

ACDEANINST 1531.106  
1 July 2004

# PLEBE ACADEMIC HANDBOOK



**CLASS OF 2008**

## **ACADEMIC YEAR 2004-2005**

### FIRST SEMESTER, FALL 2004

Classes Begin	08/23/04
Labor Day (No Classes)	09/06/04
Preregistration	09/09/04-09/16/04
Academic Reserved Period	09/23/04-10/04/04
Football v Air Force	09/30/04
No Classes (Due to Air Force Game)	10/01/04
Six Week Grades Due	10/07/04
Columbus Day Observed (Full Class Schedule)	10/11/04
Academic Reserved Period	11/01/04-11/05/04
Twelve Week Grades Due	11/09/04
Veterans Day (No Classes)	11/11/04
Registration for Second Semester	11/23/04-12/03/03
Thanksgiving Leave (begins after last class/military obligation)	11/24/04-11/28/04
Football v Army	12/04/04
Classes End	12/09/04
Review and Examination Period	12/10/04-12/17/04
Grades Due	12/22/04

### SECOND SEMESTER, SPRING 2005

January Intersessional	01/04/05-01/06/05
4/C Majors Briefings	01/06/05
Classes Begin	01/07/05
Monday Class Schedule	01/17/05
Academic Reserved Period	01/20/05
Martin Luther King, Jr. Day (No Classes)	02/14/05-02/18/05
Presidents' Day (No Classes)	02/21/05
Six Week Grades Due	02/23/05
4/C Majors Selection	03/07/05-03/10/05
Spring Break (begins after last class/Mil obligation)	03/11/05-03/20/05
4/C Preregistration	03/21/05-03/24/05
Academic Reserved Period	04/04/05-04/08/05
Twelve Week Grades Due	04/12/05
Registration	04/14/05-04/22/05
Classes End	04/29/05
Review and Examination Period	05/02/05-05/10/05
Grades Due	05/12/05
May Intersessional	05/15/05-05/17/05
Sea Trials	05/17/05
Academic Boards	05/16/05-05/21/05
Graduation and Commissioning Week	05/23/05-05/27/05
Graduation Day	05/27/05
Memorial Day	05/30/05
Induction Day of Class of 2009	06/29/05

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1 July 2004

ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.106

From: Academic Dean and Provost

Subj: ACADEMIC HANDBOOK FOR THE CLASS OF 2008

1. Purpose. To provide information about the academic curriculum, policies and programs for the members of the fourth class.
2. Information. The Academic Handbook for the Class of 2008 is designed to be a convenient source of academic program information for fourth class midshipmen. By consulting this handbook, plebes will be informed about important academic topics and better prepared for the academic year.
4. Action. The Director of Plebe Programs is responsible for the conduct of the plebe advising program and for the annual revision of this handbook. Plebe advisers are expected to become familiar with this handbook and discuss its contents with their advisees. Members of the plebe detail will incorporate the information contained in this handbook as a summer training objective for the plebes. Midshipmen in the Class of 2008 are expected to read this handbook and refer to it as needed.

W. C. MILLER

Distribution:  
Commandant  
OINC 4/C Regiment  
Plebe Academic Advisers  
Company Officers

1 July 2004

## MESSAGE FROM THE ACADEMIC DEAN AND PROVOST

I would like to convey my welcome and encouragement to the young men and women who have embarked on an adventure called the United States Naval Academy. During your four years here you will experience an undergraduate academic program second to none.

This experience will be challenging. Especially during your Plebe Year, you will be called upon to extend yourself mentally and physically. On the other hand, the Naval Academy's goal is for you to succeed. This handbook is one of many resources designed to help you be successful. I encourage you to become familiar with its contents and freely consult the officers and faculty to whom it may lead you.

Academic success ultimately rests with each midshipman – and I invite you to strive for excellence and to make the most of your time here.

W. C. MILLER  
Academic Dean and Provost

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# I. INTRODUCTION.

## I.1 What is the purpose of this manual?

The purpose of this manual is to be a source of information for fourth classmen about the academic programs at the Naval Academy. This manual contains information about basic requirements, sources of help, rules and regulations.

## I.2 What are the departments and majors, how are they organized, where are they?

The four-year academic program at the Naval Academy leads to a Bachelor of Science degree in one of 19 majors. You will pick a major in the second semester of plebe year. The plebe year is approximately the same for everyone, as will be explained later in this chapter.

There are four academic divisions at the Academy. They are the Division of Engineering and Weapons, the Division of Mathematics and Science, the Division of Humanities and Social Sciences, and the Division of Professional Development. The Division of Professional Development does not offer a major. The various divisions, departments, the majors they offer, their locations and phone numbers are listed on the following pages.

### Division I: Engineering and Weapons

DEPARTMENT	MAJOR(S)	BUILDING	ROOM	PHONE EXT
Aerospace Engineering	Aerospace Engineering	Rickover Hall	327	36400
Electrical Engineering	Electrical Engineering	Maury Hall	324	36150
Mechanical Engineering	Mechanical Engineering	Rickover Hall	363	36500
	General Engineering	Rickover Hall	303	36448
Weapons and Systems Engineering	Systems Engineering	Maury Hall	301	3101
Naval Architecture and Ocean Engineering (NAOE)	Naval Architecture	Rickover Hall	342	36420
	Ocean Engineering			

### Division II: Mathematics and Science

DEPARTMENT	MAJOR	BUILDING	ROOM	PHONE EXT
Chemistry	Chemistry	Michelson Hall	248	36600
Computer Science	Computer Science	Michelson Hall	339	36800
	Information Technology	Michelson Hall	339	36802
Mathematics	General Science	Michelson Hall	326	36756
	Mathematics	Preble Hall	222	36702
	Quantitative Economics	Preble Hall	250	36704
Oceanography	Oceanography	Nimitz Library	218	36550
Physics	Physics	Ricketts Hall	301	36650

### **Division III: Humanities and Social Sciences**

DEPARTMENT	MAJOR	BUILDING	ROOM	PHONE EXT
Economics	Economics Quantitative Economics	Nimitz Hall	084	36880
English	English	Sampson Hall	252	36200
History	History	Sampson Hall	221	36250
Political Science	Political Science	Nimitz Hall	037A	36850
Language Studies	Language Studies Minor*	Nimitz Hall	064	36350

\* Language Studies does not offer a major but does offer minors in seven languages: Arabic, Chinese, French, German, Spanish, Russian, and Japanese.

