

ACDEANINST 1531.78
2/ADAA
20 February 2001

ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.78

From: Academic Dean and Provost

Subj: TRAVEL STUDY COURSE POLICIES

Ref: (a) ACDEANINST 1531.50 series *Academic Courses with 28X and 48X Designators*
(b) ACDEANINST 5420.20 series *Curricular Review Process*
(c) ACDEANINST 1531.77 series *Summer School Enrollment Policy*

1. Purpose. To create guidelines for establishing and executing travel study courses.
2. Background. A travel study course is one taken for Naval Academy credit and whose subject matter requires or is very significantly enhanced by study at a location outside the Naval Academy. For such a course, it is necessary for midshipmen to travel and reside away from the Naval Academy. A travel study course may involve travel within CONUS or outside it. Normally, this travel will occur in place of a period of leave, either during the summer or during the spring or winter breaks. Courses taken by midshipmen as part of the Service Academy Exchange Program are not considered travel study courses.
3. Action. Approval for the execution of a travel study course has two essential components; one is curricular and the other is logistical and financial.

a. The establishment of a travel study course will follow the standard procedures described in references (a) and (b). In reviewing such courses, curricular committees shall pay particular attention to the benefit gained by the travel itself, the nonacademic requirements of the course, if any, for the midshipmen who are enrolled in it, and the time spent by the midshipmen in academic endeavors while away from the Naval Academy. Approval of the course, if new, must take place before approval for its execution can occur.

b. At least 90 days in advance of the execution of travel and prior to commitments by any of the parties concerned, the faculty member intending to conduct such a course will submit for approval, a memorandum via his or her chair and division director, addressed to the Academic Dean and Provost and the Commandant of Midshipmen requesting permission (1) to offer the course for credit at the time specified, and (2) for the midshipmen to travel according to the itinerary specified. The memorandum should include:

ACDEANINST 1531.78

20 February 2001

(1) All the logistical arrangements and itinerary for the intended travel,

(2) All the costs of the travel and the expected sources of funding, and

(3) A schedule for the submission of grades.

Appropriated funds are not available to support travel or per diem expenses of midshipmen involved in such courses.

4. Departments that sponsor travel study courses offered by another service academy that are to be taken for Naval Academy course credit must disseminate information about such courses to all qualified midshipmen and assist the midshipmen who wish to participate in preparing requests for: (1) approval of their travel from the Commandant via their chain of command and (2) course credit from the Associate Dean for Academic Affairs via the cognizant chair and division director. This must be done well in advance of the travel dates.

5. Midshipmen who wish to participate in travel study courses offered at the Naval Academy will enroll in accordance with the normal procedures for registration. For courses offered at another service academy, midshipmen must obtain permission from the cognizant Naval Academy department chair to receive credit for the course. See reference (c) for summer school enrollment.

W. C. MILLER

Distribution:
AC, MR