



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

USNAINST 1520.2AB
8/Grad Ed Prog Mgr
27 Apr 2021

USNA INSTRUCTION 1520.2AB

From: Superintendent, U.S. Naval Academy

Subj: GRADUATE EDUCATION PROGRAMS FOR MIDSHIPMEN

Ref: (a) OPNAVINST 1520.24D
(b) OPNAVINST 1520.23C w/CH1, CH2, and CH3
(c) OPNAVINST 1520.18J
(d) MCO 1524.1
(e) USNAINST 1531.47C

Encl: (1) Program Policies and Procedures
(2) Page 13 Template
(3) Responsibilities

1. Purpose

a. Per references (a) through (d), to describe immediate graduate education programs available to midshipmen, with the exception of Medical Corps-related programs (which are administered under reference (e)); to establish a Director of the United States Naval Academy Graduate Education Programs (DGEP), Program Coordinators to assist the DGEP, and a Graduate Education Committee (GEC); and to prescribe policies and procedures for administering graduate education programs available to midshipmen.

b. The graduate education programs covered by this instruction include the Officer Scholarship Programs (OSP) (which includes Civilian-Funded Scholarship Programs formerly referred to as the Immediate Graduate Education Program - IGEP), Voluntary Graduate Education Program (VGEP), the Bowman Scholarship Program, the Shoemaker Scholars Program, the Purdue Military Research Initiative (PMRI), and the Accelerated Advanced Education for Navy Aviators.

c. Further, this instruction provides guidelines for administering other opportunities for immediate graduate education which may present themselves in the future. This instruction also addresses the Burke Scholar program, administered per references (c) and (d), to which midshipmen are designated before graduation from U.S. Naval Academy (USNA).

Burke Scholars are eligible for assignment to graduate education programs after completion of the division officer-level fleet tour. Both the Navy and the Marine Corps recognize the designation as a Burke Scholar.

2. Cancellation. USNAINST 1520.2AA.

3. Background. The Chief of Naval Operations (CNO) established policy to allow and encourage a limited number of highly qualified, career-motivated midshipmen of the graduating class to participate in immediate graduate education and related scholarship programs.

a. Graduate education programs discussed herein are independent of fleet graduate education programs available to commissioned officers. Disapproval of a request to participate in graduate programs as a midshipman does not jeopardize an officer's opportunity for graduate education later in the officer's career.

b. The number of new USNA graduates permitted to participate in immediate graduate education programs is delineated in the Director of Warfighter development (OPNAV N7) annual Fiscal Year Quota Plan for Officer Graduate Education.

c. All graduate education programs are subject to cancellation at any time at the discretion of the Superintendent.

d. The USNA Graduate Education website will be administered to provide information regarding universities, scholarships, application procedures, process flow, and deadlines for the academic year. The listing of universities and scholarships is not exhaustive. Midshipmen may research and discover other scholarships and university programs which meet the intent and requirements of the governing instructions.

e. Midshipmen who enter the Marine Corps do not count towards the quotas issued by OPNAV N7. The Marine Corps Recruiting Command (MCRC) sets the maximum number of Marine-selects who may be enrolled in The Basic School (TBS) classes commencing after the fiscal year of graduation at 10%. This limit includes Marines who have suffered injuries, delayed graduates, Marines on temporary additional duty (TAD) extending past 1 October, and Marines who will attend graduate school prior to TBS. Thus, the maximum allowable number of Marines participating in immediate graduate education may fluctuate from year-to-year. Additionally, a 1-year graduate program length is highly recommended to Marines so that the officer can both establish maximum MOS credibility and meet the time requirement of 540 days in one's MOS for career designation. Waivers for 2-year graduate programs are only entertained on a case-by-case basis, and will be reviewed by the Senior Marine Representative (SMR).

4. Policy. Enclosure (1) contains detailed program policies and procedures including descriptions of the graduate education programs, eligibility and selection requirements, additional obligated service requirements including filling a NAVPERS 1070/613 Administrative Remarks (enclosure (2)), and application and selection procedures.

5. Responsibilities. Contained in enclosure (3).

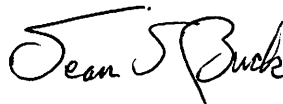
6. Records Management

a. Records created as a result of this instruction regardless of format or media, 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 the USNA records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Graduate Education Program Manager 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.

8. Forms. NAVPERS 1070/613 Administrative Remarks (Page 13) will be filled out by the USNA Personnel Office and can be found on Navy Forms Online (<https://forms.documentservices.dla.mil/order/>).



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PROGRAM POLICIES AND PROCEDURES

1. Graduate Education Programs

a. Officer Scholarship Program (OSP)

(1) References (a) and (d) establish guidelines for acceptance of scholarships or fellowships by midshipmen to civilian universities. The number of midshipmen immediately entering OSP scholarships is controlled by the Navy's annual quota (historically 20) and by Headquarters Marine Corps approval of Marine Corps option midshipmen accepting scholarships (~5).

(2) Midshipmen may apply for graduate admission and scholarship/fellowship opportunities without permission from the chain of command. However, before accepting a scholarship/fellowship, midshipmen must apply through the Naval Academy's graduate education application process and be placed on a priority-ranked list for filling the Navy and Marine Corps issued quotas, results of which will be published in a USNANOTE 1520. Offers of admission by the various universities may only be conditionally accepted until the USNANOTE 1520 is issued.

(a) Midshipmen commissioning into the Navy may only accept a scholarship/fellowship if their request for permission to accept the scholarship is approved. The Permission to Accept letter should include an accounting for all time periods between USNA graduation and completion of the program leading to award of the graduate degree in the section describing the academic program.

(b) Marine Corps selectees must apply through the Naval Academy's graduate education application process first and then have their scholarship/fellowship approved by the Commandant of the Marine Corps. Approval of this will be coordinated by the USNA Marine Detachment (MARDET).

(3) Courses of study leading to a graduate degree for midshipmen entering the Navy must lead to qualification for a Navy subspecialty code (SSC) administered by the Naval Postgraduate School (NPS). To prove a graduate program will meet the requirements of a desired SSC, each officer must prepare an Education Plan (EP). The EP outlines the specific intended coursework which fulfills the Educational Skill Requirements necessary to gain a SSC. Midshipmen interested in pursuing graduate education should only apply to programs which can fulfill a code. Midshipmen are responsible for sending EPs to NPS for subspecialty screening prior to sending a request for scholarship approval to Naval Education Training Command (NETC/N5). A checklist and format of this email-processed request are provided on the USNA Graduate Education website. Adjustments to the EP may be required to fulfill subspecialty Educational Skill Requirements. Upon completion of their program, Naval Officers should send a final graduate transcript to NPS to request SSC assignment. Any adjustment made to an approved EP

requires the approval of NPS. Naval Officers in scholarships are responsible for completing financial reports for NETC (N5). Marines are not assigned a Navy SSC, but applicants should consider submitting an EP for SSC “cross check” by NPS to secure their graduate education opportunity in the event they commission into the Navy.

