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# Reference Documents for Advising

ACDEANINST 1531.39: Academic Advising & Mentoring
ACDEANINST 1531.57W: Plebe Academic Handbook
ACDEANINST 1531.59B: Majors, Course Enrollment, and Changes
Political Science Matrix (also available on MIDS)
Political Science Honors Matrix (also available on MIDS)
Political Science Course Listings (also available on MIDS)
Getting Started

This guide is designed to provide an overview of academic advising within the Political Science Department. It outlines basic expectations for advisers and covers common challenges and opportunities. It further offers guidance for advisers seeking to counsel midshipmen who are excelling and need additional academic challenges, as well as midshipmen who are struggling academically. This is not intended as a standalone guide, but rather a quick reference to be utilized in conjunction with the aforementioned references.

As noted in ACDEANINST 1531.39, academic advising and mentoring are central to the education of every midshipman at the United States Naval Academy. The relationship between faculty adviser and midshipman is an ongoing and active process where students should be mentored to make well-informed and purposeful educational plans using the various resources provided by the Naval Academy. Advisers must be knowledgeable about their responsibilities in order to provide sage counsel to midshipmen as they embark on their academic careers.

Academic advising directly supports the Naval Academy’s overall mission. Faculty advisers are expected to take on an active mentorship role, providing advisees information on academic policies, programs, and procedures while also providing guidance within the major. Timely graduation from the Naval Academy is critical; it is imperative that advisers and midshipmen work together closely within the Political Science Department to achieve success. Advisers may, on occasion, need to implement intrusive mentorship, as midshipmen can be hesitant to ask for assistance. Success requires advisers to be proactive, contacting a midshipman’s Company Officer or Senior Enlisted Leader as necessary to ensure challenges can be overcome.

Advising Basics

An adviser will act as both a mentor and academic guide. As such, advisers should meet with new advisees as soon as possible and meet with all advisees prior to preregistration. Advisers should make note of the midshipman’s academic background, academic goals, areas of concern, and career plans in order to best guide them through the rigors of the USNA academic requirements. Academic plans should be constructed to reflect the midshipman’s personal interests and goals to ensure majors courses are structured thoughtfully, rather than haphazardly selecting courses with seats available.

Advisers should further check the grades of all advisees following each marking period (i.e. 6-week, 12-week, final), review all MAPRs with their advisees, and work together to develop support plans for those seeking to embark on rigorous programs (i.e. double major, minor, study abroad, VGEP, etc.) or those with academic deficiencies.
Academic progress must be carefully monitored; it is displayed at the top of the midshipman’s matrix within the #Courses box. Midshipmen on track with their matrix will have the same number in both the courses completed and courses required slots (i.e. 30/30), whereas midshipmen with validations will be ahead (i.e. 32/30) and those behind the matrix (i.e. 29/30) will be noted as a discrepancy in the ‘deficiencies’ box on the matrix. Midshipmen are welcome to take voluntary summer school to work ahead of the matrix, but voluntary seats are only opened after the mandatory (i.e. failed a course) seats are determined, so it is never a guarantee and is not an acceptable plan for remaining on track with the matrix.

Academic Dean permission is required to fall even one class behind the matrix, so it should be avoided unless there is a special circumstance such as a major illness or change of major.

Midshipmen Information System (MIDS)

Advisers should become familiar with all functions within MIDS. It is recommended to spend time familiarizing yourself with the program prior to your first advising session. Most of the tools required by advisers will be found under the ‘Faculty’ tab. From this tab, an adviser can generate multiple queries, such as:

- Academic information: MIDS > Faculty > Midshipmen - Query Academic Information
- Course offerings: MIDS > Faculty > Offered Courses and Sections - Query
- Matrix: MIDS > Faculty > Matrices - Query Current Midshipmen
- Midshipmen schedules: MIDS > Faculty > Schedules - Query Midshipmen
- Preregistration: MIDS > Faculty > Preregistration - Query by Midn, Major, or Adviser
- Registration: MIDS > Faculty > Registration - Check Status by Alpha, Adviser, or Major
- Summer school course availability: MIDS > Faculty > Summer School - Query Totals

To check your advisees in a group, go to: MIDS > Faculty > Matrices - Query Current Midshipmen and then select the following:

Group: Adviser
Adviser: Your name
Class Year: 20XX
Understanding the Political Science Matrix

Midshipmen MUST be on track with their matrix and should carefully follow the order prescribed, rather than jumping around. The registrar will preregister midshipmen for many core courses (i.e. NL400, NN310, NL310) to ensure midshipmen remain on-track with their matrix and allow adequate course planning for departments. At a minimum, midshipmen are not permitted to be a course behind their matrix, regardless of plans for summer classes or a lighter academic load the following year. If there are extenuating circumstances (i.e. major change, health issue, etc.), please discuss with the Senior Academic Adviser.

While the minimum permissible academic workload is 15 credit hours, it is generally not advisable to permit an academic load above 23 hours. Adviser permission is required to take more than the credit hours workload established by the matrix. It may be granted if there are special circumstances (i.e. high QPR, double major, VGEP, SSA), but excessive workloads must be judiciously permitted and take into account both justification and academic aptitude.

An example matrix for the Political Science major is included below.
The matrix is aligned by class year and should be read vertically per semester. The number of credits required per semester is listed at the bottom of each column. For example, the first column lists all courses that a 3/C FPS major will take their fall semester, for a total of 19 credit hours. FP210 and FP230 are interchangeable, however, as denoted by the arrow. Generally, the 3/C majors will be split alphabetically to ensure equal course loading for FP210 and FP230.

The core requirements (yellow) are those that are mandatory for all midshipmen, the division block (grey) denotes required HUM/SS courses, and the major block (blue) denotes required courses to graduate with a Political Science degree.

Midshipmen must have at least a 2.0 Major QPR (MQPR) and at least a 2.0 Cumulative QPR (CQPR) to graduate with a Political Science degree. A < 2.0 MQPR with a > 2.0 CQPR will earn a General Studies degree.