### **Division of Professional Development**

DEPARTMENT	BUILDING	ROOM	PHONE EXT
Leadership, Ethics, and Law	Luce Hall	242	36008
Seamanship and Navigation	Luce Hall	217	36096
Professional Programs (non teaching)	Luce Hall	302	36590

### **I.3 What other offices might I visit and where are they located?**

#### **Academic Dean and Provost Office**

TITLE	NAME	PHONE	LOCATION
Academic Dean & Provost	Dr. William C. Miller	31583	Admin Bldg 207A
Vice Academic Dean	Dr. Mary A. De Credico	31582	Admin Bldg 207B
Associate Dean Academic Affairs	Dr. Frederic I. Davis	31586	Admin Bldg 204
Assoc Dean Faculty	Dr. Michael C. Halbig	31585	Admin Bldg 207C
Exec Assistant	Lt Michael M. Morgan, USN	31587	Admin Bldg 207

#### **Academic Center**

TITLE	NAME	PHONE	LOCATION
Director	Dr. Eric D. Bowman	32934	Ward 127
Academic Counseling	Dr. Jane E. Good	32936	Mahan 202
Learning Skills	CDR Delores A. Duncan-White, USN	32933	Ward 126
Tutoring	Mrs. Wendy Wilson	32956	Mahan 202
Plebe Programs	Donald J. Carlson	32935	Ward 128

#### **Registrar**

TITLE	NAME	PHONE	LOCATION
Registrar	Dr. Richard Davis	36383	Nimitz 002

Asst Registrar	Mrs. Barbara Meeks	36384	Nimitz 019
Scheduling Office	Dr. E. John Moulis	36386	Nimitz 002
	Mr. Charles W. Vint	36385	Nimitz 002

## II. ACADEMICS IN THE PLEBE YEAR

### II.1 What is my matrix?

After you select a major at the end of plebe year, your matrix is a table of the courses which you are required to take to graduate. The major matrix for a midshipman may be displayed by running the MIDS program **Matrices-Query Current Midshipman** as explained on page 11. The program allows you to view your academic record in any major. The matrices for all majors and class years may be seen by running the MIDS program **Matrices-Query Major Requirements**.

### II.2 What courses do I take in the plebe year?

The plebe year curriculum is common for most midshipmen at the Academy. The exceptions to the common curriculum are for plebes who validate one or more courses and for plebes who need reinforcement in a particular area and are placed into a developmental course. If you fall into the latter category, there are specific plans to help you catch up. Finally, some courses have different versions. These variations will be described later.

You will take five academic courses each semester of your plebe year. In addition, you will take a physical education (PE) course each semester. Plebes whose overall performance in the fall semester is outstanding may be permitted by the Associate Dean of Academic Affairs to take a sixth course in the spring semester.

### Typical Plebe Year

Fall		Spring	
Leadership I NL112	2-0-2 *	Naval Science NS100	3-2-4
Naval History HH104	3- 0-3	Government FP130	3-0-3
Calculus I SM121	4-0-4	Calculus II SM122	4-0-4
English I HE111	3-0-3	English II HE112	3-0-3
Chemistry I SC111	3-2-4	Chemistry II SC112	3-2-4
Total Credit Hours	16	Total Credit Hours	18

\*Note: The first digit of the triplet represents the number of lectures per week. The second digit represents the number of hours, if any, spent in lab. The final digit is the value in credit hours for that course. NL112 has two class meetings for lecture, no lab hours, and you will be awarded two credits for passing this course.

## II.2a PLEBE YEAR PROFESSIONAL DEVELOPMENT COURSES

NL112 (Naval Leadership) and NS100 (Naval Science) are required of all plebes. Validation of either of these course is rare.

## II.2b PLEBE YEAR HUMANITIES AND SOCIAL SCIENCE COURSES

FP130 (U. S. Government and Constitutional Development) and HH104 (American Naval History) are required courses. One regiment of plebes will take FP130 in the fall while the other regiment will take HH104. Each regiment will take the remaining course in the spring. HE111 and HE112 (Rhetoric and Introduction to Literature I and II) are normally taken during plebe year. You may be placed in HE101 (Practical Writing) for the first semester, which is a course designed for those whose writing skills need improvement. If you are enrolled in HE101 for the first semester, you will take HE111 in the second semester and HE112 as soon as possible thereafter. HE101 may be used as a humanities elective. Two electives are required by all majors at the Academy. If you are enrolled in HE101, you will not fall behind in your matrix, nor will you have to attend summer school.

## II.2c PLEBE YEAR MATHEMATICS COURSES

Unless you validate two or more semesters of calculus, you will take one mathematics course each semester of plebe year. SM121 (Calculus I) followed by SM122 (Calculus II) is the most common sequence. You may be assigned to SM121A for the fall and/or SM122A for the spring. These courses have an extra hour of class each week and are intended for those whose background in mathematics needs reinforcement.

If you have prior differential calculus experience you may be assigned to SM121C which is a Calculus I course with some computer programming. Midshipmen who validate Calculus I will take Calculus II, SM122, in the first semester.

You may have the opportunity to take SM161, which is Calculus I with Computers. This class integrates calculus with basic computer science. If you complete both SM161 and SM162, Calculus II with Computers, you not only complete your Calculus I and II requirement, but you also get credit for a free elective which exists in the matrices of many majors.

If your precalculus mathematics skills are weak, you may be assigned to SM005 (Precalculus) for the first semester of your plebe year. SM005 is followed by SM121A (Calculus I with Trigonometry) in the second semester of plebe year and Calculus II in summer school after plebe year. SM005 course counts as a free elective in majors which have a free elective spot. Therefore, if you are enrolled in SM005, you may be one course ahead of your matrix by the end of summer school.

## II.2d PLEBE YEAR CHEMISTRY COURSES

Most plebes take SC111 and SC112 (Foundations of Chemistry I and II) during plebe year. If you have a strong background, you may validate one semester of chemistry and be assigned to SC151 (Modern Chemistry) in the first semester of your plebe year. SC151 is a one semester course for midshipmen who are very well prepared in chemistry, but who did not validate both SC111 and SC112. Passing SC151 completes the requirement of one year of basic chemistry.

### II.3 What do letters after the course number mean?

You may see designators such as P, V, or S after the course numbers for a particular course. S indicates an Honors Section of a course. You may be placed in or invited into such a section. If you have any questions about such placement, talk to your adviser or to a representative of the department offering the course. V indicates a course for validators of the previous course. Plebes are often placed in such special sections rather than placing them in regular sections with upperclass midshipmen. P indicates a section for plebes only.

