

**Naval Postgraduate School
Student Information Handbook**

100. Emergency Operations	5
101. Chain of Command	5
102. Director of Student Services/Student Services Officers	5
103. Section Leader Assignment	6
104. Section Leader Duties	6
105. Check-in/Check-out Procedures	6
106. Fitness/Academic Evaluation Reports	9
107. Physical Fitness Requirements	9
108. Sick Call/Immunizations/Medical and Dental Examinations	10
109. Dependent Health Care	11
110. American Red Cross	12
111. Ceremonies.....	12
112. Dress/Attire Regulations	13
113. Security Clearances.....	13
114. Public Statements	15
115. Public Information	16
116. Unauthorized Commitments	16
117. Campus Safety	16
118. Student Mail	17
119. Change of Address.....	17
120. Student Lockers.....	18
121. Student Parking	18
122. Pay Notification	18
123. Daily Muster, Leave & Liberty.....	18

124. Superintendent's Electronic Suggestion Box.....	21
125. Command Sponsor Program.....	21
126. Sponsoring International Students	22
127. Superintendent Student Council (SSC).....	22
128. Officer Student Spouse Club	22
129. Charity Fund Drives.....	22
130. La Mesa Ride-Share Program.....	23
131. Fleet and Family Support Center (FFSC)	23
132. Child Development Center (CDC).....	23
133. Chaplain's Office	24
134. Morale, Welfare, and Recreation (MWR)	25
135. ITT Office	25
136. Student Outside Employment	26
200. Definition of Terms.....	27
201. Program Officer	27
202. Pre-registration.....	28
203. Master Instruction Schedule	28
204. Registrar.....	28
205. Course Changes.....	28
206. School Calendar	29
207. Textbooks.....	29
208. Grade Point Averages	30
209. Transcripts.....	30
210. Degrees and Requirements.....	30
211. Dual Master's Degrees.....	31

212. Inter-curricular Transfer Requests	31
213. Academic Probation/Dis-enrollment	31
214. Attendance/Absence from Classes.....	31
215. Classroom Conduct.....	32
216. Study Halls.....	32
217. Smoking, Eating and Drinking in Classrooms and Laboratories.....	32
218. Academic Honor Code.....	32
219. Instructor-Student Relations	33
220. SECNAV Guest Lectures	33
221. Thesis Requirements.....	34
222. Safeguarding Classified Material.....	35
223. Field Trips/Experience Tours.....	36
224. Library Services	36
225. Computers	37
226. Policy on Appropriate Use of NPS Computer Systems	37

This On-line Student Handbook is maintained by the Dean of Students to officially disseminate Naval Postgraduate School policy concerning student matters.

All students are required to read and understand the policies set forth in this publication.

Every effort will be made to clearly mark updated policies, but in any case students are expected to frequently check for changes and revisions. Comments or suggestions regarding these policies should be directed to the [Director of Students Services](#).

NPS HISTORICAL OVERVIEW

The development of a naval institution dedicated to the advanced education of commissioned officers began on 9 June 1909 when the Postgraduate Department of the U.S. Naval Academy was established at Annapolis. Ten officers made up the first class, three professors formed the faculty, and marine engineering was the one course of study. In 1919, the Postgraduate Department was renamed the United States Naval Postgraduate School, but still operated as a part of the Naval Academy.

With the advent of World War II, the school's activities increased substantially. There was a large growth in student enrollment and educational programs were expanded to meet the evolving needs of the Navy. Following the end of the war, plans were initiated to move the school to more suitable facilities and to enhance its academic status.

Between 1945 and 1948, Congress established the school as a separate activity under its own Superintendent, created the office of the Academic Dean and granted the Superintendent the authority to award the Bachelor's, Master's and Doctorate degrees. It also approved Monterey as the future home of the school. The Navy officially established the school on the West Coast on 22 December 1951. With its enlarged facilities, the school continued to grow in curricular programs and student enrollment. In 1956, the Navy Management School was formed as a component of the Postgraduate School to provide graduate education in the theory and application of management sciences.

The Naval Postgraduate School graduates approximately 800 students per year and offers a range of curricular programs specifically tailored to impart the scientific, engineering, operational and administrative knowledge required to meet the present and projected professional needs of the Department of Defense. Its student body includes officers of all five U.S. military services, NOAA, NASA, and since 1975 DOD civilian employees. U.S. Naval Officers constitute 48% of the student body, with 28% coming from other U.S. services. The remaining 24% are made up of international officers.

SECTION I. ADMINISTRATIVE MATTERS

100. Emergency Operations

The term 'Emergency Management' is defined as those plans, actions and programs designed to ensure base survivability and minimize injury to service members and dependents due to man-made or natural disasters. Regardless of the emergency or disaster, there are things you AND your family can do to *prepare* for and *mitigate* the affect of a particular emergency or disaster. Go to www.nps.navy.mil/disasterhelp to get ready for the next earthquake, wild fire, or man-made disaster.

To understand how NPS will *respond* to and *recover* from an emergency or disaster go to www.nps.navy.mil/disasterhelp.

Here's a list of the first 5 things you can expect/need to do in the event of a natural or man-made disaster:

1. An Emergency Operations Center will be established.
2. If on campus and during working hours (0730 - 1630), muster with your Program Officer.
3. If on campus and after working hours, contact your Section Leader.
4. If off campus, contact your Section Leader.
5. Determine the status of your dependent (s).

101. Chain of Command

Officers assigned as students at the Naval Postgraduate School (NPS) are responsible to the Superintendent for their military duties, personal conduct, and pursuit of academic achievement via the Student Services Officers, Dean of Students, Deputy Superintendent, and the Superintendent.

102. Director of Student Services/Student Services Officers

- Approve leave, travel, and similar routine requests.
- Prepare and sign Fitness/Academic Evaluation Reports on all U.S. Army, Navy and Marine Corps military officer students, except for officers senior to themselves, Coast Guard and Air Force officers.
- Act as administrative officer for students in dealings with BUPERS or service personnel organizations as appropriate.
- Counsel students on personal problems.
- Discipline students as required.
- Provide relevant information and directives to assigned students.
- Administer the Student Check-in web page.

103. Section Leader Assignment

Section Leaders are assigned by the Director of Student Services according to seniority and academic curriculum. Section leaders assist the Student Services Officer with student-related administrative details, ensure compliance with military directives and this handbook, and also act as liaison or representative for groups of students. Section Leaders are essentially the first link in the chain of communication vice a formal chain of command. Section Leaders' influence is based on professional courtesy not formal authority.

104. Section Leader Duties

Section Leaders will:

- Inform the Student Services Officers of administrative difficulties encountered by individual students and/or the section as a whole.
- Assist the Student Services Officers with military and administrative matters pertaining to the section.
- Organize the section and delegate responsibilities as required. Maintain an updated recall roster... **AND be prepared to execute recall 24/7 during and after work hours.**
- Disseminate directives and applicable information to the section.
- Assist Student Services in ensuring adherence to this handbook.

In the absence of a more senior officer, ensure students maintain prescribed standards of personal grooming, attire, and military bearing; and comply with classroom regulations on eating, smoking, drinking, and cleanliness.

105. Check-in/Check-out Procedures

A. Check-in procedures

Upon check-in at NPS, students should have their official orders endorsed at the NPS Quarterdeck where they will be removed from leave status and placed in a duty status. A check-in sheet detailing all the steps in the check-in process can be obtained at Student Services. Those desiring military housing should immediately report to the [Housing Office](#). Students must report to their respective Service personnel office (USA – Fort Jackson – 1.800.856.3801; USMC – MARDET DLI – 242.5407; USAF – 311TRS/SPA – 242.5580; USCG – 1.510.437.3022) within two working days in compliance with their orders. Check-in is normally conducted prior to the start of New Student Orientation but no later than the start of classes.

Students should have the following items in their possession during check-in: military [Common Access Card](#) or DoD ID card, original orders and endorsements, service record, medical and dental records, vehicle registration information, and a CBQ non-availability blue slip (single USN personnel only). The prescribed uniform is required during the check-in process (see Section 111). The check-in process should start at the Student Services Office, located in the basement of Herrmann Hall, Room 033. NT and Email accounts will be issued, if not already activated. Student Services will collect your Dental and Medical Records in the Student Services Office. Check-in will

normally take two full working days, since the Housing Office and Medical are located off NPS grounds.

New Student Orientation (NSO) is held for incoming students the week prior to the start of classes. Students are briefed on their academic responsibilities by the Provost and are introduced to the Dean of Students/Director of Student Services, and other academic and administrative staff personnel. Uniform of the Day is required. NPS shifts to winter uniforms on the first Monday following the end of Daylight Savings Time. NPS shifts to summer uniforms on the first Monday following the beginning of Daylight Savings Time.