The Political Science Matrix may also be accessed on MIDS > Faculty > Matrices - Query Major Requirements. This will provide a matrix with links that describe each course and prerequisites.

**Specific Notes on the Political Science Matrix**

- ES300 and ES360 are co-requisites (must be taken simultaneously) beginning Fall AY18 for Class of 2019 and beyond. The co-requisite requirement stems from the need to integrate the weapons and control systems topics to enhance student comprehension.

- The vast majority of Political Science students should take SM219 (Introductory Statistics) as their fourth math course. The only exceptions are:
  - Students who completed their math sequence before declaring as Political Science majors - they have usually taken SM212 (Differential Equations) before selecting the FPS major.
  - Students who are attempting a double major with Economics or Quantitative Economics - they have different requirements for their Methods sequence.

- SM230 (Probability with Naval Applications) fulfills the SM219 requirement but is not recommended, as it does not have the statistical content that we are now assuming for FP220 (Methods).

- Students must take SM219 (or an approved alternate) before FP220 (Methods), as the course will build upon the statistical content learned. FP220 is listed as a Fall 2/C course, but the available sections will be split between fall and spring semesters.

- EA/N4XY may be fulfilled by either EA400, EN400, or EN401. Midshipmen may choose to correspond the class to their service selection, but it is not required.

- Midshipmen 1/C may take EA/N4XY in the fall of 1/C year and take ES300/ES360 in the spring if desired or if course loading mandates.
Preregistration

Preregistration is a requirement, not a preference, as it allows for academic planning. It is essential to allocating faculty and resources while allowing for thoughtful planning of a midshipman’s academic career. Prior to the preregistration module opening on MIDS (late September during fall semester/late January during spring semester), advisers **MUST** meet with their advisees.

**Guidance to Midshipmen for Preregistration:**

When coordinating a preregistration meeting, advisers should remind midshipmen to be prepared for their meeting by first following the steps below:

1. Go to MIDS and review your matrix.

2. Determine which classes are required for the next semester. Courses should be taken in accordance with the matrix, with a minimum acceptable course load of 15 credit hours.

3. In MIDS, go to the Offered Courses module, enter the correct semester, and type in the department code followed by “%” to see all courses offered by that department (for example, “FP%” displays all Political Science courses offered, “HH%” displays History courses, “HE%” displays English courses, etc.).

4. Review the Political Science course offerings and consider your academic goals. For instance, think about whether you want to focus on a specific region (perhaps paired with a language), international relations, American government, national security, etc.

5. Make a list of top 5 elective choices. (If the midshipman needs to take an elective from another department, look in MIDS to see which courses will be offered.)

6. **Midshipmen must meet with their academic adviser about preregistration choices** or they are not authorized to preregister when the module opens.

At your advising meeting, you should discuss the courses and how they fit into the midshipman’s overall desired course of study. While Political Science no longer has a concentration requirement (i.e. International Relations, Comparative Politics, or American Government), your midshipmen will benefit from a structured, thoughtful approach to coursework. You should discuss their academic goals and work with them to identify a series of courses that will be complementary to these goals.
Once you have reviewed course selections, you may then authorize the midshipman to complete the preregistration module on MIDS by running MIDS > Courses - Preregister. The module opens by class and courses are filled on a first come, first served basis.

Midshipmen must take a minimum of 15 credit hours. ES360 is the only 1 credit course that counts to meet the 15 hour minimum; other 1 credit courses such as MGSP, NAFAC, UKISP, etc. do not fulfill the minimum requirement.

Advise midshipmen to complete preregistration sooner rather than later. The earlier the midshipman preregisters, the better the odds are of getting the desired courses. Seats fill up quickly for the most sought after courses!

Midshipmen must personally preregister before the deadline; advisers cannot do this for an advisee. Failure to preregister puts midshipmen on a delinquent list that precludes them from being able to enter section time/professor preferences during registration. They are also subject to conduct action.

Midshipmen should only be preregistered for courses which they will actually take - no over-enrollments to optimize schedules.
Registration

Academic registration for the following semester will occur during the latter portion of the semester (November/April). Registration enables a midshipman to request specific course schedules and sections. Prior to registration, advise your midshipmen to run MIDS > Course - Query Preregistration to verify that their list of courses is correct. Errors must be fixed prior to the opening of registration.

You must meet with midshipmen (in person or via email) to authorize their registration. There should be no deviations from preregistration unless there are special circumstances (i.e. course cancellation, study abroad, VGEP, Honors, etc.).

Guidance to Midshipmen for Registration:

It is recommended that you email tips on registration to your advisees prior to the module opening. You will also need to authorize their registration choices, which should be identical to preregistration unless there is an extenuating circumstance (i.e. course cancellation, study abroad, etc.). Suggested areas to discuss are listed below.

1. Review preregistration in MIDS and ensure you are only preregistered for courses you will take the next semester. (Not entering a section for a course DOES NOT exclude it from the scheduling process.)

2. The system will attempt to schedule all preregistered courses; extra courses in your preregistration will impact your schedule. If you need to remove (or add) a course, email your academic adviser to request the change. Academic advisers will send a MIDREC to make the change.

3. Please remember you must register for a minimum of 15 credit hours each semester and that you are not allowed to fall behind your matrix requirements. Being 2 or more courses behind your matrix automatically subjects you to separation from the Naval Academy.

4. Check the potential schedules module in MIDS to ensure you do not have any hard conflicts that will prevent generating a schedule. If you have a conflict, please work with your academic adviser to identify a solution.

5. The MIDS registration module opens at 1000 on the designated date, by class year. At the designated time, midshipmen may begin entering section preferences and course ranks in MIDS. Upon entering preferences, midshipmen must save the entries BEFORE clicking the ‘Submit for scheduling’ button. Clicking the ‘Submit for scheduling’ button without...
saving will instead submit blank sections for scheduling. Prior to submitting requests for scheduling, midshipmen may leave the module and return later to revise the entries.