(4) Students interested in pursuing educational opportunities in the legal or medical fields should be aware that opportunities to enter these fields exist and are typically separate from the OSP process except in the case of national scholarship competitions, such as the Rhodes, Marshall, Gates, etc. Midshipmen applying for the Medical Corps programs will follow reference (e).

(5) Foreign national midshipmen are not eligible for participating in USNA scholarship programs and funding. Foreign national midshipmen may request authorization from their embassy’s attaché overseeing their Naval Academy program for graduate education following the graduation from USNA. Requests of this nature are to be submitted via the USNA chain of command to the appropriate attaché.

(6) Midshipmen named official scholarship candidates in USNANOTE 1520 may pursue graduate education and research assistantships at accredited universities immediately upon commissioning from USNA before reporting to the first fleet duty or training pipeline assignment. Midshipmen are responsible for gaining admission to the graduate school and obtaining a scholarship that covers at least 50% of the university tuition. Scholarship funds may only be accepted from eligible donors as defined by reference (a). Scholarship funds and stipends may be used only for educational expenses such as tuition, fees, and textbooks. Officers in scholarships will draw their regular military pay and benefits while in the scholarship and may not accept funds for room, board, and other expenses. These expenses are expected to be covered by their military pay. Officers conducting research assistantships may not accept funds over their educational costs. There is currently no minimum funding level specified for Marine Corps scholars. The expectation, however, is that the scholarship will provide a substantial level of funding (i.e., ~25% or more) for the Marine Officer. A Marine Corps candidate with no funding — i.e., no scholarship/fellowship — will not be assigned to immediate graduate education.

b. Voluntary Graduate Education Program (VGEP)

(1) VGEP is intended to allow approximately 20 midshipmen to begin a master’s degree program in the Spring 1/C semester. VGEP quotas are set by OPNAV N7 each year, but only apply to officers commissioning into the Navy. USMC participation in VGEP must be coordinated with the MARDET. The USN quota is a maximum, not a production goal. Midshipmen entering the Navy and participating in VGEP must qualify for a Navy SSC (see section 5a-2).

(2) VGEP normally requires five or more course validations “above the line” on the course matrix and sustained excellence in academics, conduct, and aptitude. The sequence of courses must be managed to complete all major requirements before the start of the 8th semester. Furthermore, a midshipman cannot participate in both VGEP and a Semester Study Abroad, as it would involve too much time away from the military training environment of Bancroft Hall.

(3) Interested midshipmen shall apply to participate in VGEP in the spring of their second-class year and begin graduate work at area universities in the spring semester of their first-class year. VGEP completion must occur no later than December of the year of commissioning.

(4) Before graduating from the Naval Academy, VGEP midshipmen live in Bancroft Hall and commute to graduate school. Midshipmen in VGEP must carry at least 15 credit hours each semester between USNA and graduate school. VGEP graduate courses are valued at four thirds of a single credit at USNA; i.e., four 3-credit hour graduate courses equal 16 credit hours. VGEP midshipmen must take physical education courses and NS40X, Junior Officer Practicum. VGEP Scholars may not take more than 5 credits at USNA during the semester in which they are enrolled in graduate courses.

(5) Midshipmen should be aware that some academic year billets may be in conflict with their pursuit of graduate education and should consider this in their application process. Midshipmen remain responsible for their professional duties in Bancroft Hall at all times when not attending graduate school classes, doing research, or other graduate work.

(6) Upon commissioning, VGEP Officers remain assigned to the Naval Academy through completion of graduate studies (NLT 31 Dec) or transfer to first duty station, whichever is later, and will remain responsible for urinalysis, PRT, and duty officer rotation. VGEP officers will secure their own housing using their regular Navy or Marine Corps pay and allowances. VGEP Officers will normally be assigned duty 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 School level. Deans of Schools (formerly Division Directors) are reporting seniors for VGEP officers, with the Academy’s SMR being the reporting senior for any VGEP scholars commissioning into the Marine Corps. 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.

(7) 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 and should be considered a valuable resource to the VGEP scholar.

(8) VGEP Scholars who are also considering OSP will choose between VGEP or the OSP prior to starting VGEP in January in order to allow qualified VGEP alternates to participate.

(9) Midshipmen who begin a course of study in VGEP and later receive an OSP Scholarship shall not be permitted to withdraw from VGEP in order to pursue the OSP Scholarship.

(10) Continued participation in VGEP beyond graduation from the Naval Academy will be based on satisfactory academic, conduct, and aptitude performance and the needs of the service.

(11) VGEP Scholars who voluntarily withdraw from graduate school or receive a "D" or an "F" in one or more graduate courses must reimburse the Federal Government for any VGEP costs which the Federal Government has incurred. Low performance in 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."

(12) Foreign national midshipmen are not eligible for participation in VGEP, but they may apply to do a VGEP-similar 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. The applicant's chain of command should engage the appropriate embassy's attaché. These midshipmen will revert to administrative and operational control of their embassy upon graduation from USNA. Foreign national midshipmen do not count toward the N7-issued quotas.

(13) VGEP participation must be funded from the VGEP scholar's personal resources. Most local schools grant in-state tuition rates to USNA midshipmen, regardless of state of residency. Other schools offer tuition waivers to reduce the cost. Any scholarships or fellowships received must not have a work requirement (teaching assistant, residence assistance, etc.) prior to commissioning. After commissioning, VGEP scholars are governed by OPNAVINST 1520.24D, which allows for assistantships so long as the benefits received do not exceed tuition, books and fees listed in the university's catalog. If accepting a scholarship of any sort for VGEP tuition, midshipmen must receive Navy ethics training. VGEP Scholars must pay for their own transportation, graduate school transcripts, admissions and graduation fees, and textbooks.

(14) The Commandant's staff will coordinate reserved parking for midshipmen in VGEP to facilitate their commuting to and from the local universities. The reserved status of VGEP-designated parking spaces will expire upon completion of the spring semester.

c. Bowman Scholar Immediate Graduate Education at NPS. Per ACDEANINST 1531.69, newly commissioned Ensigns from USNA who have been selected for the Admiral Frank Bowman Scholar Program in either nuclear submarines or nuclear surface warfare may attend Naval Postgraduate School (NPS-Monterey) in a full-time, fully funded, 1-year master's degree program immediately upon commissioning.

(1) Typically, more Bowman Scholars are selected in 2/c year than quotas will allow to go to NPS following graduation. The intent is to allow Bowman Scholars to also compete for OSP quotas while simultaneously enabling USNA to fill all NPS-Monterey quotas. Some Bowman Scholars also elect to forego NPS-Monterey graduate studies and proceed directly to their service assignment.

(2) The Bowman Scholar Committee will evaluate the performance of Bowman Scholars and select the midshipmen for NPS-Monterey based on the number of quotas specified in the OPNAV N7 quota plan (currently 20). Selectees will report to NPS-Monterey at the expiration of their graduation leave, following USNA graduation.

