



**DEPARTMENT OF THE NAVY**  
**OFFICE OF THE ACADEMIC DEAN OF PROVOST**  
**UNITED STATES NAVAL ACADEMY**  
**121 BLAKE ROAD**  
**ANNAPOLIS MARYLAND 21402-1300**

ACDEANINST 5700.2D  
2D/IPO

**AUG 31 2015**

ACADEMIC DEAN AND PROVOST INSTRUCTION 5700.2D

From: Academic Dean and Provost

Subj: SEMESTER STUDY ABROAD PROGRAM GUIDELINES

Ref: (a) Title 10 U.S. Code 6957 Section A: Exchange Programs with Foreign Military Academies  
(b) Department of Defense Strategic Plan for Language Skills, Regional Expertise and Cultural Capabilities 2011 - 2016  
(c) Maritime Strategy for 21<sup>st</sup> Century Seapower

Encl: (1) Academic planning guidance  
(2) Academic planning form  
(3) Marking Office guidance

1. Purpose. To provide administrative rules and logistical guidelines for the Semester Study Abroad Program (SSAP) to international civilian universities and military academies as authorized by reference (a).

2. Cancellation. ACDEANINST 5700.2C. This instruction modifies the selection approval process.

3. Background. The Department of Defense and Department of the Navy strategic guidance references (b) and (c) highlight the need to "build, enhance, and sustain a Total Force with a mix of language skills, regional expertise, and cultural capabilities to meet existing and emerging needs in support of national security objectives." SSAP provides Midshipmen the best opportunity to develop these necessary skill sets through semester long interaction at counterpart academies or at civilian universities in strategic regions as determined by the Navy and Marine Corps.

4. Goals of SSAP. The SSAP offers an immersive experience in languages and cultures of strategic importance to the naval service, increasing a Midshipman's foreign language capability and/or understanding of global and cross cultural perspectives. SSAP goals are:

a. To provide Midshipmen with direct experience in the spoken language and cultural practices of people from other countries.

b. To enhance the foreign language ability, global awareness, and knowledge of Midshipmen about regions in which they will operate as junior officers.

c. To have Midshipmen study (where applicable) at a foreign naval academy where they will learn and train side by side with their international counterparts and develop better understanding of an ally's navy and leadership development.

d. To broaden the perspective and understanding of Midshipmen about theater security cooperation goals in the respective host country.

5. Eligibility. Midshipmen must meet the following criteria for eligibility:

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

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

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

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

c. Overall CQPR of 2.7 or better.

d. Aptitude for Commissioning Grade of B or better in the previous semester, or if less than a B - an endorsement and specific explanation by Chain of Command addressing this aspect of the Midshipman's record.

e. Conduct grade of B or better in the previous semester, or if less than a B - an endorsement and specific explanation by Chain of Command addressing this aspect of the Midshipman's record.

f. Physical Education grade of C or better and PRT grade of B in previous semester.

g. Positive endorsements from company and battalion officers. If any of the criteria in paragraphs 5.c through 5.f are not met, a positive justification for a recommended waiver is required.

h. Positive support by academic advisor. (Note: after selection, the Midshipman will require a positive endorsement by the departmental senior academic advisor, in consultation with the Associate Dean for Academic Affairs, that an academic plan has been developed to support an on-time graduation.)

i. United States citizenship

j. Approval by the Academic Dean and Provost and the Commandant of Midshipmen.

(3) Midshipman participation in SSAP is contingent on maintaining standards consistent with the eligibility criteria listed above.