### II.4 Core Curriculum

In four years at the Naval Academy, you are required to take certain core courses to make sure you are well prepared for any career path in the naval service and that you be a well-educated person. These core courses are common to all majors and comprise the largest component of the academic program. The core program provides you with a balanced education that prepares you not only for immediate service in the Navy or Marine Corps but beyond that when you return to civilian life. Since all graduates earn a Bachelor of Science degree, the core has a substantial component in mathematics, science, and engineering, whatever your major may be.

## III. VALIDATION OF COURSES

Validation permits you to earn course credit for previous work done elsewhere. You may receive validation credit by scoring well on a USNA validation exam or by providing appropriate documentation of Advanced Placement or college-level course work.

There are several advantages to validation. If you validate a course, you can enroll in a sequential course in the same subject, take care of another curriculum requirement, repeat a course where a low grade was earned, carry a lighter academic load, achieve a language minor or double major. Midshipmen who take advantage of validation in their early years and meet a high standard of academic performance may have the opportunity to pursue independent research, honors programs, or master's degree studies in their fourth year at the Academy.

You may be afraid that validation will place you in a course for which you are unprepared. This is rarely the case. However, if you think you are in "over your head" as a result of validation, speak to your instructor or the chair of the department offering the course and discuss your concerns. Validation is not mandatory and midshipmen may decline validation credit.

## **IV. HELP**

### **IV.1 What can I do to achieve academic success at USNA?**

- 1) STAY AWAKE, ALERT, AND PARTICIPATE IN CLASS! Class participation will be a component of your grade in most courses.
- 2) Take notes in class and REVIEW your notes.
- 3) Do all homework problems even if your professor does not collect them.
- 4) Develop and follow a sound time management plan.
- 5) Start research for projects and papers early.
- 6) Read assignments in the course syllabus, BEFORE going to class. Even if you don't fully understand the reading, the class discussion will be far more meaningful if you have had some acquaintance with the material.
- 7) Study outside the Hall if necessary. Avoid environments that will distract you.
- 8) Do not be satisfied with just "being SAT." USNA is about excellence, not mediocrity.
- 9) Keep all your notes, classwork, and quizzes/tests organized and in a notebook.
- 10) Get to know your professors on an individual basis! The two of you will benefit.
- 11) Try to get at least 6 hours of sleep a night. Most people don't function well on less than that.

### **IV.2 What can I do if I am having academic problems?**

- 1) See your instructor early and often for Extra Instruction (EI). This is the first and most important action you should take when you encounter academic problems. If you are not grasping the concepts taught in class, see your instructor. If your instructor cannot provide enough assistance, you might visit with the department chair to learn what other sources of help are available. Seeking help is not a sign of capitulation; it is a mature response to a need. Don't be embarrassed to ask for help. The faculty has a higher regard for midshipmen who seek assistance than those who should seek help but do not.
- 2) Keep your Chain of Command informed about your academic problems. Often your Chain of Command can provide insight on other sources of help.
- 3) See your Company Academic Officer. The Academic Officer is a first class midshipman who is a resource in helping you find solutions to your academic problems.
- 4) Your Academic Adviser is the key person you should talk to about academics. Plebe advisers will provide the necessary guidance and support to help you be successful.

5) The Midshipmen Group Study Program (MGSP) provides academic support to midshipmen enrolled in:

General Chemistry courses: SC111, SC112 and SC151  
Calculus courses: SM121, SM121A, SM122, SM122A, SM221, and SM223  
Physics courses: SP211 and SP212  
Statics: EM211 (fall semester)  
Dynamics: EM232 (spring semester)  
Electrical Engineering: EE301, EE302  
Naval Engineering: EN200 and EM300

Upperclass midshipmen who have succeeded in these courses provide group leadership to midshipmen seeking help. The goal of the Midshipmen Group Study Program is to help any student in historically difficult USNA classes master the course content while developing personal learning techniques and study strategies. MGSP schedules for each of the academic disciplines can be obtained at [www.usna.edu/MGSP](http://www.usna.edu/MGSP).

6) For extra help in Mathematics: Visit the Theodore J. Benac Mathematics Lab. This resource is located in Preble Hall room 307. There is an extensive collection of reference calculus textbooks in this room and it is staffed by Mathematics Department faculty during periods 1 through 6 each class day. Of course, midshipmen should arrange EI first with their own instructors. However, in those situations where that is not possible, drop by MATH LAB during the day to receive guidance in solving mathematics problems. Additional information about resources and programs available through the Mathematics Department can be found at [www.usna.edu/MathDept/](http://www.usna.edu/MathDept/).

7) For extra help with Written Assignments: Visit the Writing Center to receive help on any of your writing assignments. The center is located in room G20 Sampson Hall and offers one-on-one writing tutorials (by appointment or on a walk-in basis) during all academic periods and during weekends and evenings (by appointment only). Midshipmen should schedule an appointment by calling **3-6239**, by stopping by in person, by accessing [www.usna.edu/EnglishDept/wcenter.htm](http://www.usna.edu/EnglishDept/wcenter.htm) on the USNA Homepage, or by email at [wcenter@usna.edu](mailto:wcenter@usna.edu).

8) For extra help in Chemistry: A midshipman's first source of extra help in chemistry is his or her chemistry instructor. In addition, midshipmen are welcome to visit the Chemistry Resource Room located in Michelson Hall, room 100, adjacent to the lobby on the fountain side of the building. Chemistry faculty members volunteer their service during most academic periods each class day and several evenings per week. A schedule of Resource Room availability will be posted in all plebe chemistry classrooms at the start of each semester. The Chemistry Resource Room contains several PC's loaded with the standard midshipman software packages and connected to the Internet, printers, small group study tables and several chemistry education resources. Midshipmen are encouraged to drop in to the Chemistry Resource Room to study with classmates, to get help on Web-based homework or lab reports or simply to print out learning objectives. Midshipmen are also encouraged to become involved in a weekly MGSP session where they can learn from classmates and an upperclass MGSP leader. Additional information can be found at [www.usna.edu/AcCenter](http://www.usna.edu/AcCenter), [www.usna.edu/MGSP](http://www.usna.edu/MGSP) and [www.usna.edu/ChemDept](http://www.usna.edu/ChemDept).

