



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1560.3G
8/Grad Ed Prog Mgr

4 SEP 2014

USNA INSTRUCTION 1560.3G

From: Superintendent

Subj: VOLUNTARY GRADUATE EDUCATION PROGRAM

Ref: (a) USNAINST 1520.2AA
(b) CNO NAVADMIN of 6 Aug 07, Subj: Officer Graduate Education Service Obligation

1. Purpose. To describe the Voluntary Graduate Education Program (VGEP), to establish guidelines for midshipmen and faculty concerning VGEP, and to prescribe policies and procedures for administering and funding VGEP. For information on graduate education programs available to midshipmen after graduation, see reference (a).

2. Cancellation. USNAINST 1560.3F. This directive contains multiple revisions and should be reviewed in its entirety; no special markings appear because changes are extensive.

3. Background. The Chief of Naval Operations approved VGEP starting with the Class of 1983. The intent of VGEP is to accelerate the education of exceptionally capable midshipmen and to qualify them for a master's degree and for a Navy-approved subspecialty code early in their career. VGEP is an entirely voluntary program for midshipmen, independent of fleet-wide officer graduate education programs. Midshipmen are selected for VGEP in their second class year at the Naval Academy and begin graduate work at area universities usually in the spring semester of their first class year.

4. Policy

a. Based on availability of funding, up to 20 midshipmen per class may pursue graduate degrees at local universities while in their senior year at the Naval Academy. Through course validation, course overloading, and summer school, midshipmen may accelerate their undergraduate schedule to clear about 15 credit hours in their final spring semester to begin graduate work. On a case-by-case basis, students with a compelling reason may be allowed to take up to 2 graduate courses in the fall semester of senior year to keep courses in sequence. VGEP students usually have one calendar year to complete a master's degree. They normally start graduate school in January of their senior year, continue graduate school after Naval Academy graduation in May, and complete post graduate degree requirements by the end of that December. VGEP officers will normally detach from the Naval Academy by 15 January of the year following Naval Academy graduation. Upon detachment, VGEP officers will go to their warfare training schools or to a ship. VGEP Scholars must complete requirements for a master's degree and qualify for a Navy subspecialty code within 7 months after graduation from the Naval Academy. VGEP graduate programs should be consistent with officer service selections and officer community manager preferred curricula.

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b. Before graduating from the Naval Academy, VGEP midshipmen live in Bancroft Hall and commute to graduate school. Midshipmen in VGEP must carry a total of 15 credit hours each semester. VGEP graduate courses count four-thirds at the Naval Academy; i.e., four 3-credit hour graduate courses equal 16 credit hours. VGEP midshipmen must take Naval Academy physical education courses and NS-40X, Junior Officer Practicum in spring semester of their first class year. They are responsible for their professional duties in Bancroft Hall at all times when not attending graduate school classes, doing research, or other graduate work.

c. After Naval Academy graduation, VGEP officers remain on duty at the Naval Academy through the summer and fall semesters. Upon commissioning, VGEP officers will secure their own housing using their regular Navy or Marine Corps pay and allowances. VGEP officers will normally be assigned duty at the Naval Academy in the academic department corresponding to their graduate discipline. VGEP officers will report to an assigned officer point of contact for accountability and administrative purposes, either at the department or division level. Division Directors are reporting seniors for VGEP officers. Upon detachment from the Naval Academy, VGEP officers will receive a Duty-Under-Instruction (DUINS) officer fitness report covering their work in pursuit of a master's degree.

d. VGEP Scholars should tailor their education plans to meet specific military education requirements within the Navy subspecialty system. Naval Postgraduate subject matter experts will screen proposed education plans of selected VGEP Scholars, certifying that the graduate courses will fulfill the Education Skill Requirements of the target subspecialty. The Naval Postgraduate School will review VGEP final graduate transcripts before recommending assignment of Navy subspecialty codes to VGEP officers.

e. VGEP Scholars conducting research as part of their master's degree program are encouraged to seek Naval Academy faculty as co-advisers during the period of their graduate work. Interaction between university advisers and Naval Academy co-advisers must be individually coordinated.

f. VGEP Scholars who are also selected for immediate civilian-funded scholarships will choose between VGEP or the civilian funded scholarship prior to starting VGEP in January in order to allow qualified VGEP alternates to participate in VGEP.