(3) Participants must matriculate at NPS-Monterey in a curriculum coordinated by the Bowman Scholar Program Coordinator during the 1/c spring semester. NPS-Monterey will review nominees' undergraduate transcripts, requested NPS-Monterey curricula, and recommend curriculum placement.

(4) Midshipmen selected for the Bowman Scholar Program will normally attend NPS-Monterey, but selectees may compete for an OSP quota. If a Bowman Scholar is selected for an OSP quota and elects to exercise the OSP option, the Bowman Scholar Committee will factor this change into the selection of those who will proceed to NPS-Monterey in pursuit of the Bowman Scholarship. The selection of the Bowman Scholars to attend NPS-Monterey will be announced in a USNANOTE 1520.

d. Shoemaker Scholar Program. The Shoemaker Scholar Program allows for Naval Aviation (Navy Pilot and NFO are eligible, USMC aviators are ineligible) selectees (currently 10) to attend an approximately 1-year graduate education program at the Naval Postgraduate School (NPS) in Monterey, California immediately following graduation from USNA. The program is full-time and fully funded. Applicants must be able to matriculate to an NPS Aerospace Engineering curriculum. Selectees will report to NPS at the expiration of their graduation leave, following USNA graduation. Shoemaker Scholars must initiate the application process early in the spring semester of the 1/c year through the Aerospace Engineering Department. The Shoemaker Scholar Faculty Representative, whose information can be found on the USNA Graduate Education intranet website, will interview all applicants. The Shoemaker Scholar Faculty Representative, in conjunction with the Aerospace Engineering Department Chair, will rank the applicants based upon readiness to matriculate into an appropriate NPS curriculum.

(1) Taking prerequisites that will advance midshipmen in the Aerospace engineering masters is highly encouraged. Completing the Powered Flight Program (PFP) is a factor in the selection criteria.

(2) Alternates may be designated. Selectees may compete for an OSP quota. If a Shoemaker Scholar is selected for an OSP quota and elects to exercise the OSP option, the Aerospace Engineering Department will factor that change into the selection of those who will

proceed to NPS in pursuit of the Shoemaker Scholarship. The selection of the Shoemaker Scholars to attend NPS will be announced in a USNANOTE 1520.

e. Purdue Military Research Initiative (PMRI). The Purdue Military Research Initiative (PMRI) has a variable number of annual quotas (~5) to restricted programs at Purdue University. PMRI does not fall under the OSP for quota purposes, but the requirements spelled out for acceptance of scholarships and fellowships to a civilian university remain applicable to PMRI selectees. The choices of programs are specified by Purdue. Midshipmen to be commissioned into the Navy or the Marine Corps may apply.

f. Navy Burke Program (delayed)

(1) The Junior Line Officer Advanced Educational Program, known as the Navy Burke Program, was established in 1959 to provide a highly select group of graduates of the U.S. Naval Academy (USNA) and Naval Reserve Officer Training Corps (NROTC) with opportunities for graduate education in science and engineering fields for ultimate assignment to validated subspecialty billets throughout the naval establishment. Selectees are expected to have high career motivation for naval service and have demonstrated outstanding leadership potential as a member of the Brigade of Midshipmen. Following graduation from USNA, all Navy Burke Scholars will report to their warfare communities and complete their initial sea tours, subsequent to which, they may be assigned to NPS to earn a master's degree. The Navy Burke Program, described in reference (c), is open to midshipmen oriented toward aviation, submarines, and surface line. The Navy Burke Program is not intended to educate officers in the restricted line or staff corps. Burke Program graduates may request transfer to restricted line or staff corps after at least one warfare development tour following their education tour. Burke Scholars usually attend the Naval Postgraduate School (NPS) in Monterey, California. Officers will not be assigned to curricula at civilian institutions if those curricula are available at NPS. Burke Program officers demonstrating superior academic capability and potential while pursuing a master's degree and continued outstanding professional performance may apply to resume studies for a Ph.D. degree consistent with Navy requirements. Officers participating in graduate education programs on a full-time basis immediately following commissioning are not eligible for the Navy Burke program.

(2) Midshipmen must be assigned to a Navy line community to become Navy Burke selectees. Midshipmen accepting an immediate graduate education program, such as VGEP, OSP, or immediate graduate education at NPS for Bowman Scholars will be removed from the Navy Burke list. Late in the academic year, USNA will send a letter to NPS and PERS-4 naming up to 15 Navy Burke selectees, plus alternates. Navy Burke selectees may contact their officer detailer for assignment to a graduate program at NPS following their first operational tour.

g. Marine Corps Burke-Equivalent Equivalent Program (delayed)

(1) The Marine Corps instituted a program equivalent to the Navy's Burke Program effective with the Class of 1970. This is currently included in reference (d). Marine Corps

Burke-Equivalent Scholars attend graduate school with a choice of technical or non-technical curricula while receiving full pay and allowances. After one tour in the Fleet Marine Force, Marine Corps Burke-Equivalent selectees must apply for the Special Education Program or the Advanced Degree Program, per reference (d). Final acceptance into the Marine Corps Burke-Equivalent Program is contingent upon sustained exemplary performance as a Marine officer. Marine Corps Burke-Equivalent selectees attend NPS or a civilian university, depending on their field of interest and the availability of funds. Assignment normally occurs after the officer's first fleet tour. The same high standards of career motivation and leadership potential are expected of Marine Corps Burke-Equivalent selectees as for the Navy Burke.

(2) Midshipmen must receive a Marine Corps service assignment. Midshipmen accepting an immediate graduate education program, such as VGEP or OSP, will be removed from the Marine Corps Burke-Equivalent list. Late in the academic year, USNA MARDET will coordinate with Commandant of the Marine Corps (Code MMOA-5) to record the USNA designation of up to 15 Marine Corps Burke-Equivalent primary selectees plus alternates. Marine Corps Burke-Equivalent selectees must display continued outstanding professional performance as a member of the Marine Corps in order to be approved for graduate study. After their first Fleet Marine Corps tour, Marine Corps Burke-Equivalent selectees may apply for graduate education through existing Marine Corps programs, the Advanced Degree Program or Special Education Program, as outlined in reference (d).

h. Community Requested Programs. From time to time, warfare communities may request newly commissioned officers be sent to graduate school. If these programs arise, the DGEP will promulgate instructions for applying for and processing applicants to these opportunities. Normally, a notice will be sent to eligible 1/C midshipman via email. Subcommittees may be designated by the DGEP to select recipients for the requested billets. Examples of these programs include, but are not limited to, the Accelerated Advanced Education for Navy Aviators at NPS.

2. Eligibility and Selection. Candidates for graduate education programs must meet academic, Aptitude for Commissioning, and Conduct requirements.

a. Academic. A Cumulative Quality Point Rating (CQPR) is set for each of the following graduate education programs which must be maintained through 1/c year:

- (1) Officer Scholarship Program - 3.65.
- (2) Voluntary Graduate Education Program - 3.20.
- (3) Bowman Scholars Program - 3.20.
- (4) Shoemaker Scholar Program - 3.20.