9) Stop by the Academic Center to sign up for a Study Skills Assistance. You can sign up for a Study Skills class by visiting the website at [www.usna.edu/AcCenter](http://www.usna.edu/AcCenter), or by stopping by the Academic Center in Mahan Hall, Room 202 to fill out a Learning Skills Request Form.

10) Sign up for a tutor if you need specialized help. Stop by the Academic Center Mahan 202 to fill out a request, or sign up on the web at [www.usna.edu/AcCenter](http://www.usna.edu/AcCenter) MIDSHIPMEN ARE EXPECTED TO FIRST SEEK EXTRA INSTRUCTION FROM THEIR PROFESSORS AND MGSP. If additional assistance is still required, an individual tutor may be assigned.

11) Nimitz Library is an essential resource. The library contains more than half a million volumes, an extensive CD-ROM network, a multi-media laboratory, computer rooms, and several group study rooms. Through Nimitz Library, you have access to other libraries in the Washington and Baltimore areas. You can also use your personal computer to conduct a search for library materials from your room at [www.usna.edu/Library](http://www.usna.edu/Library) .

### **IV.3 Whom can I see for personal problems?**

1) You can visit one of the Battalion Chaplains by stopping by their offices located on the zero deck or the Bancroft Hall Chapel. Bancroft Hall Chapel is located in the rotunda next to the steps leading to Memorial Hall. The Chaplain Center not only provides daily religious services but Chaplains are also responsible for pastoral counseling. Conversations with the Chaplains are strictly confidential. To contact a chaplain by phone you should call the chaplain office at 3-1100.

2) You can visit the Midshipmen Development Center which is located in 8<sup>th</sup> wing, Bancroft Hall, Mezzanine level, 388A. A full range of counseling services is offered to help midshipmen with adjustment, interpersonal, and stress-related problems. Individual and group counseling as well as services for special needs are provided by doctoral-level psychologists. You can refer yourself to the Midshipmen Development Center either by visiting in person or making an appointment by phone at **3-4897**. In many cases, counseling will be confidential between you and the psychologist; this will be explained to you.

3) You should consider informing your first class mentor and the chain of command of problems that may affect your performance. Remember that there are many people at USNA who care about you and who are available to talk with you. These include academic advisers, instructors, coaches, officer and faculty representatives, sponsors, etc.

## **V. MAJOR SELECTION**

The core program allows midshipmen the freedom to choose any major and then to seek assignment to any warfare specialty. Nevertheless, given the needs of the Naval Service, you are encouraged to choose a major in mathematics, science, or engineering--if you have the interest and ability to succeed in a technical major.

## V.1 What should I consider when choosing a major?

USNA majors require midshipmen to take anywhere from 30 to 54 course hours. Make sure you spend enough time researching the different majors that may interest you. Your academic interests, strengths and weaknesses, and to a lesser degree your naval career and post-naval career desires should guide your consideration. Here is the bottom line. **Choose a major that you will enjoy studying and in which you can succeed.**

The following majors are available for the class of 2008.

<u>Group I</u>		<u>Group II</u>		<u>Group III</u>	
EAS	Aerospace Engineering	SCH	Chemistry	FEC	Economics
EEE	Electrical Engineering	SCS	Computer Science	HEG	English
EGE	General Engineering	SGS	General Science	HHS	History
EME	Mechanical Engineering	SMA	Mathematics	FPS	Political Science
ENA	Naval Architecture	SOC	Oceanography		
EOE	Ocean Engineering	SPH	Physics		
ESE	Systems Engineering	SQE	Quantitative Economics		
		IT	Information Technology		

## V.2 How do I find information about prospective majors?

All plebes must attend the **Majors Briefing** during the January Intersessional Period. You should start thinking about your potential major during the fall semester. During the Majors Briefing you will have the opportunity to visit with representatives of any academic department that has a major program.

Several companies sponsor a **Majors Night** for plebes. These events give you a chance to talk with the upperclassmen about their experiences in their majors. If offered in your company, make sure you participate.

Most departments will invite you to an **Open House** where you can learn more about their majors. Again, take advantage of this opportunity and be prepared to ask questions.

Visit departments during your free periods or after school to become more acquainted with the majors you are considering. Also, find out from the chair of that department what professors will be teaching during your free periods. Arrange to sit in on one or more classes associated with the major in which you are interested.

It is not sufficient for you to know a little about the subject matter studied in a major. You must also try to determine what being a midshipman in this major really means and what the daily work entails. In particular, learn as much as you can about the very first course you will take in the majors that interest you. Midshipmen who become unsatisfied with their majors invariably point to that first course as the reason they wish to change their major.

Information about the majors may be found on the Dean's web pages, the departmental web pages, the Naval Academy catalog, and from modules in MIDS.

Lastly, meet with your plebe year academic adviser prior to choosing a major. Your adviser will be able to review your academic performance and discuss your interests, goals, and concerns about this important decision.

## **VI. COMPUTERS**

### **VI.1 What is MIDS?**

The Midshipman Information System (MIDS) is the administrative computing system of the U.S. Naval Academy. Faculty, staff and midshipmen use MIDS to enter or retrieve information from the USNA institutional database.

Using your internet browser, go to the MIDS home page at [www.usna.edu/MIDS](http://www.usna.edu/MIDS). On the MIDS home page, you will find several functional group buttons. Clicking a functional group button will take you to a functional group web page.

A functional group web page is a list of links to web modules designed to accomplish tasks of use to a particular group. It is recommended that you bookmark the functional groups that apply to you: **Midshipmen** and **General Academics**. Each web module has a Help button at the bottom, left-hand corner of the page that provides specific instructions for that module.

Descriptions of USNA business processes that are supported by specific MIDS modules are accessible by clicking the About MIDS link on the left side of the MIDS homepage. About MIDS can be reached directly at <http://www.usna.edu/AboutMIDS>.