\*\*\*Applicants who fail to meet any criterion above must specifically address this area in their essay. Chain of Command endorsements must address these areas specifically\*\*\*

## 6. Selection Procedures

a. International Programs Office will conduct an Open House in late August or early September for 2/C and 3/C where the application process will be explained and the Associate Dean for Academic Affairs will address academic considerations.

b. The SSAP application will be available on MIDS for approximately 10 days.

c. Recommendations from the Midshipman chain of command, academic advisers, and, when appropriate, language instructors will be requested for those who meet the qualifications.

d. Interviews will be scheduled in October or November.

e. Selections will be made. Those midshipmen meeting all of the eligibility criteria listed in paragraph 5a-4i are automatically approved by the Academic Dean and Commandant. A list of midshipmen who do not meet all of the criteria listed in paragraph 5a-5i except are positively endorsed by the Company Officer and Battalion Officer will be forwarded to the Academic Dean and Commandant for approval by the end of November.

f. Selected Midshipmen will be notified in December and attend an initial meeting with International Program Office personnel to discuss specific location and semester assignments.

## 7. Program Planning

a. Prior to the start of the fiscal year, the Director of the International Programs Office will establish the budget based on appropriated and philanthropic sources. This will be used to determine the size of the annual SSAP and will be forwarded for approval by the Academic Dean.

b. In February, the foreign naval and military academies with which USNA has an approved Memorandum of Agreement for semester exchange programs will be contacted to determine the reciprocal exchange numbers.

## 8. Responsibilities:

### a. International Programs Office

(1) Communicate with institutions abroad to establish dates of attendance.

(2) Monitor the academic planning of the selected Midshipmen and facilitate communication with foreign institutions regarding sharing of syllabi.

(3) Provide information on preparations necessary to be away from USNA for a semester.

(5) Collect weekly reports and After-Action Reports (AARs) from participants.

(6) Serve as the focal point for internal and external stakeholders in support of Midshipmen selected for SSAP.

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

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

b. Languages and Cultures Department

(1) When appropriate, make recommendations about the applicant's language suitability for the respective program.

c. Academic Departments

(1) Establish departmental procedures for determining validation credit for courses completed during the Midshipman's SSAP experience. In consultation with the Associate Dean for Academic Affairs, ensure that all academic requirements will be met within the four year time frame for graduation. Enclosure (1) and (2) are provided as tools for academic success in this endeavor.

d. Marking Office

(1) Utilize guidance as established in Enclosure (3) for midshipmen studying abroad.

e. Associate Dean for Academic Affairs

(1) Monitor the academic feasibility of the program prior to Midshipman departure for SSAP.

(2) Reinforce the guidance that midshipmen can only spend one semester away from USNA - in other words, if selected for semester abroad, they will not be allowed to participate in service academy exchange (SAEP) or Voluntary Graduate Education Program (VGEP).



A. T. PHILLIPS

Copy to:  
All Non-Mids (electronically)

## **Marking Office Guidelines for USNA Midshipmen**

*During preregistration or registration, enroll in the PE course appropriate to your class. When it is confirmed that you have a workable academic program at your host institution and it is nearly certain that you are going on exchange, follow the guidelines below:*

### **THIRD CLASS MIDSHPMEN (Away During Spring Semester 3/C Year) :**

1. Before leaving USNA, ensure that you are enrolled in **PE299S, section 999EX**.
2. **PE299S, section 999EX**, consists of a general elective (66%) and the PRT (34%). The PE elective course taken at other Academies will serve as the spring semester general elective grade. The most recent PRT score (fall semester, 3/C year) will be carried forward and will serve as the spring semester PRT grade.
3. Upon returning to USNA in the fall, be sure that you are enrolled in **PE301**, and participate in swimming and personal conditioning along with the rest of your class. In addition, make arrangements to complete all of the required skills for Martial Arts I (normally PE202). Contact the lead Martial Arts I Instructor (x4490) to schedule your training. Martial Arts I must be completed by the end of the fall semester, 2/C.
4. In the spring semester, 2/C you will be back on track and will complete the remainder of the PE curriculum with the rest of your class.