(5) Accelerated Advanced Education for Aviators - 3.20.

(6) Navy Burke Program - 3.20.

(7) Marine Corps Burke-Equivalent Program - 3.20.

A grade of D or F in any course at the Naval Academy may dis-enroll or disqualify a midshipman for all graduate education programs. Specified prerequisite course requirements for particular graduate scholarships must be met.

b. Aptitude for Commissioning and Conduct. Candidates may not have a grade in Aptitude or Conduct lower than "B" in each semester of 2/c and 1/c years.

c. Career Impact Information. Before midshipmen apply for consideration to a USNA Graduate Program, they are responsible to review and understand a "career impact brief" which is posted on the Graduate Education website. While graduate education is generally viewed positively, some career paths can become more complicated by an extended delay in getting to the first sea tour. Specific issues not covered by the brief should be discussed with the Director of Graduate Education Programs (DGEP).

d. Waivers. 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 by the DGEP. Midshipmen who do not meet the standards set for Aptitude for Commissioning or Conduct but who still want to apply for graduate education programs must submit a memorandum to the Commandant of Midshipmen via their Company Officer and Battalion Officer, requesting to be considered for graduate education. The Commandant's staff will forward the waiver to the DGEP. Without the Commandant's waiver approval, midshipmen who are below eligibility in Aptitude for Commissioning or Conduct will not be considered for graduate education.

e. Overall Eligibility Considerations. Midshipmen are not obligated to obtain any prior permissions to apply to civilian graduate schools in advance of applying for OSP. However, in applying, midshipmen must establish a viable financial plan, have an SSC that is approved by NPS, and meet any additional selection criteria. It is important for midshipmen to realize that the OSP is a competitive program with very limited quotas, and that overall performance, demonstrated readiness to pursue an education at a higher level, benefit of the degree program to the commissioning service, total length of time between USNA graduation and completion of degree program, and benefit to the gaining service and to USNA will all be factors in the decision to select a midshipman for an OSP quota. Any acceptance of offers from these graduate schools must be conditional based upon approval of the Navy and Marine Corps. A maximum of three education programs (EPs) will be considered by the Naval Postgraduate School for SSC cross checks.

f. Alternate Status. Except for Burke Scholars, the designation as an alternate expires upon graduation. One can only be promoted to a primary spot if a primary is disqualified prior to USNA graduation day. Otherwise, once commissioned, orders shall be executed as written.

3. Additional Obligated Service. For their participation in graduate education programs, officers incur additional obligated service. The information below is subject to change. Reference the current OPNAVINST regarding graduate education to calculate additional obligated service.

a. Navy Officers. Per reference (b), the service obligation commences upon completion of or withdrawal from an education program and will be served consecutively with any other service obligation. Navy officers who participate in immediate graduate education incur an obligation of three times the number of months for the program. Participation in an immediate graduate education program will not exceed 24 months.

b. Page 13. All confirmed scholars commissioning into the Navy will sign a NAVPERS 1070/613 Administrative Remarks (Page 13) to confirm their understanding of the incurred service obligation prepared by the USNA Military Personnel Office. This document will be placed in the officer's service record with a copy provided to the officer for personal records. Enclosure (3) provides a template of the required Page 13.

c. Marine Corps Officers. Marine officers must agree to remain on active duty after completion of training, or upon separation from the program for any reason, for a period of three times the length of the period of education or training. This obligated service will be served concurrently with any preexisting obligation(s). The crediting of service against any pre-existing service obligation will be suspended during the time assigned to the program, per reference (d). Participation in immediate graduate education will not exceed 24 months.

4. Application and Selection Procedures

a. Officer Scholarship Programs (OSP)

(1) Consistent with the application procedures and schedules of the target scholarships and universities, prospective scholars should research and apply for funding/scholarship programs, and graduate schools for commencement of their academic programs following USNA graduation. Midshipmen are responsible for gaining admission to graduate school and obtaining a scholarship that covers at least 50% of the university tuition. Midshipmen may accept scholarship funds only from eligible donors as defined by reference (a). Scholarship funds and stipends may be used only for educational expenses such as tuition, fees, and textbooks. Officers in scholarships will draw their regular military pay and benefits while in the scholarship and may not accept funds for room, board, and personal expenses covered by their military pay. Officers doing research assistantships may not accept funds over their educational costs.

(2) Midshipmen must complete USNA's internal application for the available Navy (currently 20) and Marine Corps (~5) graduate education opportunities. The GEC will evaluate the applicants based on a variety of factors to include OOM, proposed course of study, career aspirations, activities as a midshipman, billets held in the Brigade and projected value to USNA and the Navy/Marine Corps that a postgraduate course of study would provide. The GEC will vote using confidence intervals and the DGEP will include the GEC voting results in ranking the candidates for OSP. Low scoring by the GEC may result in disqualification of the candidate/program. Results of the OSP selection process will be announced in a USNANOTE 1520. The USNANOTE 1520 will delineate the official candidates and their approved programs. If those ranked the highest do not receive an external scholarship, they may be awarded internal scholarships. It is possible that a candidate with multiple programs will be listed at different priority rankings while waiting for the final announcement of their funding sources. The DGEP will seek to optimize the final list of schools and programs where OSP scholars will attend following graduation. The timing of issuing the USNANOTE 1520 seeks to provide sufficient time for orders to be written for the soon-to-be commissioned officer.

(3) All graduate education candidates entering the Navy must submit and receive approval for an SSC from NPS. Those entering the Marine Corps do not need to submit or receive approval for a SSC. SSCs should be applied for concurrently with applying for graduate education, although applicants may only submit up to three EPs to NPS for pre-approval.

(4) Navy scholarship candidates must write a letter to NETC (N5) requesting Permission to Accept a Scholarship and enclose a copy of the university acceptance letter, scholarship offer, proof of 50% funding, proof of ethics counseling, and the approved subspecialty code evaluation from NPS. Example letters to NETC can be found in reference (a). In addition to the NETC-required components of the Permission to Accept package, USNA midshipmen will include a signed Page 13 to formally acknowledge their additional obligated service time. The DGEP will communicate the contents of the USNANOTE 1520 to NETC (N5). Listing on the USNANOTE 1520 constitutes command endorsement of the Permission to Accept package. The DGEP must review all Permission to Accept Packages before submittal. Navy officer detailers will prepare orders to graduate school only for those graduating midshipmen who have approval from NETC (N5).

