................................................................... 5
   II.1 What is my matrix? ...................................................................................................................... 5
   II.2 What courses do I take in the plebe year? .................................................................................... 5
       Typical Plebe Year....................................................................................................................... 5
   II.3 What do letters after the course number mean? ........................................................................... 7
   II.4 Core Curriculum .......................................................................................................................... 7

III. VALIDATION OF COURSES.................................................................................................... 7

IV. HELP ........................................................................................................................................... 7
   IV.1 What types of behaviors lead to academic success at USNA? .................................................... 7
   IV.2 What can I do if I am having academic problems? ...................................................................... 8
   IV.3 Whom can I see about personal problems? .................................................................................. 10

V. MAJOR SELECTION ................................................................................................................. 10
   V.1 What should I consider when choosing a major? ........................................................................ 10
   V.2 How do I find information about prospective majors? ................................................................ 11

VI. COMPUTERS ............................................................................................................................. 12
   VI.1 What is MIDS? ............................................................................................................................ 12
   VI.2 How can I use my computer to get info about my grades, academic record, etc? ................. 12
   VI.3 Can I access the MIDS system when on leave or at my sponsor’s house? ............................ 14
   VI.4 Can I get library information about books, periodicals or films through my computer? ............. 14
   VI.5 Where can I get help in using my computer?............................................................................ 14
   VI.6 How do I get my computer fixed? ............................................................................................... 14

VII. ACADEMIC REQUIREMENTS .............................................................................................. 15
   VII.1 Preregistration and Registration .............................................................................................. 15
   VII.2 What time will my classes meet? ................................................................................................. 16
   VII.3 What are the rules and regulations governing class attendance and decorum? ..................... 16
   VII.4 What is a section leader? ............................................................................................................ 17
   VII.5 How are my grades determined? ............................................................................................... 17
   VII.6 How important are grades at USNA? ....................................................................................... 17
   VII.7 What are final exams and reading days? .................................................................................. 20
   VII.8 How is my order of merit determined? ..................................................................................... 20
   VII.9 How many credits must I take each semester? ......................................................................... 20
   VII.10 How do I drop or add a course? ............................................................................................... 20
   VII.11 Are Academic Programs offered over the summer? ............................................................. 21

VIII. SPECIAL ACADEMIC OPPORTUNITIES ............................................................................. 21
   VIII.1 What special programs does USNA have? ............................................................................. 21
   VIII.2 Can I attend a graduate school upon graduation from the Academy? .............................. 23

IX. PLAGIARISM ............................................................................................................................ 23
I. INTRODUCTION

I.1 What is the purpose of this manual?

This manual is a source of information for fourth classmen about the academic programs at the Naval Academy. It contains information about basic requirements, sources of help, rules and regulations.

I.2 What departments and majors are there, how are they organized, where are they located?

The four-year academic program at the Naval Academy leads to a Bachelor of Science degree. You will pick a major in the second semester of plebe year. The plebe year is approximately the same for everyone, as will be explained later in this chapter.

There are six divisions at the Academy. At another university, they might be called colleges. They are the Division of Engineering and Weapons, the Division of Mathematics and Science, the Division of Humanities and Social Sciences, the Division of Professional Development, the Division of Leadership Education and Development (LEAD) and the Division of Character Development and Training (CD&T). The Divisions of Professional Development, LEAD and CD&T do not currently offer majors. The divisions, departments, the majors they offer, and the location and phone numbers for each are listed on the following pages.

<table>
<thead>
<tr>
<th>Division I: Engineering and Weapons</th>
<th>Department</th>
<th>Major(s)</th>
<th>Building</th>
<th>Room</th>
<th>Phone Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace Engineering</td>
<td>Aerospace Engineering, Astronautical Engineering</td>
<td>Rickover Hall</td>
<td>327</td>
<td>36400</td>
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<tr>
<td>Electrical and Computer Engineering</td>
<td>Electrical Engineering, Computer Engineering</td>
<td>Maury Hall</td>
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<tr>
<td>Mechanical Engineering</td>
<td>Mechanical Engineering, Nuclear Engineering, General Engineering</td>
<td>Rickover Hall</td>
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<td>36500</td>
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<tr>
<td>Naval Architecture and Ocean Engineering (NAOE)</td>
<td>Naval Architecture, Ocean Engineering</td>
<td>Rickover Hall</td>
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<td>36420</td>
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<td>Weapons and Systems Engineering</td>
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<table>
<thead>
<tr>
<th>Division II: Mathematics and Science</th>
<th>Department</th>
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<th>Building</th>
<th>Room</th>
<th>Phone Ext</th>
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</thead>
<tbody>
<tr>
<td>Chemistry</td>
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<td>Michelson Hall</td>
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<tr>
<td>Computer Science</td>
<td>Computer Science, Information Technology</td>
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<td>Cyber Science</td>
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<tr>
<td>Oceanography</td>
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<td>Major(s)</td>
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<td>Phone Ext</td>
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<td></td>
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<td>----------------</td>
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<tr>
<td>Physics</td>
<td>Chauvenet Hall</td>
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<tr>
<td>Applied Physics</td>
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<td>Astrophysics</td>
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### Division III: Humanities and Social Sciences

<table>
<thead>
<tr>
<th>Department</th>
<th>Major(s)</th>
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<tbody>
<tr>
<td>Economics</td>
<td>Economics</td>
<td>Nimitz Hall</td>
<td>G084</td>
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<tr>
<td>English</td>
<td>English</td>
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<td>224</td>
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<tr>
<td>History</td>
<td>History</td>
<td>Sampson Hall</td>
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<td>36250</td>
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<tr>
<td>Languages and Cultures*</td>
<td>Arabic</td>
<td>Nimitz Hall</td>
<td>G064</td>
<td>36350</td>
</tr>
<tr>
<td></td>
<td>Chinese</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td>Political Science</td>
<td>Nimitz Hall</td>
<td>G037A</td>
<td>36850</td>
</tr>
</tbody>
</table>

*Languages and Cultures also offers minors in seven languages: Arabic, Chinese, French, German, Japanese, Russian, and Spanish.

### Division IV: Professional Development

<table>
<thead>
<tr>
<th>Department</th>
<th>Building</th>
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<th>Phone Ext</th>
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</thead>
<tbody>
<tr>
<td>Career Information &amp; Officer Accessions</td>
<td>Luce Hall</td>
<td>124</td>
<td>36591</td>
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<tr>
<td>Sailing</td>
<td>Robert Crown Sailing Center</td>
<td>2121</td>
<td>35615</td>
</tr>
<tr>
<td>Seamanship and Navigation</td>
<td>Luce Hall</td>
<td>328</td>
<td>36096</td>
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<tr>
<td>Waterfront Readiness</td>
<td>NAVSTA</td>
<td>66</td>
<td>39009</td>
</tr>
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</table>

### Division V: Leadership Education & Development (LEAD)

<table>
<thead>
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<th>Department</th>
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<tbody>
<tr>
<td>Leadership, Ethics, and Law</td>
<td>Luce Hall</td>
<td>238</td>
<td>36008</td>
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<tr>
<td>Leader Development &amp; Research</td>
<td>Luce Hall</td>
<td>228</td>
<td>36040</td>
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</table>

### Department of Character Development & Training (CD&T)

<table>
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<th>Department</th>
<th>Building</th>
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<th>Phone Ext</th>
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<tbody>
<tr>
<td>Character Development</td>
<td>Bancroft Hall</td>
<td>4108</td>
<td>31904</td>
</tr>
<tr>
<td>Honor</td>
<td>Levy Center</td>
<td>305</td>
<td>31903</td>
</tr>
<tr>
<td>Training</td>
<td>Bancroft Hall</td>
<td>4109</td>
<td>31900</td>
</tr>
</tbody>
</table>
## 1.3 What other academic offices might I visit and where are they located?