After preferences are submitted, midshipmen may no longer make revisions and must request a MIDREC through their adviser.

| **Midshipmen may register ONLY for classes discussed with their adviser. Midshipmen cannot register for extra classes with the intention of dropping some later or generating a better schedule. This is simply not acceptable and may result in the loss of registration preferences, conduct action, and/or an honor offense. Extra preregistering can prevent others from getting courses they need and disrupts departmental planning.** |

**Registration - Course Scheduling Software**

The first set of schedules will be generated for those who submit their registration requests prior to the first course scheduling software run, 24 hours after the module opens (1000 the next day). For the best chance at having preferences met, midshipmen should aim to submit choices prior to this software run. The second scheduling run will then occur at 1600, and the final scheduling will run at 0800 when the module closes. Midshipmen who have not submitted preferences by the deadline, or who were blocked from registration, will have their schedules generated - without preferences - before the first run of schedules for the next class year.

Please be aware that after the midshipman’s schedule is created, it may change as the Scheduling Office attempts to resolve scheduling conflicts and balance section enrollment. Midshipmen should always double-check their schedule the night before classes start.

**Section Changes**

Section changes are restricted and require approval of the Chair of the department offering the course and the Academic Scheduler. Changes of section for convenience or to select, or avoid, a particular instructor is not allowed. Requests will be considered, but not guaranteed, if a midshipman is placed in a section with an instructor he or she had previously. Advisers should verify the midshipman previously had the instructor before forwarding the request.

| **Midshipmen should complete a Section Change Request form and obtain the approval of the Chair of the department offering the course.** |

More registration information is available at the Academic Scheduling website.
Resolving Hard Scheduling Conflicts

On occasion, a midshipman will experience a hard scheduling conflict. This occurs when the software cannot generate a schedule due to conflicts in when certain courses meet. Conflicts must be resolved before registration opens to ensure a midshipman can enter section preferences.

Steps for Resolving Hard Scheduling Conflicts:

   Advisers: MIDS > Faculty > Schedules - Query Potential Mid Schedules.
   This is a planning program only. Changes here do NOT affect actual preregistration or registration.

2. Enter the alpha code, semester, and year and click SUBMIT.
   a. If a schedule or schedules are generated, there is NO CONFLICT and the midshipman will be able to enter the Registration Module when it opens.
   b. If no schedules are generated, the midshipman has a HARD CONFLICT and can not get a schedule because two or more courses meet during the same period. If this is the case, proceed to STEP 3.

3. Click on the green BACK ARROW and reexamine the courses. There are 5 boxes on the screen. You can only make changes in the upper left hand box, upper center box and the box on the right. The changes you will make will appear in the bottom left hand box and bottom center box. It is important to remember to hold down the Ctrl key when clicking on the courses to change anything in the boxes.

4. Try dropping the PE and adding a different PE (this helps only the class years that can choose their PE), then click on the Find Schedules button. If a schedule is generated, this is one solution to your hard conflict. If it does not generate a schedule, look at electives one at a time using the same process. If there are blocked periods (some athletes have blockers on their schedule at the start or end of the class day to facilitate getting to or from their athletic obligations), try reducing the blocked periods to a MWF or a TR. The available blockers include: MTWRF6, MWF6, TR6, MTWRF1, and MWF1.

5. Once you have a schedule that works, go to MIDS > GENERAL ACADEMICS > Offered Courses and Sections - Query. Find the courses you wish to add and compare the Total Number Preregistered against the Course Capacity. If there are still seats available, go to the sections at the bottom of the page and compare the Total Number Enrolled against the Section Capacity of the meeting time you require.
6. After registration opens, you can omit STEP 5 and instead check if any of the sections are in the color red. (This will happen only once registration has begun). This indicates that the section has reached its maximum and is not an available option. If all schedules have a required section in red, the midshipman will need to work with the adviser to get that Department Chair’s approval to overmax the size of a class section.

7. The adviser and midshipman should concur on the resolution for the hard conflict, and the adviser should send a MIDREC email dropping and adding the courses necessary to generate a schedule.

To change a PE class or drop/reduce a blocked period, the midshipman does NOT need to see an adviser. Instead, they should visit the Academic Scheduling Office.

8. Go back to STEP 1 to ensure the changes now generate a schedule. The midshipman should select the schedule they prefer and copy down the sections for entry into the Registration Module when it opens. It is recommended that midshipman have three schedules available in case the first schedule does not work due to full sections.

Resolve hard scheduling conflicts before course registration begins to avoid unwanted schedule changes after desired courses/sections have reached capacity.

Scheduling Conflict Points of Contact

1. Mrs. DeDe Duncan-White adds NAAA blockers in the system prior to registration (there are other non-NAAA blockers); not every athlete/sport is authorized to get a blocker. No advisers should add blockers.
2. Dr. Davis drops blockers if they create a hard conflict prior to sending out the email with the list of those with hard conflicts.
3. If an Academic Adviser sees a hard conflict prior to registration, he or she can email DeDe Duncan-White and she will modify or remove the blocker in the event a course meeting time changed.
4. If a midshipman is attempting to get the schedule he or she wants, advisers can email DeDe Duncan-White to remove the blocker. However, the blocker will not be added back if the midshipman does not receive the schedule he or she wants.
**MIDREC**

A Midshipman Record of Change Card (MIDREC) is submitted to the Academic Scheduling Office in order to make changes to the midshipman’s schedule.

The **MIDREC can be submitted in one of two ways:**

1. **Email.** When the email arrives at the Academic Scheduling Office, the changes will be made, and the scheduler will send a reply to all those on the submitted email (adviser and midshipman should always be on the submitted email).

2. **Paper.** For changes requiring signatures or special considerations (i.e. change of major), the paper MIDREC must be used.