Additionally, a New Student and Spouses Information Fair is held to provide students and their spouses an opportunity to learn about command sponsored organizations (e.g., MWR, Tickets and Tours Office, Flying or Sailing Club) and the Monterey Peninsula (e.g., Chamber of Commerce). Attire for the Information Fair is the same as for the New Student Orientation Brief (see Section 111). Attendance at both events is mandatory for all new students, including students reporting the previous quarter/month for "refresher" classes.

Start mustering electronically the very first day of classes.

You're required to check your email twice a day beginning the very first day of classes.

Within the first 2 weeks of reporting do the following:

1. Complete Information Assurance Training NLT 15 days after your arrival date. Go here for the training - <http://adpsec.nps.navy.mil/>
2. Read the Appropriate Use of IT Policy at http://intranet.nps.navy.mil/code00/Instructions/pdf_files/NPSI NST%205230.4C.pdf
3. Update your PYTHON 'My Profile' AND make sure the following information is entered:

Personal Information		
Sex	Marital Status	Race
DOB	Service	Pay grade
Status		
Under 'Edit More US Mil Info'		
Desig/MOS	DORank	
Year Group	PRD	
Date of Last FITREP/AER		
Family & Misc Info		
Cell and/or Pager #	Add Home Address	Add Family Members
Add Spouse/Home Email		
Education History		

4. Establish a [MyPay Account](#) with DFAS (Defense Accounting Service). Gets you access to manage/view your pay/LES.
5. USN students establish a [BUPERS ACCESS](#) Account before you leave for NPS. Gets you access to your record on line, orders, etc.

B. Check-out procedures

Students detaching from NPS must complete the detachment procedures required by the Director of Student Services Office, Program Office and their respective Service personnel office. Click [here](#) for your Check-out sheet. Detachment is normally executed within three working days after the date of graduation (this includes vacating government quarters within three working days of graduation. The Director of Student Services and Housing Manager must approve exceptions, respectively).

Appropriate civilian business attire is permissible for checking out and detaching from NPS.

Navy and USMC students proceeding to overseas assignments shall make early liaison with Flag Admin and the PSD transfer division to complete the following critical items (as some may take 60 days or longer):

- Report of Suitability for Overseas Assignment (NAVPERS Form 1300/16).
- Suitability message prepared/sent by Flag Admin.
- Member's Statement of Suitability for Overseas Assignment/Election of Tour.
- Page 13 is witnessed by respective Student Services Officer. Take this with you to PSD with NAVPERS Form 1300/16.
- Dependent Entry Approval Request Worksheet (PSDMTRY Form 1300/1), if applicable.
- Application for No-Fee Passport (DD Form 1056).
- Passport Application (DSP Form 11).
- Navy Medical Admin Unit appointment for Part I and Part II medical screening procedures
- Dental appointment.
- AT-FP Brief within 6 months of transfer date - contact 656.2450 to schedule this brief.

Flag Admin coordinates/tracks the Overseas Screening process but not the transfer process. The transfer itself is held in abeyance, pending the completion of the overseas screening and approval of the Dependent Entry Approval request:

- Flag Admin has a standard overseas screening package that is sent out via email to the student.
- The cover letter indicates that the overseas screening is required to be completed within 30 days of receipt of orders.
- Flag Admin tracks the process with the student through completion.
- 15 days after receipt of orders, NPS is required by BUPERS to send out an overseas screening status message. Continuous status reports from the Student are required in order to draft this message.

- Once overseas screening is complete, Flag Admin will send out the suitability message to ALCON and provide the original NAVPERS 1300/16 w/pg 13s to PSD. A copy is also maintained in Flag Admin for 3 years.

Note: Some students fail to make timely medical or dental appointments. In some cases where the wife becomes pregnant, the officer would delay his personal screenings to wait for his wife. BUPERS directs that the officer is to continue his/her screening and a report of that completion be submitted via message to BUPERS with an indication that the wife's screening is pending post delivery check up.

106. Fitness/Academic Evaluation Reports

Reports are submitted in accordance with appropriate service regulations. For Navy officers, fitness reports are submitted per [BUPERSINST 1610.10](#) and upon graduation. Dean of Students is the reporting senior.

USMC fitness reports are submitted per USMC Order P1610.7E and upon graduation. The Senior USMC Representative will serve as writer and reporting senior. Dean of Students is the reviewing officer.

USAF students are not issued Officer Performance Reports while at NPS. USAF students receive training reports completed by AFIT.

USA AER's are submitted per AR 623-1 and only for graduation. USA officers draft their DA 1059-1 and submit the same for Dean of Student's review and signature. Your Academic Evaluation Report will be issued upon graduation.

Each officer is responsible for ensuring that his or her fitness report file is continuous. Discrepancies should be brought to the attention of the Student Services or other delegated reporting senior. Fitness reports are generally marked "not observed" unless special comments are justified (see Sections 210 and 218).

107. Physical Fitness Requirements

All officers, except those temporarily excused for medical reasons (which requires official medical paperwork), shall be personally responsible for attaining and maintaining themselves in a condition of physical readiness that will enable them to perform their duties, and present a sharp, fit military appearance. Most officers experience changes in lifestyle while assigned to NPS. Many take full advantage of the flexibility in their schedules to develop a personal physical readiness program. But for others, the lifestyle change may have detrimental effects.

Each officer should start a program of physical exercise and activity to be pursued three to five times per week, as directed by the CNO. This includes USA, USAF, USMC and USCG students. All U.S. officers will participate in their respective service's physical fitness testing program. The current NPS cycle of testing is April and October. Tests for USA, USMC, USAF and USCG officers will

be scheduled and conducted by the respective senior service liaison representatives. Service members may be dis-enrolled from classes until they meet required standards.

USN officers who do not meet the physical fitness requirements of [OPNAV 6110.1](#) (series) will be enrolled in the NPS command-directed Fitness Enhancement Program (FEP), and may not be eligible for frocking, promotion, augmentation, re-designation, or transfer.

USAF physical fitness instruction:

<http://www.e-publishing.af.mil/pubfiles/af/40/afpd40-5/afpd40-5.pdf>. For USAF students enrolled at NPS the fitness test is administered by personnel at the 311th Training Squadron Satellite Personnel Activity (SPA). The POC is MSgt Miles at 242.5830.

USA physical fitness requirements – email retudor@nps.navy.mil

USMC physical fitness requirements – found at the following link:

[http://www.usmc.mil/directiv.nsf/55fdafde3f044b0585256bd40066708b/c24965ff4beafa6185256bcc004aeac1/\\$FILE/MCO%20P6100.12.pdf](http://www.usmc.mil/directiv.nsf/55fdafde3f044b0585256bd40066708b/c24965ff4beafa6185256bcc004aeac1/$FILE/MCO%20P6100.12.pdf)

Email debarber@nps.navy.mil for schedule and questions.

USCG does not have a PRT requirement.

108. Sick Call/Immunizations/Medical and Dental Examinations

Sick Call

Sick Call is held Monday through Friday at the Presidio of Monterey Army Health Clinic (POMAHC) up at DLI on Kit Carson Road (Bldg. 422). NPS students can call 242.5741 to make an appointment for sick call. [Routine](#) appointment requests can also be made [online](#). Walk-ins are evaluated by nursing personnel. If your condition is determined to be urgent (acute), either care will be given immediately or a same day appointment will be made. If your condition is determined to require routine care, you will be referred to central appointments for scheduling a routine appointment. Service members who are unable to keep a regularly scheduled appointment must call at least 24 hours in advance to cancel it. Missed appointments are considered an unauthorized absence from duty. Uniform for sick call or for other medical appointments is student attire (see [Section 111](#)).

Emergencies

Emergencies involving risk to life, limb, or vision should be handled by seeking immediate care by dialing **911**. Individuals with non-emergency medical problems after clinic hours shall call a military physician at 242.5663/5234/3403 to discuss their concerns. Naval Medical Admin Unit, collocated with the Army Health Clinic, is available to all U.S. Navy students for assistance on any medical issue.

Physical Examinations

Physical examinations will be scheduled at least 30 days prior to desired

completion date. Examinations are mandatory and are conducted for all service personnel in accordance with the following schedule:

- USN personnel are to be examined once every five years through age 49, and every other year starting at age 50. All exams should be scheduled to fall within 30 days of the person's birthday. Personnel in a special status (e.g., flight) should contact the Navy Medical Administrative Unit telephone: 242.5614/5 for details. Female personnel should receive annual Pap and pelvic exams. Mammograms are required at ages 35, 40, 43, 46, 49, and annually after age 50.
- USA and USAF personnel are to be examined once every five years until age 40; at age 40 examinations are required once every four years. Personnel with a history of high blood pressure, glucose, cholesterol or heart problems will be monitored annually. The Army-Air Force Medical Administrative Unit at the Presidio of Monterey is available to schedule physicals and answer inquiries, 242.5672.