### **VI.2 How can I use my computer to get information about my grades, academic record, etc.?**

All faculty, staff and midshipmen can use the links on the **General Academics** functional group page. Some of the commonly used **General Academics** links are the following:

- ECAs - Query**
- Final Exams - Query Midshipmen Schedule**
- Final Exams - Query Section Schedules**
- Majors - Query by Class**
- Offered Courses and Sections - Query**
- Schedules - Query Midn Schedule for Current Semester**
- Schedules - Query Potential Midn Schedules**
- Schedules - Query Schedule for Next Semester**
- Sections – General Query**

Only midshipmen have access to some of the links on the **Midshipmen** functional group page. Some of the more commonly used **Midshipmen** links are the following:

**Absences and Excuses - Query**  
**Academic Information – Query [includes Semester Grade Card]**  
**Access Dates (for Midshipmen) - Query**  
**Courses - Preregister**  
**Courses - Query Preregistration**  
**Courses - Register**  
**Excuses - Enter**  
**Leave - Enter**  
**Leave Addresses - Maintain**  
**MAPR (Midshipman Academic Performance Report) - Query**  
**Major - Declare**  
**Major - Enter Preliminary Preferences**  
**Matrices - Query Current Midshipman**  
**Midshipman – Performance Record**  
**PE Course and PRT Scores - Query**  
**PE Mark – Query**  
**Personal Computer Information - Maintain**  
**Personal Information - Maintain**  
**Schedules - Query Midn Schedule for Current Semester**  
**Schedules - Query Potential Midn Schedules**  
**Schedules - Query Schedule for Next Semester**  
**Summer School - Preregister**  
**Summer Training – Assignments**  
**Summer Training – Query Training Schedules**

Access to certain programs is limited in time. You will be notified when to run these programs. The program **Access Dates (for Midshipmen) – Query** reveals the times of access.

## **Majors**

To view your academic program for the entire four years, click **Matrices - Query Current Midshipman**. The matrix contains information about the courses you have taken and the courses you will take according to your major. The matrix is a very useful planning tool for selecting a major or considering a change of major.

To enter a tentative major preference, click **Major - Enter Preliminary Preferences**.

To declare your final major preference, click **Major - Declare**.

## **Classes and Registration**

To plan for next semester use **Schedules - Query Potential Mid Schedules** to see available courses and sections.

To preregister for next semester, click **Courses - Preregister**. You must see your adviser first. Failure to preregister on time may incur significant penalties.

To register for next semester, click **Courses - Register**.

To view your schedule for next semester, click **Schedules - Query Midn Schedule for Next Semester**.

### **Class Attendance**

If you will be absent, tardy, or leave a class early, you must use the **Excuses - Enter** program to record your excuse. This must be done on or before the day in question. You should inform your chain of command if you know you will be absent from a class. You should inform your instructor of forthcoming absences.

To see your absences and excuses for the semester, click **Absences and Excuses - Query**.

### **Grades and Performance**

If you want to know all about your academic, PE, conduct, or military aptitude grades, and rank in class by marking period and semester, click **Academic Information - Query**.

If you want to know what faculty have said about your performance in a particular course after six weeks, twelve weeks, and end of semester, click **MAPR (Midshipman Academic Performance Report) - Query**. Comments must be entered if your performance was deficient but may be entered in other circumstances as well.

### **Final Exams**

If you want to know when your final exams are scheduled, click **Final Exams – Query Midshipmen Schedule** on the General Academics page. Do not make any travel commitments prior to knowing your personal exam schedule. The fall exam schedule is usually available by 15 October and the spring exam schedule is usually available by 15 March.

If you want to know a course's final exam schedule, click **Final Exams - Query Section Schedules** from the General Academics page.

### **V.1.3 Can I get library information about books, periodicals, films through my computer?**

Yes, you can visit the USNA Library homepage at [www.usna.edu/Library](http://www.usna.edu/Library). This site will allow you to learn what books, periodicals, films and other documents the library has available. You may also access this site via the USNA homepage at [www.usna.edu/](http://www.usna.edu/) clicking on the Library link.

### **V.1.4 Where can I get help in using my computer?**

First ask a shipmate. Each company has a Midshipman Information Systems Liaison Officer (MISLO) who can help you. The MISLO Web Page at [www.usna.edu/MISLO](http://www.usna.edu/MISLO) has a Frequently Asked Questions (FAQ) link that is useful. If you can't get the help you need in Bancroft Hall, contact the Information Resource Center (IRC) located in Ward Hall and available Monday through Friday, 0700-1630. If the staff there can't help you, they will call on specialists who

can. The IRC Web Page at [www.usna.edu/IRC](http://www.usna.edu/IRC) features an extensive FAQ library of the following subjects: Internet, Network, Naval Academy Data Network (NADN), standard USNA Software, and World Wide Web.

### **V1.5 How do I get my computer fixed?**

If your computer has a hardware problem, take it to the Midshipmen Computer Repair Center located in the Fourth Wing basement. The facility is manned Monday through Friday, 0800-1600. The phone number is **3-5481**.

## **VII. ACADEMIC REQUIREMENTS**

### **VII.1 Preregistration and Registration**

**Preregistration** is essential for academic planning. It allows you and your academic adviser to plan your academic future and it is critical to the departments in allocating their faculty and resources for the next semester. Preregistration is a requirement, not a preference, and ALL midshipmen must preregister within the time line stated. Midshipmen must first meet with their advisers to ensure they preregister for the correct courses. They then enter the courses to be taken in the following semester in MIDS. In accordance with ACDEANINST 1531.59B, paragraph 12, a. “If a midshipman fails to preregister on time, the ADAA may deny registration privileges to that midshipman and, instead, register that midshipman directly without regard to the midshipman’s preferences”. For the first semester of fourth class year, preregistration is done for you. Preregistration for second semester will occur in mid-September. Preregistration for first semester of third class year will occur in April after you have selected a major. You preregister by running **Courses – Preregister** on MIDS. It is important for you to list the correct courses when you preregister. Errors must be corrected prior to registration.

**Registration** occurs during the latter part of each semester. Registration is the process whereby midshipmen may request certain sections of the courses they will take next semester. This means you can run the computer program **Courses - Register** and ask for a section that meets during a preferred time of day or a section taught by a certain professor. It should be understood that here is no guarantee that you will be assigned to a requested section. It is highly recommended that you consult with upper classmen to learn more about how the process works. Suggested steps to complete the registration process are as follows.

- A week or two prior to registering, use the **Courses – Query Preregistration** link on MIDS to ensure that your listing of courses for the next semester is correct.
- Use the **Offered Courses and Sections - Query** link on MIDS – GENERAL ACADEMICS to check section information and names of professors for your courses.
- Use **Schedules - Query Potential Mid Schedules** link on MIDS to determine what schedules for the next semester are possible based on your requests.
- Use the **Courses - Register** link to request enrollment in the courses for the next semester. When you register, you may elect for the computer to assign a random schedule or you may select your section(s) from a pull down menu in hopes of being placed into a specific section for one or all of your courses. If you desire the computer to

assign you a section at random, leave the section(s) blank then click the **UPDATE** button, **SUBMIT** link and finally **SUBMIT** again.