### Academic Dean and Provost Office

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Dean &amp; Provost</td>
<td>Dr. Andrew T. Phillips</td>
<td>31583</td>
<td>Nimitz 168</td>
</tr>
<tr>
<td>Vice Academic Dean</td>
<td>Dr. Boyd A. Waite</td>
<td>31582</td>
<td>Nimitz 169</td>
</tr>
<tr>
<td>Associate Dean Academic Affairs</td>
<td>Dr. Jennifer K. Waters</td>
<td>31586</td>
<td>Nimitz 166</td>
</tr>
<tr>
<td>Associate Dean Finance &amp; Military Affairs</td>
<td>CAPT Peter A. Nardi, USN (Ret)</td>
<td>31585</td>
<td>Nimitz 170</td>
</tr>
<tr>
<td>Assistant Dean Planning &amp; Assessment</td>
<td>Dr. Katherine Cermak</td>
<td>31584</td>
<td>Nimitz 167</td>
</tr>
<tr>
<td>Executive Assistant</td>
<td>Maj Danny Rozek, USMC</td>
<td>31587</td>
<td>Nimitz 173</td>
</tr>
<tr>
<td>Director, Academic Advising</td>
<td>Dr. Pamela Schmitt</td>
<td>31595</td>
<td>Nimitz 228B</td>
</tr>
<tr>
<td>Deputy Director, Academic Advising</td>
<td>Dr. Mark Taylor</td>
<td>31594</td>
<td>Nimitz 228A</td>
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</table>

### Center for Academic Excellence

<table>
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<tr>
<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>Dr. Bruce Bukowski</td>
<td>32934</td>
<td>Levy 265</td>
</tr>
<tr>
<td>MGSP Director</td>
<td>CDR Donald J. Carlson, USN (Ret)</td>
<td>32935</td>
<td>Levy 266</td>
</tr>
<tr>
<td>Supplemental Instruction Courses &amp; Tutoring</td>
<td>Dr. Rebecca S. Shepherd</td>
<td>32957</td>
<td>Levy 267</td>
</tr>
<tr>
<td>Chemistry Specialist</td>
<td>Dr. Helen E. Mutch</td>
<td>32955</td>
<td>Levy 257</td>
</tr>
<tr>
<td>Mathematics Specialist</td>
<td>CDR Marty Herzog, USNR, Ret</td>
<td>32958</td>
<td>Levy 254</td>
</tr>
<tr>
<td>STEM Specialist</td>
<td>Dr. Tom Lusby</td>
<td>32931</td>
<td>Levy 255</td>
</tr>
<tr>
<td>Writing &amp; Reading Center Director</td>
<td>Mrs. Wendy Madden</td>
<td>32936</td>
<td>Levy 263</td>
</tr>
<tr>
<td>Writing Specialist</td>
<td>Dr. Joan Shifflett</td>
<td>36238</td>
<td>Nimitz 103</td>
</tr>
<tr>
<td>Learning Specialist</td>
<td>Dr. Seth Endicott</td>
<td>32956</td>
<td>Levy 264</td>
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### Registrar

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>Dr. Christopher Davis</td>
<td>36383</td>
<td>Nimitz 229F</td>
</tr>
<tr>
<td>Academic Scheduler</td>
<td>Ms. Tammie Sutton</td>
<td>36385</td>
<td>Nimitz 229G</td>
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</table>

### Physical Education Department

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education Department</td>
<td>Marking Officer</td>
<td>35564</td>
<td>MacDonough Hall</td>
</tr>
</tbody>
</table>
II. ACADEMICS IN THE PLEBE YEAR

II.1 What is my matrix?

After you select a major toward the end of plebe year, your matrix is a table of the courses which you are required to take to graduate. The matrix for each class and each major may be displayed by running the MIDS program Matrices - Query Current Midshipman as explained on page 12. The program allows you to query any majors you are interested in so that you may assess your options. Descriptions of all matrices can also be found on the web at www.usna.edu/AcDean.

II.2 What courses do I take in the plebe year?

The plebe year curriculum is common for most midshipmen at the Academy. The exceptions to the common curriculum are for plebes who validate one or more courses and for plebes who need reinforcement in a particular area and are placed into a developmental course. If you fall into the latter category, there are specific plans to help you catch up. Finally, some courses have different versions. These variations will be described, later.

You will most likely take six academic courses in one semester and five in the other semester of your plebe year. In addition, you will take a physical education (PE) course each semester. Plebes whose overall performance in the fall semester is outstanding may be permitted by the Associate Dean of Academic Affairs to take an additional course in the spring semester.

<table>
<thead>
<tr>
<th>Typical Plebe Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td><strong>Calculus I</strong></td>
</tr>
<tr>
<td>SM121 4-0-4</td>
</tr>
<tr>
<td><strong>Chemistry I</strong></td>
</tr>
<tr>
<td>SC111 3-2-4*</td>
</tr>
<tr>
<td><strong>English I</strong></td>
</tr>
<tr>
<td>HE111 3-0-3</td>
</tr>
<tr>
<td><strong>US Government</strong></td>
</tr>
<tr>
<td>FP130 3-0-3</td>
</tr>
<tr>
<td><strong>Seamanship</strong></td>
</tr>
<tr>
<td>NS101 1-2-2</td>
</tr>
<tr>
<td>Prepare to Lead</td>
</tr>
<tr>
<td><strong>Physical Education</strong></td>
</tr>
<tr>
<td>PE101/PE111 0-1-0</td>
</tr>
<tr>
<td><strong>Total Credit Hours</strong></td>
</tr>
<tr>
<td>18</td>
</tr>
</tbody>
</table>
*Note: The first digit of the triplet represents the number of recitations or discussions per week. Each is worth one credit. The second digit represents the number of hours, if any, spent in lab. Each of these lab hours is usually worth half a credit. The final digit is the value in credit hours for that course. SC111 has three class meetings for lecture, two lab hours, and you will earn four credits for passing this course.

II.2a Plebe Year Professional and Officer Development Courses

NL110 (Preparing to Lead), NS101 (Seamanship) and SI110 (Cyber Security) are required of all plebes. The semester in which you take the plebe leadership course and seamanship course will determine whether you will have a six course or a five course semester.

II.2b Plebe Year Humanities and Social Science Courses

FP130 (U.S. Government and Constitutional Development) and HH104 (American Naval History) are required courses. In some situations these courses may be delayed until upper class years. Most plebes in one regiment will take FP130 in the fall while most plebes in the other regiment will take HH104. Each regiment will take the remaining course in the spring. HE111 and HE112 (Rhetoric and Introduction to Literature I and II) are normally taken during plebe year. You may be placed in HE101 (Practical Writing) for the first semester; this is a course designed for those whose writing skills need improvement. If you are enrolled in HE101 for the first semester, you will take HE111 in the second semester and HE112 as soon as possible thereafter. HE101 may be used as a humanities-social science elective. Two such electives are required by all majors at the Academy. If you are enrolled in HE101, you will not fall behind in your matrix, nor will you have to attend summer school.