5. Eligibility and Selection

a. VGEP applicants must meet continuing academic, Aptitude for Commission and Conduct requirements, as follows:

(1) Academic: Cumulative Quality Point Rating (CQPR) of 3.20 or higher and satisfactory completion of prerequisite course requirements for the specific program requested. The 3.20 or higher CQPR must be maintained through first class year. A course failure in any undergraduate course at the Naval Academy may result in disenrollment from VGEP.

(2) Aptitude for Commission: grades of "B" or better in aptitude from the beginning of second class year through the start of graduate classes, and a grade of "C" or better to continue in VGEP once starting graduate classes.

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(3) Conduct: grades of "B" or better in conduct from the beginning of second class through first class year.

b. Completion of Undergraduate Requirements. Candidates for VGEP must be able to complete their Naval Academy undergraduate curriculum while simultaneously taking graduate classes at a pace to attain a master's degree no later than seven months after Naval Academy graduation.

c. VGEP midshipmen with a compelling need to begin graduate courses in the fall semester of first class year will not normally take more than two graduate courses in the fall. Midshipmen desiring to take more than two graduate courses in the fall semester of first class year must submit a letter requesting a waiver as part of their VGEP application. VGEP Advisers and Department Chairs should comment on the midshipman's need to take two or more graduate courses in the fall.

d. VGEP Scholars must reflect the academic and professional excellence demanded at the Naval Academy; only fully qualified candidates with unquestionable merit will be approved. Requests for deviation from established criteria are strongly discouraged. Waivers of eligibility requirements under unusual circumstances will be considered on a case-by-case basis. Midshipmen who do not meet the standards set for Aptitude for Commission or conduct, but who still want to apply for VGEP, must submit a letter to the Commandant of Midshipmen, via their Company Officer and Battalion Officer, requesting a waiver of their below eligibility. Without the Commandant's approval of a waiver, midshipmen who are below eligibility in Aptitude for Commission or Conduct will not be considered for VGEP.

e. VGEP selection will be based on the applicant's long-range career objectives as stated in the written application; academic, Aptitude for Commission, and conduct qualifications; standing on the overall order of merit list; recommendations of faculty VGEP advisers, Department Chairs, Company Officers, Battalion Officers; recommendation of the Graduate Education Committee; and approval of the Commandant of Midshipmen, the Academic Dean and Provost, and the Superintendent. VGEP candidates must be accepted to the graduate school where applying. Once approved for VGEP, midshipmen may not change their graduate discipline without specific approval.

f. Midshipmen who are not selected as approved VGEP Scholars are not permitted to independently attend graduate school at their own expense.

g. Continued participation in VGEP beyond graduation from the Naval Academy will be based on satisfactory academic performance, needs of the service, and availability of VGEP funds.

h. VGEP Scholars who voluntarily withdraw from graduate school or receive an "F" in one or more graduate courses must reimburse the Federal Government for VGEP costs which the Federal Government has paid. Failure of any graduate school course is cause for dismissal from VGEP. When reimbursement is due the Federal Government, restitution should be made by money order payable to the Treasurer of the United States.

i. Foreign national midshipmen are not eligible for participation in VGEP. United States funds cannot be used for foreign national graduate school tuitions and foreign national officers cannot do a payback tour in the U.S. Navy. Foreign national midshipmen may apply to do a VGEP-similar

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program with the written consent of their government.. Either the foreign national student or the student's government must pay for the foreign national student's graduate education expenses. Foreign national midshipmen desiring to do a VGEP-similar program should file an application through the regular VGEP application/endorsement process.

6. Additional Obligated Service. Officers incur an additional obligated service for their participation in VGEP.

a. Navy. Per reference (b), Naval Officer VGEP participants must serve on active duty for a period of 5 years commencing upon completion of or withdrawal from the approved education program. This obligation will be served concurrently with any other service obligation. Officers in Nuclear Power must serve in the Navy for 5 years upon completion of graduate education under VGEP.

b. Marine Corps. Marine Corps Officer VGEP participants must serve on active duty for a period of three times the length of VGEP education after commissioning. This obligation will be served concurrently with other obligated service. The crediting of service against any preexisting service obligation will be suspended during the time assigned to graduate education through VGEP.

