

## HOW TO FILL OUT THE EDUCATION PLAN (EP)

1. The initial EP must be submitted to NPS (031A) within 21 days of the term starting date.
2. Your EP must be approved and signed by you and your graduate school advisor.
3. The exact dates of Academic Term must be completed. If dates of future terms are not available, you must consult a current school calendar.
4. You must provide complete catalog course titles, description of class, department, course number, and credit hours, as well as the credit hour total.
5. A brief description of course codes are on the education plan. In the extreme left column enter:
  - "1" - if the course is required. (no substitution possible in your curriculum)
  - "2" - if the course is a prerequisite to required or elective graduate course, but is not taken for graduate credit.
  - "3" - if the course is selected from a group of possible courses and fulfills a specific requirement for an elective.
  - "4" - if the course is a spare or extra course.
6. When any program change is anticipated, you must submit a revised educational plan to both NPS Code 031A and your Navy College Office (NCO). Note any changes on revised EPs with asterisks. Simple Substitutions of classes from one quarter/semester to another does not require a revised EP so long as the classes are listed elsewhere on the EP.
7. Educational plans are handled as financial documents. By deviating from an approved course of study, you are obligating government funds without authorization and are subject to disciplinary action. Students who drop, add, or change a course to audit without prior approval from NPS (Code 031A) may be required to pay for the course.
8. You must include with the EP an estimated tuition cost for the approved courses that you will be taking for the duration of your program. A breakdown of the tuition cost and mandatory tuition fees should be listed.