(5) Scholarship candidates named on the USNANOTE 1520, who will be commissioned in the Marine Corps, must prepare a letter to Headquarters, Marine Corps (Code MMOA-5), via the USNA SMR, requesting permission to accept their scholarship. They should enclose a copy of their university acceptance letter and scholarship or research assistantship offer. Proposed areas of study in graduate school should agree with Marine Corps objectives. Midshipmen will bring their MMOA-5 request package to the DGEP for coordination with overall Naval Academy graduate education processes and then deliver the package to the MARDET Staff Secretary. The Staff Secretary will coordinate any necessary endorsements by the USNA SMR and communicate with Headquarters, Marine Corps. Only midshipmen approved by the Marine Corps will receive orders to immediate graduate school.

(6) If attending graduate school overseas, graduate education candidates must work with the International Programs Office (IPO) to complete overseas screenings, review appropriate Foreign Clearance Guides, and obtain visas, if needed. Overseas screenings must be completed prior to commissioning for midshipmen selected to attend graduate school overseas. It is prudent to begin the IPO process while the final OSP rankings are being conducted, to minimize delays in obtaining foreign travel clearance.

b. VGEP

(1) The day-to-day administration of VGEP will be managed by the VGEP Program Manager. The VGEP Program Manager reports to the DGEP.

(2) VGEP application and selection procedures will be promulgated by email and the Graduate Education website. Ranking of VGEP applicants will be made by the VGEP Program Manager based on the applicant's long-range career objectives as stated in the written application, academic standing, Aptitude for Commissioning, Conduct qualifications, overall class standing, recommendations of faculty advisers and Company Officers. Selection for VGEP will be announced by USNANOTE 1560 issued in the spring semester of 2/c year. VGEP candidates must be accepted to the graduate school where they are applying. Once approved for VGEP, midshipmen may not change their graduate discipline without pre-approval. VGEP participants who maintain good standing, will be approved to continue participation by announcement made via USNANOTE 1520, to be issued in the spring semester of 1/c year. Listing on the USNANOTE is required to obtain the appropriate orders from the warfare community detailers in order to remain attached to USNA through completion of the VGEP program of study.

(3) All 4/c midshipmen will receive an explanation of VGEP by the Associate Provost for Academic Affairs and will be encouraged to enhance their eligibility through course validation.

(4) In the spring semester of 4/c year, the DGEP or VGEP Program Manager will brief interested 4/c 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. Other information to aid in the decision to pursue VGEP will be hosted on the Graduate Education website.

(5) Midshipmen should discuss their interest in participating in VGEP with their academic advisors. Academic advisors will assess the midshipmen and may consider voluntary summer school or course overloads to be able to facilitate the midshipman's eligibility to participate in VGEP. It is essential that those midshipmen with some course validations establish and maintain an excellent pattern of academic and professional performance to participate in VGEP. Any indication of inability or lack of motivation to achieve the results necessary to be selected for VGEP should result in redirecting the midshipman to other possible programs such as semester

study abroad or inter service academy exchange. It is advisable to use course validations to reduce semester course loads in the midshipman's matrix.

(6) In the fall semester of 2/c year, the VGEP Program Manager will communicate VGEP policies and general application procedures to eligible midshipmen. During the spring semester of 2/c year, interested midshipmen will prepare applications outlining their desired graduate study program, its relevance to attainment of a Navy SSC designator, and their intended service selection. A proposed plan of graduate courses must be included as well as the estimated amount of funding required and their proposed sources of funding. Midshipmen will construct a proposed education plan satisfying requirements for the master's degree and meeting the Navy's criteria for a SSC. Midshipmen will submit VGEP applications to the VGEP Program Manager. Foreign national midshipmen applying for a VGEP-similar program must submit their applications to the VGEP Program Manager by the same due date in 2/c year. Foreign national midshipmen applying for a VGEP-similar program shall request approval from their embassy's attaché.

(7) Midshipmen applying for VGEP must submit, as part of their application, a schedule matrix of courses necessary for completion of their bachelor's degree at USNA. 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. If there are a greater number of midshipmen applying for VGEP spots than available, the VGEP Program Manager will, using order of merit as the significant factor, rank and eliminate applicants as needed to meet specified quotas. The VGEP Program Manager 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 1/c year. The VGEP Program Manager will forward a draft USNANOTE 1560 via the DGEP and the Provost for Superintendent approval.

(8) The Superintendent will publish a USNANOTE 1560 naming midshipmen selected for VGEP and giving their graduate schools, graduate curricula, and target Navy SSC. Listing on the USNANOTE 1560 indicates command endorsement for permission to accept any scholarships or fellowships which may be part of the funding mechanism. If Scholarships or Fellowships are part of the VGEP funding mechanism, a Permission to Accept package must be routed to receive approval. This will be coordinated through the DGEP.

(9) Progress reviews of academic, Aptitude for Commissioning, and conduct grades will be made at the end of the 2/c year to determine whether midshipmen selected will be permitted to continue in VGEP. The Commandant of Midshipmen Aptitude Officer will screen the list of those selected for VGEP for acceptable Aptitude for Commissioning and Conduct performance prior to starting the VGEP course of study. The VGEP Program Manager will track the records of VGEP Scholars and alternates to ensure that they are fulfilling requirements for their bachelor's degree and maintaining required academic qualifications for VGEP.

(10) Approved VGEP Scholars will carry a full academic schedule of graduate courses as determined by the student's university during each semester of matriculation including the summer intersessional period. Light-loading will not be permitted and a maximum of 6 graduate semester hours may be allowed for thesis research and writing. During the spring 1/C semester, when a mixed schedule of graduate/undergraduate courses may be taken, graduate semester hours will be multiplied by 4/3 to meet the Naval Academy's mandatory requirement of 15 semester hours of undergraduate courses.

(11) In the spring of the 1/c year, the VGEP Program Manager will provide the list of VGEP Scholars who will be continuing VGEP following graduation from USNA. These scholars will be listed on the USNANOTE 1520 listing participants in immediate graduate education. Listing on this USNANOTE 1520 is a prerequisite for receiving orders from the VGEP scholar's detailer in order to execute temporary duty at USNA through the completion of VGEP.

(12) VGEP participants may voluntarily disenroll prior to USNA graduation and not incur any additional service obligation. VGEP Scholars are expected to complete a term of study, once started. Scholars must communicate extenuating circumstances or any other issues to the VGEP Program Manager for assistance in resolution.

c. Bowman Scholars

(1) The Bowman Scholar Coordinator oversees the transition of Bowman Scholars starting in the spring semester of 1/c year, through graduation and subsequent assignment to NPS-Monterey. The Bowman Scholar Coordinator reports to the DGEP.

(2) Although Bowman scholars are notified of their selection as Bowman Scholars during the 2/c year, the process for participating in the follow-on graduate education opportunity remains competitive throughout the Bowman Scholar's 1/c year. Orders to NPS-Monterey are not guaranteed. Bowman advisers and Bancroft Hall staff will provide insight through a holistic evaluation of selectees' performance and behavior. These evaluations may impact one's ability to attend NPS. The Bowman Scholar Coordinator will take into account these assessments and the Bowman Scholar's desire to attend NPS-Monterey, or to accept an OSP quota, or desire to proceed directly to Nuclear Power School without pursuing immediate graduate education. The list of Bowman Scholars to attend NPS-Monterey following USNA graduation will be announced in a USNANOTE 1520. Listing on the USNANOTE will be used to obtain orders to NPS-Monterey. Filling all available quotas at NPS-Monterey is desired. Bowman Scholars must continue to prove their readiness to pursue graduate education by their performance throughout the 1/c year. Any deterioration in their performance during their 1/c year may result in removal from the Bowman Scholarship.