II.2c Plebe Year Mathematics Courses

Unless you validate two or more semesters of calculus, you will take one mathematics course each semester of plebe year. SM121 (Calculus I) followed by SM122 (Calculus II) is the most common sequence.

If you have prior differential calculus experience, you may be assigned to SM131 or SM122X which are Calculus I courses for those who have had some calculus but did not validate. Midshipmen who validate Calculus I will take Calculus II (SM122) or perhaps (SM122S) in the first semester.

SM122X is the first course of a challenging two-course sequence for students who have had calculus previously but did not validate Calculus I or II. The two courses consist mostly of topics from Calculus II and Calculus III together with embedded review of topics from first-year calculus. Students completing these two courses will receive credit for SM131, SM122, and SM221. Students invited to take SM122X will have the option of placement into SM131 instead.

If your basic mathematics skills are weak you may be assigned to SM005 (Precalculus) for the first semester. If you are assigned to SM005 you will take SM121A in the second semester and take Calculus II in summer school after plebe year. However, the SM005 course can be used as a free elective in majors which have a free elective spot. Therefore, if you are enrolled in SM005, you may be one course ahead of your matrix prior to the start of the first semester of youngster year.
II.2d Plebe Year Chemistry Courses

You may take SC111 and SC112 (Foundations of Chemistry I and II) during plebe year. If you have a strong chemistry background, you may validate one semester of chemistry and be assigned to SC151 (Modern Chemistry) in the first semester of your plebe year. Passing SC151 completes the requirement of one year of basic chemistry. Alternately, you may take SC112 in the spring semester.

II.3 What do letters after the course number mean?

You may see designators such as P, V, or S after the course numbers for a particular course. P indicates a section for plebes only. V indicates a course for validators of the prerequisite. Plebes are often placed in such special sections rather than placing them in regular sections with upper class midshipmen. S indicates an Honors Section of a course. You may be placed in or invited into such a section. If you have any questions about such placement, talk to your adviser or to a representative of the department offering the course.

II.4 Core Curriculum.

In four years at the Naval Academy, you are required to take certain core courses to make sure you are well prepared for any career path in the naval service and that you are well-educated. These core courses are common to all majors and comprise the largest component of the academic program. The core program provides you with a balanced education that prepares you not only for immediate service in the Navy or Marine Corps but also for your return to civilian life. Since all graduates earn a Bachelor of Science degree, the core features substantial components in mathematics, science, and engineering, for all majors.

III. VALIDATION OF COURSES

Validation permits you to earn course credit for previous work done elsewhere. You may receive validation credit by scoring well on a USNA validation exam or by providing appropriate documentation of Advanced Placement or college-level course work.

There are several advantages of validation. For example, if you validate a course, you can enroll in the next course in the same subject, take care of another curriculum requirement, repeat a course where a low grade was earned, carry a lighter academic load, facilitate work toward a language minor or dual major. Midshipmen who take advantage of validation in their early years and meet a high standard of academic performance may have the opportunity to pursue study abroad, independent research, honors programs, or master's degree studies in their upper class years at the Academy.

You may be afraid that validation will place you in a course for which you are unprepared. This is rarely the case. However, if you think you are in “over your head” as a result of validation, speak to your instructor or the chair of the department offering the course and discuss your concerns. Validation is not mandatory and midshipmen may decline validation credit.

IV. HELP

IV.1 What types of behaviors lead to academic success at USNA?

1) STAY AWAKE, ALERT, AND PARTICIPATE IN CLASS! Class participation will be a component of your grade in most courses.
2) Take notes in class and REVIEW them. Taking notes without reviewing them merely diminishes your attention in class.

3) Do all homework problems even if your professor does not collect them.

4) Develop and follow a sound time management plan.

5) Start research for projects and papers early.

6) Read assignments in the course syllabus, BEFORE going to class. Even if you don’t fully understand the reading, the class discussion will be far more meaningful if you have had some acquaintance with the material.

7) Study outside the Hall if necessary. Avoid environments that will distract you.

8) Do not be satisfied with just “being SAT.” USNA is about excellence, not mediocrity.

9) Keep all your notes, class work, quizzes/tests organized in a notebook or folder.

10) Get to know your professors on an individual basis! The two of you will benefit.

11) Try to get at least 6 hours of sleep a night; most people don’t function well on less.

IV.2 What can I do if I am having academic problems?

1) See your instructor early and often for Extra Instruction (EI) – This is the first and most important action you should take when you encounter academic problems. If you are not grasping the concepts taught in class, see your instructor. If your instructor cannot provide enough assistance, you might visit with the department chair to learn what other sources of help are available. Seeking help is not a sign of capitulation; it is a mature response to a need. Don’t be embarrassed to ask for help. The faculty has a higher regard for midshipmen who seek assistance than those who should seek help but do not.

2) Consult your Academic Adviser – Your Academic Adviser is the key person you should talk to about academics. Plebe advisers will provide the necessary guidance and support to help you be successful.

3) Keep your Chain of Command informed about your academic problems or challenges – Often your Chain of Command can provide information about other sources of help and can help with time management and prioritization of responsibilities.

4) See your Company Academic Officer – The Academic Officer is a first class midshipman who is a resource in helping you find solutions to your academic problems and challenges.

5) For extra help in Mathematics: Visit the Theodore J. Benac Mathematics Lab (“MathLab”). This resource is located in Chauvenet Hall room 130. There is an extensive collection of reference calculus textbooks in this room and it is staffed by Mathematics Department faculty during periods 1 through 6 each class day. Of course midshipmen should arrange EI first with their own instructors. However, in a situation where that is not possible, drop by the MathLab during the day to receive guidance in solving mathematics problems. Additional information about resources and programs available through the Mathematics Department can be found at http://www.usna.edu/MathDept/resources/.
6) For extra help in Chemistry: A midshipman’s first source of extra help in chemistry is his or her chemistry instructor. In addition, midshipmen are welcome to visit the Chemistry Resource Room located in Michelson Hall room 100 (adjacent to the lobby on the fountain side of the building). Chemistry faculty members volunteer their service first through sixth period each class day and several evenings per week. A schedule of Resource Room availability will be posted in all plebe chemistry classrooms at the start of each semester. The Chemistry Resource Room contains several PC’s (loaded with the standard midshipman software packages and connected to the Internet), printers, small group study tables and several chemistry education resources. Midshipmen are encouraged to drop in to the Chemistry Resource Room to study with classmates, to get help on Web-based homework or lab reports, or simply to print out learning objectives. Midshipmen are also encouraged to become involved in a weekly MGSP session where they can learn from classmates and an upper class MGSP leader. Additional information can be found at http://intranet.usna.edu/AcCenter/, http://intranet.usna.edu/AcCenter/MGSP/index.php, and http://www.chemistry.usna.edu/plebeChem/index.htm.

7) For extra help with written assignments: Visit the Writing Center to receive help on any of your writing assignments – The Writing Center is located on the first floor of Nimitz Library in room 105 and offers one-on-one writing tutorials by professional tutors during all academic periods, and by MGSP Leaders from Sunday through Thursday, 2000-2200 (both appointment and walk-in sessions available). Midshipmen can schedule an appointment at the Writing Center by signing up in Starfish: https://intranet.usna.edu/AcCenter/Starfish.php. For more information, they can visit the Writing Center website: http://intranet.usna.edu/AcCenter/WritingCenter/index.php.