7. VGEP Funding. VGEP funding is provided through a combination of Navy appropriated and gift funds.

a. Navy Appropriated Funds. Funds available for VGEP are included in the annual control/authorization the Naval Academy receives. The Academic Dean and Provost approves the annual amount and quarterly distribution within assigned Cost Center Fiscal Year Controls.

b. Senn Memorial Fund. A 1991 Memorandum of Understanding between the Chief of Naval Operations (N1); Assistant for Administration, Under Secretary of the Navy (AA/USN); Superintendent, U.S. Naval Academy; and Chief of Naval Education and Training established the Thomas and Elliott M. Senn Memorial Fund. AA/USN invests the corpus of the fund. Annual proceeds from the Senn Memorial Fund are divided between the Naval Academy and Naval Education and Training. The Naval Academy's portion of Senn Fund interest is applied to VGEP graduate school tuitions through Gift Fund 47.

c. Johnson Scholarship Fund. The Johnson Scholarship was established in memory of Carroll F. (Red) Johnson, Naval Academy Class of 1927, through settlement in 1996 of the last will and testament of Helen Elizabeth Delbar Johnson. The Naval Academy has designated the Johnson Scholarship to support VGEP. Interest from the Johnson Fund, managed by the Naval Academy Comptroller through Gift Fund 54, may be used to pay graduate school tuitions for one or more VGEP Scholars each year.

d. Packowski Scholarship Fund. The Packowski Scholarship was established by the Packowski family in memory of Midshipman Robert P. Packowski, Naval Academy Class of 1990. The Naval Academy has designated the Packowski Scholarship to support VGEP. Interest from the Packowski Fund, managed by the Naval Academy Comptroller through Gift Fund 85, may be used to pay graduate school tuitions for one VGEP Scholar each year in mathematics, operations analysis, or computer science.

e. Additional endowments, scholarships, or educational grants may be

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established on a one-time or long-term basis to support VGEP. Special arrangement contracts may be established with interested civilian universities to provide for in-state tuition rates or tuition scholarships.

f. Depending on the availability of funds for VGEP in a given year, Naval Academy payment of VGEP tuitions and fees may be capped per student. VGEP Scholars are responsible for paying VGEP tuition and fee costs above the established cap. VGEP Scholars must pay for their own transportation, graduate school transcripts, admissions and graduation fees, and textbooks.

8. Procedures

a. USNA Notice 1560 will be issued annually instructing midshipmen and faculty on VGEP application and selection procedures, announcing VGEP briefings to fourth class and second class, and naming VGEP Advisers for specific graduate disciplines and corresponding Navy subspecialty codes.

b. Before validation examinations during Plebe Summer, all fourth class midshipmen will receive an explanation of VGEP by the Associate Dean for Academic Affairs and will be encouraged to enhance their eligibility by validating as many courses as possible.

c. In the spring semester, usually in January, the Graduate Education Program Manager will brief interested fourth class midshipmen on the goals and objectives of VGEP. The brief will include preparing for VGEP through course validation, course overloading, and voluntary summer school courses. Graduate disciplines and Navy subspecialty codes consistent with VGEP goals and Navy community requirements will also be covered.

d. Department Chairs will provide necessary academic counseling regarding enrollment in voluntary summer school if desired by the student and course overloading for the first semester of third class year.

e. In the fall semester, usually in December, the Graduate Education Program Manager will brief interested second class midshipmen on VGEP policies and application procedures. During December and January of second class year, eligible midshipmen will prepare written VGEP applications outlining their desired graduate study program, its relevance to attainment of a Navy subspecialty code designator, and their intended service selection. A proposed plan of graduate courses must be included as well as the estimated amount of funding required for the student's total program at a specified graduate institution. Midshipmen will work with faculty VGEP advisers to construct proposed education plans satisfying requirements for the master's degree and meeting the Navy's criteria for a subspecialty code. Areas of study must agree with Navy officer community manager preferred curricula. Midshipmen will submit completed VGEP applications to VGEP advisers by a prescribed date near the end of January in second class year. Foreign national midshipmen applying for a VGEP-similar program must submit their applications to VGEP advisers by the same due date in January second class year.