(3) In January of 1/c year, Bowman scholars will indicate their top 3 NPS curricula preferences to the Bowman Scholar Coordinator.

(4) In early February, official transcripts are ordered by Bowman Candidates from the USNA Registrar to be submitted to NPS-Monterey.

(5) The Bowman Scholar Coordinator will track the NPS-Monterey assessment for curriculum and track placement.

(6) After receiving NPS-Monterey approval with the assigned curriculum, Bowman Scholars will register online with NPS-Monterey for courses to commence in the academic quarter starting in July.

(7) Bowman Scholars attending NPS-Monterey are responsible for obtaining their own housing. Classes at NPS-Monterey for Bowman Scholars usually begin immediately following the 4th of July. Bowman Scholars are expected to report to NPS-Monterey at the conclusion of graduation leave.

d. Shoemaker Scholars

(1) Preferably, scholars will have completed the PFP, if possible, in order to reduce time spent in flight school. Scholars shall meet all other requirements for graduate education outlined in this and other relevant instructions.

(2) Because applicants must be able to complete the MS in Engineering Science in Aerospace Engineering (Curriculum 609) in one year, taking undergraduate electives that satisfy the NPS pre-requisites is encouraged.

(3) While the scholarship is not limited to those who have an undergraduate major in Aerospace Engineering, prior to applying, applicants should take as many of these prerequisite courses as possible. Consider registering for these courses as early as 2/c year, especially if a non-EAS major. Taking an upper-level math course in 1/c year is highly encouraged.

(4) Prior to applying, prospective scholars must contact the Aerospace Engineering Department for an academic program assessment in November of 1/c year. Completing this assessment is a prerequisite in applying for the scholarship. The department will advise applicants whether or not they meet the academic prerequisites that will allow them to complete a graduate degree in the allotted time at NPS.

(5) Prior to Spring Break, the Shoemaker Scholarship Committee will forward a list of the primary and alternate candidates to the DGEP.

(6) Shoemaker Scholars are expected to report to NPS-Monterey at the conclusion of Graduation Leave.

e. Purdue Military Research Initiative

(1) OPNAV N7 may provide a number of PMRI quotas to USNA. The Purdue resource sponsor will specify the academic programs associated with the assigned quotas. These are STEM programs, but may be very specific concerning the course of study and research topic. Completion of the PMRI program will result in award of a master's degree from Purdue University.

(2) The duration may be negotiable consistent with the graduating midshipman's service assignment. Duration of the graduate education program will take into account the reporting requirements of the warfare assignment of the prospective PMRI scholar.

(3) Midshipmen who have previously participated in an internship at Purdue are generally considered more competitive.

(4) The DGEP will seek and nominate interested applicants who are eligible for immediate graduate education. Purdue makes selections through their admissions process.

(5) The applicants must obtain permission to accept this scholarship as described for the OSP.

(6) Navy graduates must have their EPs approved for award of an SSC upon completion.

(7) Selection of PMRI Scholars will be announced in the USNANOTE 1520.

(8) PMRI Scholars are expected to coordinate their reporting date with Purdue so as to commence their academic program as soon after graduation as possible. Any requirement to enroll in the Purdue summer academic sessions may curtail some of the scholar's graduation leave. The reporting date and other time periods between USNA graduation and completion of the program at Purdue must be listed in the Permission to Accept Scholarship package, in order to obtain the appropriate orders.

f. Navy Burke and Marine Corps Burke-Equivalent.

(1) During the spring semester, the DGEP will solicit nominations and applications for midshipmen desiring to be designated as Navy Burke and Marine Corps Burke-Equivalent Scholars. USNA may designate up to 15 Navy Burke Scholars (plus alternates) and 15 Marine Corps Burke-Equivalent Scholars (plus alternates) from the graduating class.

(2) To be eligible for designation as a Navy Burke Scholar, midshipmen must be assigned to a Navy line community. Marine Corps Burke scholarship recipients must be Marine Corps service assignees.

(3) Preference will go to applicants who met all requirements for participation in OSP or other graduate education programs, but were not selected. Designation will occur by deference to the applicants' overall order of merit.

(4) Reference (c) provides further information on the Navy Burke Program. Generally, after the completion of the first operational tour, selectees may apply to be assigned to NPS for a graduate education tour. The Burke Scholar should retain a copy of the USNANOTE listing them as a Burke Scholar and be prepared to provide a copy to their detailer.

(5) The DGEP will provide the Burke Scholar designations to Pers-4 and Marine Manpower Officer Assignment (MMAA-5). USMC Burke Scholars must apply and be selected for education through the Commandant's Career-Level Education Board (CCLEB).

RESPONSIBILITIES

1. **Provost.** The Provost has overall responsibility for the administration of midshipman graduate education programs.
 - a. Appoint the Director of USNA Graduate Education Programs (DGEP).
 - b. Review and approve draft USNA Notices in the 1520 and 1560 series and forward to the Superintendent for issuance.
2. **Associate Provost for Academic Affairs**
 - a. Explain graduate program options to each incoming class before the start of validation examinations, and ensure that Plebe Academic Advisors are familiar with graduate education program requirements.
 - b. Provide access to the MIDS system to the Graduate Education Programs staff to facilitate academic, honor, conduct, and aptitude tracking so that staff may evaluate grades and comments on midshipman performance.
3. **Director of USNA Graduate Education Programs (DGEP).** Is appointed by and reports to the Provost. The DGEP administers all midshipmen graduate education programs except the Medical/Dental Corps programs. The DGEP prepares graduate education policy directives, informs the Brigade of Midshipmen of graduate education opportunities, supervises graduate education application processes, serves as non-voting chair of the GEC, establishes and maintains an electronic Graduate Education Programs webpage, maintains liaison with the offices of the Chief of Naval Operations/Deputy Chief of Naval Personnel/Director of Naval Training and Education/Naval Postgraduate School/Naval Personnel Command/civilian universities, and manages the daily operation of the Graduate Education Office for midshipmen. The DGEP reports to the Provost. The DGEP has delegated authority for administering these programs. These duties also include:
 - a. Maintain liaison with the appropriate staff offices of the Chief of Naval Operations, the Chief of Naval Personnel, the Chief of NETC (N5), the NPS President, the Commandant of the Marine Corps, and civilian university representatives on graduate education matters.
 - b. Recommend to the Superintendent, via the Provost, policy on graduate education programs, including the scope of the Graduate Education Program, selection criteria, procedures, and participation of government and civilian institutions.
 - c. Review qualifications of all midshipmen applying for graduate scholarship programs at civilian universities, programs leading to study at Naval postgraduate School, VGEP, and Navy and Marine Corps Burke-Equivalent Programs.

d. The DGEP has “By direction” authority to endorse applications of midshipmen for Permissions to Accept Scholarships who are listed on a USNANOTE issued by the Superintendent.