8) Seek STEM Tutoring Services – The Center for Academic Excellence (CAE) provides both appointment and walk-in tutoring services for those trying to improve their academic performance. Small group and individual support is provided to assist midshipmen in reaching their academic goals.

   Evening Tutoring (Walk In) is available in the Levy-Mitscher complex during evening study hours, Sunday – Thursday. Core subjects include chemistry, mathematics and physics as well as some specialty subjects such as Arabic and cyber. A current schedule of subjects and locations is available on the CAE website. Student visits are recorded in the Starfish software system within 48 hours and can be viewed by advisors/instructors at any time.

   Academic Day Tutoring (By Appointment). The CAE continues to advocate for midshipmen to seek EI with their course instructor as the primary source of tutoring. However, tutoring appointments are available on a very limited basis for chemistry, mathematics, physics, and engineering with CAE faculty. Appointments can be scheduled by the midshipman via the Starfish scheduling software.

9) Attend weekly Midshipmen Group Study Program (MGSP) review sessions – MGSP sessions are designed to allow midshipmen in the same class to review course material, solve problems, and gain an understanding of course concepts. MGSP is facilitated by upper class midshipman group leaders who have successfully completed the course and hold weekly study sessions tailored to the needs of the instructor’s courses. For more information and to see which courses have scheduled MGSP sessions visit: http://intranet.usna.edu/AcCenter/MGSP/index.php.

10) Register for Supplemental Instruction – The purpose of the XS class study sections is to offer a non-credit, voluntary course for midshipmen enrolled in introductory core courses. The focus of this course is how to learn from classroom and laboratory experiences. The XS classes meet one period per week. For those enrolled, attendance is mandatory and entered into the MIDS system of student accountability. The purpose of the classes is to provide students with additional attention and an increased opportunity to ask questions from faculty knowledgeable in the subject area.
11) Any midshipman may sign up for Advanced Learning Skills classes and workshops to improve your learning strategies or get study skills help at http://intranet.usna.edu/AcCenter/. Speed reading, advanced note taking and time management topics are very popular. To sign up for an individual session, log in to the Starfish application and select the “Advanced Learning Skills” service to connect with a service provider. https://intranet.usna.edu/AcCenter/Starfish.php. To sign up for a group workshop, complete the workshop request form located at http://intranet.usna.edu/AcCenter/LearningSkills/WorkshopRequest.php.

12) Nimitz Library is an essential resource. The library contains more than half a million volumes, an extensive CD-ROM network, a multi-media laboratory, computer rooms, and several group study rooms. Through Nimitz Library you have access to other libraries in the Washington and Baltimore areas. You can also use your personal computer to conduct a search for library materials from your room at http://www.usna.edu/Library/.

IV.3 Whom can I see about personal problems?

1) You can visit a Battalion Chaplain by stopping by the offices located on the zero deck. The Chaplain Center located on the second deck of Mitscher Hall not only provides daily religious services but Chaplains are also responsible for pastoral counseling. Conversations with the Chaplains are strictly confidential. To contact a chaplain by phone you should call the chaplain office at 3-1100.

2) You can visit the Midshipmen Development Center which is located in 8th wing, seaward side of Bancroft Hall on the first deck. A full range of counseling services is offered to help midshipmen with adjustment, interpersonal, and stress-related problems. Individual and group counseling as well as services for special needs are provided by doctoral-level psychologists. You can refer yourself to the Midshipmen Development Center by visiting in person, by making an appointment by phone at 3-4897 or via the web at http://www.usna.edu/MDC/. In many cases, counseling will be confidential between you and the psychologist; this will be explained to you.

3) You should inform your first class mentor and the chain of command of problems that may affect your performance. Remember that there are many people at USNA who care about you and who are available to talk with you. These include academic advisers, instructors, coaches, officer and faculty representatives, sponsors, etc.

V. MAJOR SELECTION

The core program allows midshipmen the freedom to choose any major and then to seek assignment to any warfare specialty. Nevertheless, given the needs of the Naval Service, you are encouraged to choose a major in mathematics, science, or engineering - if you have the interest and ability to succeed in a technical major.

V.1 What should I consider when choosing a major?

Make sure you spend enough time researching the different majors that may interest you. Your academic interests, strengths and weaknesses, and to a lesser degree your naval career and post-naval career desires should guide your consideration. Here is the bottom line: Choose a major that you will enjoy studying and in which you can succeed.
The following majors are available for the class of 2019: Most majors have an honors track. Stem majors are designated with an asterisk.

<table>
<thead>
<tr>
<th>Group I</th>
<th>Group II</th>
<th>Group III</th>
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</thead>
<tbody>
<tr>
<td>*EAS Aerospace Engineering (AERO)</td>
<td>*SCH Chemistry</td>
<td>FLA Arabic</td>
</tr>
<tr>
<td>*EASA Aerospace Engineering (ASTRO)</td>
<td>*SCS Computer Science</td>
<td>FLC Chinese</td>
</tr>
<tr>
<td>*EEE Electrical Engineering</td>
<td>*SCY Cyber Operations</td>
<td>*FEQ Economics</td>
</tr>
<tr>
<td>*ECE Computer Engineering</td>
<td>*SGS General Science</td>
<td>FPS Political Science</td>
</tr>
<tr>
<td>*EGE General Engineering</td>
<td>*SIT Information Technology</td>
<td>FPSA American Politics &amp; Law</td>
</tr>
<tr>
<td>*EME Mechanical Engineering</td>
<td>*SCS Computer Science</td>
<td>FPSC Comparative Politics</td>
</tr>
<tr>
<td>*ENA Naval Architecture</td>
<td>*SMA Mathematics</td>
<td>FPSI International Relations</td>
</tr>
<tr>
<td>*ENM Naval Architecture &amp; Marine Engineering</td>
<td>*SMO Operations Research</td>
<td>HEG English</td>
</tr>
<tr>
<td>*ENR Nuclear Engineering</td>
<td>*SOC Oceanography</td>
<td>HHS History</td>
</tr>
<tr>
<td>*EOE Ocean Engineering</td>
<td>*SPA Applied Physics</td>
<td></td>
</tr>
<tr>
<td>*ESE Systems Engineering</td>
<td>*SPM Applied Mathematics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*SPAA Astrophysics</td>
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</tbody>
</table>

**V.2 How do I find information about prospective majors?**

Information about the majors offered at the Academy will be provided during Plebe Summer and will include three sets of briefings before the fall semester begins.

All plebes must attend the Majors Briefing during the January Intersessional Period. You should start thinking about your potential major during the fall semester. During the Majors Briefing you will have the opportunity to visit with representatives of any academic department that has a major program.

Several companies sponsor a Majors Night for plebes. These events give you a chance to talk with the upperclassmen about their experiences in their majors. If offered in your company, make sure you participate.

Most departments will invite you to an Open House where you can learn more about their majors. Again, take advantage of this opportunity and be prepared to ask questions.

Visit departments during your free periods or after school to become more acquainted with the majors you are considering. Also, find out from the chair of that department which professors will be teaching during your free periods. Arrange to sit in on one or more classes associated with the major in which you are interested.

It is not sufficient for you to know a little about the subject matter studied in a major. You must also try to determine what being a midshipman in a major really means and what the daily work entails. In particular, you should learn as much as you can about not only the very first course you will take in the majors that interest you, but the entire academic program(s) for each major you are considering. You should also inquire about any special opportunities that might be available to you if you choose a particular major.