f. Midshipmen applying for VGEP must submit, as part of their application, a list of courses necessary for their completion of a bachelor's degree. VGEP applicants must obtain the signature of their regular academic adviser stating that the adviser approves the schedule of courses for fulfilling requirements for the bachelor's degree in the midshipman's undergraduate major.

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g. The Graduate Education Committee will meet in April to screen VGEP applications from second class midshipmen. Depending on availability of funds for VGEP and on the number of qualified applicants, the Committee will recommend up to 20 midshipmen per class for selection as VGEP Scholars. The Committee may also recommend alternates for VGEP in the event that one or more selected VGEP Scholars withdraw from VGEP or are removed from VGEP prior to the start of graduate courses. VGEP alternates will not be allowed to participate in VGEP starting later than the beginning of the spring semester of their first class year. The Graduate Education Committee will forward VGEP Scholar and alternate recommendations to the Superintendent for approval via the Commandant of Midshipmen and Academic Dean and Provost.

h. Following Superintendent approval, the Academic Dean and Provost will publish Notice 1560 naming midshipmen selected for VGEP and giving their graduate schools, graduate curricula, and target Navy subspecialty codes.

i. Progress reviews of academic, Aptitude for Commission, and conduct grades will be made at the end of the second class year to determine whether midshipmen selected will be permitted to continue in VGEP. The Commandant of Midshipmen will screen the list of those selected for VGEP for proper Aptitude for Commission and conduct performance. Department VGEP Advisers will screen the records of VGEP Scholars and alternates in their department to ensure that they are fulfilling requirements for their bachelor's degree and maintaining required academic qualifications for VGEP.

j. Approved VGEP Scholars will carry a full academic schedule of graduate courses as determined by the student's university during each semester of matriculation, from spring semester prior to Naval Academy graduation through the fall semester, including the summer intersessional period. Light-loading will not be permitted and a maximum of 6 semester hours may be allowed for thesis research and writing. During the first semester(s) of participation, when a mixed schedule of graduate/undergraduate courses may be as noted, graduate semester hours will be multiplied by 4/3 to meet the Naval Academy's mandatory requirement of 15 semester hours of undergraduate courses.

9. Responsibilities. The Academic Dean and Provost has overall responsibility for the administration of VGEP through the Graduate Education Committee and the Graduate Education Program Manager, per reference (a).

a. Academic Dean and Provost

(1) Review qualified second class midshipmen who have been recommended by the Graduate Education Committee to participate in VGEP. Forward recommendation to the Superintendent for approval.

(2) Publish Academic Dean Notice 1560 naming midshipmen selected as VGEP Scholars and alternates.

(3) Approve program continuance/discontinuance for VGEP Scholars as recommended by the Chair, Graduate Education Committee.

(4) Approve level of support from annual authorization and provide Comptroller operating target (OPTAR) VGEP allocation. Submit gift fund budget requests with funding endorsements and/or recommendations.

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b. Associate Dean for Academic Affairs

(1) Explain VGEP program objectives to each incoming class before the start of validation examinations.

(2) For fourth class midshipmen who validate a significant number of courses, recommend interested VGEP candidates for overload registration in fall semester of third class year.

c. Commandant of Midshipmen

(1) Review VGEP applicant requests to waive below-eligibility grades in Aptitude for Commission or conduct. Provide to the Chair, Graduate Education Committee, decisions on granting waivers prior to the committee's VGEP selection meeting in April.

(2) Company Officers and Battalion Officers review and endorse midshipman applications for VGEP. Company Officers provide printout of midshipman performance.

(3) Aptitude Officer monitor progress of applicants and advise the Chair, Graduate Education Committee, of midshipmen who become disqualified because of deficiencies in Aptitude for Commission or conduct.