4. Director of Institutional Research. Institutional Research will be the repository of information related to midshipmen selected from each class for graduate education programs.

5. Public Affairs Office. The PAO will publicize midshipmen selected for prestigious graduate education experiences.

6. The Graduate Education Committee (GEC). GEC is established to support the DGEP in evaluating midshipmen for competitive and prestigious graduate education opportunities and other programs as needed by the DGEP. Voting will normally be conducted electronically. Membership of the GEC consists of the Deans and Associate Deans of the School of Engineering & Weapons, School of Mathematics & Science, School of Humanities & Social Sciences, Division of Leadership Education & Development; the Director of Professional Development; and the Deputy Commandant or other representative appointed by the Commandant of Midshipmen. The DGEP is the non-voting chair of the GEC. The results of GEC evaluations will be considered valid with a quorum participating.

7. VGEP Program Manager. Assist the DGEP by executing day-to-day management of VGEP.

8. Bowman Scholar Coordinator. Assist the DGEP in evaluating the readiness and desire of 1/c Bowman Scholars to pursue graduate education at NPS-Monterey. Counsel and assist 1/c Bowman Scholars on their transition to graduate school. Coordinate with the OSP selection process to maximize attendance at NPS-Monterey.

9. Academic Department Chairs. Designate faculty advisers who are knowledgeable of graduate education programs in the Annapolis region, and can counsel midshipmen on VGEP opportunities and graduate education programs at schools where USNA graduates are most frequently assigned. Assign an officer, knowledgeable in the scholar’s graduate course of study, to oversee VGEP participants after graduation. The officer overseeing the VGEP participant will provide draft fitness reports to the Dean of the School prior to VGEP officers detaching from the Naval Academy and oversee VGEP officer’s accountability following commissioning. VGEP participants are officially assigned to USNA, unless they have been assigned to a separate NROTC Unit, and are responsible to participate in PRT, urinalysis, and may be added to the duty roster.

10. VGEP Advisers. Are assigned according to a midshipman's proposed graduate discipline rather than by their Naval Academy undergraduate major and are responsible for:

a. Counseling midshipmen interested in pursuing VGEP at a local university. Be aware that the proposed sequence of courses, an education plan (EP), must be submitted for review by a

subject matter expert through Naval Postgraduate School (NPS) for award of a subspecialty code (SSC).

b. Looking for opportunities to collaborate between faculty members at the VGEP university and USNA. VGEP scholars have been able to conduct research under the co-direction of a USNA faculty member, or through an independent research course of value to faculty members at both institutions.

c. When asked, writing a letter of recommendation for the midshipman applicant, providing detailed written recommendations on the midshipman's ability to complete an accelerated graduate education program.

d. Developing and maintaining relationships with local universities to better assist midshipmen with applications and counseling.

11. Departmental Graduate Education Advisers

a. Maintain liaison with scholarship organizations and universities. Recommend changes in memoranda of understanding, when appropriate.

b. Counsel interested midshipmen on scholarships and programs with due regard to student qualifications and Navy subspecialty requirements.

c. Help approved candidates prepare scholarship applications to universities and scholarship foundations.

d. Monitor progress of candidates and inform the DGEP of midshipmen who become disqualified academically subsequent to committee approval.

12. Commandant of Midshipmen

a. Receive and process waiver requests from midshipmen with below eligibility grades in Aptitude for Commissioning and Conduct. Provide recommendations to the DGEP.

b. Monitor progress of candidates and inform the DGEP of those who become disqualified for graduate education because of Aptitude for Commissioning and/or Conduct deficiencies subsequent to selection.

c. Oversee the coordination of reserved parking spaces for VGEP participants by the Commandant Operations Officer.

13. Registrar. Provide midshipmen Order of Merit lists and transcripts of grades to the DGEP, as requested.

14. Marine Corps Staff Secretary. In cooperation with the DGEP and SMR, coordinate communications to MMOA-5 on behalf of Marine Corps option midshipmen requesting permission to accept scholarships or who have been designated as Marine Corps Burke-Equivalent Scholars.

15. Scholarship Subcommittees. Receive applications, mentor and interview midshipmen within their scholarship purview. Recommend candidates to the DGEP.

16. Officer Community Managers. Pursuant to past informal agreement, officer community managers (PERS 4X) will grant "front-of-the-line" privileges to graduate school attendees in order to mitigate delays in the attendees' respective initial training pipelines. Graduates are responsible for understanding this agreement in order to ensure they benefit from this privilege and may reach back to USNA to request assistance with this agreement.

17. Commandant Operations and Brigade Staff. Ensure a sufficient number of spots are allocated to VGEP scholars along Farragut Field and the Seawall as well as the 7th wing parking lot. All VGEP parking spots will have signs and paint to ensure spots are solely utilized by scholars as per COMDTMIDNNOTE 5560. The number of spots allocated will equal the number of scholars enrolled in VGEP. For example, if there are 8 selected scholars, it is only necessary to reserve 8 spots for that that semester.

18. International Programs Office (IPO). Assist midshipmen in preparing for travel to OCONUS graduate education experiences, including medical, country clearance, visa, etc.

19. USNA Scholarship Subcommittees. Subcommittees will be formed to review internal applications in order to determine the strength and ranking of applicants to specific programs. Scholarship subcommittees will screen and recommend candidates for the Shoemaker, Southampton, and Accelerated Advanced Education for Aviators scholarships. These subcommittees will recommend their list and rankings to the DGEP. The Superintendent makes final announcement of scholarship winners via USNANOTE 1520.

a. United Kingdom and International Scholarship Program (UKISP) Subcommittee

(1) UKISP comprises faculty mentors and midshipman scholar candidates. UKISP mentors prepare midshipmen to apply for prestigious domestic and international scholarships such as the Rhodes, Marshall, Gates, Mitchell, Schwarzman, Knight-Hennessy, and Fulbright.

Midshipmen must participate in UKISP in order to compete for USNA internal scholarships to the United Kingdom (Fitzgerald, Turner, Pownall, Nolan, and Beyer). UKISP sets up a panel interview board each October for screening applicants for the in-house endowed scholarships to international schools. The presiding officer of the interview panel will submit a ranking list of scholarship candidates to the Superintendent via the DGEP and Provost.

(2) The UKISP curriculum is split into a Junior Program and Senior Program.

