ACADEMIC DEAN AND PROVOST NOTICE 1531

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

Subj: TRIDENT SCHOLAR PROGRAM: AY2017-2018 COMMITTEE ANNOUNCEMENT AND SOLICITATION OF APPLICATIONS FROM MIDSHIPMEN IN THE CLASS OF 2019

Ref: (a) ACDEANINST 1531.68B

1. Purpose

   a. To solicit applications from Midshipmen of the Class of 2019 for appointment to and participation in the Academic Year 2018-2019 Trident Scholar Program.

   b. To announce Academic Year 2017-2018 deadlines for actions relevant to Trident Scholar Program applications of Class of 2019 Midshipmen.

2. Background. Reference (a) gives a detailed explanation of the Trident Scholar Program and eligibility requirements. Prospective applicants and advisers are invited to study this reference.

3. Information. Second-Class Midshipmen who are candidates for this program may ask the Associate Director of Midshipman Research (ADMIR) or members of the Trident Scholar Committee for additional information. Members of the Trident Scholar Committee are:

   Professor Maria Schroeder
   Associate Professor John Burkhardt
   Associate Professor Hau Ngo
   Associate Professor Joshua Radice
   CDR Jeffrey Woertz
   Associate Professor Nate Chambers
   Professor Anastasios Liakos
   Associate Professor Christopher Morgan
   Associate Professor Ronald Siefert
   Professor Yong Deng
   Professor Clementine Fujimura
   Professor Gale Mattox

   Chair, Associate Director of Midshipman Research
   Division of Engineering and Weapons
   Division of Engineering and Weapons
   Division of Engineering and Weapons
   Division of Mathematics and Science
   Division of Mathematics and Science
   Division of Humanities and Social Sciences
   Division of Humanities and Social Sciences
4. **Action**

   a. Each Trident Scholar applicant, who meets the eligibility requirements listed in ACDEANINST 1531.68B, will prepare an application package according to the following schedule:

      (1) Submit his/her Trident Scholar application package directly to the Chair of his/her academic department by Thursday, 11 January 2018. This submission must include both a hard copy and an electronic copy (in PDF format) of the application. Assistance with preparing PDF documents can be obtained from MSC. Late or incomplete applications will not be accepted. It is the responsibility of the applicant to ensure his/her application is complete, accurate, and in the requested format. Application information can be found on-line at: http://www.usna.edu/TridentProgram/

      (2) Initiate requests for letters of recommendation in sufficient time to have them arrive at their Department Chair’s office no later than Thursday, 11 January 2018.

      (3) Participate in interviews by the Division Review Committee and Trident Scholar Committee at the scheduled times. If the Division Review Committee requires additional information and/or revisions, the candidate must address these issues and return a revised and complete Trident application package (electronic copy and hard copy) to the Chair of the Division Review Committee by his/her stated deadline.

   b. Each Department Chair will:

      (1) Collect Trident Scholar Applications from applicants in his/her department by Thursday, 11 January 2018.

      (2) By 12 January 2018, electronically notify the appropriate Division Review Committee Chair and Division Senior Professor of the names of the applicants so that division interviews may be scheduled. For each candidate, include the electronic copy of the application (this will allow the Division Review Committee to start their reviews). It will be noted that at this point the application may not be complete pending addition of the letters of recommendation and Chair endorsement.

      (3) Prepare a separate endorsement for each applicant, recommending approval or non-approval and certifying that successful completion of the proposed schedule of courses and satisfactory completion of the proposed project will satisfy the requirements of the applicant’s major. In the event that the Midshipman is removed from the Trident Scholar Program at the end of the fall semester, the Midshipman will continue with a “traditional” academic program in the spring semester. As part of the application endorsement letter, the Department Chair must certify that the “traditional” academic program will meet the requirements of the applicant’s major, and will allow the Midshipman to graduate on time with his/her class.
(4) Ensure that each application package is complete, including endorsements, letters of recommendation, and supporting documents.

(5) Forward the completed application package (electronic PDF and hard copy) with endorsement and letters of recommendation to the appropriate Division Review Committee Chair by Wednesday, 18 January 2018.

(6) Forward the completed application package (electronic PDF copy) with endorsement and letters of recommendation to the appropriate Division Senior Professor by Wednesday, 18 January 2018.

c. Each Division Senior Professor will:

(1) Ensure that each application package is complete, including endorsements, letters of recommendation, and supporting documents.

(2) Forward to the Associate Director of Midshipman Research (ADMR) by Friday, 19 January 2018, one complete electronic copy (PDF) of each application package of the Class of 2019 Midshipmen in the division applying to the Trident Scholar Program.

d. Each Division Review Committee will:

(1) Review applications and conduct interviews of division Trident Scholar applicants from 19 Jan – 2 Feb 2018.

(2) Advise each applicant as to the need for additional information and/or revisions to the submitted application (NLT 2 Feb 2018).

(3) Collect one electronic copy (PDF) and one hard copy of the final version of each application (with any necessary corrections), including endorsements, letters of recommendation, and supporting documents by Wednesday, 7 February 2018.

(4) Submit committee recommendations to the appropriate Division Director concerning approval or non-approval, and order of preference by Thursday, 8 February 2018.

(5) Transfer the final electronic copy (PDF) of each application to the Division Director by Thursday, 8 February 2018.

(6) Transfer the final electronic copy (PDF) and a hard copy of each application to the Associate Director of Midshipman Research (ADMR) by Thursday, 8 February 2018.

e. Each Division Director will:

(1) Receive a final electronic copy (PDF) of each Trident Scholar application and the committee recommendations from the Division Review Committee by Thursday, 8 February 2018.
(2) Prepare an approval or non-approval recommendation and the order of preference list for division applicants (or endorse the Division Review Committee recommendations).

(3) Submit the Division recommendation concerning approval or non-approval, and the order of preference list to the Associate Director of Midshipman Research (ADMR) by Friday, 9 February 2018.

f. The Trident Scholar Committee will:

(1) Conduct interviews of all Trident Scholar applicants from 12 Feb to 1 Mar 2018.

(2) Forward applications plus recommendations concerning approval or non-approval, and order of preference to the Academic Dean and Provost by Friday, 9 March 2018.

Distribution:
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