Information about the majors may be found on the Dean’s web pages, the departmental web pages, the Naval Academy catalog, or from modules in MIDS. The module Matrices – Query Major Requirements is particularly useful. By using this module you can click on a course which will reveal important information about the course. Major descriptions can be found at [http://www.usna.edu/Academics/Majors-and-Courses/index.php](http://www.usna.edu/Academics/Majors-and-Courses/index.php).
Finally, meet with your plebe year academic adviser prior to choosing a major. Your adviser will be able to review your academic performance and discuss your interests, goals, and help you with this important decision.

VI. COMPUTERS

VI.1 What is MIDS?

The Midshipman Information System (MIDS) is the institution’s enterprise system for nearly all information on a Midshipman from Induction to Graduation and Commissioning.

Using your internet browser, go to the MIDS home page at https://mids.usna.edu/. On the MIDS Home Page you will find several functional menus. Clicking a functional menu takes you to modules related to that functional area.

Each web module has a Help button at the bottom, left-hand corner of the page with instructions specifically for use of that module.

Descriptions of USNA business processes that are supported by specific MIDS modules are accessible by clicking the About MIDS link on the left side of the MIDS homepage. About MIDS can be reached directly at http://www.usna.edu/AboutMIDS/homepage.htm.

VI.2 How can I use my computer to get information on my grades, academic record, etc.?

All faculty, staff and midshipmen can use the links on the General Academics functional menu. Some of the commonly used General Academics links are the following:

ECAs - Query
Final Exams - Query Midshipmen Schedule
Final Exams - Query Section Schedules
Majors - Query by Class
Offered Courses and Sections - Query
Schedules - Query Midshipmen
Schedules - Query Potential Mid Schedules
Sections - General Query

Only midshipmen have access to some of the links on the Midshipmen functional menu. Some of the more commonly used Midshipmen links are the following:

Absences and Excuses - Query
Academic Information - Query
Access Dates (for Midshipmen) - Query
Courses - Preregister
Courses - Query Preregistration
Courses - Register
Excuses - Enter
MAPR (Midshipman Academic Performance Report) - Query
Major - Declare
Major - Enter Preliminary Preferences
Matrices - Query Current Midshipmen
Matrices - Query Major Requirements
Midshipman Leave – Enter
Midshipman Leave – Sign Out/Sign In
Midshipman - Performance Record
PE Course and PRT Scores - Query
PE Mark - Query
Personal Information – Maintain (allows MIDS to send grades to parents or others)
Schedules - Query Midshipmen
Schedules - Query Potential Mid Schedules
Summer School - Preregister
Summer Training - Assignments
Summer Training - Query Training Schedules

Access to certain programs is limited in time. You will be notified when to run these programs. The Access Dates (for Midshipmen) – Query module reveals the times of access.

VI.2a Majors

To view your academic program for the entire four years, click Matrices - Query Current Midshipmen. The matrix contains information about the courses you have taken and the courses you will take according to your major. The matrix is a very useful planning tool for selecting a major or considering a change of major.

To enter a tentative major preference, click Major - Enter Preliminary Preferences.

To declare your final major preference, click Major - Declare.

VI.2b Classes and Registration

To preregister for next semester, you must first see your academic adviser. You will use the Courses Preregister module to enter your approved course selections. Failure to preregister on time, for any reason, will preclude you from entering section preferences during the registration period later in the semester. There may also be other significant penalties.

To register for next semester, click Courses - Register.

To view your past, current or future schedule, click Schedules - Query Midshipmen.

VI.2c Class Attendance

If you will be absent, tardy, or leave a class early, you must use the Excuses - Enter program to record your excuse. This must be done on or before the day in question and up to 24 hours after the instructor has entered the attendance. After the 24 hour period passes, the excuse can be entered by your company academic officer. You should inform your chain of command in advance if you know you will be absent from a class. You should also inform your instructor of forthcoming absences as soon as you know about an upcoming absence.

To see your absences and excuses for the semester, click Absences and Excuses - Query.
VI.2d Grades and Performance

If you want to know all about your academic, PE, conduct, or military aptitude grades, and rank in class by marking period and semester, click Academic Information - Query.

If you want to know what faculty have said about your performance in a particular course after six weeks, twelve weeks, and end of semester, click MAPR (Midshipman Academic Performance Report) - Query. Comments must be entered if your performance was deficient but may be entered in other circumstances as well.

VI.2e Final Exams

If you want to know when your final exams are scheduled, click Final Exams – Query Midshipmen Schedule on the General Academics page. Do not make any travel commitments prior to knowing your personal exam schedule. The fall exam schedule is usually available by 15 October and the spring exam schedule is usually available by 15 March.

If you want to know a course’s final exam schedule, click Final Exams - Query Section Schedules from the General Academics page.

VI.3 Can I access the MIDS system when on leave or at my sponsor’s house?

Yes, the MIDS system is available by going to https://midsweb.usna.edu/.

VI.4 Can I get library information about books, periodicals or films through my computer?

Yes, you can visit the USNA Library homepage at http://www.usna.edu/Library/. This site will allow you to learn what books, periodicals, films and other documents the library has available. You may also access this site via the USNA homepage at http://intranet.usna.edu/ clicking on the Library link.

VI.5 Where can I get help in using my computer?

First, ask a shipmate. Each company has a Midshipman Information Systems Liaison Officer (MISLO) who can help you. If you can’t get the help you need in Bancroft Hall, contact the Technology Service Center (ITSC) at 3-3500. The ITSC is located in Ward Hall, Room G1. Hours of operation are Monday through Friday, 0700-1600. If the staff there can’t help you, they will call on specialists who can. The ITSC Web Page at http://intranet.usna.edu/ITSC/ features an extensive FAQ library of the following subjects: Internet, Network, Naval Academy Data Network (NADN), standard USNA Software, and World Wide Web.

VI.6 How do I get my computer fixed?

If your computer has a hardware problem, take it to the Midshipmen Computer Repair Center (MCRC) located in the Fourth Wing basement at room 4B05. The facility is manned Monday through Friday, 0730-1600. The phone number is 3-5482.
VII. ACADEMIC REQUIREMENTS

VII.1 Preregistration and Registration.

Preregistration is essential for academic planning. It allows you and your academic adviser to plan your academic future and it is critical to the departments in allocating their faculty and resources for the next semester. Preregistration is a requirement, not a preference, and ALL midshipmen must preregister within the announced time line. Midshipmen must first meet with their advisers to ensure they preregister for the correct courses. They then enter the courses to be taken in the following semester in MIDS. In accordance with ACDEANINST 1531.59, paragraph 12a, “If a midshipman fails to preregister on time, the ADAA may deny registration privileges to that midshipman and, instead, register him or her directly without regard to the midshipman’s preferences.” For the first semester of fourth class year, preregistration is done for you. Preregistration for second semester will occur 18-25 September, 2015. Preregistration for the first semester of third class year will occur 22-25 March, 2016, after you have selected a major. You preregister by running Courses - Preregister on MIDS. It is important for you to list the correct courses when you preregister. Errors must be corrected prior to registration.

Registration occurs during the latter part of each semester. At registration, midshipmen may request certain sections of the courses they will take next semester. This means you can run the computer program Courses - Register and ask for a section that meets during a preferred time of day or a section taught by a certain professor. It should be understood that there is no guarantee that you will be assigned to a requested section. You might want to consult with upper classmen to learn more about how the process works.

