PROVOST INSTRUCTION 1531.50C

From: Provost, U.S. Naval Academy

Subj: ACADEMIC COURSES WITH 18X, 28X, 38X, and 48X DESIGNATORS

Ref: (a) ACDEANINST 5420.20C

1. **Purpose.** To clarify the use of academic course numbers in the 181-189, 281-289, 381-389, and 481-489 series and to establish procedures for introducing such courses in the curriculum.

2. **Cancellation.** ACDEANINST 1531.50B. No special markings appear because this instruction is a complete revision and should be read in its entirety.

3. **Background**

   a. Reference (a) establishes procedures for the review of proposed courses and other curricular changes. The Superintendent's Executive Board acts upon the recommendations of the Academic Dean and Provost who is advised by the committees described in reference (a).

   b. The purpose of designating a course with a number in the 18X or 38X series is commonly used in support of semester study abroad (SSA) to allow midshipmen to take academically rigorous courses while on exchange that do not directly correspond to courses at USNA. While this is also true for some 28X and 48X courses, the 18X is generally used for courses that have no prerequisites. The 38X is used for courses that have one or more prerequisites and are judged to be appropriate for the 300-level if USNA were to offer them.

   c. The purpose of designation a course with a number in the 28X or 48X series is generally to indicate one of the following:

      (1) The course is temporary, with a life of at most two semesters.

      (2) The course is a seminar or special topics course whose content will change from year to year.
d. Departments may use 28X or 48X courses to experiment before proposing a permanent addition to the curriculum. Departments may also offer 28X or 48X courses that take advantage of the special expertise of a temporary faculty member or accommodate the special interests of one or several midshipmen. The introduction of such courses will follow a process less demanding than is the case for permanent additions to the curriculum as the course is limited to two semesters when it is experimental in nature. The 28X and 48X designates may also be used in support of SSA as discussed above allow departments to determine the prerequisites and appropriate level of course while abroad.

e. Credits will be associated with courses in the 18X, 28X, 38X, or 48X series according to the following:

XX181 and XX182 1-0-1 Lower level seminar (for courses taken during SSA that have no prerequisites and are equivalent to 1 US credit abroad)
XX185 and XX186 3-0-3 Lower level seminar (for courses taken during SSA that have prerequisites, such as Colloquial Arabic for students with no Arabic background).
XX285 and XX286 3-0-3 Lower level special topics
XX381 and XX382 1-0-1 Seminar (for courses taken during SSA that have no prerequisites and are equivalent to 1 US credit abroad)
XX383 and XX384 2-0-2 Seminar (for courses taken during SSA that have no prerequisites and are equivalent to 2 US credits abroad)
XX481 and XX482 1-0-1 Upper level seminars
XX483 and XX484 2-0-2 Upper level seminars, special topics
XX485 and XX486 3-0-3 Upper level special topics
XX487 and XX488 4-0-4 Upper level special topics

4. Action

a. When reviewing syllabi for SSA programs, the reviewing department chair or senior adviser will use prerequisites and credits taken abroad to appropriately designate the course that will be validated, verifying with the Student Academic Development Office (SADO), who will understand the credit structures for overseas programs. Validation determination will be made based on appropriate designation of the course taken, and will remain consistent for a specific course and program unless substantial changes to content occur. Under no circumstances will a course that can be taken abroad provide validation for two or more different courses at USNA for different students.

b. Department Chairs who desire to offer 28X or 48X courses will request approval from the Academic Dean and Provost via their School Dean or Division Director prior to Preregistration for the semester in which the course is to be offered. Since elective humanities-social science courses are part of the core requirement for graduation, 28X, 38X, or 48X courses for which humanities-social science credit is to be given must also receive a positive endorsement from the Curriculum Committee of the School of Humanities and Social Sciences.
c. Approval for trial or experimental courses will not extend beyond two offerings without an appropriate curriculum change request for permanent status in place, per Ref (a). When such a curriculum change is in process, a third and final offering of the experimental course may be authorized.

d. The Registrar will not include 28X or 48X courses in listings of courses offered or the schedule of courses without authorization from the Academic Dean and Provost.

e. Since the contents of any 28X or 48X course cannot be permanent, Chairs will not describe the contents of 28X or 48X courses in the Naval Academy catalog, Majors Program booklets, or other information about their majors. Departments may allow 28X or 48X courses to satisfy elective requirements within their majors.

f. Reference (a) will be followed when changing a 28X or 48X course to a permanent offering.

5. Records Management

a. Records created as a result of this instruction, regardless of media and format, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at https://portal.secnv.nav.mil/ogs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records custodian or the USNA Records Manager.

6. Review and Effective Date. Per OPNAVINST 52 15.71 A, the Associate Provost for Academic Affairs 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 OPNA V 5215/40 Review of Instruction.

S. L. FIREBAUGH

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