Immunizations

Immunizations are mandatory for all U.S. military personnel. All services conduct influenza immunization annually in late autumn. A goal of each military Medical Administrative Unit is to make the process quick and simple by conducting mass influenza immunizations. Adherence to the immunization schedule will alleviate the need for individual visits to the POM Health Clinic.

Dental

Annual dental examinations are mandatory for all U.S. military personnel. Routine follow-up appointments are scheduled as required. Personnel should contact the Branch Dental Clinic (located on the 4th floor of Herrmann Hall) to set up appointments (656.2477). After hours emergency dental treatment for all authorized beneficiaries is provided by Branch Dental Clinic personnel. After-hours duty dental personnel can be contacted by calling the quarterdeck 656.2441.

There is no military hospital in Monterey. Care for an active duty member is obtained from POMAHC. If required, the POMAHC will refer patients to other military hospitals out of the area or civilian health care providers.

109. Dependent Health Care

TRICARE is the health program for family members. Questions should be directed to the local TRICARE Service Center at the POM Annex at 800.242.6788. Foundation Health offers three TRICARE programs to choose from and provides scheduled briefings on these topics in building 4399, Parker Flats Cutoff Rd at POM Annex. Call the office to obtain briefing times. More TRICARE information is available online.

110. American Red Cross

The local [American Red Cross](#) is located at the Presidio of Monterey (DLI) in Bldg. 257, Kit Carson Road. They serve the military community in various ways, including health and safety courses, financial assistance in emergencies, disaster briefings, and emergency communications. Many volunteer opportunities are available for service-members and their families. Call 242.6800 for more information, or contact the Red Cross Armed Forces Emergency Service Center toll free at 877.272.7337.

111. Ceremonies

Award Ceremonies

The Deans of Students, Program Officers, or Student Services Officers normally present personal decorations and unit citations at awards ceremonies. Student Services helps arrange award ceremonies. Relatives and friends are encouraged to attend. Awardees will wear the appropriate service dress uniform.

Promotions

You have three options for your promotion:

- No ceremony, come by Student Services to sign your paperwork.
- Student Services will schedule a ceremony to have you promoted by the Dean of Students or her representative.
- You can schedule a ceremony to be promoted by your Program Manager, your Senior Community Representative, or someone of your choice. In these cases, Student Services will prepare the promotion paperwork.

Graduation

Successful completion of your masters program is followed by a graduation ceremony held at the end of each quarter. All graduating students are required to attend graduation rehearsal and then the commencement ceremony. The uniform for graduation is either Service Dress Blue or White for USN officers, depending on the season, and equivalent dress uniform for other services.

Distinguished Visitors

Distinguished members of the Department of Defense, various federal agencies and the private sector frequently visit NPS. Many of these visitors desire to interact with students. Periodically, students are asked to discuss their thesis research or participate in general discussions with dignitaries. Occasionally, informal breakfasts or luncheons are scheduled for the Superintendent and distinguished visitors and students may dine together (there is normally a nominal charge to the attendees). These events enhance the professional atmosphere that NPS represents. Students are strongly encouraged to attend and participate in the discussions. These events represent an opportunity for you to broaden your educational experience and to meet people who can offer some insight into decision-making at the highest levels.

112. Dress/Attire Regulations

General

The school dress code described below will be in effect at NPS between the hours of **0730 and 1700**, Monday through Friday (less holidays) or at any other time when meeting with and greeting visiting personnel in an official capacity. The academic quad, the library and the Presidio of Monterey Army Health Clinic and NMAU constitute locations where this dress code is in effect.

Personnel in an off-duty status going to and from the Navy Exchange, U.S. Post Office, and other facilities located on the grounds are not required to conform to the school attire dress code described in this instruction, but will always present a neat, orderly appearance. Military uniform regulations for grooming shall be met at all times.

Civilian Clothing

Appropriate civilian business attire is authorized for students while attending NPS. The school dress code described below will be in effect at NPS between the hours of **0730 and 1700**, Monday through Friday (less holidays) Students shall ensure that their dress and personal appearance are appropriate for the occasion and will bring credit to themselves and the military services.

Business Casual is the standard attire for students. You are expected to dress and conduct your self in a manner appropriate to a business environment at all times while on campus. Business casual does not have a requirement for a coat or tie. Specifically, it includes a dress quality collared shirt or turtleneck and dress slacks for men and either a dress or dress blouse, dress slacks/skirt for women. Shirt and shoes should be of similar style and quality. Socks are required. Pressed khakis and turtlenecks are acceptable but do not include collarless shirts and flight deck jerseys. Logos on the collar or extreme logos elsewhere on the garment are not permitted. The uniform equivalent to "Business Casual" consists of Service Khaki for Navy and the open-collared equivalent uniform for other services.

Designated attire established herein represents a minimum expectation. Nothing in this policy precludes dressing to a higher standard.

Unauthorized clothing. Types of clothing that are **not** considered appropriate and **will not be worn** are: faddish casual attire, sportswear (including ball caps) and any eccentricities of dress clearly unsuitable for wear in an academic area. Other clothing considered unacceptable include: hiking or "outdoors" attire, denim or denim-look materials, micro-mini skirts, sandals and ball caps, as well as clothing that distracts or causes undue embarrassment to co-workers, or is a safety hazard are not appropriate, i.e., athletic footwear, flip-flops, sandals, leggings or stretch pants, leather pants, leather shirts, leather skirts or motorcycle style jackets, bib overalls, sun-dresses, athletic jackets, jump suits, tank tops, midriff-baring tops, T-shirts, or shorts.

In every case, clothing shall be clean, pressed, well fitting, and in good condition.

Military Uniform

Military uniforms are authorized at all times. Military students attending NPS shall wear their uniforms as prescribed below on **Tuesdays** when a **SECNAV Guest Lecture (SGL)** is scheduled – this will be the Uniform of the Day: Only prescribed uniforms listed below will be worn in King Hall. Flight Jackets for any Service and the Navy Black "Eisenhower" Jacket are **not authorized** for wear in King Hall:

Service	Winter Uniform	Summer Uniform
Navy	Service Dress Blue	Summer White
Marine Corps	Service Alpha	Service Charlie
Army	Class A	Class B (Short or Long Sleeve)
Air Force	Service Dress	Long or Short Sleeves
Coast Guard	Service Dress Blues	Tropical Blue
International Officers	Service Equivalent	Service Equivalent

Optional items as listed in USN [Uniform Regulations](#) while wearing Service Dress Blue and **not in King Hall** include: Garrison Cap, Black Jacket, Overshoes, Reefer, Scarf (w/outer garment only), Blue Cardigan Sweater, Black V-Neck Sweater, Tie Clasp/Tack, Black Umbrella, Name/Identification Tag are authorized during designated uniform days at NPS.

On **Tuesdays** when an SGL is not scheduled, the uniform for requirements are as listed below:

Service	Tuesday Uniform with no SGL Scheduled
Navy	Service Khaki (No Wash Khaki)
Marine Corps	Service Charlie
Army	Class B
Air Force	Service Uniform
Coast Guard	Tropical Blue
International Officers	Service Equivalent

In accordance with existing USN [Uniform Regulations](#), Flight jackets may be worn by eligible USN personnel. USMC aviators may wear leather or nomex flight jackets per USMC uniform regulations. Authorized USAF students may wear the leather A-2 flying jacket with flight suit, hospital whites, or service uniforms (**not Service Dress uniform**). Do not wear with civilian clothes.

Optional items as listed in USN [Uniform Regulations](#) while wearing Service Khaki: Garrison Cap, Black Jacket, Overshoes, Reefer, Scarf (w/outer garment only), Leather Flight Jacket, Blue Cardigan Sweater, Black V-Neck Sweater, Black Umbrella, Name/Identification Tags are authorized during designated uniform days at NPS. Other services may also "relax" uniform requirements to include regulation optional items according to weather conditions and seasons.

Wearing of cell phones or beepers in uniform is not authorized as listed in USN [Uniform Regulations](#). Talking on Cell Phones while in uniform, while outdoors and not in a designated smoking area, shall be minimized in order to render proper military courtesies.

Nametags

Students shall wear nametags in accordance with their service uniform policy. If you require a nametag, contact Student Services and we will order a black nametag with white lettering.

113. Security Clearances

All Department of Defense students will be granted Secret access based upon Department of the Navy Central Adjudicative Facility (DONCAF) authorization or that of their respective service adjudicating authority. Students who are enrolled in curricula requiring Top Secret or special (NATO, CNWDI) access will be identified as early as possible to ensure access is granted prior to course commencement.

International students are not normally granted security clearances. Any international student requiring a security clearance will be handled on a case-by-case basis.

The [Security Manager](#) retains the student's Form 5520/20 certificate of personnel security investigation and maintains the classified access database. The Security Manager is responsible for sending clearance messages for students conducting research at outside organizations. The Security Manger requires at least five working days advance notice to release security clearances messages. Students must contact the Security Manager (656.2450) with questions concerning security clearances, periodic security updates, and special access.