Suggested steps to complete the registration process are as follows:

• A week or two prior to registering, use the Courses - Query Preregistration link on MIDS to ensure that your listing of courses for the next semester is correct. If errors are seen, see your adviser ASAP so corrections can be made.

• Use the Offered Courses and Sections - Query link on MIDS – GENERAL ACADEMICS to check section information and names of professors for your courses.

• Use Schedules - Query Potential Mid Schedules link on MIDS to determine what schedules for the next semester are possible based on your requests.

• Use the Courses - Register link to request enrollment in the courses for the next semester. When you register, you may elect for the computer to assign a random schedule or you may select your section(s) from a pull down menu in hopes of being placed into a specific section for one or all of your courses. If you desire the computer to assign you a section at random, leave the section(s) blank then click the UPDATE button, SUBMIT link and finally SUBMIT again. Your schedule request will be considered when the registration software processes groups of request each day.

• After registering, you should periodically check the Schedules - Query Midshipmen module to learn what your next semester schedule is. Remember, this schedule is subject to change and may change at any time prior to the first day of class. Make sure you double check your schedule just prior to the first day of classes.

• To change your schedule you must contact your adviser IF there is a valid reason for the change. Schedule changes for section preferences or convenience will not be approved.
VII.2 What time will my classes meet?

The academic day is divided into six periods of 50 minutes each with 10 minutes between classes to allow for movement between buildings. The seventh period is rarely used. Some three credit classes will meet twice a week for 75 minutes each during eighth, ninth or tenth periods.

<table>
<thead>
<tr>
<th>Period</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1</td>
<td>0755-0845</td>
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<tr>
<td>2</td>
<td>0855-0945</td>
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<tr>
<td>3</td>
<td>0955-1045</td>
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<tr>
<td>4</td>
<td>1055-1145</td>
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<tr>
<td>5</td>
<td>1330-1420</td>
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<td>6</td>
<td>1430-1520</td>
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<td>7</td>
<td>1530-1620</td>
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<tr>
<td>8</td>
<td>0755-0910</td>
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<tr>
<td>9</td>
<td>0955-1110</td>
</tr>
<tr>
<td>10</td>
<td>1330-1445</td>
</tr>
</tbody>
</table>

For inclement weather or emergency schedules, see [http://www.usna.edu/Academics/Calendars-Events/Class-Schedules.php](http://www.usna.edu/Academics/Calendars-Events/Class-Schedules.php).

VII.3 What are the rules and regulations governing class attendance and decorum?

VII.3a Class Attendance

ATTENDANCE OF ACADEMIC CLASSES IS A MILITARY OBLIGATION, AND YOU ARE REQUIRED TO ATTEND CLASSES. Routine medical and dental appointments must be scheduled during free periods. If you have a conflict regarding class attendance, resolve this through your chain of command PRIOR TO CLASS. Conduct action will be taken for unauthorized absence from class.

You must inform your instructor(s) when you know in advance that you will be missing a class. Whether your absence from class is justified or not, you are still responsible for turning in assignments and making up the lessons missed.

When you miss class for any reason, authorized or not, you are also required to log onto MIDS and record the reason for missing class. Specific policies will be dictated by the Company Academic Officers.

VII.3b Classroom Decorum

Academic classes are military evolutions, and you are expected to conduct yourself in a military fashion during class. You are expected to be alert and respectful of your classmates and the faculty. You must be well-groomed and in the uniform of the day. You are not allowed to eat, smoke, or chew tobacco or gum in classrooms, lecture halls, terminal rooms, laboratories, and corridors of all academic buildings. Drinks are allowed in classrooms, but must be stowed in bookbags while transiting between classes. The lab decks and/or lobbies of academic buildings may be used for reading and study, but these areas are not lounges and you should present a dignified appearance in these public areas.
Midshipmen should address civilian professors with as much respect as they address a military instructor. Many of the civilian professors outrank the military instructors. When meeting a mixed group of civilian and military faculty members, make sure to salute the officers as well as render a verbal greeting to the entire group, for example, “Good afternoon ladies and gentlemen.” If you know a professor’s title you should greet him or her with that title. Many civilian professors prefer to be called “Professor” or “Dr.” (as appropriate – note that nearly all of our civilian faculty members possess a doctoral degree) as opposed to “Sir/Ma’am” or “Mr./Ms.”

VII.4 What is a section leader?

In each class your instructor will assign a section leader. The section leader will be responsible for taking muster and reporting absences to the instructor. The section leader will also call the class to attention at the beginning and end of each class period. If the instructor fails to show up within a few minutes of the start of class, the section leader should report this to the department office. The class should not depart unless dismissed by a member of the faculty.

VII.5 How are my grades determined?

In each class you will be assigned a letter grade of A, B, C, D or F (A denotes excellence and F denotes failure) which corresponds to a numerical Quality Point Equivalent (QPE) of 4.0, 3.0, 2.0, 1.0, or 0.0 respectively. Your Quality Point Rating (QPR) is computed by multiplying the QPE for a course by its credit hours and dividing the sum of these products for all the courses you take in a semester by the total number of credit hours attempted. A cumulative QPR (CQPR) is maintained for all academic grades earned. A cumulative QPR of 2.0 is an absolute requirement for graduation and commissioning. A cumulative QPR of at least 2.0 in your major courses is required to receive a B.S. with your major designated on the diploma. Grades received in Physical Education do not count toward the QPR or CQPR but do factor into the Order of Merit. An explanation of Order of Merit appears on page 20.

You will be assigned a progress grade in each course after the sixth and twelfth week point of each semester. These grades are used for information and guidance to you, your adviser and your chain of command. They do not appear on your permanent transcript. At the end of the semester you will receive a semester QPR (SQPR), which is a part of your permanent record. Only the final grade you earn in a course appears on your permanent transcript.

VII.6 How important are grades at USNA?

The academic performance of midshipmen has several important implications. The higher your grades and class standing, the more likely you will:

• RECEIVE YOUR DESIRED SERVICE ASSIGNMENT

• Be selected for programs like Trident Scholar, VGEP, Medical School, or one of several graduate scholarships available upon graduating from USNA.

Conversely, poor academic performance will lower your chances for getting your desired service selection and may result in REDUCED PRIVILEGES AND LIBERTY or separation.

VII.6a Academic Honors

Each semester, lists are published to recognize midshipmen whose academic and overall performance during the previous semester has been exemplary. These lists are the Superintendent's List, the
Commandant's List, and the Dean's List. The Superintendent’s and Dean’s Lists are published on the Dean’s webpage at http://www.usna.edu/Academics/MIDN-Resources/Honor-Lists.php.

Inclusion on the Superintendent's List or Commandant's List makes you eligible for special privileges as outlined in Midshipmen Regulations. Criteria are as follows:

**Superintendent's List:**
- SQPR of 3.4 or higher with no grade less than “C”.
- “A” in Aptitude for Commission and Conduct.
- “A” or “B” in Physical Education.
- “A” or “B” on PRT.
- ≥ 15 Credit Hours

**Dean's List (excludes those on Superintendent’s List):**
- SQPR of 3.4 or higher with no grade less than “C”.
- “A” or “B” in Conduct and Aptitude for Commission.
- “C” or better in Physical Education.
- “C” or better on PRT.
- ≥ 15 Credit Hours

**Commandant's List:**
- SQPR of 2.9 or higher.
- “A” or “B” in Aptitude for Commission.
- “A” in Conduct.
- “A” or “B” in Physical Education.
- “A” or “B” on PRT.
- ≥ 15 Credit Hours

**VII.6b  Academic Deficiencies**

There are different definitions of academic “deficiency”. The chain of command in Bancroft Hall typically uses the phrase to determine eligibility for weekend liberty and movement orders. By this definition a midshipman is UNSAT if the most recent QPR (six-week, twelve-week or end-of-semester) is less than 2.00 or if the midshipman has two or more “D”s or at least one “F.” If a midshipman falls in this category, he/she will not be allowed to participate in voluntary movement orders without special permission from the Commandant. The midshipman will also be provided specific guidance by the Company Officer aimed at helping to improve academic performance, including guidance pertaining to Extra Instruction, study skills and habits, as well as time management.

