

## EME Semester Abroad Guidelines

Directions for Planning Form (see ACDEANINST 5700.2C):

- Individual EME Course approval:
  - EME majors: Signed by Course Director (see EME website) and EME Program Director (Koul)
  - Non-EME majors: Signed by EME Chair (Flack)
  - Consult <http://intranet.usna.edu/InternationalProgram/programs-semester/index.php>, as well as any other host institution resources, to obtain documentation that will allow for the evaluation of the course. The course director/chair must be provided with (at a minimum):
    - Catalog course description
    - Detailed course syllabus/topics covered
    - Textbook (title and author) to be used in the course
    - Credit hours (or class/lab hours if country uses another parameter)
- Attach a current copy of matrix from MIDS
- Final form must be reviewed and signed by Senior Academic adviser (Burkhardt) and academic adviser.
- Provide copy to EME Chair and self, and submit to the ADAA.

### Additional Guidelines for EME Majors

- Students with validations that put them ahead in their matrix are the best candidates for the semester abroad program.
- For EME majors, the semester away should be confined to the 2/C year, unless the student takes EM471/EM472 early. Taking EM471/EM472 abroad may be considered if (1) there is more than one USNA student abroad at the same time and they form a capstone design team (2) there is a course offered that will validate EM471 or EM472.
- Doing an independent study of an EME course *while abroad* is not permitted. Independent study of a course upon return to USNA (if not regularly offered) may be an option and *must be arranged ahead of time*.
- Lab components of EM324, EM313 and EM217 can be taken upon return to USNA if the course abroad does not contain a lab component.
- To obtain approval for an *EME elective*, the course director for a similar USNA course will need to review the course. If a similar course is not offered by the EME department, approval can still be obtained from the department chair for an EME major elective.
- Obtain certification of your passing grade as soon as possible. If a transcript is not immediately available, try to arrange for a note or email from your instructor to the Department chair.

# Semester Study Abroad Program

Date \_\_\_\_\_ Return to Associate Dean for Academic Affairs, give copy to adviser, retain copy for self.

Name:				Program Semester:		AYE:			
Alpha:		Major:		Co:	Adviser, extension:				
<b>Host Institution</b>				<b>Naval Academy equivalent courses for which you hope to earn credits.</b>					
<b>Designator</b>	<b>Title</b>			<b>Designator</b>	<b>Title</b>		<b>Crds</b>	<b>Req't on return</b>	<b>Approval</b>
<b>USNA Faculty Member</b>				<b>Naval Academy courses for which you hope to earn credits by working remotely under the guidance of a USNA faculty member</b>					
<b>Department</b>	<b>Name</b>			<b>Designator</b>	<b>Title</b>		<b>Crds</b>	<b>Approval</b>	

## Semester Study Abroad Program -- Preregistration for Return Semester at USNA

Designator	USNA Course Title	Credits	Preferences/Remarks

I approve the academic program proposed by my advisee, MIDN \_\_\_\_\_ while he/she will be a participant in the Semester Study Abroad Program next semester. I also approve his/her proposed preregistration for the following semester when he/she returns to the Naval Academy. **A copy of this midshipman 's current matrix from MIDS is attached.**

\_\_\_\_\_  
Advisor ' s Signature

\_\_\_\_\_  
Date

Changes to academic program at host academy **must be reported** to the ADAA.  
 email: fid@usna.edu phone: 410-293-1586 (commercial), 281-1586 (dsn) fax: 410-293-3735