The Special Security Officer (SSO) handles sensitive Compartmented Information (SCI) access separately. Students who require SCI access for their curriculum (365, 366, 525, 591, 595,) must check in with the SSO (currently located in the basement of Glasgow Hall) as soon as possible after arrival. Any Intelligence Officer or Cryptologic Officer (of any service) while assigned to NPS should contact the SSO ASAP.

Although Submarine Officers (112X) do not retain SCI access while assigned to NPS, upon request, the SSO will submit a Special Background Investigation (SBI) six months prior to the expiration of current SBI to avoid the need for submitting another initial SBI.

Any student in receipt of orders or anticipating receiving orders requiring submission of an SBI for SCI access must contact the SSO immediately. Contact the [SSO](#) (656.2148/2110) with any questions concerning SCI access.

114. Public Statements

Military students will not make public statements on controversial matters, which may be incorrectly construed as an official Department of Defense position. While opinions may be voiced as private individuals, those opinions or assertions must be clearly conveyed as being private in nature. Guidance may be obtained

from the NPS Public Affairs Officer (PAO) and the character of the statement should be made known to PAO.

115. Public Information

There are a number of directives pertaining to the approval and release of Department of Navy Public Information. In general, any article prepared for publication or address will be submitted to the (PAO), who will refer the material for appropriate policy and security review.

116. Unauthorized Commitments

An Unauthorized Commitment occurs when one, either deliberately or unintentionally, bypasses the proper channels in the supply department and contacts a vendor and requests that supplies or services be provided to the government. The outcome is a personal liability for the supplies or services obtained. Students are strictly prohibited from contacting vendors to order supplies or services. Supply department personnel are available to assist in the procurement of authorized supplies and equipment.

117. Campus Safety

The NPS Safety Office, located in bldg 436 (656.2822), is responsible for overseeing safety conditions at NPS and its satellite areas (La Mesa Housing and recreation facilities). Students should, when feasible, attempt to resolve unsafe or unhealthy conditions (e.g., chemical, noise, laser hazards) personally and on the spot. The Safety Office Supervisor is responsible for resolving difficult, persistent or pervasive safety problems.

NPS tobacco policy is found in NPSINST 5100.1. No smoking within 15 feet of all buildings on NPS campus.

The initial reporting of safety/health problems may be accomplished by submitting a Navy Employee [Report](#) of Unsafe or Unhealthful Working Conditions (OPNAV 5100/11 - available on all official bulletin boards next to Department of Defense Occupational Safety and Health Protection Program posters). A response to any written submission is due within ten working days. Per OPNAV 5100/11, anonymously written/electronic submissions are permissible and will be acted upon where unsafe conditions are substantiated.

Traffic safety problems should be brought to the attention of [NPS Security](#) for referral to the Traffic Safety Council. Any mishaps involving military personnel occurring on or off duty shall be reported to the Quarterdeck (656.2441/2442). Per OPNAVINST 5100.23C, a Mishap Report, NAVPGSCOL 5102/2, must be filled out and forwarded to the Safety Office as soon as possible, but not later than five days after the mishap.

118. Student Mail

The Student Services Office distributes Official Mail Only. No postal services are provided since it is not an official U.S. Post Office. When notified by email that you have mail to pick up, you'll have 5 days to do so or the mail will be returned to sender.

Students are required to use their local residence for all personal mail. CBQ residents shall USE the mailing address provided by CBQ personnel check-in.

119. Change of Address

Enter all changes of address, telephone number, promotions, and family changes into PYTHON, the Educational Management System in use at NPS. Before you graduate, do the following:

- Enter your Thesis/Diploma Mailing address in PYTHON
- Submit an official USPS change of address form to your post office
- Submit an official USPS change of address form to the NPS Mail Room (bldg 260; 656.2130)

120. Student Lockers

Student lockers are available in limited quantities and are assigned by the program offices. These lockers are for the purpose of storing unclassified material only (books, notebooks, etc.) and will not be used for stowage of classified material.

121. Student Parking

Traffic regulations are strictly enforced on NPS. A high occupancy vehicle (HOV) lot located behind the Mechanical Engineering auditorium, lot "D" behind the West wing of Herrmann Hall, and the CBQ residents' parking spaces are the only restricted parking spaces on campus. Students may park in any other green or brown marked spots. Students parking outside the school grounds are reminded not to block local residents' driveways and should be aware of posted local parking regulations. The Security Police upon check-in will provide students using on-station parking information.

To obtain on-base vehicle decals, applicants must provide: a liability insurance information card, vehicle registration, driver's license, license plate numbers, current military/DOD civilian employee ID card, and current DOD vehicle decal number (if any). Student car-pooling and use of the HOV lot and commuting via the NPS Shuttle Bus service is strongly encouraged due to limited parking spaces on base.

Click [here](#) for base access request procedures.

122. Pay Notification

Go to www.dfas.navy.mil and establish your MyPay account to manage your pay. Leave and Earning Statements (LES's) are distributed monthly to officer students to their respective NPS email accounts. Contact [PSD](#) or your service's administration office for further information.

123. Daily Muster, Leave & Liberty

Daily Muster

Electronic muster is required daily, less weekends, holidays or on approved Leave/Liberty or TDY status – regardless of class schedule. The daily check-in page is located at the following link:
<https://ems.nps.navy.mil/StudentServices/CheckIn.aspx>

Failing to muster as required above will result in the following consequences:

First time fail to muster: Muster in person at 0900 the following work day with the Student Services Officer – regardless of class schedule.

Second Time fail to muster: Muster in person at 0900 the following work day with the Dean of Students.

Third Time Fail to muster: Muster in person at 0900 for the following 5 working days with the Dean of Students in the seasonal Dress Uniform.

Leave Policy

Regular leave will be granted to students during designated vacation periods, i.e. Christmas and summer break. Regular leave may be granted during the academic year on a not-to-interfere basis with assigned studies.

Student Services Officers will approve and forward student leave requests by fax to the personnel management agencies of USMC, USA, USAF, and NOAA.

NPS' Command Duty Officer (CDO) may grant leave for cases arising outside of normal working hours (i.e., weekend or 1630-0730 P.S.T.).

Emergency leave will be granted depending upon the merits of each individual case.

Leave Procedures

Students will submit a **Regular or Emergency Leave** request as set for on the **Student Leave Forms & Procedures** web page (service specific details are provided). Students will cc: their Program Officer and Section Leader. on-line. All students need to submit their leave requests 5 days in advance. Student Services process leave requests in a timely manner but events come up and sometimes it can take a day or two.

After hours leave requests will be processed by the Quarterdeck and leave control numbers (LCNs) will issued by the Officer of the Deck.

Students will sign themselves out and back in on leave and indicate the departure time/date and arrival time/date in the appropriate data fields on the electronic leave chit. Students are also required to fill out the electronic **Leave/Liberty/TDY** form on-line.

Leave Extensions

Extensions will be coordinated through your Program Officer and Section Leader and Student Services and/or CDO. Leave will be approved on a case by case basis. Students must receive approval from their professors if they are missing classes and shall annotate the remarks Section that you have informed your Professors ("My professors approve of missed classes"). If no classes are missed, then annotate in the Remarks Section: "I will not miss any classes."

If a portion of leave is not taken or your plans are canceled prior to starting leave, then you must immediately notify **Student Services**. **Each student is cautioned that they must be in the immediate vicinity of their duty station upon commencement and termination of leave. Immediate vicinity is considered to be the distance from the residence from which member commutes daily to and from school/work.**

NOTE: For peak leave periods (Thanksgiving, the Christmas and Summer breaks) your requests should be submitted 30 days in advance. With Graduation, trying to get the old students transferred out and the new

students transferred in, it is nearly impossible to process hundreds of requests in the middle of December. Thanksgiving leave requests should be submitted by November 1st, Christmas break by November 15th, and Summer break NLT 15 May.

Liberty Policy

Students intending to be absent from their place of duty for more than the time authorized by Regular (<=72hrs) or Special Liberty (>72hrs) as outlined below, must be on **Regular Leave**. Regular and Special Liberty may be granted for the following conditions:

Regular Liberty

The liberty area for NPS is defined as the area in which a member normally commutes to and from work/school. Students not in class or other appointed place of duty are considered to be on regular liberty. Students who have no classes, labs or assemblies/SGL's on any given weekday are still required to muster electronically. Students who are traveling within the regular liberty area and will miss the electronic check-in times (M-F 0500-1600) must fill out the electronic **Leave/Liberty/TDY** form which is on-line.

Special Liberty

All service branches must adhere to NPS liberty policy with respect to Special Liberty.

Special Liberty is granted for liberty =>72hrs or for liberty outside of the liberty area. This Special Liberty area is defined as the entire state of California and the Reno/Tahoe area of Nevada, and Las Vegas.