(4) Publish the routine for VGEP scholars in Midshipman Regulations.

(5) Reimburse the cost of missed meals to VGEP scholars.

(6) Contact Navy Personnel Command detailers to keep approved VGEP Scholars on duty at the Naval Academy while completing their master's degree programs. Orders will not include payment of per diem expenses. All expenses for participation in VGEP other than tuition and fees covered by VGEP appropriated funds and gift funds must be paid from the VGEP officer's regular pay and allowances. The Senior Marine Corps Officer will coordinate orders with Headquarters, Marine Corps for VGEP Scholars who service select Marine Corps.

d. Graduate Education Committee. See reference (a) for the membership structure of the Graduate Education Committee.

(1) Follow the responsibilities delineated in reference (a).

(2) Review VGEP applications from midshipmen second class and forward a priority listing of recommended VGEP Scholars and alternates to the Superintendent for approval via the Commandant of Midshipmen and Academic Dean and Provost. Review VGEP-similar applications from foreign national midshipmen and recommend approval or disapproval to the Superintendent via the Commandant of Midshipmen and Academic Dean and Provost.

(3) Chair, Graduate Education Committee recommend to the Academic Dean and Provost the continuance/discontinuance in the program of VGEP Scholars who drop below eligibility in academics, aptitude or conduct.

(4) Chair, Graduate Education Committee endorse midshipman letters to the Chief of Naval Operations Education Branch (N127) requesting waiver of curriculum requirements to enable VGEP participation.

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e. Graduate Education Program Manager

- (1) Follow the responsibilities delineated in reference (a).
- (2) Manage the administration of VGEP, prepare VGEP directives, and maintain VGEP records.
- (3) Maintain liaison with offices of the Chief of Naval Operations, Deputy Chief of Naval Personnel, Director of Naval Training and Education, Naval Postgraduate School, Navy Personnel Command, and civilian universities as required on VGEP matters.
- (4) Brief the Brigade of Midshipmen on the goals and objectives of VGEP and on VGEP application and program procedures. Brief interested second class midshipmen in December and interested fourth class in January. Advise midshipmen and junior officers on VGEP policies and procedures.
- (5) Supervise VGEP processes. Advise and coordinate the VGEP application and endorsement process. Oversee and advise on the screening of VGEP education plans for subspecialty coding by the Naval Postgraduate School. Coordinate the assignment of VGEP officers to the Naval Academy and to specific academic departments corresponding to VGEP Scholar graduate disciplines. Establish a point-of-contact roster of division/department military officers for overseeing VGEP Scholar accountability and administrative matters after commissioning.
- (6) Oversee the assignment of departmental VGEP advisers. Coordinate VGEP processes with VGEP advisers, Department Chairs, Division Directors, Marine Corps office, and staffs of the Academic Dean and Provost, Registrar, Commandant of Midshipmen, Deputy for Finance, Comptroller, and Superintendent.
- (7) Receive and screen VGEP applications and prepare key comparative reports for Graduate Education Committee use in making priority recommendations. Serve in an advisory capacity at Graduate Education Committee meetings. Prepare the Committee's VGEP recommendation report to the Superintendent for signature of the Chair, Graduate Education Committee. Prepare ACDEANNNOTE 1560 naming approved VGEP Scholars for review by the Chair, Graduate Education Committee, and signature of the Academic Dean and Provost.
- (8) Serve as the central contact for VGEP Scholars, checking them in to the Graduate Education Office prior to their commissioning and tracking the progress of their master's degrees and assignment of subspecialty codes. Request graduate transcripts from VGEP Scholars following each semester of graduate school and a final graduate transcript with master's degree awarded. Request copies of VGEP Scholar subspecialty screening correspondence and VGEP after-action reports.
- (9) Develop a VGEP budget and tuition payment plan for each Navy VGEP class, determining fiscal requirements for the VGEP students. Coordinate the use of Navy appropriated funds and gift funds for VGEP. Oversee execution of VGEP gift funds, serving as Account Manager. Negotiate billing contracts with VGEP universities and obtain invoices from VGEP universities. Calculate amounts for payment and supervise preparation of funding documents to the Academic Dean and Provost's Budget Office.

