



DEPARTMENT OF THE NAVY
OFFICE OF THE ACADEMIC DEAN AND PROVOST
UNITED STATES NAVAL ACADEMY
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ACDEAN INSTRUCTION 1531.83

From: Academic Dean and Provost, U.S. Naval Academy

Subj: TRANSFERRING CREDITS FROM OTHER REGIONALLY ACCREDITED
INSTITUTIONS WHILE ENROLLED AT THE U.S. NAVAL ACADEMY

Ref: (a) 10 U.S.C. §6966
(b) COMDTMIDNINST 1531.2BF
(c) USNAINST 1050.2

1. Purpose. To set forth guidance for midshipmen who desire to take courses from a civilian, regionally accredited institution while enrolled at the U.S. Naval Academy (USNA). Such midshipmen must be on a leave of absence status and fulfill the below requirements in order to transfer credit to their USNA degree program.

2. Scope and Applicability. All faculty, staff, and midshipmen attending the U.S. Naval Academy.

3. Background.

a. Historically, the only means for midshipmen to earn academic course credit while enrolled at USNA was to take a course: (1) at USNA itself; (2) at one of the other service academies through the Service Academy Exchange Program (SAEP); or (3) via an approved Semester Study Abroad (SSA) program. This instruction provides guidance for midshipmen to earn validation credit through regionally accredited outside institutions while on a leave of absence.

b. Earning credits from other academic institutions affords midshipmen who have been granted a leave of absence the opportunity to continue progressing with their studies while away from USNA.

4. Action. Department Chairs will ensure clear objectives for each course are listed in the syllabi.

5. Eligibility.

a. Midshipmen. To be eligible to earn credit for courses taken elsewhere (other than through SAEP or SSA), midshipmen must be in a leave of absence status and prior approval must have been obtained from the Academic Dean & Provost (see below). Midshipmen on approved leave of absence typically only include those granted leave for medical reasons. Midshipmen may not take outside classes while actively taking classes at USNA or while participating in other USNA-

approved training.

6. Policy.

a. Midshipmen who are given a leave of absence may take courses for credit from outside regionally accredited institutions and have the resulting credits count toward validation at USNA under the following conditions:

(1) Prior written authorization by the Academic Dean & Provost is required. No exceptions will be granted to this requirement.

(2) Courses taken at other institutions must be taken for an earned letter grade, i.e., not pass/fail or audit. A grade of C or better is required for a course to validate a USNA course. A course with a grade below C can only be validated if a waiver is approved by the Academic Dean & Provost.

(3) A midshipman who has completed a course at a regionally accredited outside institution and who meets the course requirements set forth by the Academic Dean & Provost will receive validation credit for the USNA course. Validated credit does not count toward a midshipman's QPR.

(4) Regardless of courses taken for credit elsewhere, midshipmen must still maintain at least 15 credits per semester while attending USNA.

(5) Midshipmen may not fall behind USNA matrix requirements in anticipation of taking courses at another institution.

(6) Validation credit will not be awarded for repeating classes that were already successfully completed at USNA. A midshipman may repeat a course originally taken at USNA, but the original grade will not be replaced by the validation and will not impact the QPR.

(7) Validation credit will not be awarded if the midshipman does not return to USNA upon conclusion of the leave of absence.

(8) Classes taken at any outside institution will not be funded by the Department of the Navy.

7. Procedure.

a. To earn validation credit for courses taken externally, the midshipman must provide to the Academic Dean & Provost sufficient documentation for the external course to determine USNA course equivalence, or appropriate content in the case of elective substitution. This would normally include the syllabus and course outcomes and topics, but additional documentation may be required. The Academic Dean, in consultation with the Department Chair representing the most closely associated discipline of the course under consideration, will review the documentation to determine whether the external course warrants validation of USNA

credit. If approved by the Academic Dean & Provost and upon completion of the course, the midshipman must confirm their grade by forwarding an official copy of their transcript to the USNA registrar.

b. Normally, courses unique to USNA must be taken at USNA and will not be validated via outside institutions. Exceptions to this policy will be rare, and require written approval of the appropriate Department Chair and Academic Dean.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. The Academic Dean and Provost will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.



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