Special Liberty is granted for unusual reasons such as:

- Unforeseen emergencies
- To exercise voting responsibilities
- For observance of major religious events
- Special family events

All students traveling outside the Special Liberty area are required to take Leave.

Here at NPS Special Liberty is categorized as either three-day or four-day periods granted by the command, usually covering Holiday periods. No electronic check-in is required.

72hrs of Special Liberty is intended to give students three full days of absence from NPS. Special Liberty will commence at the end of a normal workday, 1630, and will expire at the start of normal working hours, 0800 on the fourth day, regardless of the student's academic schedule.

96hrs of Special Liberty is authorized only by the Deputy Superintendent. It is intended to give students four full days of absence from NPS and will include two consecutive non-working days. Special Liberty will commence at the end of a normal workday, 1630, and will expire at the start of normal working hours, 0800 on the fifth day, regardless of the student's academic

schedule. For example, the Thanksgiving holiday period begins 1630 Wednesday and expires at 0800 the following Monday.

72 or 96 Hour Liberty Request Procedures

A student requesting liberty fills out a web form:

<https://ems.nps.navy.mil/StudentServices/LeaveLibertyTDY.aspx>

Permissive TAD

For USN students, IAW NAVPERS 15559B – the USN Officer Transfer Manual - Permissive TAD for the purpose of residence hunting trips in connection with PCS orders may be authorized for up to 5 working days. This TAD period may be extended up to a total of 10 calendar days when combined with weekends, holidays and liberty/shore leave.

Permissive travel will NOT be combined with funded TAD travel.

For all other service branches, consult your service-specific administrative unit (USAF – 311TRS/SPA; 242.5580; USA – Fort Jackson; 800.856.3801; USMC – MARDET DLI; 242.5407; USCG – 510.437.3022.

Combining Leave and Liberty

Two or more successive periods of leave without performing work, duty, or classes, i.e., termination of one leave period and immediate commencement of another leave period, will not be authorized. Regular or Special Liberty cannot be combined with Regular Leave.

124. Superintendent's Electronic Suggestion Box

NPS' [Electronic Suggestions Box](#) is available to all students to provide immediate suggestions to the Superintendent and NPS' Executive Board. Your suggestion is very important! Please answer each question fully and provide us as much detail as possible. The suggestion box can only be used while on base, within NPS' firewall.

125. Command Sponsor Program

An effective, well-administered Command Sponsor Program benefits all personnel by reducing apprehensions normally associated with any Permanent Change of Station (PCS) move. Current students will serve as a sponsor to U.S. military students at least twice during their tour at NPS. [Student Services](#) sends a welcome aboard message to new USN students. Sponsors assigned to USA, USAF, USMC, and USCG students will send a welcome aboard email to incoming students from these service branches. Everything a new student will need is on the web... hardcopy packages are no longer produced (sponsoring incoming students is **one of the few** additional military duties **required of all** U.S. military students at NPS).

126. Sponsoring International Students

An international sponsor is an ambassador of goodwill. Entering a new and different culture is seldom easy and the sponsor program is designed to help an international NPS student adjust to American life. The sponsor in turn benefits from this unique opportunity to meet and become acquainted with a foreign military officer and his or her family (**current students will serve as a sponsor to International military students at least once during their tour at NPS**).

The first and foremost responsibility of the sponsor is to answer any questions of the international students, assist them in dealing with everyday affairs and prevent unfortunate commercial manipulation or intercultural misunderstandings. As a result, mutual respect and long-lasting friendships are generated and a favorable impression of the U.S. results. Sponsoring an international officer student does not involve any financial obligation. Numerous social activities are made available to international students and their sponsors to include: quarterly dances, shopping trips to San Francisco, picnics, the Salinas Rodeo, river raft trips, and many other free events and trips. The sponsorship program is strongly supported and encouraged by the Superintendent as a principle element of U.S. diplomacy and goodwill. Those interested in finding out more about hosting an international officer student should contact the [International Programs Office](#).

127. Superintendent Student Council (SSC)

The purpose of the [Superintendent Student Council \(SSC\)](#) is to facilitate effective communication and understanding among student officers assigned to NPS and the NPS administration. Its function is to bring forth new ideas and to provide feedback and recommendations to improve the quality of NPS student life. The President of the SSC interfaces with the Superintendent directly and on occasion through the Dean of Students, the Provost, and other senior faculty and staff officers. The committee is composed of volunteer representatives from each curriculum and meets monthly.

128. Officer Student Spouse Club

The [Officer Student Spouse Club \(OSSC\)](#) is an organization for the spouses of students attending NPS. The club holds a business meeting and a social function each month. Spouses of new students can expect an invitation to participate within the first several weeks of reporting. The Club also offers a wide variety of activities.

129. Charity Fund Drives

Students will have an opportunity to participate in scheduled DOD-recognized charity campaigns. Among the DOD-wide efforts in which NPS participates are the [Combined Federal Campaign](#), [Navy and Marine Corps Relief Society Fund Drive](#) and the [Navy Blood Donor](#) program. All students are strongly encouraged to participate in these drives or the corresponding programs of their respective services. A designated NPS officer for each drive will coordinate these charitable efforts through Student Services and the Section Leaders.

130. La Mesa Ride-Share Program

NPS and [La Mesa Residence Association](#) (LMRA) have instituted a "Ride Share Program" between NPS and the La Mesa housing area. It is designed to encourage carpooling because parking is limited at NPS.

LMRA Area Reps helped identify five La Mesa locations to put up signs (Ride Share to NPS). Three locations have also been chosen at NPS (Ride Share to La Mesa). These locations are:

- NPS: Outbound by the 10th Street Gate (on Morse Drive)
- NPS: Menneken Loop next to Spanagel Hall
- NPS: Cunningham Road (corner across from the library parking lot and across from the rear of Herrmann Hall, West-Wing)
- La Mesa: Bergin Road (outbound by Courthouse Entrance)
- La Mesa: Corner of Leahy Road and Bergin Road (near Deakin Circle)
- La Mesa: Corner of Spruance Road & Farragut Road (across From the Navy Lodge)
- La Mesa: Corner of Spruance Road & Sylvan Road
- La Mesa: Corner of Shubrick Road & Leahy Road

This program will only succeed with the support of the residents of La Mesa Housing. To be a participant and supporter of the program, consider the following:

- If one of these stops is on your route to work or home, stop and pick up any waiting passengers.
- If the stops are not on your route to work or home, make a point of diverting a few blocks and see if anyone is waiting for a ride.
- If the stops don't seem to be in the right locations or if additional stops are required, pass the information on to your [LMRA Area Representative](#).

Take advantage of this opportunity to carpool; ease the parking conditions at NPS, and to make new friends.

131. Fleet and Family Support Center (FFSC)

[The Fleet and Family Support Center](#) (FFSC) is dedicated to providing personal assistance and support to all military personnel and military family members of NPS and its tenant commands. The FFSC is located at 1280 Leahy Rd, La Mesa Village (831.656.3060/3141). The FFSC helps single service members and families with the following programs: information and referral, relocation assistance, transition assistance (for those separating or retiring from the military), spouse employment assistance, counseling (individual, family and marital), and family advocacy.

132. Child Development Center (CDC)

NPS' [Child Development Center](#) is a division of the Morale, Welfare and Recreation (MWR) Department and is accredited by the National Association for the Education of Young Children (NAEYC). The CDC is located in the La Mesa

housing area next to La Mesa Elementary School (directly across from the Housing Welcome Center). The program offers affordable, quality early childhood programs in a child-oriented, family supportive environment for military and DoD family members ages six weeks through five years. The hours of operation are 0730-1730 Monday through Friday. Fees are on a sliding scale and based on total family income.

The Child Development Program consists of the following:

FULL-TIME CHILD CARE

Developmental program for children requiring full-time child care on a regular weekly basis.

PART-DAY PRESCHOOL ENRICHMENT

Developmental enrichment program for children 3-5 years offered for 2 1/2 hour sessions either two or three days per week.

HOURLY DROP-IN CARE

Short term, intermittent childcare offered on a space available basis.

SPECIAL EVENT CARE

Childcare provided on contractual basis, typically after normal hours of operation, to support command related functions (e.g., New Student Information Fair, New Student Reception, and New Spouses Welcome).

CHILD DEVELOPMENT HOMES

Certification process for military family members providing childcare within their government assigned quarters in the La Mesa housing area.

To inquire further about the Child Development Program, call 831.656.2734. email or stop by the Center, the staff will be glad to give a tour and answer any questions you may have.

133. Chaplain's Office

NPS chaplains are committed to ensuring that all personnel have the opportunity to the free exercise of religion. There are three chaplains at NPS, one Roman Catholic and two Protestant. Catholic mass is offered in St. Thomas Aquinas Chapel (Bldg. 300) Monday through Friday at 1215 and on Sundays at 0900 and 1100. Protestant services are offered in Christ The King Chapel in Herrmann Hall at 0900, 1000 and 1100. There are religious education opportunities in both Catholic and Protestant communities with Protestant Sunday School for children through adults offered on Sundays at 1000. In the Catholic community, Childcare and Development (CCD) is offered on Sundays as well as through the week.