Midshipmen are invited to apply for participation in the Junior Program in the fall of their 3/c year. Selection to a program will be based on a combination of the application's quality and OOM. The Junior Program prioritizes stimulating intellectual development in addition to increasing awareness of scholarship opportunities. It may be described as a one-year course in intellectual history, with exposure to texts on philosophy, literature, politics and other social sciences. Midshipmen who do not intend to apply for immediate post-grad study may want to consider JUKISP out of pure intellectual curiosity. The Junior Program runs throughout the spring semester of 3/C year and the fall semester of 2/C year. Prior to the spring of 2/C year, 20-25 midshipmen will be selected to participate in the senior program, which is designed to prepare midshipmen to compete for major scholarships. Applications to the senior program are posted on the intranet website. All midshipmen are welcome to apply regardless of whether they have completed the Junior Program or not. While only SUKISP participants are eligible to apply for the USNA Internal UK Scholarships, all midshipmen are eligible and encouraged to apply for all scholarships for which they deem themselves competitive — such as Rhodes, Marshall, etc. Participation in SUKISP is not a prerequisite for applying to an external scholarship, although participation is highly encouraged because the SUKISP program is designed to supplement a midshipman with exposure to subjects and discussions that the USNA standard curriculum may not provide.

b. Truman Scholarship Subcommittee. The Truman Subcommittee interviews and prepares midshipmen for the Truman Scholarship in public policy. The Truman Subcommittee submits a list of 2/c midshipmen recommended as Truman Scholarship nominees to the Superintendent, via the DGEP and the Provost.

20. Midshipmen. Attend briefs given throughout their time as midshipmen. VGEP briefs will be given during the second semester of 4/c year and late first semester of 2/c year.

a. Applicants will select a major consistent with long-range career plans and desired graduate curriculum.

b. Read the applicable instructions to understand the requirements. Seek clarification after reading the instructions.

c. If desiring VGEP, midshipmen should accelerate their undergraduate matrix through course validation, course overloading, and summer school enrollments. Midshipmen can seek advice on course scheduling from regular academic advisers, VGEP advisers, and Department Chairs.

d. Maintain academic, Aptitude for Commissioning, and Conduct grades within eligibility range.

e. Prepare applications using notices, briefs, and university guidelines.

f. Prepare paperwork for approval of a SSC (Navy only).

21. Approved VGEP Scholars

a. Prior to registering for VGEP courses

(1) Send proposed VGEP education plan (EP) to the Naval Postgraduate School for Navy SSC screening. Keep the Naval Postgraduate School advised on any EP changes. Keep the VGEP Program Manager apprised of progress on obtaining EP approval, including any necessary revisions.

(2) 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 for 4/3 of 1 credit.

(3) Matriculate at selected university and register for approved graduate courses. Admission and graduation fees, textbooks, computers, and all transportation related expenses are the prospective scholar's responsibility.

(4) Submit a memorandum to the Accounting Branch of the Midshipman Food Services Division, via Company Officer, prior to commencing VGEP courses during 1/c year requesting reimbursement for meals missed due to VGEP academic schedules.

(5) Prepare and submit a plan to pay VGEP university tuition not covered by the Naval Academy to the VGEP Program Manager.

(6) 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 education discipline.

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

b. Spring Break

(1) 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.

(2) 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 their sponsor or at the university during the Naval Academy's spring break. An approved chit is required in all cases. VGEP scholars must follow current midshipman regulations concerning Bancroft Hall musters and watch standing.

c. After Commissioning

(1) VGEP scholars must arrange their own housing using regular military pay and allowances.

(2) 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 the VGEP Program Manager with a graduate transcript at the end of each academic term and update locator information.

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

(4) 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 EP in writing to NPS (Subspecialty_Validation@nps.edu). VGEP advisers are available to assist in selecting substitute courses supporting Navy subspecialty coding.

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

(6) Arrange to have a graduate transcript sent to the VGEP Program Manager immediately after each semester of graduate school. Official transcripts, not grade reports, must be sent 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.

d. At Program End

- (1) Send the VGEP Program Manager a final official graduate transcript showing credits earned for all courses attempted and date the master's degree is awarded.
- (2) Prepare a VGEP after-action report for the VGEP Program Manager critiquing experience and providing a summary of educational costs paid from personal resources.
- (3) Before detaching from USNA, complete all VGEP academic and administrative requirements and request officer fitness reports from the Dean of the USNA School to which the scholar has been assigned during the VGEP officer experience.
- (4) Upon award of a master's degree, send a copy of the final graduate transcript and verification of degree to the Naval Postgraduate School with a letter requesting assignment of a Navy SSC. Provide a copy of this correspondence to the VGEP Program Manager.
- (5) When detaching from the Naval Academy, check out with VGEP Program Manager and the VGEP military point of contact, School Dean, DGEP, Officer Personnel Office or SMR. Scholars shall provide the VGEP Program Manager all locator information for contact should contact become necessary after detachment.
- (6) Detach for next duty station by mid-January following commissioning. Minor adjustments may be made to the mid-January detachment date with proper prior coordination.

e. After Detaching from the Naval Academy. If master's degree is awarded after departure from USNA, submit a verification of master's degree and date awarded, and a copy of the letter requesting SSC code assignment to the VGEP Program Manager. Maintain communications with the VGEP Program Manager until completing all academic and administrative requirements and receiving a Navy SSC. Provide a copy of the graduation certificate/diploma to the appropriate detailer for inclusion in military service records.

22. Officer Scholarship Program Awardees

a. 1/c Fall Semester

- (1) Apply to universities for admission to the graduate program(s) of choice. Application fees are the midshipman's responsibility.
- (2) Initiate the Naval Academy's application for one of the 20 Navy and 5 Marine Corps spots for graduate school. This application or directions on how to access it will be sent to eligible midshipmen via email and posted on the Graduate Education website.

(3) As the sequence of graduate education courses becomes clear, draft and submit EPs to NPS for approval for a SSC (Navy only).

(4) Draft Permission to Accept package per reference (a) and Page 13. Midshipmen should request to take leave enroute to their next duty station (graduate school) by listing their program start date as 7 days after the end of their basket leave. The package must be initialed by the DGEP before it can be submitted.

b. 1/c Spring Semester

(1) If attending graduate school or conducting any portion of the graduate education experience OCONUS, coordinate with the International Program Office (IPO) to complete all preparations for foreign travel. IPO will advise and provide a checklist for all of the preparations to be assigned overseas.

(2) Complete and keep the application tracker up to date as information, acceptances, financial awards, etc. are received.

(3) Complete the EP approval for SSC award (Navy)

(4) If attending a 2-year graduate education program, ensure orders are written for the full 2-year period.

(5) Submit Permission to Accept Scholarship package after the USNANOTE 1520 is issued.

c. After Commissioning

(1) Adjust EPs as needed if changes are expected graduate course enrollment. NPS must approve of every change made to an approved EP.

(2) Have orders in hand upon departing from the Naval Academy. Execute them exactly as written. If orders modification is needed, execute issued orders as written, until formally modified.

23. Director of Professional Development. Provide midshipmen service assignments to the DGEP, as needed.