- After registering, you should periodically check the **Schedules – Query Midn Schedule for Next Semester** link to learn what your next semester schedule is. Remember, this schedule is subject to change at any time prior to the first day of class.
- To change your schedule you must contact your adviser who will fill out a Midshipman Record Change (MIDREC) card, IF there is a valid reason for the change.

## VII.2 When will my classes meet?

The academic day is divided into seven periods of 50 minutes each with 10 minutes between classes to allow for movement between buildings. The seventh period is rarely used.

<u>Daily Schedule</u>	
<u>Period</u>	<u>Duration</u>
X	0655-0745
1	0755-0845
2	0855-0945
3	0955-1045
4	1055-1145
5	1330-1420
6	1430-1520
7	1530-1620
8	0755-0910
9	0955-1110
10	1330-1445

Some three credit classes will meet twice a week for 75 minutes each during eighth, ninth or tenth periods.

During the sixth and twelfth week exam periods, there will be an early morning exam period (X period) from 0655 to 0745 to allow for the administration of course-wide exams. This is an additional period and has no effect on the remainder of the academic schedule.

For inclement weather or emergency schedules, see [www.usna.edu/acdean/schedules/durations.html](http://www.usna.edu/acdean/schedules/durations.html).

## VII.3 What are the rules and regulations governing class attendance and decorum?

### VII.3a CLASS ATTENDANCE

ATTENDANCE OF ACADEMIC CLASSES IS A MILITARY OBLIGATION, AND YOU ARE REQUIRED TO ATTEND CLASSES. Routine medical and dental appointments must be scheduled during free periods. If you have a conflict regarding class attendance, resolve this through your chain of command PRIOR TO CLASS. Conduct action will be taken for unauthorized absence from class.

Common courtesy dictates that you inform your instructor(s) when you know in advance that you will be missing a class. Whether your absence from class is justified or not, you are still responsible for turning in assignments and making up the lesson missed.

When you miss class for an authorized movement order or medical/dental emergency you are also required to log onto MIDS and record the reason for missing class. This action must be completed on the day the class is missed. Specific policies will be dictated by the Company Academic Officers.

### VII.3b CLASSROOM DECORUM

Academic classes are military evolutions, and you are expected to conduct yourself in a military fashion during class. You are expected to remain awake, alert, and in full uniform. You are not allowed to eat, smoke, or chew tobacco or gum in classrooms, lecture halls, terminal rooms, laboratories, and corridors of all academic buildings. Drinks are allowed in classrooms, but must be stowed in bookbags while transiting between classes. The lab deck lobbies of Michelson, Chauvenet, Luce, and Rickover Halls may be used for reading and study, but these areas are not lounges and you should present a dignified appearance in these public areas.

Midshipmen should address civilian professors with as much respect as they would address a military professor. Many of the civilian professors outrank the military professors. When meeting a mixed group of civilian and military professors make sure to salute the officers as well as render a verbal greeting to the entire group, for example, "Good afternoon ladies and gentlemen." If you know a professor's title you should greet him or her with that title. Many civilian professors prefer to be called Professor as opposed to Sir or Ma'am.

### **VII.4 What is a section leader?**

In each class your instructor will assign a section leader. The section leader will be responsible for taking muster and reporting absences to the instructor. The section leader will also call the class to attention at the beginning and end of each class period.

### **VII.5 How are my grades determined?**

In each class you will be assigned a letter grade of A, B, C, D or F (A denotes excellence and F denotes failure) which corresponds to a numerical Quality Point Equivalent (QPE) of 4.0, 3.0, 2.0, 1.0, or 0.0 respectively. Your Quality Point Ratio (QPR) is computed by multiplying the QPE for a course by its credit hours and dividing the sum of these products for all the courses you take in a semester by the total number of credit hours attempted. A cumulative QPR (CQPR) is maintained for all academic grades earned. A cumulative QPR of 2.0 is an absolute requirement for graduation and commissioning. A cumulative QPR of at least 2.0 in your major courses is required to receive a B.S. with your major designated on the diploma. Grades received in Physical Education do not count toward the QPR or CQPR but do factor into the Order of Merit. An explanation of Order of Merit appears on page 21.

You will be assigned a progress grade in each course after the sixth and twelfth week point of each semester. These grades are used for information and guidance to you, your adviser and your chain of command. At the end of the semester, you will receive a semester QPR (SQPR),

which is a part of your permanent record. Only the final grade you earn in a course appears on your permanent transcript.

## **VII.6 How important are grades at USNA?**

The academic performance of midshipmen has several important implications. The higher your grades and class standing, the more likely it is that you will:

- RECEIVE YOUR DESIRED SERVICE ASSIGNMENT
- Be selected for programs such as Trident Scholar, VGEP, Medical School, or one of several graduate scholarships available upon graduating from USNA.

Conversely, poor academic performance will lower your chances for getting your desired service selection and may result in REDUCED PRIVILEGES AND LIBERTY or even separation.

### VII.6a ACADEMIC HONORS.

Each semester, lists are published to recognize midshipmen whose academic and overall performance during the previous semester has been exemplary. These lists are the Superintendent's List, the Commandant's List, and the Dean's List. The Superintendent's and Dean's Lists are published on the Dean's webpages at [www.usna.edu/acdean/honor\\_lists/honorlists.html](http://www.usna.edu/acdean/honor_lists/honorlists.html).

Inclusion on the Superintendent's List or Commandant's List makes you eligible for special privileges as outlined in Midshipmen Regulations. The criteria for these lists are as follows.

#### Superintendent's List:

- SQPR of 3.4 or higher with no grade less than "C".
- "A" in Military Performance and Conduct.
- "A" or "B" in Physical Education.
- "A" or "B" on PRT

#### Commandant's List:

- SQPR of 2.9 or higher.
- "A" or "B" in Military Performance.
- "A" in Conduct.
- "A" or "B" in Physical Education.