If a midshipman's CQPR is below 2.0 at the completion of a semester, probation for the following semester is automatically imposed. A midshipman is also on automatic probation for the semester following two consecutive semesters in which the semester QPR is below 2.0.0, even if the CQPR is above 2.0.

USNA/INST 5420.24G accordingly states that a midshipman is academically deficient and will be reviewed by the Academic Board if the midshipman:

- has a semester QPR below 1.50.
- fails two or more courses in one semester.
- fails any course after two or more prior course failures.
Midshipmen deficient at the end of an academic term are separated from the Naval Academy unless retained by the Academic Board.

VII.6c Academic Boards

The Academic Board meets at the end of each academic term to review the cases of midshipmen who are deficient as defined in USNAINST 5420.24G. The Academic Board is composed of the Superintendent, the Academic Dean and Provost, the Commandant, and others appointed by the Superintendent. The Board reviews the academic records, MAPRs and COMPRs of deficient midshipmen, and makes a decision for retention or separation. Midshipmen who are retained by the Academic Board must report to the Advisory Board. This Board will carry out the decisions of the Academic Board and make changes to a midshipman’s academic and summer training programs as appropriate. Midshipmen who are not retained by the Academic Board are permitted to appeal their case in person with their chain of command present, before the Academic Board.

VII.6d Academic Review Council

In conjunction with the January Academic Board, the Academic Review Council (ARC) composed of the Vice Academic Dean, the Deputy Commandant, the Director of the Academic Center, the Director of Academic Advising and the Assistant Athletic Director (Academics) will meet with designated plebes with low QPRs and with plebes who were retained during the Academic Board record review. The purpose of the Academic Review Council is to provide encouragement and advice to help plebes improve their academic performance.

VII.6e MAPRs/COMAPs/Special MAPRs

Both military and civilian faculty are concerned about military bearing and service suitability as well as academic performance. In some classes, appearance and attitude may affect the class participation grade. Instructors provide information about their students to company officers.

MAPR (Midshipman Academic Performance Report) is a MIDS module through which instructors provide information about a midshipman's academic performance. At the six and twelve week point, instructors will write MAPRs on every midshipman who has a D or an F in their courses. This report includes the midshipman’s standing in the class, how much EI was attended, and general comments on effort and performance in class. These MAPRs are accessible to the midshipman, the adviser, and the company officer. At the end of the semester, every instructor will write MAPRs on each of his/her midshipmen whose
record is to be reviewed by the Academic Board. MAPRs may be viewed in the MIDS module MAPR (Midshipman Academic Performance Report) – Query.

COMAP (Company Officer Midshipman Academic Performance Report), abbreviated COMAP in MIDS, is used by your Senior Enlisted Leader (SEL), Company Officer and Battalion Officer to provide their recommendation and comments to the Academic Board. These are completed at the end of the semester for all midshipmen whose record is reviewed by the Academic Board. COMAPs may be viewed in the MIDS module COMAPs – Query.

SPECIAL MAPRs can be submitted by faculty or staff to communicate information about midshipmen who are reviewed by the Academic Board. The MIDS module for accessing Special MAPRs is MAPR (Midshipman Academic Performance Report) – Query.

MAPRs AND COMAPs ARE EXTREMELY IMPORTANT TO THE ACADEMIC BOARD IN DETERMINING IF AN ACADEMICALLY DEFICIENT MIDSHIPMAN SHOULD BE RETAINED AT THE NAVAL ACADEMY. Midshipmen should be familiar with the content of these MAPRs and COMAPs.

VII.7 What are final exams and reading days?

All courses, with a few exceptions approved by the Academic Dean and Provost, conduct a three hour final examination during the final examination period at the end of each semester. These final examinations usually count between 25% and 40% of a course’s final grade. Individual course policy statements include specific weighting for grade calculation in each class.

Following the last day of classes in each semester, there may be a one or two day Academic Review and Study period. During this period, faculty members are available to assist midshipmen in course review. No other activities requiring midshipmen attendance may be scheduled during this period. Final Exam schedules may be viewed using the MIDS module Final Exam – Query Midshipmen Schedule on the General Academics menu.

VII.8 How is my order of merit determined?

Your overall standing in your class is called the Order of Merit (OOM). Your OOM is used in assigning the lineal number that will establish your relative seniority once commissioned.

Your OOM is determined by your performance in academics, aptitude for commissioning, conduct, physical education, and athletics. Grades are assigned in each of these areas and weighted to calculate a total score for each of the eight regular semesters at the Naval Academy.

The academic component of the OOM is based on your semester QPR’s with bonuses for semesters with greater than 19 credit hours, Trident projects, VGEP, and extra courses. Semesters below 15 credit hours are penalized. USNAINST 1531.51 series contains a detailed explanation of the calculations involved. The OOM is also described at http://www.usna.edu/Academics/_files/documents/OOM.pdf.

VII.9 How many credits must I take each semester?

The minimum academic load in any semester is 15 credit hours. In a few special cases (generally a severe illness, accident, or for midshipmen in academic extremis), the Academic Board may authorize a midshipman to carry less than 15 credit hours. There is an OOM penalty for a semester in which the
academic load is fewer than 15 credits, whether approved by the Academic Board or not. Carrying more than 23 credits requires the approval of the Associate Dean for Academic Affairs.

During most semesters you can expect to carry 15-19 credits, depending on your progress through your major. Your actual time in class will vary from the number of semester hours due to lab periods included in many courses. Your time in class will be the sum of lecture-recitation hours and lab hours. Lab periods are typically scheduled for two consecutive class periods, but these two hours usually count as one credit hour.

VII.10 How do I drop or add a course?

Dropping or adding a course after the semester has begun must be discussed with your academic adviser. Dropping a course requires written approval of your academic adviser and the Associate Dean for Academic Affairs (if doing so brings you behind the matrix). The deadline to drop a course is the last day of the week in which the second marking period grades are submitted. Certain constraints apply. Falling two or more courses behind in your major will result in an academic deficiency and may result in your being separated. Remember that you will not be allowed to drop below 15 credits unless you have special permission from the Academic Board or the Academic Dean when the Academic Board is not in session.

Adding a course up to the add course deadline requires the approval of your academic adviser. You can add a course prior to the 15th calendar day of the semester. For further details on making changes to your academic schedule, see your academic adviser.

VII.11 Are Academic Programs offered over the summer?

Several core courses and a few electives are offered during summer school. Summer school enrollment can be mandatory or voluntary. Mandatory summer school attendance is directed by the Academic Board or Academic Advisory Board because of academic deficiencies. If you began mathematics with SM005, you must attend summer school after plebe year to complete the academic requirements of fourth class year. Mandatory summer school may, in some circumstances, take the place of summer training. Your company officer can provide further information on the relationship between mandatory summer school and the summer professional training program.