**Steps for Submitting a MIDREC via Email:**

1. Check that there are seats available for the course(s) being added, which can be checked using MIDS > Faculty > Offered Courses and Sections - Query. If you are looking to make a change before Registration, use MIDS > Faculty > Preregistration - Query by Course to compare the Total Number preregistered against the Course Capacity for preregistration. For Registration, check both the section availability and course capacity.

2. Email MIDREC to acsched@usna.edu.

3. The email subject should read “MIDREC MIDLASTNAME MIDFIRSTNAME MI ALPHA” (e.g. MIDREC Jones, Susan Q 189999)

4. The email message should be simple, stating what changes you wish to occur.
   - Drop XX###
   - Add YY###

   Notes, explanations, etc. can be annotated at the bottom of the email. Ensure the course(s) requested have availability and that midshipman will meet the 15 credit hours minimum and will be on track or ahead of the matrix. Failure to meet these requirements will result in disapproval of the MIDREC.

Section changes will not be approved for convenience and may only be considered if the midshipman has previously had a professor and would like to switch out of that professor’s section. Midshipmen should complete a Section Change Request form and obtain the approval of the Chair of the department offering the course. Refer to Page 9 for additional details.
Submission of Grades and MAPRS

Per Academic Dean and Provost Notice 1531, grades and Midshipman Academic Performance Reports (MAPRs) for each of the marking periods (6-week, 12-week, end-of-semester, and final) must be submitted via MIDS. The Political Science Department will announce earlier deadlines that will assure smooth administration of the reporting process and meet the absolute USNA MIDS deadlines. Faculty members must adhere to this earlier departmental deadline.

Grades at the end of each marking period should be cumulative. Furthermore, since grades are used for a variety of important purposes, they should represent the faculty member’s best judgment of each midshipman’s performance to date. The practice of awarding “blanket” grades is strongly discouraged. Incomplete grades from the previous semester should be resolved at the earliest time possible in the current semester and changes of grades should be submitted to the Registrar in accordance with ACDEANINST 1531.39. Any final course grade change must be made within 4 months of the original submission.

Interim Grade Change

Interim grades can be updated via email request, but updates to permanent grades (end of term, final exam, and overall course) require appropriate signatures. To change an interim 6-week or 12-week grade - including an Incomplete “I” grade - please follow the below procedure:

Send an email to: cdavis@usna.edu and cc: ernst@usna.edu, jwaters@usna.edu. Email subject: Interim grade change ICO MIDN (Last name), Alpha. The body of the email should include:

- The midshipman’s alpha and name
- The course and section
- The marking period and the grade currently in MIDS
- The replacement grade and the reason for this grade change request.
  - Examples of reasons include:
    - Grade miscalculated
    - Grade incorrectly entered into MIDS
    - Midshipman needed to make up test to remove Incomplete

Advisers should counsel advisees receiving a MAPR for a course grade of D or F at the 6-week and 12-week marking periods. Advisers should discuss any Incomplete grades with their advisees and ensure a feasible plan is established with the professor to make up missed assignments. More information is available at the Registrar’s website.
MAPRs

Midshipman Academic Performance Reports (MAPRs) are required for midshipmen with a D or F in a course. The MAPRs are due two days after grades are due. Advisers should discuss all MAPRs with advisees and should reference the Academic Resources on page 22. The following questions provide a framework for that discussion:

1. What is your plan to get assistance in the courses that are challenging you?
2. Are you enrolled in supplementary assistance courses or attending programs like the math lab, visiting the Chemistry Resource Room (Michelson 100); or using the Writing Center (Nimitz 103)? What is your EI schedule with your professor?
3. How and where are you studying? Are you maximizing resources like MGSP? Are you asking your peers and upperclass for assistance?
4. Is there anything going on that we should know about that distracts from your studies?

Advisers should work with the midshipman to formulate an academic plan. The student must understand that bad grades do not mean that they are not smart or talented, but rather they are not fulfilling their potential and need to change their strategy. Encourage advisees to work hard and get assistance, help change their outlook, and remind them we are all committed to their success.

To determine which advisees receive MAPRs, query MIDS > Faculty > MAPR (Midshipman Academic Performance Report) - Query; Select your name in the Adviser block and ensure the correct marking period is selected.

Adding and Dropping Courses

In special circumstances, it may be necessary to add or drop a course once the semester has commenced. These situations require the close attention of the adviser and must be carefully reviewed. A course may NOT be dropped due to convenience (i.e. meets Friday 6th periods).

The course addition deadline is the first day of the third week of classes. For fall semester AY19 the add deadline is 4 September; for spring semester AY19 it is 22 January. While courses may be added up to these dates, it is advisable to make a change as soon as possible to minimize the material missed. Advisers must ensure the midshipman is capable of the additional coursework. Advisers must verify that the course fits into the current schedule and has seats available.

The course drop deadline for fall semester AY19 is 9 November; for spring semester AY19 it is 12 April. Advisers must be judicious about dropping a course, as this may place a midshipman behind their matrix (requires AcDean approval). Normally this is only granted for special circumstances such as significant illness or injury. Midshipmen must take a minimum of 15 credit hours unless special circumstances warrant consideration and AcDean approval is granted.
Political Science Honors Program

The honors program is an opportunity to carry out a major research project under the direct supervision of a faculty member. As an honors candidate, the midshipman will be responsible to their faculty adviser who guides the design, research, and analysis of the subject of interest. The honors program offers an opportunity for midshipmen to shape their own educational experience.

Honors Program Requirements:

- Maintain a minimum CQPR of 3.0 in all academic courses taken for credit at USNA.
- Maintain a minimum major CQPR of 3.5 in all courses. When a midshipman completes a course in excess of that required in the matrix for that major and the course is interchangeable with another that appears in the matrix, the course that yields the higher major CQPR will be used. Core courses in the discipline (in this case FP130) will not be included in this computation.
- No grade of “D” or “F” on the official transcript in any academic or professional course is permitted unless an equivalent or a more rigorous course is subsequently taken and a grade higher than “D” is earned.
- Midshipmen cannot simultaneously be an honors student and a VGEP/SSA student.