Additionally, the chaplains have many contacts out in town, and will gladly help direct you and your family to any facility that will help meet your religious needs. There are many other activities in the Command Religious Program that may be of interest such as participation in choir, bible studies, retreats, seminars, singles groups, and a host of outreach opportunities within NPS as well as the local community.

The chaplains are available for counseling Monday through Friday in the chaplains' offices located in Herrmann Hall, adjacent to the Quarterdeck. Please feel free to stop by the Religious Programs Specialist's office (room 127) or call 656.2241. For emergencies the chaplain is available by contacting the Officer of the Deck (OOD) at the Quarterdeck (QD), 656.2441.

134. Morale, Welfare, and Recreation (MWR)

The NPS Morale, Welfare and Recreation ([MWR](#)) Department is located in the basement of Herrmann Hall Room 055. Below is a list of current MWR facilities and their hours of operation:

Fitness Center	656.3118
Mon-Fri	0530-2100
Sat	0800-1700
Sunday, Holidays	1000-1700

*There is (1) softball field available for reservations.

The Trident Room	656.7508/2170
Beverage service	Mon-Wed 1600-2300
	Thurs-Fri 1500-2300
	Sat 1600-2300
Dinner Service	Mon-Sat 1600-2100

Monterey Pines Golf Course (open to the Public)	656.7563
Daily	0630-1700*

*Times are subject to change based on the season.

Marina	656.2159
Wed-Sun	1200-sunset

Monterey Navy Flying Club	372.7033
---	----------

Located at the Monterey Municipal Airport, call for hours or check the web site.

135. ITT Office

The [ITT Office](#) provides discount entertainment tickets, coupons and information on a wide variety of attractions. These attractions range from amusement parks to racetracks, county fairs to dinner theaters, comedy clubs to scenic train rides. Located on the first floor of Herrmann Hall next to the Quarterdeck, the ITT Office is open 0930 to 1630 Monday through Friday. For more information, call 656-3223.

136. Student Outside Employment

Students considering employment outside of NPS must comply with [NAVPGSCOLINST 5370.3C](#) (available via NPS Intranet only). Applications shall be submitted through [Director, Student Services](#). **Student requests for outside employment will normally not be approved.** Due to the accelerated course load and significant commitment of study time expected of NPS students, **outside employment is discouraged, and considered incompatible with military duties.** Where persuasive extenuating circumstances are presented, approval may be given on an individual basis. Military members must obtain approval, using the format of [enclosure \(1\)](#) prior to undertaking outside employment or professional activities. Failure to report outside employment or professional activities may result in administrative or disciplinary action.

SECTION II. ACADEMIC MATTERS

200. Definition of Terms

Academic Associate is a faculty member assigned to work with the Program Officer to develop academically sound programs and to counsel students on academic matters.

Academic Council is a body of faculty members assigned to approve curricula for degree credit, considers nominees for degrees, recommend to the Superintendent candidates for degrees, establish scholastic standards and policies, and consider other such academic matters that are brought to its attention.

Curricular Programs are those programs developed by Program Officers and Academic Associates to meet specified sponsor needs and standards of academic excellence.

Curriculum Primary Sponsor is that organization that develops the needs for a specific curriculum specifies billets for graduate utilization and provides support for the curriculum. The organization is usually an OPNAV office, Navy System Command headquarters or other headquarters or staff activity.

Course Levels. Courses are numbered according to academic level as follows:

- R001 - R999 Technical Refresher (no credit)
- 0001 - 0999 No Credit
- 1000 - 1999 Lower division undergraduate credit
- 2000 - 2999 Upper division undergraduate credit
- 3000 - 3999 Upper division or graduate credit
- 4000 - 4999 Graduate credit

Course numbers are preceded by alphabet designators to indicate academic department responsible for the course (e.g., NS3000 = National Security Affairs Department course 3000).

201. Program Officer

Program Officers are in charge of specific curricula, and assist the Dean of Students in all curricular and academic matters administered by NPS. In executing these responsibilities, they are in direct contact with students and curriculum primary sponsors in order to accomplish the following:

- Develop and administer the assigned curricular programs.
- Oversee the proper performance of academic study.
- Develop, in conjunction with the Academic Associate, individual programs for students depending on student background and needs of the sponsor.
- Evaluate and nominate students for appropriate degrees and awards for academic excellence.

- Act as primary point of contact with curriculum primary sponsors to keep curricula updated.
- Act as liaison officer for students in dealings with BUPERS or other service personnel management agencies as appropriate.
- Plan experience tours and other research-related travel for students .
- Interact with students to obtain feedback concerning masters/PHD program improvement.
- Counsel students on academic problems.
- Provide relevant NPS information and directives to assigned students.
- Approve class schedules and add/drop requests.

202. Pre-registration

Pre-registration takes place between the second and fourth week of each quarter for the following quarter. Students should ensure that they are pre-registered for their next quarter's classes no later than the third week. Program Officers are responsible for assisting students with the pre-registration process.

Failure to pre-register may result in students not receiving the classes they desire and/or insufficient course books and supporting materials at the start of classes.

203. Master Instruction Schedule

The Scheduler prepares a new [master instruction schedule](#) and individual student schedules for each academic quarter of the school year. This schedule lists by hour and day of the week the lecture and laboratory hours assigned, the specific instructor/lecturer, location and time of the final examination, and classroom or laboratory space assigned to each course. Master schedules are usually published during the twelfth week of the preceding academic quarter.

204. Registrar

Upon arriving at NPS, students arriving with orders in hand must check in at the [Registrar's office](#). As the Registrar maintains the school's official academic records, students are obliged to respond to that office on all matters pertaining to courses and grades, and [students](#) are responsible for meeting all deadlines for adds, withdrawals, incompletes, thesis submissions, etc.

A student's academic record is his/her own responsibility, and it must not be assumed that professors, Program Officers or others are taking care of these matters. The Registrar's staff welcomes conscientious attention to these important details through visits to their office.

205. Course Changes

Course enrollments are authorized during the first two weeks of the quarter. Course enrollments will be done via PYTHON (NPS' Educational Management

System), unless you are a staff person (military or civilian) from a tenant activity or other federal agency in the local area..

Course withdrawals (course removed from transcript) can be done in the first two weeks with approval from your Program Officer and the Academic Associate. After the second week and to the end of week eight, students can withdraw from a course (course appears on transcript with a "W") with instructor and Program Officer and Academic Associate approval.

All of these enrollments and withdrawals can be accomplished via PYTHON (preferred) or by hardcopy. If by hardcopy, then get the necessary approvals and take the form to the Registrar for schedule adjustment.

206. School Calendar

The school [academic calendar](#) is shown in the NPS Catalog. It is divided into four academic quarters, each 12-weeks in length (the 12th week is usually reserved for final exams). The academic calendar shows holidays and break periods as well as the beginning and end of each quarter.

207. Textbooks

Purchases

Textbooks can be purchased at the Navy Exchange (NEX) Bookstore collocated in Building 303 inside the NEX. International officers obtain required textbooks by filling out an NPS Educational Material Charge Slip. These forms are available in each curricular office and Student Services. A Student Services Officer, and only a Student Services Officer must sign these forms.

Allowance

Most U.S. military students are entitled some type of allowance to help offset textbook costs. USN students receive an allowance per academic quarter. This usually takes ~6weeks to process. USN students must have a valid/current Electronic Funds Transfer (EFT) form on file with Disbursing. No EFT no book allowance. USA, USAF, USCG and USMC officers are reimbursed through their respective services.

Textbook Refunds

Bookstore refunds for textbooks will be granted in full only when all of the following conditions are met:

- 1) A cash register receipt is presented
- 2) New textbooks are to be returned within 14 days of purchase or by the tenth day of the new quarter, whichever is later
- 3) Originally purchased as new
- 4) No marks of any kind. Books with markings will be refunded at the "used textbook" price, and only at scheduled buy-back times.

Used Textbooks

The bookstore (or a used book dealer) will conduct three buy-backs each quarter, one during the first week of classes and the other two during the last finals week. The location for all textbook buy-backs will be the bookstore. Dates

and times will be posted on Intranet. The bookstore will generally buy back books that are in good condition providing instructors in the following quarter will use them. The used book dealer will buy back most current edition textbooks.