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f. Division Directors serve as reporting seniors for commissioned VGEP Scholars assigned to departments within their division. Division Directors have overall responsibility for VGEP Scholars under their cognizance and should ensure that military points-of-contact are assigned either at the division level or department level to oversee VGEP Scholar accountability after commissioning and to handle administrative matters for VGEP officers. Division Directors should ensure that DUINS officer fitness reports are prepared for VGEP naval officers in their division.

g. The Senior Marine Corps Officer has overall responsibility for VGEP officers commissioned in the Marine Corps and will ensure that military orders and officer fitness reports are prepared covering VGEP officers in the Marine Corps. The Senior Marine Corps Officer will assign a military point-of-contact to oversee accountability of VGEP Scholars after their commissioning in the Marine Corps.

h. Department Chairs

(1) Counsel midshipmen within department of study who are interested in participating in VGEP and provide recommendations on their behalf by endorsing to their applications.

(2) Designate faculty VGEP advisers to provide special academic advice to VGEP candidates. VGEP advisers should have a superior knowledge of graduate programs offered at VGEP-participating universities relating both to how the master's programs mesh with the undergraduate majors and how well they prepare the VGEP officers for attaining of a Navy subspecialty code. VGEP advisers should have long-term appointments to cover all stages of a student's VGEP participation, from second class year application until award of a master's degree and assignment of a Navy subspecialty code.

(3) Check in assigned VGEP Ensigns/Second Lieutenants following graduation from the Naval Academy. VGEP officers are assigned to the Naval Academy academic department corresponding to their graduate school discipline. Maintain contact with VGEP officers through completion of their graduate programs and receipt of their master's degrees. Provide draft fitness reports to the Division Director prior to VGEP officers detaching from the Naval Academy.

(4) Ensure a military point-of-contact is assigned either at the division level or department level to oversee VGEP officers accountability, following commissioning.

i. VGEP Advisers

(1) VGEP advisers are assigned according to a midshipman's proposed graduate discipline rather than by their Naval Academy undergraduate major.

(2) Help interested midshipmen complete VGEP applications and proposed education plans. Advise midshipmen on graduate programs available at VGEP-participating universities relating to students' Naval Academy undergraduate major. Tailor graduate programs consistent with intended service selections to qualify for related subspecialty code designators.

(3) Work with the corresponding Naval Postgraduate School curricular officer to help midshipmen develop graduate curricula that satisfies requirements for a Navy subspecialty code. Provide curriculum and

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subspecialty code guidance to VGEP Scholars throughout their VGEP program. Resolve problems concerning subspecialty code assignments to VGEP officers who have completed their master's degree program.

(4) Endorse VGEP applications from second class midshipmen, providing detailed written recommendations on students' ability to complete an accelerated graduate education program. Consult with regular academic advisers as needed.

(5) At the end of their second class year, review the records of departmentally assigned VGEP Scholars and Alternates to ensure that they are fulfilling requirements for the bachelor's degree and maintaining required academic qualifications for VGEP.

j. VGEP military points of contact are assigned at the division or department level to oversee accountability of VGEP Scholars after their commissioning. Military points of contact will set a schedule for VGEP officers under their purview to report to them on a regular basis through the summer and fall terms at graduate school. They will handle leave and administrative matters for their VGEP officers and ensure that VGEP officers participate in physical readiness routines and drug testing.

k. Comptroller

(1) Appropriated Funds. Allocate VGEP funds as approved by the Academic Dean and Provost for execution by the Academic Dean and Provost's Budget Director.

(2) Gift Funds. Administer gift funds within the USNA Gift and Museum Fund to comply with the intent of the donor. Liaise with external organizations and donors to accept gift funds (i.e., USNA Foundation, AA/USN) related to VGEP. Execute gift fund requirements consistent with approved gift fund budgets when received/approved by the Academic Dean and Provost's Budget Director.

1. Academic Dean and Provost's Budget Director.

(1) Appropriated Funds. Review and approve VGEP funding documents from the Graduate Education Program Manager and execute within OPTAR allocations.