Midshipmen meeting requirements of the honors program are invited to attend an information session with the Honors Program Director after six-week grades are posted in the fall of 2/C year. Interested midshipmen may then apply for admission into the program. The research schedule consists of three courses, taken spring semester of 2/C year and both semesters of 1/C year. This sequence is 9 credits, consisting of FP500 Honors Advanced Research Design (2 credits), FP505 Honors Senior Seminar (3 credits), and FP510 Honors Senior Thesis (4 credits).

Upon acceptance into the program, midshipmen may only voluntarily disenroll at the end of a semester. Failure to meet program requirements may warrant a dis-enrollment by the Department Chair. Midshipmen who cannot maintain the high standards required of an honors major will revert to the regular major matrix.

For more information, consult Academic Dean Instruction 5420.4D: Honors Programs and Political Science Department Instruction I: Political Science Honors Program.

Professor Deborah Wheeler will serve as the Academic Year 2019 Honors Program Coordinator.
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<th>CORE</th>
<th>3/C Fall</th>
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Double Major Requirements

To be given credit for a second major, a midshipman must complete all required major and division courses in the second major. In the major course category of the second major, at least five of the courses, totaling a minimum of 15 semester hours credit, must be courses that were not used for credit toward the first major. At least four of these five courses must be at the 300 level or above. The completion of a second major does not constitute eligibility for a second degree, but both majors will be noted on official transcripts.

Midshipmen will be assigned both a primary and secondary major adviser. The primary adviser will be responsible for ensuring all graduation requirements are met; the secondary adviser, assigned from the second major, is responsible for ensuring all coursework in the second major is complete in order to be awarded the double major.

In order to check the midshipman’s progress in the secondary major, use MIDS > Faculty > Matrices - Query Current Midshipmen. Enter TEMP MAJOR CHANGE in the Group menu and choose the secondary major code in the Major for Temporary Change menu.

Political Science/Quantitative Economics Double Major

Double majors must complete the 14 course Quantitative Economics major, the 10 course Political Science major, and take 4 semesters of a language. As such, double majoring is generally only possible if the midshipman has significant validations.

- SE331 and SE445 jointly count for the FP220 requirement in the Political Science matrix.
- If a student completes the 200-level language sequence for Chinese, Russian, Arabic, or Japanese as part of the FPS requirements, those courses would also fulfill two major electives in the FEQ matrix. This is not true for French, German, or Spanish, which must be 300-level or higher.
- Three Quantitative Economics major courses could count as HUM/SS free electives in the Political Science matrix: FEQ EL 1, 2, and 3 are still HUM/SS courses and so will count as HUM/SS electives.

For more information, consult Academic Dean Instruction 1531.59B: Majors, Course Enrollment, and Changes.
Language Minor Requirements

Many midshipmen within the Political Science major choose to take additional language courses above those required in order to attain a minor. This is greatly facilitated by language validations and utilizing language courses to fill the required HUM/SS electives (HUM/SS1 may be filled by a 200 level or above course; HUM/SS2 must be filled by a 300 level or above course)

- For Arabic, Chinese, Japanese, and Russian minors, midshipmen must complete at least 12 credits at the 200 level and above. Six total language courses are necessary to earn a minor, including 100 level courses.
- For French, German, and Spanish minors, midshipmen must complete at least 12 credits at the 300 level and above, which means that eight total language courses are necessary to earn a minor, including 100 and 200 level courses.

An average grade of 3.0 or better must be earned in all courses in the language of specialization for the minor. Midshipmen who meet these requirements receive the minor automatically; there is no application procedure or designated adviser.

Midshipmen meeting the following requirements are eligible to receive an Additional Qualification Designation (AQD) in the Asia-Pacific Specialty.

Naval Academy graduates who have successfully completed the Chinese or Japanese language minors, are entering the Navy, and who:

a. Successfully complete a semester abroad program in the Asia Pacific region and complete at least two major electives focused on the Asia-Pacific region, or
b. Successfully complete at least four major electives focused on the Asia-Pacific region.

Reference: 7DEC15 Memorandum from Mr. Disher to the AcDean
Semester Study Abroad Program

Semester Study Abroad (SSA) Programs are available for all languages taught at the Naval Academy - Arabic, Chinese, French, German, Japanese, Russian, and Spanish. Midshipmen in their 2/C year or first semester of their 1/C year are eligible to participate in a SSA.

Semester Study Abroad Requirements:

- Demonstrate superior Aptitude (grade of B or better for previous semester).
- Maintain an excellent conduct record (grade of B or better for previous semester).
- Maintain superior athletic performance (grade of C or better on PE from previous semester and 80 or better on the PRT).
- Maintain a minimum CQPR of at least 2.7 and SQPR above a 2.5.
- Receive a favorable endorsement by Chain of Command and academic department.
- Be able to obtain at least nine credits of validation and approval of departmental SAA.
- Demonstrate foreign language ability (as determined by Language Studies Department).

In order to best prepare for the study abroad application process, midshipmen should aim to validate and/or overload courses to create availability in their matrix. Midshipmen can rarely validate a full semester of USNA course credits while abroad. Interested midshipmen should discuss SSA opportunities with their advisers. Advisers must ensure midshipmen are academically suited for an SAA program and will not fall behind their matrix by participating.

Preference will be given to eligible midshipmen who have not previously participated in a USNA-sponsored overseas program abroad. Exceptions may be granted for midshipmen who have been selected for a semester study abroad program in the same language.

Midshipmen will take three 1 credit Semester Abroad Intercultural Seminars as part of the study abroad requirements: FL471A Pre-depart, FL471B In Country, and FL471C Re-entry. Together these count as a HUM/SS elective or a Free elective.