208. Grade Point Averages

Student academic performance is evaluated in terms of quality points assigned to the letter grade achieved in a course. Based on the level of achievement associated with each letter grade, the corresponding quality point values range from a maximum of 4.0 to a minimum of 0.0 as follows:

A	=	4.0
A-	=	3.7
B+	=	3.3
B	=	3.0
B-	=	2.7
C+	=	2.3
C	=	2.0
D+	=	1.7
D	=	1.0
X	=	0.0
WX*	=	0.0

*Withdrew Failing

When the quarter-hour credit of a course is multiplied by the point value of the student's grade (each lab hour is valued as one-half of a quarter-hour credit), a quality point value for the student's work in the course is obtained. The sum of the quality points for all courses divided by the sum of the quarter-hour credit of these courses give a weighted numerical evaluation of the student's performance, termed the Quality Point Rating (QPR). To be eligible for the Master's degree, the student must attain a minimum average quality point rating of 3.00 in all the 3000 and 4000 level courses in his curriculum or 2.75 in all courses of the curriculum. A student may repeat a course for the purpose of improving a grade provided such course repetition is taken at NPS. Approval must be obtained from the Program Officer. The highest grade received in the course will be used to calculate the Quality Point Rating.

209. Transcripts

One copy of the official [NPS transcript](#) is provided free of charge to detaching students/graduates and will be mailed with diplomas, if applicable, by the Student Service's Office. Upon checking out of NPS, at the Registrar's Office, students will be afforded the opportunity to order additional copies at cost. These copies may be obtained for a nominal fee of \$ 5 .00 for each copy.

210. Degrees and Requirements

The degrees awarded and requirements for the degree are set forth in the [Policy Manual of the Academic Council](#) and the [NPS Catalog](#). Before a degree is awarded, the student must be nominated by the Program Officer and approved by the cognizant Department Chairman and the Academic Council. Students are cautioned against requesting course changes without ensuring that their degree

requirements are unaffected. Nearly all programs at NPS require completion of an acceptable thesis or project (some GSBPP programs permit completion of a project vice thesis – check with your Program Officer) for the award of the Master's degree. The thesis due date for graduating officers is the first Friday after graduation.

211. Dual Master's Degrees

All programs leading to the award of [Dual Master's Degrees](#) are considered special programs and must be approved by the Academic Council. Students interested may apply for a dual degree program through the appropriate Program Officers and Academic/Group Chairmen not later than one year prior to graduation. To qualify for a dual degree program, students must be in the top 25% of their curriculum. The program must independently satisfy the requirements of both degrees. A single thesis may satisfy the requirements of the departments or groups concerned for a dual Master's degree provided that the thesis is co-advised by a member of each department or group. Once the Academic Council approves the special program, a minimum QPR of 3.5 must be maintained for each degree program. Should the minimum QPR not be maintained the program will be terminated and the student will revert to a single Master's degree program. Once this program is terminated, it will not be reinstated.

212. Inter-curricular Transfer Requests

Students are ordered to NPS for a specific curriculum. Officer students may in certain circumstances request transfer between curricula, based on academic performance and needs of their respective service. Curriculum transfers require specific justification and approval by BUPERS for USN officers, and by the parent service or country for U.S. non-Navy or international officers. See your Program Officer for details. The losing and gaining curriculum offices and the individual's detailer/assignment officer must approve inter-curricular transfers before the Dean of Students forwards the transfer for approval. Inter-curricular transfers are rare, and students should not expect approval.

213. Academic Probation/Dis-enrollment

Dis-enrollment may be voluntary, disciplinary, or for unacceptable academic performance. Students whose grades fall below a GQPR of 3.0 or TQPR of 2.75 will be placed on academic probation. Depending on subsequent performance, the student may be removed from probation, continued on probation or recommended for dis-enrollment. The Program Officer will counsel students as required.

214. Attendance/Absence from Classes

Attendance at all class sessions is mandatory. In the event of absence due to medical or dental treatment, the student must notify the Section Leader. Routine medical/dental appointments should be scheduled so as to avoid missing classes. As a courtesy, professors should be informed in advance of any known periods of unavoidable absence.

215. Classroom Conduct

Classroom conduct is expected to be mature and courteous while fostering an open atmosphere of academic inquiry. Cell phones, beepers/pagers and other electronic communication devices **shall be muted or secured** during all class or lab instruction periods to minimize disruptions.

During lectures and labs, questions are expected. Officer students should seek out instructors during office hours for special or extra information. Students should extend professional courtesy to instructors regardless of position/rank. The Section Leader or the senior officer in a classroom shall ensure proper decorum and represent the class should any problems arise.

If an instructor fails to appear for class, students will remain in the assigned classroom for 15 minutes after scheduled class commencement.

216. Study Halls

Main entrances to Ingersoll, Glasgow and Spanagel Halls are open 24 hours a day. The Mechanical Engineering Building is open 24 hours, but is controlled by Naval Engineering. Bullard and Halligan Halls are open from 0730 to 2200, Monday through Friday, and are controlled by academic departments on Saturday and Sunday. Any classrooms not being used for scheduled classes are available for student study sessions. Students will secure all lights and windows after use.

217. Smoking, Eating and Drinking in Classrooms and Laboratories

Smoking in classrooms is prohibited, whether or not classes are in session. Smoking is permitted outside but outside not within 15 feet of any NPS building. Eating and drinking is permitted in most classrooms, provided that students clean up after themselves. Food and beverages are never allowed in the computer centers. Overall cleanliness of academic spaces is heavily dependent upon individuals properly disposing of their own trash. All personnel are expected to comply.

NPS tobacco policy is found in NPSINST 5100.1. No smoking within 15 feet of all buildings on NPS campus.

218. Academic Honor Code

Academic integrity on the part of U.S. and International officers and civilians assigned to NPS is an important aspect of professional performance. The highest standards of honesty and integrity are expected of all students. The provisions of [NAVPGSCOLINST 5370.1C](#) of the Academic Honor Code will be strictly enforced. Plagiarism, fraud, cheating, and verbal or written misrepresentation, constitute a violation of the Academic Honor Code. Instructor-authorized group activities/projects should rightly acknowledge the efforts of all respective participants. Faculty will clearly state in each course (and/or assignment) how

much consultation/cooperation among students is permissible, and must indicate what materials may be used in student preparation for, and performance of, all graded work.

While no single list can hope to identify and define all types of academic honor code standards, the following are cited as examples of unacceptable behavior:

Cheating

Using unauthorized notes, study aids, or information on an examination; looking at another student's paper during an examination; altering a graded work after it has been returned, then resubmitting it for re-grading; allowing another person to do one's work and submitting it under one's own name.

Plagiarism

Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

Fabrication

Falsifying or inventing any information, data, or citation.

Obtaining an Unfair Advantage

Gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; possessing, using or circulating previously given examination materials where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.

Appropriate disciplinary action may include dis-enrollment, fitness report comments, and a letter to appropriate government agencies or official service branches. Individuals suspecting Academic Honor Code violations are required to inform the appropriate academic/curricular officials.

219. Instructor-Student Relations

Students are encouraged to consult with instructors and/or Academic Associates concerning problems relative to grade computations, lectures or academic assignments. The chain of command for resolving problems or conflicts in academic matters (grades, lectures or academic assignments of the instructor) is the instructor, the Academic Associate, the Department Chairman and finally the Academic Council, lead by the Provost.

The Academic Council represents the final level of appeal. The Program Officer should be kept apprised of situations of this nature and will provide oral or written endorsements when appropriate.

220. SECNAV Guest Lectures

The [SECNAV Guest Lecture](#) program features presentations by military or civilian authorities on subjects of current or historical interest. Lectures are scheduled for students in King Auditorium, on Tuesday afternoons at 1500. All students shall be seated prior to the start time. Upon completion of the lecture, students will remain standing at their seats until the senior member and his/her party has left

the auditorium. **Attendance at each lecture is mandatory unless otherwise directed.** Section Leaders are responsible for student attendance.

221. Thesis Requirements

Thesis Policy

All programs at NPS require completion of an acceptable thesis for the award of the Master's degree. The thesis due date for graduating officers is the first Friday after graduation. Any student who fails to complete his/her thesis by the due date must submit a request for thesis extension to the Academic Council via the Thesis Advisor, Program Officer, and Department Chairman prior to graduation. Extensions of tour length at NPS to complete theses will **not** be approved. The [NPS Thesis Preparation Manual](#) (available from the curricular office) outlines thesis policy and procedures for submission. The editorial requirements for theses are very precise; therefore, it is imperative that the student thoroughly read the [Thesis Preparation Manual](#) prior to starting. For past thesis abstracts or technical reports of other students, click [here](#).

Selecting A Thesis Topic

Student's theses can be sponsored by a specific professor doing research in a pertinent field, or by an outside command. Other sources for topics include seminars and lectures (especially those from DoN activities), problem areas observed in previous tours (i.e., fleet problems) and relevant DoD topics. Successful thesis management flows from early identification of topic, definition of scope, and thorough consultation with advisor(s). Program Officers, Department Chairmen, and faculty members are available should the student require additional help. Two publications of current faculty and student research are distributed from the Dean of Research to the academic departments. These publications are "Summary of Naval Postgraduate School Research Program" which covers faculty research, and "Compilation of Abstracts of Theses Submitted by Candidates for Degrees."

