



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 5420.4E
2/APAA
23 May 2022

PROVOST INSTRUCTION 5420.4E

From: Provost, U.S. Naval Academy

Subj: HONORS PROGRAMS

1. Purpose. To establish rules for the Honors Programs.
2. Cancellation. ACDEANINST 5420.4D
3. Background. On 24 July 1984, the Secretary of the Navy directed that the Superintendent establish honors programs in History, Political Science, and other Humanities and Social Science majors as may be deemed appropriate, and that such programs should lead to honors degrees. Accordingly, an honors program was established for the Class of 1988 and later classes in Humanities and Social Science majors. Honors programs were expected to build on existing quality in Humanities and Social Sciences, integrate programs with core Humanities and Social Sciences courses, provide academic challenge for qualified midshipmen, and yield improvements in the regular Humanities and Social Sciences major programs through innovation and development in the honors courses. Subsequently, honors programs were established in the Schools of Mathematics and Science and Engineering and Weapons.
4. Honors Program Committee. The Honors Program Committee will consist of the chairs, or their designees, of each department offering an honors program and will advise the Provost on matters concerning the Honors Program.
5. Honors Program Requirements. In order to graduate with Honors in a major offering an honors program, a midshipman must meet the same standards in honor, conduct, military performance, physical education and summer training as required for all degrees at the Naval Academy. In addition, the midshipman must complete the honors matrix for that major and achieve the following standards of academic performance.
 - a. A minimum CQPR of 3.0 in all academic courses taken for credit at the Naval Academy.
 - b. A minimum CQPR of 3.5 in all courses that comprise the majors portion of the honors major. Where a midshipman completes a course in excess of that required in the matrix

for that major and the course is interchangeable with another that appears in the matrix, the course that yields the higher major CQPR will be used. Core courses in the discipline will not be included in this computation.

c. No grade below "C-" may appear in the midshipman's matrix unless an equivalent or a more rigorous course is subsequently taken and a grade of "C-" or higher is earned. Where the student completes courses in excess of the matrix, with those courses appearing below the matrix, one or more of those courses may have a grade lower than a "C-" with the approval of the Chair of the relevant department and the Associate Provost for Academic Affairs.

6. Courses in Honors Majors. The matrices of honors majors may include more courses or courses with more credits than in the regular major and they should include courses that are more rigorous than those in the regular major. Honors majors typically also include special courses such as seminars, research seminars, colloquia, theses, and advanced topics. These will be listed as XX500□510 where XX is the designator appropriate to the major. Moreover,

XX500, 501, and 502 will designate two credit courses,
XX503, 504, and 505 will designate three credit courses, and
XX506, XX510 will designate four credit courses.

Honors supplementary courses will have a credit structure of (1-0-1) or (0-2-1) and will be designated as follows:

XX520, 521, 522 are (1-0-1) credits and XX523, 524, 525 are (0-2-1) credits.

7. Entry to Honors Program. Each department may set its own criteria for entry to its honors major, keeping in mind the criteria for receiving honors at graduation specified in paragraph 5. Department chairs will notify the Registrar when a midshipman moves from a regular major into the corresponding honors major.

8. Exit from Honors Program. Once enrolled in an honors program, a midshipman may disenroll voluntarily only at the end of a semester. The chair of the department administering the major may disenroll a midshipman who is failing to meet the requirements specified in paragraph 5 by notifying the midshipman and the Registrar. A midshipman who has a CQPR of at least 2.0 and successfully completes all requirements for a degree with honors except for one or more of the standards of performance specified in subparagraphs 5a, 5b, or 5c will graduate with a Bachelor of Science degree in the regular major, but without the honors designation. It is important that departments design and administer their honors majors so that midshipmen who cannot maintain the higher standards required in an honors major have a path to graduation via the regular major unobstructed by administrative pitfalls.

9. Recognition of Achievement. The diploma and transcript of a midshipman successfully completing an honors major will bear the notation "Bachelor of Science, *Major*, with Honors." An award, sponsored by the Naval Intelligence Foundation, will be presented to

that honors major graduate in each class deemed to have performed best in the Honors Program by the Honors Program Committee. Consideration for this award shall take into account the capstone papers written by the midshipmen.

10. Action. Departments administering honors majors will nominate honors degree recipients to the Provost via the Dean of their School and the Registrar at least one month before graduation. Subsequent disenrollment from an honors program will require review by the Associate Provost for Academic Affairs.

11. 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.secnav.navy.mil/orgs/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 USNA records manager or the DON/AA DRMD program office.

12. Review and Effective Date. Per OPNAVINST 5215.71A, 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 OPNAV 5215/40 Review of Instruction.


A.T. PHILLIPS

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