Effective AY18 and beyond, SSA course grades of 2 Ds or one F will result in a FL471B grade of an F; as such, the three 1-credit series would NOT count for a HUM/SS or Free Elective requirement. This will also be factored into OOM calculations.

Midshipman will take a full time load (minimum 15 credits) in their respective host institutions. The goal should be that all credits transfer as validations, but at a minimum, at least 9 credits must transfer. **Effective AY18 and beyond, validation requires at least a grade of C,** but midshipmen should aim for academic excellence - as standards do not change while abroad.

For more information, consult Academic Dean Instruction 5700.2G: Semester Study Abroad Program Guidelines, the International Programs Office website, or Dr. Mike Williams.
Voluntary Graduate Education Program (VGEP)

VGEP is a one-year masters program at civilian universities in the area, where midshipmen begin their graduate studies during the second semester of their 1/C year. There are up to 20 participants selected per class. The program may or may not be funded up to $11,000 per scholar, depending on the USNA budget, and the remaining tuition must be paid by the scholar.

VGEP Requirements:
- Maintain a minimum CQPR of at least 3.2 to apply. Competitive applicants typically have a CQPR around 3.6 or above.
- Work ahead by a minimum of 15 credit hours from the matrix in order to start graduate school in spring semester of 1/C year. The Graduate Education Committee strongly prefers the practicum course (NS43X) be the only remaining academic requirement. This may be accomplished through validations, voluntary summer school, or over-loading.
- Complete the application through Google Forms in spring semester of 2/C year.
- Midshipman must be a Navy-select. USMC selectees are not eligible.
- Selected scholars must apply for Navy subspecialty code before commencing studies.

In addition to the eligibility requirements of VGEP, applications for the Security Studies Program at Georgetown University will be reviewed by the Political Science Department for demonstrative evidence of substantive interest in security studies and potential for success.

An excellent candidate for the Security Studies Program will:
- Have completed one or more national security related courses, such as FP421 National Security Policy, FP314 American Foreign Policy, FP407 Intelligence and National Security, or FP460 Special Topics in National Security.
- Have well-developed research and writing skills, as evidenced by upper-level social science course work.

A good candidate for the Security Studies Program will:
- Have completed FP210 Introduction to International Relations and have shown interest in international relations through participation in NAFAC, ALLIES, or similar ECAs, or through participation in a national security related summer internship.
- Have strong experience in research and writing, as evidenced by coursework.

A poor candidate for the Security Studies Program will:
- Have taken no course work in international affairs, or security studies.
- Have little experience in research and writing in the social sciences.

For more information, consult USNA Instruction 1560.3G: Voluntary Graduate Education Program or contact the department graduate education coordinator, Professor Stephen Wrage.
Academic Deficiencies and Resources

There are different definitions of academic “deficiency.” The chain of command in Bancroft Hall typically uses the phrase to determine eligibility for weekend liberty and movement orders. By this definition, a midshipman’s record is UNSAT if the most recent QPR (6-week, 12-week, or end-of-semester) is less than 2.00 or if the midshipman has two or more “D”s or at least one “F.” If a midshipman falls in this category, he/she will not be allowed to participate in voluntary movement orders without special permission from the Commandant. The midshipman will also be provided specific guidance by the Adviser and Company Officer aimed at helping to improve academic performance, including guidance pertaining to extra instruction, study skills and habits, as well as time management.

If a midshipman’s CQPR is below 2.0 at the completion of a semester, academic probation for the following semester is automatically imposed. A midshipman is also on automatic academic probation for the semester following two consecutive semesters in which the semester QPR is below 2.0, even if the CQPR is above 2.0.

USNAINST 5420.24G accordingly states that a midshipman’s record is academically deficient and will be reviewed by the Academic Board if the midshipman:

- Has a semester QPR below 1.50.
- Fails two or more courses in one semester.
- Fails any course after two or more prior course failures.
- Fails to earn a 2.00 in summer school whether attended voluntarily or not.
- Fails to remove probation.
- Fails to fulfill any condition as prescribed by the Academic Board as the result of a previous deficiency.
- Fails to successfully complete all requirements for graduation by the end of that semester in which you are scheduled to graduate.
- Falls two or more courses behind the number of courses required by the end of a given semester according to that major’s program matrix.
- Fails to achieve the required standards in prescribed summer training.
- Is deficient in physical education at the end of a semester or receive failing grades in conduct and military aptitude.
- Fails a remedial course such as HE101, SM005 or HE344 (when directed to meet a writing deficiency).

Midshipmen whose records are deficient at the end of an academic term are separated from the Naval Academy unless retained by the Academic Board.
Academic and Advisory Boards

The Academic Board meets at the end of each academic term to review the cases of midshipmen whose records are deficient as defined in USNAINST 5420.24G. The Academic Board is composed of the Superintendent, the Academic Dean and Provost, the Commandant, and others appointed by the Superintendent. The Board reviews the academic records, MAPRs and COMAPs of midshipmen whose records are deficient, and makes a decision for retention or separation. Midshipmen who are retained by the Academic Board must report to the Advisory Board. This Board will carry out the decisions of the Academic Board and make changes to a midshipman’s academic and summer training programs as appropriate. Midshipmen who are not retained by the Academic Board are permitted to appeal their case in person, with their chain of command present, before the Academic Board.

Academic Resources

For advisees who are struggling academically, you should schedule a meeting to discuss their academic deficiencies. In addition to discussing the course(s) in which the midshipman is having difficulty, it is also helpful to discuss time management skills, study skills, prioritization, and other factors which may be contributing to suboptimal performance. Midshipmen should be encouraged to meet directly with their professors to seek help and ask advice for improved performance. There are many resources available to supplement formal class instruction, including the following:

- Extra Instruction (EI) with Professors (typically by appointment)
- Center for Academic Excellence:
  - Midshipman Group Study Program (MGSP)
  - Professional Tutoring
  - Advanced Learning Skills Courses
  - Writing Center
- Supplemental Instruction
- Company Tutor Programs (consult with Company Academics Officer)

If a midshipman is struggling with a particular course/subject, have them seek help as soon as possible to prevent falling behind. It is much easier to catch on than to catch up!