#### Dean's List (excludes those on Superintendent's List):

- SQPR of 3.4 or higher with no "D"s or "F"s.
- "A" or "B" in Conduct and Military Performance
- "C" or better in Physical Education.
- "C" or better on PRT

### VII.6b ACADEMIC DEFICIENCIES

There are different definitions of academic deficiency. The more common is that used in Bancroft Hall by your chain of command to determine eligibility for weekend liberty and movement orders. By this definition, you are UNSAT if your QPR (six-week, twelve-week or end-of-semester) is less than 2.00, or if you have two or more “D”s or at least one “F”. If you fall in this category, you will not be allowed to participate in voluntary movement orders without the Commandant's permission. You will also be assigned specific guidance by your Company Officer aimed at helping to improve your academic performance. This will probably include guidance pertaining to Extra Instruction, number of hours studied, and place of study.

If a midshipman's CQPR is below 2.0 at the completion of a semester, probation for the following semester is automatically imposed. A midshipman is also on automatic probation for the semester following two consecutive semesters in which the semester QPR is below 2.00, even if the CQPR is above 2.0.

The other definition of academic deficiency is set forth in USNAINST 1531.50A. Accordingly, you are deficient if you

- have a semester QPR below 1.50.
- fail two or more courses in one semester.
- fail any course after having failed two courses.
- fail to earn a 2.00 in summer school whether attended voluntarily or not.
- fail to remove probation.
- fail to fulfill any condition as prescribed by the Academic Board as the result of a previous deficiency.
- fail to successfully complete all requirements for graduation by the end of that semester in which you are scheduled to graduate.
- fall two or more courses behind the number of courses required by the end of a given semester according to that major's program matrix.
- fail to achieve the required standards in prescribed summer training.
- are deficient in physical education at the end of a semester or receive failing grades in conduct and military performance.fail a remedial course such as HE101, SM005 or HE344.

#### VII.6c ACADEMIC BOARDS

The Academic Board meets at the end of each semester to review the cases of midshipmen who are deficient as defined in USNAINST 1531.50A and discussed above. Midshipmen who are deficient are separated from the Academy unless retained by the Academic Board. The Academic Board is composed of the Superintendent, the Academic Dean and Provost, the Commandant, and four division directors. The Board reviews the academic records, MAPRs and COMPRs of deficient midshipmen, 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 program as appropriate. Midshipmen who are not retained by the Academic Board are permitted to appeal their case, in person with their chains of command present, before the Academic Board.

#### VII.6d ACADEMIC REVIEW COUNCIL

In conjunction with the January Academic Board, the Academic Review Council (ARC) comprised of the Vice Academic Dean, the Deputy Commandant and the Director of Plebe Programs meets with designated plebes with low QPRs and with plebes who were retained during the Academic Board record review. The purpose of the Academic Review Council is to provide encouragement and advice to help plebes improve their academic performance.

#### VII.6e MAPRs/COMAPs

Both military and civilian faculty are concerned about your military bearing and service suitability as well as your academic performance. In some classes, appearance and attitude may significantly affect your class participation grade. Instructors provide information about their students to company officers.

MAPR (Midshipman Academic Performance Report) is a MIDS program through which instructors provide information about a midshipman's academic performance. At the six and twelve week point, instructors will write MAPRs on every midshipman who has a D or an F in their courses. This includes your standing in the class, how much EI you have attended, and general comments on your effort and performance in class. These MAPRs are accessible to you, your adviser, and your company officer. At the end of the semester, every instructor will write a MAPR midshipman of his or hers whose record is to be reviewed by the Academic Board.

COMPR (Company Officer Midshipman Performance Report) is another MIDS program that is used by your Company Officer and Battalion Officer to provide their recommendation and comments to the Academic Board. These are completed at the end of the semester for all midshipmen whose records are reviewed by the Academic Board.

MAPRs AND COMAPs ARE EXTREMELY IMPORTANT TO THE ACADEMIC BOARD IN DETERMINING IF AN ACADEMICALLY DEFICIENT MIDSHIPMAN SHOULD BE RETAINED AT THE NAVAL ACADEMY. Midshipmen should be familiar with the contents of these MAPRs and COMPRs.

#### **VII.7 What are final exams and reading days?**

All courses, with a few exceptions approved by the Academic Dean and Provost, conduct a three hour final examination during the six or seven day examination period at the end of each semester. These final examinations usually count between 20 and 40% of your grade in a course. See your individual course syllabus for the weighting in each class.

Following the last day of classes in each semester, there is a one or two day Academic Review and Study period. During this period, faculty members are available to assist midshipmen in course review. No other activities requiring midshipmen attendance may be scheduled during this period.

#### **VII.8 How is my order of merit determined?**

Your overall standing in your class is called the Order of Merit (OOM). Your OOM is used in assigning the lineal number that will establish your relative seniority once commissioned. Your OOM is determined by your performance in the academics, aptitude for commissioning, conduct, physical education, and athletics. Grades are assigned in each of these areas and weighted to calculate a total score for each of the eight regular semesters at the Naval Academy.

The academic component of the OOM is based on your semester QPR's with bonuses for semesters with greater than 19 credit hours, Trident projects, VGEP, and extra courses. Semesters below 15 credit hours are penalized. USNAINST 1531.51A contains a detailed explanation of the calculations involved. Grades earned during summer school do not affect the OOM. These grades do affect your CQPR.

### **VII.9 How many credits must I take each semester?**

The minimum academic load in any semester is 15 credit hours. In a few special cases, usually resulting from a severe illness, accident, or for midshipmen in academic extremis and for those who are permitted to graduate late, the Academic Board may authorize a midshipman to carry fewer than 15 credit hours. Carrying more than 23 credits requires the approval of the Associate Dean for Academic Affairs.

During most semesters you can expect to carry 16-21 credits, depending on progress through your major. Your time in class is the sum of lecture-recitation hours and lab hours. Lab periods are typically two consecutive class periods, but these two hours only count as one credit hour.

### **VII.10 How may I drop or add a course?**

Dropping or adding a course after the semester has begun must be discussed with your academic adviser. Dropping a course requires written approval of your academic adviser and the Associate Dean for Academic Affairs. **The deadline to drop a course is the last day of the week in which the second marking period grades are submitted.** Certain constraints apply. Falling two or more courses behind in your major will result in an academic deficiency and may result in your being separated. Remember that you will not be allowed to drop below 15 credits unless you have special permission from the Academic Board or the Academic Dean when the Academic Board is not in session.

Adding a course requires the written approval of your academic adviser, the instructor, the department chair, and the Academic Scheduling Officer. You can add a course prior to the 15th calendar day of the semester. For further details on making changes to your academic schedule, see your academic adviser.