(2) Gift Funds. Review and approve VGEP funding documents from the Graduate Education Program Manager, consistent with approved budgets, and forward to the Comptroller for execution.

m. Registrar. Provide undergraduate transcripts to midshipmen applying for VGEP and to the Graduate Education Program Manager as requested.

n. Interested Fourth Class Midshipmen. Attend the VGEP briefing in January of your fourth class year. Select a major consistent with your long-range career plans and consistent with your desired graduate curriculum. Accelerate your undergraduate matrix through course validation, course overloading, and taking summer school courses. Seek advice on course scheduling from regular academic advisers, VGEP advisers, and Department Chairs. Work to maintain academic, Aptitude for Commission, and Conduct grades within VGEP eligibility range.

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o. Interested Second Class Midshipmen.

- (1) Attend the VGEP briefing in December of second class year.
- (2) Prepare a written application for the VGEP graduate program desired using USNA Notice 1560 and the application formats provided by the Graduate Education Program Manager on the Graduate Education Program webpage.
- (3) Work with the VGEP adviser for desired graduate major to develop a proposed education plan fulfilling requirements for the master's degree and Navy subspecialty code. Include a total estimate of costs for tuition and fees for proposed graduate program. Fields of study undertaken must be consistent with prospective service designator and future officer assignments.
- (4) Midshipmen planning to service select Navy Aviation, Surface, or Submarine must select a graduate program listed on the officer community manager's preferred curricula list. In cases with a compelling reason, if approved by the Chair of the Graduate Education Committee and the Academic Dean and Provost, midshipmen may request a waiver to pursue a graduate program not on the community preferred curricula list. Waiver request letters should be addressed to the Chief of Naval Operations Education Branch (N127), via the Chair, Graduate Education Committee.
- (5) Request a copy of undergraduate transcript from the Registrar to enclose with VGEP application. Have regular academic adviser approve proposed schedule of undergraduate courses for fulfilling bachelor's degree requirements.
- (6) Complete a Privacy Act waiver as part of VGEP application, permitting the Naval Academy Graduate Education Program Manager to receive grade transcripts from prospective graduate school and maintain records of transcripts and personal information on pertaining to VGEP participation and locator information.
- (7) Complete a VGEP obligated service agreement as part of the VGEP application. This agreement becomes effective only upon executing the military orders for VGEP after commissioning.
- (8) Forward completed VGEP applications to VGEP advisers by the designated date near the end of January of second class year. Ensure Company Officer subsequently receives VGEP application according to schedule.
- (9) Once selected as a VGEP Scholar and approved for a particular graduate discipline, any changes must be approved by the Chair, Graduate Education Committee.

p. Approved VGEP Scholars

- (1) During First Class Year
 - (a) Send proposed VGEP education plan to the Naval Postgraduate School for Navy subspecialty code screening. Keep the Naval Postgraduate School advised on any education plan changes. Copy the Graduate Education Program Manager on education plan email submission to Naval Postgraduate School.

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(b) Register for Naval Academy courses needed to complete undergraduate matrix, plus physical education and NS40X Junior Officer Practicum. Carry a minimum of 15 credit hours per semester; graduate school courses count 4/3.

(c) Matriculate at selected university and register for approved graduate courses. Admission and graduation fees, textbooks, computers, and all transportation related expenses are personal responsibility.

(d) Submit a memorandum to the Accounting Branch of the Midshipman Food Services Division, via Company Officer, in the spring semester of first class year requesting reimbursement for meals missed due to VGEP academic schedules.

(e) Prepare a plan to pay VGEP university tuitions not covered by the Naval Academy.

(f) Before Naval Academy graduation, work with the Midshipman Personnel Officer to ensure military orders are prepared for a Naval Academy assignment upon commissioning. VGEP scholars will be assigned to the Naval Academy academic department matching graduate discipline.