Midshipmen must maintain a 2.0 minimum CQPR to be eligible to sign 2-for-7 papers (commitment to complete the remaining two years at USNA in exchange for serving 5 years in the naval service) in the beginning of their 2/C year, and midshipmen must maintain a 2.0 minimum CQPR to graduate. If a midshipman’s major QPR is less than 2.0, the midshipman will graduate with a General Studies degree, not a Political Science degree.
Summer School

Midshipmen are enrolled in a summer course with either mandatory or voluntary status. The status will determine whether the course may be substituted for a professional training or must be taken in lieu of leave.

- **Mandatory enrollment** has priority over voluntary enrollment and is assigned to midshipmen with academic deficiencies by the Academic or Advisory Boards. Mandatory status is usually given those repeating a required course due to failure and has first priority for enrollment. Summer school enrollment with mandatory status may displace professional summer training. Mandatory enrollment may be assigned at any time and is entered only by members of the Advisory Board.
  - **Mandatory Commandant status** is granted to a limited number of varsity athletes to permit a lighter than normal academic load (but always a minimum of 15 credit hours) when in-season, with second priority for enrollment. The Director of Athletics, through the Naval Academy Athletic Association (NAAA), requests summer school in lieu of professional training for a limited number of these midshipmen athletes and, after approval by the Commandant, forwards the approved list to the DAA for approval by the ADAA for enrollment. This list is typically compiled and approved in February. Although in mandatory status, a midshipman may choose not to take advantage of this opportunity if it impedes with special summer training opportunities.

A midshipman may withdraw from Commandant Mandatory Summer School without approval, but the student should first inform his/her academic adviser.

If enrollment in summer school does not reduce the midshipman’s semester academic load, the midshipman will not be placed in mandatory summer school. That is, if a rising 1/C has 30 credits or fewer remaining to graduate or a rising 2/C has 60 credits or fewer remaining to graduate, that midshipman will not receive mandatory summer school.

If athletic participation changes and a midshipman is no longer a member of a varsity sport, the student will be withdrawn from summer school.

- **Voluntary with Preference Status.** A midshipman’s academic adviser or senior academic adviser may enroll a midshipman in Voluntary with Preference status if summer school is necessary for a midshipman to remain on matrix when pursuing a special program in which future credit is not guaranteed, such as studying abroad. Midshipmen in this category have third priority for enrollment in summer classes and this status requires the midshipman to enroll in summer courses in lieu of leave. A request for voluntary with preference status should be entered prior to summer training assignments (usually March) to minimize summer training changes. The summer training office will
not normally allow changes in summer training for those in Voluntary with Preference status.

- **Voluntary enrollment** is available after all mandatory enrollees have registered and there are extra seats available in a given course. Midshipmen may enroll in a summer course voluntarily only when they would otherwise be in a leave status. Summer professional training has priority over voluntary summer school enrollment. Midshipmen **MUST** enroll themselves via MIDS; advisers cannot enroll Midshipmen in voluntary summer school, as it will take the place of their leave block.

Midshipmen should consult with their adviser before enrolling in summer school. Voluntary enrollment opens in MIDS immediately after spring break. Space is granted on a first come, first served basis. Enrollment is open until the Friday before the course begins.

> Summer school current course enrollments can be accessed in MIDS by navigating to MIDS > Faculty > Summer School - Query Totals.

Summer courses are intense and proceed at a pace that is much faster than during a normal semester; each day of a summer course covers about as much as material as an entire week. The arduous course load makes it impossible for a midshipman to take more than one summer course at a time. Midshipmen may not be engaged in any other activity during the summer course that would interfere with their studies. However, midshipmen **can** simultaneously work on passing swimming courses. Once enrolled in a summer course, they will receive an email from the PE department to sign up; no action is needed on the adviser’s part.

Failure to achieve a quality point ratio (QPR) of at least 2.00 during summer school, failure of any course during summer school, or failure to meet stipulations made by prior Academic Boards qualifies the midshipman for separation from the Academy and requires a positive decision on the part of the Academic Board for a midshipman to be retained.

For more information, to include schedule of courses, consult Academic Dean Instruction 1531.77A: Summer School Enrollment Policy and the Summer School Information website.
Major Changes

Requests for change of assigned major must be addressed to the Associate Dean for Academic Affairs (ADAA). This request must be processed via the company officer, the academic adviser, the original department senior adviser and chair, and the new department senior adviser or chair. Such requests will not normally be approved if the change in major results in the midshipman falling further behind in the new academic matrix than in the old one.

Midshipmen seeking a change of major should first meet with their currently assigned academic adviser to review the matrix of both majors and determine viability. Consideration should be given to validations and aptitude. If there is a viable pathway to on time graduation, the midshipmen should be directed to meet with the senior academic adviser of the desired major department to further review. The midshipmen will then be directed to formally route the Change of Major request through the chain of command for review by the ADAA. Midshipmen should allow ample time for routing prior to the Major Review Board meeting.

Political Science advisers assigned midshipmen transferring into the major must pay special attention to their progress within the major. These midshipmen will require close supervision to ensure academic success and on time graduation.

See the template in Appendix A to complete change of major request.

Naval Academy policy is that no major changes will be approved for 3/C midshipmen until they complete the first semester (3/C year fall semester) in their major. In other words, they must spend an entire semester in their newly-chosen major before a change will be approved.
Frequently Asked Questions

1. Do I have to meet with my advisees each semester?

Yes, you should meet with your advisees at least once per semester before preregistering for the following semester’s classes. It is recommended that you email midshipmen prior to meeting to have them research course offerings so they are prepared for the meeting. Reference the Preregistration and Registration sections of this document for more information. Advisers must approve of all course selections prior to midshipmen entering them into MIDS. This ensures midshipmen have a thoughtful academic plan and will remain on track to graduate on time. You are encouraged to maintain a strong mentoring role with your advisees and meet as often as needed to provide guidance on academic and professional goals.