### **VII.11 Are academic courses offered during the summer?**

Several core courses and a few electives are offered during summer school. Summer school enrollment can be mandatory or voluntary. Mandatory summer school attendance is directed by the Academic Board or Academic Advisory Board because of academic deficiencies. If you began mathematics with SM005, you must attend summer school after plebe year to complete the academic requirements of fourth class year. Mandatory summer school may, in some circumstances, take the place of summer training. Your company officer can provide further information on the relationship between mandatory summer school and the summer professional training program.

If space is available and it fits into your summer training schedule, voluntary summer school may be elected. Voluntary summer school allows you to get ahead of your major matrix, to prepare for VGEP, Trident, a double major, a language minor, or to lighten your academic load in a future semester, or to improve your CQPR by repeating a course in which a "D" was earned.

Enrollment in summer school in a voluntary status means that you are doing so during your summer leave period. You will still be required to complete all required summer professional training.

Information about summer school is posted on the Academic Dean's web site and is announced via e-mail to all midshipmen during the spring semester each year.

## **VIII. SPECIAL ACADEMIC OPPORTUNITIES**

### **VIII.1 What special academic programs are available?**

For additional information on the special programs listed below refer to the Academic Program on the Academic Dean's web site at [www.usna.edu/AcDean/majors.html](http://www.usna.edu/AcDean/majors.html).

#### **VIII.1a Language Minor**

A minor in French, German, or Spanish requires completion or validation of 12 credits, 4 courses, at the 300/400 level. A minor in Arabic, Chinese, Japanese or Russian requires 12 credits at the 200 level or above. A language minor also requires that you earn a CQPR of at least 3.0 in your language courses. See the chair of the Language Studies Department for more information.

#### **VIII.1b Dual Major**

You can double major at USNA. To do so, you have to complete the requirements for a single major, and then add any requirements for the second major that are different from the first. You need to enroll in at least five courses (15 credits) in the second major that you did not use in meeting the requirements for the first major. Of the five required additional courses for a double major, you must enroll in four of them at the 300 level or above.

#### **VIII.1c Research Courses**

Most departments offer research courses for advanced students. After you have selected your major, check with your new academic adviser for individual department programs and their requirements. Typically, you must be a first or second classman and meet additional requirements set forth by the department.

#### **VIII.1d Honors Programs**

Six majors have more challenging honors tracks that can let you participate in advanced courses and activities. Admission is usually based on overall academic standing and excellent performance within a major. See your academic adviser for more information. The departments with honors tracks are: Economics, English, History, Mathematics, Oceanography, and Political Science.

#### **VIII.1e Trident Scholar Program**

The ultimate undergraduate research experience at USNA is the Trident Scholars Program. A Trident Scholar undertakes a year long research project for which the Scholar may receive credit

equal to several courses. As with independent research courses, students must submit a proposal and maintain an appropriate academic standing. Talk to your academic adviser about selection criteria and available Trident projects.

#### VIII.1f Voluntary Graduate Education Program

If you want to get a head start on graduate education, you will be interested in the Voluntary Graduate Education Program (VGEP). If you are selected to participate in VGEP as a first class midshipman, you can devote your second semester, the summer after commissioning, and the following autumn, to pursuing a master's degree at any of a number of local graduate schools. You must be well ahead in your matrix to participate in VGEP. The time to start thinking about this is during plebe year. See the Graduate Education Office as well as your academic adviser for long range planning. The Graduate Education Office can be reached at **3-6334** or yard mail stop (**9G**).

#### VIII.1g Service Academy Exchange Programs

If selected for this program, you may spend the fall semester during second-class year as an exchange student at the Military Academy, Air Force Academy or Coast Guard Academy. See your chain of command for more information.

### **VIII.2 Can I attend graduate school upon graduation from the Academy?**

Yes, you can enter a master's program from the Academy. Selection is highly competitive. The Graduate Education Office can give you information about available scholarship programs.

You can enter the Medical or Dental Corps and attend medical or dental school straight from the Academy. Every year up to 15 midshipmen are selected for this program. Academic performance and motivation for a career in Navy medicine or dentistry are the most important criteria for selection. If you are interested in these programs, you should speak with your academic adviser and the chair of the Premedical/Predental Advising Committee.

## **IX. PLAGIARISM**

Plagiarism is regarded seriously at the Naval Academy. Committing plagiarism is an honor offense which could lead to separation. It is important for you to read and understand the statement below on plagiarism.

### **USNA STATEMENT ON ACADEMIC PLAGIARISM**

#### **STANDARD**

**Academic plagiarism** is the use of the words, information, insights, or ideas of others without crediting them through proper citation. **Unintentional plagiarism**, or sloppy scholarship, is **academically unacceptable**; **intentional plagiarism** is **dishonorable**. You can avoid plagiarism by fully and openly crediting all sources used.

#### **GUIDELINES**

**1. Give credit where credit is due.** Inevitably, you will use the other people's discoveries and concepts. Build on them creatively. But do not compromise your honor by failing to acknowledge clearly where your work ends and that of someone else begins.

**2. Provide proper citation for everything taken from others.** Such material includes interpretations, ideas, wording, insights, factual discoveries, charts, tables, and appendices that are not your own. Citations must guide the reader clearly and explicitly to the sources used, whether published, unpublished, or electronic. Cite a source each time you borrow from it. A single citation, concluding or followed by extended borrowing is inadequate and misleading. Indicate all use of another's words, even if they constitute only part of a sentence, with quotation marks and specific citation. Citations may be footnotes, endnotes, or parenthetical references.

**3. Recognize the work of others even if you are not borrowing their words.** Theories, interpretations, assessments, and judgments are all intellectual contributions made by others and must be attributed to them.

**4. Paraphrase properly.** Paraphrasing is a vehicle for conveying or explaining a source's ideas and requires a citation to the original source. A paraphrase captures the source's meaning and tone in your own words and sentence structure. In a paraphrase, the words are yours, but the ideas are not. It should not be used to create the impression of originality.

**5. Cite sources in all work submitted for credit.** Your instructor may also require you to identify the contributions of other in drafts you submit only for review. Ask your instructor for his or her citation requirements and any discipline-specific attribution practices.

**6. Be cautious when using web-based sources,** including Internet sites and electronic journals. There is a common misperception that information found on the Internet does not need to be cited. Web-based information, even if anonymous, must be appropriately cited. Do not cut and paste or otherwise take material from websites without proper citation.

**7. Provide a citation when in doubt.** Always err on the side of caution.