(g) If planning to study abroad during the summer term following Naval Academy graduation, prepare a letter to the Chair, Graduate Education Committee, describing proposed course of study and enclosing a written description of the university's study abroad program. This letter is due to the Chair, Graduate Education Committee, prior to graduation from the Naval Academy. The letter requesting to study overseas must be endorsed by VGEP adviser, Department Chair, and Graduate Education Program Manager. Courses abroad must result in graduate level credits that will count toward fulfilling master's degree requirements. Overseas study must not delay master's degree completion beyond prescribed timeline. Study abroad programs will normally be taken during summer terms and not in the fall semester. VGEP officers wishing to study abroad are responsible for obtaining their own military orders overseas and for paying educational costs above those normally covered by Naval Academy VGEP funds. VGEP officers must give a transcript from overseas institutions to the Graduate Education Program Manager.

(h) Prior to graduation from the Naval Academy, VGEP Scholars must give locator information to the Graduate Education Program Manager and to assigned VGEP military points of contact. Locator information must be kept up to date throughout entire VGEP program.

(2) During Spring Break

(a) If spring break at VGEP university does not align with spring break at the Naval Academy, the university's spring break may be observed and VGEP scholars will be excused from Naval Academy classes and military obligations during that period. An approved leave chit is required. VGEP Scholars may not take both spring break periods.

(b) If the university's spring break is not aligned with the Naval Academy's spring break, VGEP scholars may reside either in Bancroft Hall or with sponsor/at university during the Naval Academy's spring break. An approved chit is required in any case. You must follow current midshipman regulations concerning Bancroft Hall musters and watch standing.

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(3) After Commissioning

(a) VGEP scholars must find their own housing, using regular Navy or Marine Corps pay and allowances.

(b) Check-in in-person with assigned division/department VGEP military point of contact on a regular basis throughout the summer and fall terms following commissioning. Provide Graduate Education Program Manager with a graduate transcript at the end of each academic term and update locator information.

(c) Continue graduate program as a commissioned officer. Maintain a "B" or better grade average at graduate school to guarantee award of master's degree upon completion of studies. Inform VGEP Adviser, Department Chair, the Graduate Education Program Manager, and division/department VGEP military point of contact of progress and of any problems.

(d) Clear any deviations from approved graduate curriculum with the Naval Postgraduate School. If substitute courses are required because approved courses are unavailable at graduate school, submit revised Education Plan in writing to the Naval Postgraduate School curricular officer. VGEP advisers will assist in selecting new courses supporting Navy subspecialty coding.

(e) Successfully complete graduate course work by 31 December following commissioning. Allowances will be made for comprehensive examinations given after that date.

(f) Arrange to have a graduate transcript sent to the Graduate Education Program Manager immediately after each semester of graduate school. Official transcripts, not grade reports, must be sent to the Graduate Education Office for every semester at graduate school, including the summer session. VGEP continuation is contingent upon timely receipt of transcripts. Transcript fees are VGEP scholar's responsibility.

(4) At Program End

(a) Send the Graduate Education Program Manager a final official graduate transcript showing credits earned for all courses attempted and date the master's degree is awarded.

(b) Prepare a VGEP after-action report for the Graduate Education Program Manager critiquing experience and providing a summary of educational costs paid from personal resources.

(c) Before detaching from USNA, complete all VGEP academic and administrative requirements and request officer fitness report from Department Chair and Division Director.

(d) Upon award of a master's degree, send a copy of final graduate transcript and verification of degree to the Naval Postgraduate School with a letter requesting assignment of a Navy subspecialty code. Provide a copy of this correspondence to the Graduate Education Program Manager.

(e) When detaching from the Naval Academy, check out with VGEP military point of contact, Department Chair, Division Director, Graduate Education Program Manager, Officer Personnel Office or Senior Marine Corps Officer. Provide the Graduate Education Program Manager your locator information for next duty station.

(f) Detach for next duty station by 15 January following commissioning. Small adjustments may be made to the 15 January detachment date for administrative purposes.

(5) After Detaching From The Naval Academy. If master's degree is awarded after departure from USNA, mail the Graduate Education Program Manager a final graduate transcript, verification of your master's degree and date awarded, and a copy of your letter requesting subspecialty code assignment. Maintain communications with the Graduate Education Program Manager until completing all academic and administrative requirements and receiving Navy subspecialty code.



S. S. VAHSEN
Chief of Staff

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