If space is available, you have leave at the same time and you have the prerequisites, voluntary summer school may be elected. Voluntary summer school allows you to get ahead of your major matrix in order to prepare for special programs such as VGEP, the Trident Scholars Program, a double major, a language minor, or to lighten your academic load in a future semester. You can also improve your CQPR by repeating a course in which a “D” or “F” was earned. You will still be required to complete all required summer professional training.

Information about summer school is posted on the Academic Dean’s web site and is also sent via e-mail to all midshipmen during the spring semester each year.

VIII. SPECIAL ACADEMIC OPPORTUNITIES

VIII.1 What special academic programs does USNA have?

For additional information on the below listed special programs, check out the various links on the Academic Dean’s web site at www.usna.edu/Academics/.
VIII.1a Language Minor

You can minor in French, German, or Spanish by completing or validating 12 credits at the 300/400 level (usually four courses). You can minor in Arabic, Chinese, Japanese or Russian with 12 credits at the 200 level or above. Courses taught in English do not count. You must also earn a 3.0 average in your language courses. See the chair of the Languages and Cultures Department for more information.

VIII.1b Dual Major

You can double major at USNA. You have to complete the requirements for a single major, and then add any requirements for the second major that are different. You need to enroll in at least five courses (15 credits) in the second major that you did not use in meeting the requirements for the first major. Of the five required additional courses for a double major, you must enroll in four of them at the 300 level or above.

VIII.1c Research Courses

Most departments offer research courses for advanced students. After you have selected your major, check with your new academic adviser for individual department programs and their requirements. Typically, you must be a first or second classman and meet additional requirements set forth by the department.

VIII.1d Honors Programs

Some of our majors have more challenging honors tracks that can let you participate in advanced courses and activities. Admission is usually based on academic standing both overall and within a major. See your academic adviser. The majors with honors tracks are: Applied Mathematics, Economics, English, History, Mathematics, Naval Architecture, Ocean Engineering, Oceanography, Political Science, and Systems Engineering.

VIII.1e Bowman Scholar Program

Each year, a small group of Naval Academy midshipmen second class (juniors), who are seeking initial service assignments in the nuclear Navy, may be offered the opportunity to compete for appointments as Admiral Frank Bowman Scholars. Prior to selection as a Bowman Scholar, candidates will be interviewed for the Navy’s nuclear power training pipeline by the Director, Naval Reactors. If selected for nuclear power training and subsequently selected as a Bowman Scholar, the Scholar will participate in a tailored research internship during one of the summer training blocks preceding first class year and will participate in a special research-based learning opportunity during their last year as a midshipman. During the first year of commissioned service after graduation from the Academy, Bowman Scholars will likely be offered immediate, one-year graduate education experiences at the Naval Postgraduate School, resulting in a masters degree in a technical discipline. Midshipmen appointed as Bowman Scholars will be awarded (in second class year) any incentive monetary bonus associated with the Scholar’s acceptance into the nuclear power training pipeline.

VIII.1f Trident Scholar Program

The ultimate undergraduate research experience at USNA is the Trident Scholars Program. A Trident Scholar undertakes a yearlong research project for which the Scholar may receive credit equal to several courses. As with independent research courses, students must submit a proposal and maintain an appropriate academic standing. Talk to your academic adviser about selection criteria and available Trident projects.
VIII.1g Voluntary Graduate Education Program

If you want to get a head start on graduate education, you will be interested in the Voluntary Graduate Education Program (VGEP). If you are selected to participate in VGEP, you can devote your second semester of first class year, the summer after commissioning, and the following autumn to pursue a master’s degree at any number of local colleges and universities. You must be well ahead in your matrix to participate in VGEP. The time to start thinking about this is during plebe year; talk to your academic adviser about this long range plan. A briefing on VGEP is given to midshipmen fourth class in January each year. See the VGEP briefing slides on the Graduate Education Blackboard by logging onto the USNA Home Page Blackboard and scrolling down to see the “grad ed menu”. The Graduate Education Office is in Michelson, 384, and can be reached at 3-6334 or via yard mail, stop 9G.

VIII.1h Exchange Programs

If selected for this program, you may spend the fall semester of your first class year, an entire semester during second-class year, or the spring semester of third-class year as an exchange student at the Military Academy, Air Force Academy, Coast Guard Academy, or one of several service academies or civilian universities in foreign countries. See your chain of command for more information.

VIII.2 Can I attend graduate school upon graduation from the Academy?

Yes, you can enter a master's program after graduation from the Academy. Selection is highly competitive. The Graduate Education Office can give you information about available scholarship programs.

You can enter the Medical or Dental Corps and attend medical or dental school straight from the Academy. Every year up to 15 midshipmen are selected for this program. Academic performance is the most important criterion used for selection. Also of great significance is the motivation for a career in Navy medicine or dentistry and performance in nonacademic areas. If you are interested in these programs, you should speak with your academic adviser and the chair of the Premedical/Predental Advising Committee, Professor C. Kinter, at 3-6629.

IX. PLAGIARISM

Plagiarism is treated very seriously at the Naval Academy. Committing Plagiarism is an honor offense which could lead to separation. It is important for you to read and understand the following statement.
USNA STATEMENT ON ACADEMIC PLAGIARISM

STANDARD

Academic plagiarism is the use of the words, information, insights, or ideas of others without crediting them through proper citation. A citation or citing identifies sources and how they can be found. Unintentional plagiarism, or sloppy scholarship, is academically unacceptable; intentional plagiarism is dishonorable. You can avoid plagiarism by fully and openly crediting all sources used.

GUIDELINES

1) Give credit where credit is due. Inevitably, you will use the other people’s discoveries and concepts. Build on them creatively. But do not compromise your honor by failing to clearly acknowledge where your work ends and that of someone else begins.

2) Provide proper citation for everything taken from others. Such material includes interpretations, ideas, wording, insights, factual discoveries, charts, tables, and appendices that are not your own. Citations must guide the reader clearly and explicitly to the sources used, whether published, unpublished, or electronic. Cite a source each time you borrow from it. A single citation, concluding or followed by extended borrowing is inadequate and misleading. Indicate all use of another’s words, even if they constitute only part of a sentence, with quotation marks and specific citation. Citations may be footnotes, endnotes, or parenthetical references.

3) Recognize the work of others even if you are not borrowing their words. Theories, interpretations, assessments, and judgments are all intellectual contributions made by others and must be attributed to them.

4) Paraphrase properly. Paraphrasing is a vehicle for conveying or explaining a source’s ideas and requires a citation to the original source. A paraphrase captures the source’s meaning and tone in your own words and sentence structure. In a paraphrase, the words are yours, but the ideas are not. It should not be used to create the impression of originality.

5) Cite sources in all work submitted for credit. Your instructor may also require you to identify the contributions of others in drafts you submit only for review. Ask your instructor for his or her citation requirements and any discipline-specific attribution practices.

6) Be cautious when using web-based sources, including Internet sites and electronic journals. There is a common misperception that information found on the Internet does not need to be cited. Web-based information, even if anonymous, must be appropriately cited. Do not cut and paste or otherwise take material from websites without proper citation.

7) Provide a citation when in doubt. Always err on the side of caution.

For additional information about plagiarism see http://www.usna.edu/Library/reference/subjects/info-ethics/plagiarism.html.