### **SECOND CLASS MIDSHPMEN (Away During Fall Semester 2/C Year):**

1. Before leaving USNA, ensure that you are registered for **PE399F, section 999EX**.
2. **PE399F, section 999EX**, consists of a general elective (66%) and the PRT (34%). The PE elective course taken at other Academies will serve as the fall semester general elective grade. The most recent PRT score (spring semester, 3/C year) will be carried forward and will serve as the fall semester PRT grade.
3. Upon returning to USNA in the spring, midshipmen must enroll in **PE302**, and participate in Martial Arts II along with the rest of your class.
4. For the fall semester of your 1/C year, register in **PE301**. You must participate in **PE301** in order to fulfill both the swimming and personal conditioning requirement missed while away from USNA. You are not to complete this requirement during remedial testing sessions! When you go to pre-register for **PE301**, the Registrar's Office should already have you pre-registered for that course. If not, please contact the Academic Scheduler at [acsched@usna.edu](mailto:acsched@usna.edu) to pre-register for **PE301**. You are not able to pre-register for this course on your own. Do not pre-register for a PE4XX course.
5. In the spring semester, 1/C, you will be back on track and will finish your PE curriculum with an appropriate spring semester PE course.

### **SECOND CLASS MIDSHPMEN (Away Spring Semester 2/C Year):**

1. Before leaving for the other Service Academies, ensure you are enrolled in **PE399S, section 999EX**.
2. **PE399S, section 999EX**, consists of a general elective (66%) and the PRT (34%). The PE elective course taken at other Academies will serve as your spring semester general elective grade. This elective will also take the place of one of your USNA 1/C PE electives. The most recent PRT score (fall semester, 2/C year) will be carried forward and will serve as the spring semester PRT grade.
3. Upon returning to USNA in the fall of your First Class year, you must register for a **1/C PE Elective**. This will be your one and only 1/C Elective taken at USNA.
4. In the spring semester, you will register for **PE302** Martial Arts II. You are not to complete this requirement during remedial testing sessions! When you go to pre-register for **PE302**, the Registrar's Office should already have you pre-registered for that course. If not, please contact the Academic Scheduler at [acsched@usna.edu](mailto:acsched@usna.edu) to pre-register for **PE302**. You are not able to pre-register for this course on your own.
5. After completing PE302, you will have completed all PE graduation requirements.

### **FIRST CLASS MIDSHPMEN (Away Fall Semester 1/C Year):**

1. Before leaving for the other Service Academies, ensure you are enrolled in **PE499F, section 999EX**.
2. **PE499F, section 999EX**, consists of a general elective (66%) and the PRT (34%). The elective course taken at other Academies will serve as the fall semester general elective grade. The most recent PRT score (spring semester, 3/C year) will be carried forward and will serve as the fall semester PRT grade.
3. Upon returning to USNA in the spring, you will rejoin your class and choose the appropriate 1/C Elective for the spring semester.

### **GOING TO A FOREIGN SERVICE ACADEMY OR CIVILIAN SCHOOL?**

The same guidelines provided above apply to you, except if you did not take a PE class while away, your PE grade will consist of your previous semester PRT grade only.

# Semester Study Abroad Program

Date \_\_\_\_\_ Return to Associate Dean for Academic Affairs, give copy to adviser, retain copy for self.

<b>Name:</b>				<b>Program Semester:</b>		<b>AYE:</b>	
<b>Alpha:</b>		<b>Major:</b>		<b>Co:</b>	<b>Adviser, extension:</b>		
<b>Host Institution</b>			<b>Naval Academy equivalent courses for which you hope to earn credits.</b>				
<b>Designator</b>	<b>Title</b>	<b>Designator</b>	<b>Title</b>	<b>Crdts</b>	<b>Req't on return</b>	<b>Approval</b>	
<b>USNA Faculty Member</b>			<b>Naval Academy courses for which you hope to earn credits by working remotely under the guidance of a USNA faculty member</b>				
<b>Department</b>	<b>Name</b>	<b>Designator</b>	<b>Title</b>	<b>Crdts</b>	<b>Approval</b>		

## Semester Study Abroad Program -- Preregistration for Return Semester at USNA

Designator	USNA Course Title	Credits	Preferences/Remarks

I approve the academic program proposed by my advisee, MIDN \_\_\_\_\_ while he/she will be a participant in the Semester Study Abroad Program next semester. I also approve his/her proposed preregistration for the following semester when he/she returns to the Naval Academy. **A copy of this midshipman's current matrix from MIDS is attached.**

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

Changes to academic program at host academy **must be reported** to the ADAA.  
 email: [jwaters@usna.edu](mailto:jwaters@usna.edu) phone: 410-293-1581 (commercial), 281-1581 (dsn) fax: 410-293-6974

## Enclosure (1) - Academic Planning Guidelines for Faculty advisers and midshipmen

### **1. During selection process**

- (a) When requested (normally through MIDS automated generated email) Academic Advisers provide feedback on the feasibility of their assigned advisee's to participate in a semester study abroad program. Factors, as a minimum and not all inclusive, include:
- (1) Academic progress to date is satisfactory
  - (2) Advisee's motivation to participate
  - (3) Advisee is on track or ahead of matrix for graduation
  - (4) Assumption that if enough academic credits are obtained, advisee would stay on track for graduation

### **2. After notification of selection for semester study abroad program**

- (a) Work with International Programs Office and Identify possible locations for study abroad and associated curricula available
- (b) Evaluation of foreign courses for USNA equivalency. Ideally study abroad courses/curriculum will directly correlate with USNA courses/curriculum content and contact hours (this would be rare).
- (1) Obtain study abroad curriculum as appropriate for evaluation and comparison to USNA courses.
  - (2) Faculty consideration can be given to study abroad courses/curriculum that essentially meet some or most of USNA courses/curriculum content or contact hours (A nominal 3 credit course has 45 contact hours, each "hour" defined as 50 minutes). In these cases, faculty are encouraged to consider these study abroad courses for some USNA credit if augmented by appropriate means (some examples could include: additional writing assignments, interview upon return, exam upon return, some lab work upon return or some other arrangement as determined and approved by department chair for respective course)
- (c) Complete Enclosure (2) in timeline as specified by International Programs Office (depending upon which semester the midshipman chooses to study abroad)
- (d) The decision for which semester and which study abroad location is a collective team effort amongst the academic adviser, midshipman and International Programs Office
- (e) Midshipmen will continue to pre-register and register with their classmates for the follow-on semester as if they were matriculating at USNA. This will be the fall-back plan should something fall through on the study abroad option

### **3. Once academic program (Enclosure (2)) approved and midshipman is abroad**

- (a) Midshipman verify the actual academic program plan is viable once abroad at the study abroad location. This verification should be communicated with the academic adviser and International Programs Office.
- (1) If all or some portion of the approved academic program is not available, the academic adviser and midshipmen adapt to a plan "B" that is communicated to IPO and Associate Dean for Academic Affairs. If plan "B" places the midshipman in jeopardy of

graduating on time – consideration will be given for sending the midshipman back to USNA to complete the semester.

**4. Actions upon return to USNA after the study abroad program**

(a) Midshipmen will report to their academic adviser and IPO their expected academic results from their study abroad experience. (as soon upon their return as practical)

(b) International Programs Office will obtain the official transcripts from the study abroad location and provide the results to the midshipmen, registrar and academic course points of contact, as applicable. Included in the communication from IPO will be an indication whether the course was passed if the grading scale is not on the traditional 4.0 scale (as utilized at USNA).

(c) Academic points of contact (course coordinators, department chairs) will enter the “validation credit” for the approved course once they are satisfied with the results as agreed upon by Enclosure (3). (goal is to have this done within first two weeks of semester of return for the midshipmen)

**Note: All study abroad credit will be considered validation credit, ie no grades are assigned. The CQPR from the semester prior to the midshipman going abroad will be utilized as the SQPR for the study abroad semester.**

(d) PE grades will be entered upon return from the semester by the Marking Office.