Thesis Study Space Assignment

Study spaces are allocated to Program Officers/Department Chairmen for assignment to students. See your Program Officer for procedures.

Thesis Preparation/Submission Process

The following is a **summary** of the thesis preparation and submission process, and it is provided as a basic guideline. Exact requirements should be obtained from the NPS Thesis Manual.

- 1) Prepare entire thesis rough draft, beginning with the approval page (signature page).
- 2) Submit thesis to Thesis Advisor and Second Reader.
- 3) Prepare smooth draft and resubmit to Advisor, Second Reader and Chairman for signatures.
- 4) Before your thesis has been reviewed by the Thesis Processor, obtain the following pages from your curricular office to finalize your thesis:
 - (a) Thesis Cover Page.
 - (b) Report Documentation Page(s) (DD Form 1473).

- 5) Prepare final thesis, incorporating the following forms, which must be submitted with the final thesis to the Thesis Processor:
 - (a) Thesis Preparation, Review and Distribution.
 - (b) Final Thesis Checklist.
- 6) Obtain final signatures from your Thesis Advisor, Second Reader and Chairman on the approval page and signatures of Advisor and Chairman on the Thesis Preparation, Review and Distribution form.
- 7) Call to schedule an appointment with the Thesis Processor to submit your thesis in final form to the Registrar.

Classified Theses

Students preparing classified theses should refer to the current NPS Thesis Manual, the Thesis Processor (ext. 2984) and their program sponsor(s) for the current security guidance discussed in the OPNAV 5513 and 5510 instruction series. Classification guidance for systems, plans, programs, or projects involving more than one DoD component is issued by Office of the Secretary of Defense (OSD) or the DoD component designated by OSD as executive agent or administrative agent. NPS does not have original classification authority (OCA). Classification must be referenced to a specific OPNAVINST 5513 series. Unclassified material from multiple sources when combined may result in a classified document based upon the mosaic principle. Although Thesis Advisors and Curriculum Officers assist in assigning appropriate thesis classification, the author has the ultimate responsibility for thesis classification and will be held accountable. A secure word-processing room is available for student use in Room 154 of the [Dudley Knox Library](#).

222. Safeguarding Classified Material

Classified material will be properly secured at all times. Classified material (notes, documents, ADP discs, and audio-visual information) may not be removed from the authorized study/work area (s). Do not discuss/work on classified material or unclassified material with restricted distribution in any unsecured area. Only the Security Manager can grant permission to remove classified material from the school. These restrictions apply to all NPS academic, military and civilian personnel. Report all violations and compromises of classified material immediately to the Security Manager. Students receive and transfer all classified material through the Security Manager. Students are personally accountable for all classified material in their custody until granted written release from the Security Manager. Destruction and reproduction of classified material is accomplished only through the Classified Material Vault (656.2565). The guard mail is not authorized for transfer of classified material. Classified material will only be stored in GSA approved security containers. The Security Manager assigns student safes. The Security Manager maintains a complete list of all safes, their location, current custodians and the date of last combination change. Only the Security Manager's locksmith can change combinations. The Security Manager must authorize and be notified before moving a safe from an office or building. Prior to detachment, leave the safe locked in the "open" position and notify the Security Manager that you have sanitized and vacated the safe. Ensure the Security Container Checklist (SF-702) is strictly maintained and Security Container Information (SF-700) is attached to the inner drawer. Ensure proper Communication Security (COMSEC) and Operational Security (OPSEC) posture. Use strict "need to know" requirements

for all discussions. Never discuss classified material over an unsecured telephone or in unauthorized spaces (see Section 222.a).

Report any contact with designated countries (listed in OPNAVINST 5510.1H and [NAVPGSCOL 5510.2C](#)) to Naval Criminal Investigative Service (NCIS) Regional Office, Monterey (ext. 2366) or the Security Manager. Foreign travel to designated countries requires a briefing prior to executing travel and NCIS debriefings upon return. All students will attend annual security training, an NCIS counterespionage briefing and NPS security indoctrination. The Program Officers will provide on-the-job personnel and information security education during first academic quarter and as required. Only approved and specifically designated secure word processing and secure computing facilities will be used when classified material is involved. Contact the Automated Data Processing Security Officer (656.2469) for specific guidance and locations of approved facilities.

Students that need security clearances sent to another DoD facility must complete the OPNAV Form 5521/27 for Student Services release in accordance with paragraph 302 of [NAVPGSCOLINST 5510.2C](#). In accordance with OPNAVINST 5510.1H, all security violations will be promptly investigated. All NPS personnel are held accountable for adhering to proper security procedures.

223. Field Trips/Experience Tours

Within selected curricula time is allotted to students to take field trips to selected military and civilian installations. The purpose of these trips is to obtain updated information on state-of-the-art methods that relate to their particular area of study and to collect data required for thesis research. Some curricula have six-week experience tours at selected activities to enable students to reinforce classroom learning and to select meaningful thesis topics. Arrangements for field trips and experience tours, including proper planning of such requirements as travel orders, transportation/lodging and security clearances (if required), will be made through the Travel Office and the [Security Manager](#).

224. Library Services

The [NPS Dudley Knox Library](#) supports the academic and research requirements of the faculty, student body, and staff through the provision of books, journal literature, and research reports literature (classified and unclassified) in both hard copy and microfilm. A pre-calculus and calculus video refresher is also available. Services offered include [direct reference assistance](#) and computerized on-line searching. Criteria governing use of the collections and rendering of services are contained in [NAVPGSCOLINST 5400.2B](#) a publication that is available to all students. A telephone paging service is available during all hours that the library is open (ext.2920). Library hours of operation are:

General Access (open stacks and seating):
Sunday1000 - 2200
Monday - Thursday0730 - 2300
Friday0730 - 1800
Saturday0900 - 1800

Service Hours (library services: circulation of materials, reference assistance):

SundayNo Services
Monday-Friday0900 - 1800
Saturday1100 - 1500

Detailed tours of the library are available during the second week of the academic quarter or by appointment. Students should inquire at the Reference librarian's desk for scheduling details.

Links from there allow searching of the [library catalog](#), access to full text electronic journals, as well as many other services.

225. Computers

The computer resources and services of NPS are available free of charge to all students for official class work and research. Before using the resources and services, each student must obtain a user identification and password that will remain valid for the duration of his/her tour at NPS. Student Services will issue students user identifications and passwords during check-in. Introducing classified data into any computer, including inputs via personal computers (except in the C4I Lab, or the secured section in the Library and SCIF), is a security violation and is prohibited.

NPS computing resources support the research, instructional, and administrative requirements of the School Distributed Computing System, which includes the Campus Backbone Network, the Administrative Local Area Network (LAN), and various departmental LANs. Access to the Defense Data Network (DDN) and Internet /Worldwide Web is also available.

226. Policy on Appropriate Use of NPS Computer Systems

- A. Read the appropriate use of IT policy. Click [here](#) for the policy.
- B. Complete the Information Assurance Training Module within 15 days of reporting to NPS – click [here](#) for the module.
- C. While individual computer system administrators normally define the parameters for use of their respective systems, certain activities clearly inconsistent with the NPS mission and its status as a professional graduate school and are expressly prohibited on all NPS systems:
 - 1) Using E-Mail to circumvent/bypass the normal chain of command for official actions;
 - 2) Illegal, fraudulent, or malicious activities; partisan political activity; political or religious lobbying or proselytizing; or activities on behalf of organizations having no affiliation with NPS;
 - 3) Activities for the purposes of personal or commercial financial gain. This includes chain letters, solicitation of business or services;
 - 4) Storing, processing, or displaying offensive or obscene material, such as pornography, "hate literature;"

- 5) Storing or processing classified information on any system not explicitly approved for classified processing;
- 6) Annoying or harassing another individual (e.g., by sending uninvited e-mail of a personal nature or by using lewd or offensive language);
- 7) Using another individual's account or identity without their explicit permission, e.g., by forging e-mail);
- 8) Viewing, damaging or deleting other users' files or communications without appropriate authorization or permission;
- 9) Attempting to circumvent or defeat security or auditing systems, without prior authorization from the [Command ADPSO](#), and other than as part of legitimate system testing or security research;
- 10) Use of unlicensed or unauthorized software;
- 11) Permitting an unauthorized individual access to any NPS system; and
- 12) Modifying or altering the operating system or configuration of any system without first obtaining permission from the owner or administrator of that system.

D. The following activities, while not absolutely prohibited, are **almost always** considered inappropriate, and individuals may be asked to justify their reasons for engaging in such activities:

- 1) Excessive use of computing resources, such as personal e-mail, storage or transfer of excessively large files, etc., and which, in the judgment of the responsible system administrator, interfere with other legitimate purposes or degrade system performance;
- 2) Inconsiderate conduct toward other system users; and
- 3) Storing files or materials that could reasonably be used for illegal or fraudulent purposes.