2. I will be out of the office (medical, travel, etc.) and unable to meet with midshipmen to discuss preregistration - what should I do?

Prior to leaving, you should email your advisees to notify them of your expected absence. Advise your midshipmen to meet with another professor or a senior academic adviser. Prior to the meeting, the advisees should review their matrix and courses desired. You may also wish to approve preregistration requests by email IF the advisee is on track with the matrix and has no unusual circumstances (i.e. study abroad, VGEP, etc.).

3. What if I contact my advisees before preregistration and they do not respond?

In the event that an advisee does not respond to email directions, it is recommended to send a follow-up email reminder. Midshipmen receive significant quantities of email each day and can easily miss an email. If that email is also disregarded, contact the midshipman’s Senior Enlisted Leader or Company Officer. You can find their company by looking in MIDS > Faculty > Midshipmen - Query Academic Information. The company is listed at the top (Name/Alpha Code/Company). You may consult the Commandant’s Phone Listing for Company leadership phone numbers, or search the USNA website for company leadership profiles, which also have contact information.

4. An advisee has a specific question that I cannot answer. Whom do I contact?

For information on special programs (i.e. study abroad, summer school, VGEP, etc.), reach out to the appropriate point of contact (e.g. graduate education coordinator) to discuss. Many of the POCs are covered in this reference guide, and others are available on the USNA program website. You may also contact a senior academic adviser.

5. What other academic resources are available for information on specific academic programs?
6. Does choice of major preclude midshipmen from a specific service assignment?

_No, midshipmen are not limited by their major selection from entering any community, as long as the community entrance requirements are met. Political Science majors have been successful in every community, from nuclear to aviation to special warfare._

7. How important are grades at USNA?

_The academic performance of midshipmen has several important implications. Higher grades and class standing are important to:_

- Privileges and selection for leadership positions at USNA.
- Priority for summer training preferences.
- Receive desired service assignment.
- Selection for programs like LSAP, LREC, Study Abroad, Honors Program, VGEP, or one of several graduate school scholarships available upon graduation.
- Academics factor heavily into Overall Order of Merit, which subsequently translates into lineal number in the fleet. This lineal number directly impacts promotion timing as an officer.
- Future graduate school opportunities will be impacted by grades at USNA.

_Conversely, poor academic performance reduces chances for receiving desired service selection and may result in remedial action, reduced privileges, or potential separation from the USNA._

8. Who are the important academic advising contacts that I can ask for further information?

Political Science Senior Academic Advisers (SAAs) by Class:

- **Class of 2019** - LTC John Opladen: opladen@usna.edu x3-6844
- **Class of 2020** - CDR Dave Richardson: drichar@usna.edu x3-6873
- **Class of 2021** - Prof. Brendan Doherty: doherty@usna.edu x3-6371
- **Class of 2022** - LCDR Jessica Cleary: cleary@usna.edu x3-6858
Study Abroad Coordinator
*Julia Beth Grim: grim@usna.edu x3-2984*

Academic Registrar
*Dr. Chris Davis: registrar@usna.edu x3-6381*

Director of the Center for Academic Excellence
*Dr. Bruce Bukowski: bukowski@usna.edu x3-2934*

Director of Academic Support Services for Student Athletes
*DeDe Duncan-White: duncanwh@usna.edu x3-8747*

Deputy Director of Academic Advising
*Dr. Mike Williams: mwilliams@usna.edu x3-1594*

Director of Academic Advising
*Prof. Pamela Schmitt: pschmitt@usna.edu x3-1595*

Associate Dean for Academic Affairs:
*Dean Jennifer Waters: adaa@usna.edu x3-1581*

9. What are some important locations to know for advising?

Registrar's Office: *NI-229F*
Study Abroad Office: *LE-201*
Academic Dean: *NI-166*
Writing Center: *NI-103*
Center of Academic Excellence: *Mitscher 265*
Math Lab: *CH-130*
Chemistry Resource Room: *MI-100*
Appendix A - Change of Major Request Template

Date: ____________

From: MIDN _________________ (alpha)
To: Associate Dean for Academic Affairs
Via: (1) _______________________, USN/USMC, Company Officer
     (2) Senior Adviser or Chair of Current Major, _____________________
     (3) Senior Adviser or Chair of Proposed Major, ____________________

Subj: REQUEST FOR A CHANGE OF MAJOR

Encl: (1) My Current Major Matrix (from MIDS)
     (2) My Proposed Major Matrix (from MIDS)
     (3) MIDREC for Proposed Changes to my Academic Program

1. I request to change my major from ______ to _______ for the following reasons.
   a. Reason A
   b. Reason B
   c. Reason C
   d. Etc.

2. If approved, this request will/will not change my academic load for the current semester. This change is from _____ credit hours to _____ credit hours. I realize that 15 credit hours is the minimum load, and if fewer credit hours were permitted, I would incur an OOM penalty.

I also recognize that, at the end of any semester, if I am 2 or more courses behind in my major, I will be separated from the Naval Academy unless retained by the Academic Board.

This request does/does not require my attending summer school in order to stay even with my new major.

Very respectfully,

__________________________
MIDN USN
Space for current matrix. Either print it out from MIDS, or do a screen capture and put it here.
Space for temporary change of major matrix. Either print it out from MIDS, or do a screen capture and put it here.
MIDREC for NAME, Alpha

From: Senior Academic Adviser, (Outgoing Major) Department
To: Academic Scheduling

Please change Major from _____ to _____.

For the current semester:
Drop:
Add:

For the upcoming semester:
Drop:
Add:

Assign new adviser as: