



DEPARTMENT OF THE NAVY  
OFFICE OF THE ACADEMIC DEAN AND PROVOST  
UNITED STATES NAVAL ACADEMY  
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ANNAPOLIS MARYLAND 21402-1323

ACDEANINST 5700.2F  
2/IPO

AUG 14 2017

ACDEAN INSTRUCTION 5700.2F

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

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) 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 5700.2E

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

4. 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.” The 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.

5. 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.

AUG 14 2017

- 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.

6. 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
  - (3) 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.
- b. Overall CQPR of 2.7 or better. SQPRs above a 2.5.
- c. 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.
- d. 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.
- e. Physical Education grade of C or better and PRT grade of B in previous semester.
- f. Positive endorsements from company and battalion officers.
- g. Positive support by their academic department. (Note: After selection, midshipmen will prepare an academic plan that must receive a positive endorsement by the departmental chair and/or senior academic advisor. The plan will be reviewed by the Deputy Director for Academic Advising to ensure it supports an on-time graduation.)
- h. United States citizenship

AUG 14 2017

- i. Approval by the Academic Dean and Provost and the Commandant of Midshipmen.

\*\*\*Applicants who fail to meet any criterion above must specifically address this area in their essay, and chain of command endorsements must address these areas specifically. Midshipman participation in SSAP is contingent on maintaining standards consistent with the eligibility criteria listed above.\*\*\*

## 7. 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 Deputy Director for Academic Advising 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, departmental senior 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 paragraphs 5a – 5h are automatically considered eligible by the Academic Dean and Commandant. Midshipmen who do not meet all of the criteria listed in paragraphs 5a-5h must be approved by their Company and Battalion Officers, and their names 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.

## 8. 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.

## 9. Responsibilities

### a. International Programs Office

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

AUG 14 2017

- (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.
  - (4) Provide in-country US Embassy contact information to assist with any cultural resource, transition, or logistical move information.
  - (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. When appropriate, make recommendations about the applicant's language suitability for the respective program.
  - c. Division Directors. Ensure departmental procedures are in place for determining validation credit for courses completed during the midshipman's SSA experience. In consultation with the Deputy Director for Academic Advising, ensure that all academic requirements will be met within the four year time frame for graduation.
  - d. Marking Office. Utilize guidance as established in enclosure (2) for midshipmen studying abroad.
  - e. Deputy Director for Academic Advising
    - (1) Monitor the academic feasibility of the program prior to a midshipman's departure for the 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).
    - (3) Reinforce the guidance that USNA does not offer distance or correspondence courses. On a rare, case-by-case basis, a student participating in the semester exchange program may earn course credit via the equivalent of an independent study course. These courses will be offered only when it is required to ensure a midshipman stays on their graduation timeline, and must be specifically approved by the ADAA.

AUG 14 2017

- (4) Ensure validation credit is processed in a timely manner in accordance with enclosure (1).

10. 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.

11. Review and Effective Date. Per OPNAVINST 5215.71A, the Associate Dean for Academic Affairs will review this instruction annually on the anniversary of its 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 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



A. T. PHILLIPS

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically via the Academic Dean and Provost Instructions intranet website: <https://intranet.usna.edu/instructions.php>

## Academic Planning Guidance for Faculty Advisers and Midshipmen

### 1. During selection process:

- a. When requested (normally through MIDS automated generated email) senior academic advisers, or designated departmental 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) The advisee is motivated to participate.
  - (3) The advisee is on track or ahead of their matrix for graduation.
  - (4) That participation in the program will not delay their graduation.

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

- a. Senior academic advisers and midshipmen work with the International Programs Office to identify possible locations for study abroad and associated curricula available.
- b. Senior academic advisers and midshipmen evaluate foreign courses for USNA equivalency. Ideally study abroad courses/curriculum will directly correlate with USNA courses/curriculum content and contact hours (but this would be rare).
  - (1) Midshipmen 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 the USNA courses/curriculum content or contact hours (A nominal 3 credit course has 45 contact hours, each "hour" defined as 50 minutes).
    - i. Approval contingencies are not generally expected, however if a department has a specific issue that must be addressed upon the student's return, the department must attach a separate memorandum with departmental chair approval. These contingencies must be approved by the Associate Dean for Academic Affairs (ADAA) prior to the midshipman's departure.
    - ii. For approved contingencies, faculty may consider USNA credit for courses augmented by appropriate means (such as specific writing assignments, a specifically designated exam upon return, designated lab work upon return or some other arrangement as determined and approved by the department chair for a respective course). Any course augmentation must be approved by the ADAA prior to the midshipman's departure.

- iii. Faculty must designate in the request for an approved contingency the timeline for completion of the requirement. Validation exams must be administered and graded prior to the end of the first week of the returning academic semester.
- c. Midshipmen must complete USNA 5700/1 Exchange Program - Academic Planning Form during the timeline specified by the International Programs Office, to record and gain approval for courses that will be completed during their SSA Program, and during their first return semester.
- d. USNA 5700/1 Exchange Program - Academic Planning Form is located on Naval Forms Online at <https://navalforms.documentservices.dla.mil> and the USNA Official Forms List at <https://www.usna.edu/AdminSupport/FormsProgram/USNAOfficialFormsList.php>. Once completed, USNA 5700/1 must be hand delivered to the Deputy Director for Academic Advising.
- e. The decision for which semester a midshipman will participate in the SSA program, and which study abroad location is a collective decision made by the senior academic adviser, midshipman and the International Programs Office.
- f. 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.
- g. All midshipmen must have their SSA plan reviewed by the Languages and Culture department chair to ensure appropriate credit, and to determine how the plan will impact a language minor.
  - (1) STEM midshipmen will be granted a minimum of (3) credits for introductory language courses taken abroad. This credit can count as a HUMSS1 elective credit, or as a free elective for those majors with a free elective.
  - (2) A midshipman will be granted three (3) credits for the FL471A+B+C series. This course sequence will count as either a HUMSS2 elective credit or as a free elective. FL471A will be completed prior to the midshipman's departure. FL471B will be completed while abroad, and FL471C will be completed upon return from abroad.
    - i. The FL471B grade incorporates a measure of student academic performance while abroad. The FL471B grade will be recorded as an "I" grade until transcripts are received from the SSA location. The DDAA is responsible for ensuring that the actual grade posts when transcripts are received.

- ii. Normally, a midshipman who earns a “D” in a course abroad may earn no higher than a “D” as an FL471B grade. A student who receives more than one “D” grade, or an “F” in a course abroad will normally earn an “F” for the FL471B grade.
  - iii. A midshipman who is recalled to USNA prior to completion of the SSA program for failure to properly follow SSA procedures or policies will receive an “F” grade in FL471B. With the approval of the Academic Dean & Provost, a “D” grade may be assigned if the student satisfactorily completes the course’s written requirements by the end of the semester. No extensions will be granted.
  - iv. No extensions will be granted for the FL471 series, and an FL471 course may not be repeated. A passing grade in all FL471 courses is required to earn the HUMSS or FR EL credit.
  - v. A student who earns a “D” or an “F” in the FL471B course will have the corresponding semester’s SQPR used in OOM calculations.
  - vi. A request to appeal the grade assigned due to the policy for FL471B and/or an appeal of the SQPR value used for OOM calculations is an appeal of an academic policy, not a grade grievance. This request must be directed to the Associate Dean for Academic Affairs for adjudication.
- h. Midshipmen who do not maintain the program eligibility standards will be removed from the program.

**3. Once the academic program is approved and a midshipman is abroad:**

- a. The Midshipman will verify that the actual academic program plan is viable and that the indicated courses are available. This verification should be promptly communicated to the midshipman’s academic adviser, senior academic adviser, department chair, the International Programs Office, and the Deputy Director of Academic Advising (DDAA).

(1) Midshipman may not make changes at any point to an approved academic plan without explicit approval from the DDAA. If all or some portion of the approved academic program is not available, the midshipman must request that the DDAA approve any required course changes.

(2) If a midshipman's graduation timeline liability places the midshipman in jeopardy of graduating on time, consideration can be given to returning the midshipman back to the USNA to complete the semester, or accommodations can be made to place the midshipman in summer school. The summer school designation will normally be voluntary with preference status.

(3) Midshipman are required to attend every scheduled class while abroad. Request to miss any scheduled class should be directed to the Director, IPO.

(4) Semester Study Abroad (SSA) students are required to take a minimum of 15 hours abroad. Nine of the credit hours must qualify for validation credit. Alternatively, with DDAA approval, students may participate in a "fixed track" academic program as defined by the respective military academy.

(5) Midshipman who successfully complete a minimum of 15 hours abroad may qualify for honors recognition.

- i. Returning SSA students may submit a request for consideration to the Associate Dean for Academic Affairs. The request must demonstrate that the students' academic and conduct performance at the SSA location, and their prior-semester aptitude and physical education performance grade, are commensurate with the criteria established in USNA Instruction 1531.51 for placement on an honors list. The request will be routed through the students' Battalion Officer, the Director of International Programs and the DDAA.
- ii. The honor designation will not be recorded in MIDS, but if approved a midshipman will receive a letter from the Dean and their name will appear on the appropriate honors lists that are published by the Dean's Office.

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

- a. Midshipmen will report to their academic advisers, and all departments for which courses were completed, prior to the end of the first week of the school semester to ensure that there are no items precluding course validation. They will submit all requested feedback (syllabi, class work, etc..). If an issue precludes validation, advisors must communicate that specific issue to the DDAA.
- b. Midshipman must report course completion information to IPO and to the faculty who approved courses immediately upon their return.
- c. Departmental chairs will approve the "validation credit" based upon completion of authorized courses NLT COB on Friday of the first week of the return semester, unless a specific approved requirement delays validation (i.e. pending lab work). Any delay should be communicated to the DDAA. The DDAA will work with the registrar to

verify and input validation credit prior to the add-course deadline for Midshipmen who have successfully completed a SSA course if academic departments have not identified an approved issue delaying validation. Midshipman will meet with the DDAA NLT COB on Friday of the second week of the school semester to ensure the validation process is complete.

- (1) Midshipmen must earn the equivalent of a “C” grade or higher in courses abroad to validate a USNA course. Grades below the established equivalency requirements require ADAA approval for validation credit.
  - (2) If at any point in time it is determined that a midshipman failed to meet the minimum grade requirements for validation, as discussed in paragraph 4.c.1., the validation will be removed. Department Chairs may request that the ADAA restore the validation after the midshipman completes remedial action, which may include subsequent coursework or the successful completion of a validation exam.
  - (3) Grades will not be assigned for SSA courses. All study abroad courses will be processed as validation credit.
- d. The International Programs Office will obtain the official transcripts from the study abroad location and provide the results to the midshipmen, the registrar, the DDAA, 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).
- e. PE grades will be entered upon return from the semester by the Marking Office.

# **Service Academy Exchange Program / Semester Study Abroad Program**

## **PE Department Guidelines for USNA Midshipmen**

**Updated: Sept 2016**

*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 (PE202). Contact the lead Martial Arts I Instructor in PE Department to schedule your training. **Martial Arts I must be completed by the end of the Fall Semester, 2/C year.**
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.
5. **SUMMER SCHOOL CLASSES AND VALIDATIONS:** You are still required to pre-register for the PE requirement in the Semester addressed above, just be sure to make the Marking Office aware of who your Instructor was in the summer and that they Marking Office receives your final grade for the summer from that Instructor- **THIS IS YOUR RESPONSIBILITY.** Upon the Semester in which you registered for the class, the Marking Office will ensure your summer school grade is inputted and will support you registering for another PE course. (This mainly applies to 2/C who complete swim classes over their 2/C summer before a Fall Semester abroad of their 2/C year)

### **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.

6. **SUMMER SCHOOL CLASSES AND VALIDATIONS:** You are still required to pre-register for the PE requirement in the Semester addressed above, just be sure to make the Marking Office aware of who your Instructor was in the summer and that the Marking Office receives your final grade for the summer from that Instructor- **THIS IS YOUR RESPONSIBILITY.** Upon the Semester in which you registered for the class, the Marking Office will ensure your summer school grade is inputted and will support you registering for another PE course. (This mainly applies to 2/C who complete swim classes over their 2/C summer before a Fall Semester abroad of their 2/C year)

**SECOND CLASS MIDSHIPMEN (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.

6. **SUMMER SCHOOL CLASSES AND VALIDATIONS:** You are still required to pre-register for the PE requirement in the Semester addressed above, just be sure to make the Marking Office aware of who your Instructor was in the summer and that the Marking Office receives your final grade for the summer from that Instructor- **THIS IS YOUR RESPONSIBILITY.** Upon the Semester in which you registered for the class, the Marking Office will ensure your summer school grade is inputted and will support you registering for another PE course. (This mainly applies to 2/C who complete swim classes over their 2/C summer before a Fall Semester abroad of their 2/C year)

**FIRST CLASS MIDSHIPMEN (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, 2/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 FOR SEMESTER STUDY ABROAD (SSAP)?**

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.

**CLASS YEAR AND SEMESTER BREAKDOWN FOR SEMESTER EXCHANGE/ABROAD PROGRAMS:**

**3/C, SPRING SEMESTER AWAY**

	3/C	2/C	1/C
FALL	PE201	PE301 and Complete PE202 by appointment with Instructor	PE4XX
SPRING	PE299S, SECT 999EX	PE302	PE4XX

**2/C, FALL SEMESTER AWAY**

	3/C	2/C	1/C
FALL	PE201	PE399F, SECT 999EX	PE301
SPRING	PE202	PE302	PE4XX

**2/C, SPRING SEMESTER AWAY**

	3/C	2/C	1/C
FALL	PE201	PE301	PE4XX
SPRING	PE202	PE399S, SECT 999EX	PE302

**1/C, FALL SEMESTER AWAY**

	3/C	2/C	1/C
FALL	PE201	PE301	PE499F, SECT 999EX
SPRING	PE202	PE302	PE4XX