

**Naval Postgraduate School
Student Information Handbook
TABLE OF CONTENTS**

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.....	8
107. Physical Fitness Requirements.....	9
108. Sick Call/Immunizations/Medical and Dental Examinations.....	9
109. Dependent Health Care.....	10
110. American Red Cross.....	10
111. Ceremonies.....	10
112. Dress/Attire Regulations.....	11
113. Security Clearances.....	13
114. Public Statements.....	14
115. Public Information.....	14
116. Unauthorized Commitments.....	14
117. Campus Safety.....	15
118. Student Mail.....	15
119. Change of Address.....	15
120. Student Lockers.....	16
121. Student Parking.....	16
122. Pay Notification.....	16
2	
123. Leave & Liberty.....	16
124. President's Electronic Suggestion Box.....	18
125. Command Sponsor Program.....	18
126. Sponsoring International Students.....	19
127. President Student Council (SSC).....	19
128. Officer Student Spouse Club.....	19
129. Charity Fund Drives.....	20
130. La Mesa Ride-Share Program.....	20
131. Fleet and Family Support Center (FFSC).....	20
132. Child Development Center (CDC).....	21
133. Chaplain's Office.....	21
134. Morale, Welfare, and Recreation (MWR).....	22
135. Student Outside Employment.....	22
200. Definition of Terms.....	23
201. Program Officers.....	23
202. Pre-registration.....	24
203. Master Instruction Schedule.....	24
204. Registrar.....	25
205. Course Changes.....	25
206. School Calendar.....	25
207. Textbooks.....	25
208. Grade Point Averages.....	26
209. Transcripts.....	27
210. Degrees and Requirements.....	27
211. Dual Master's Degrees.....	27

212. Inter-curricular Transfer Requests.....	27
213. Academic Probation/Dis-enrollment.....	28
214. Attendance/Absence from Classes.....	28
215. Classroom Conduct.....	28
3	
216. Study Halls.....	28
217. Smoking, Eating and Drinking in Classrooms and Laboratories.....	29
218. Academic Honor Code.....	29
219. Instructor-Student Relations.....	29
220. SECNAV Guest Lectures.....	30
221. Thesis Requirements.....	30
222. Procedure for Student Resident Extension Before/After Graduation.....	32
223. Safeguarding Classified Material.....	32
224. Field Trips/Experience Tours.....	33
225. Library Services.....	33
226. Computers.....	33
227. Policy on Appropriate Use of NPS Computer Systems.....	34

4

Introduction

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 [Students Services Officer](#).

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 President, created the office of the Academic Dean and granted the President 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.

5

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 - 1600), 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 NPS President for their military duties, personal conduct, and pursuit of academic achievement via the Program Officer, Student Services Officers, Dean of Students, and Chief of Staff.

102. Director of Student Services/Student Services Officers

The duties of the Student Services Officer are as follows:

1. Approve leave, travel, and similar routine requests.
2. Prepare and sign Fitness/Academic Evaluation Reports on Navy and Army military officer students, except for officers senior to themselves.
3. Counsel students on personal problems.
4. Discipline students as required.
5. Administer the Student Check-in web page.

6

103. Section Leader Assignment

For some programs, Section Leaders may be assigned by your Program Officer as necessary and 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 and not formal authority.

104. Section Leader Duties

Section Leaders will:

1. Inform the Student Services Officers of administrative difficulties encountered by individual students and/or the section as a whole.
2. Assist the Student Services Officers with military and administrative matters pertaining to the section.
3. 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.

4. Disseminate directives and applicable information to the section.

5. 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: 800-856-3801/803-751-5382; USMC – MARDET DLI: 831-242-5407; USAF – 311TRS/SPA: 831-242-5580; USCG: 510-437-3717/3751) 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 shall be in Uniform of the Day upon check-in. 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 112). The check-in process should start at the Student Services Office, located in the basement of Herrmann Hall, Room 039. NT and 7

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/Student Services Officers, 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 112). 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 upon check-in.

You're required to check your email twice a day (before noon and again before 1400).

Within the first 2 weeks of reporting do the following:

1. Complete [Information Assurance Training](#) NLT 15 days after your arrival date.
2. Read the [Appropriate Use of IT Policy](#).
3. Update your PYTHON 'My Profile' and make sure the following

information is entered:

4. Establish a [MyPay Account](#) with DFAS (Defense Accounting Service). This 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.

Personal Information

Sex Marital Status Race

DOB Service Pay grade

Status

Under 'Edit More US Mil Info'

Desig/MOS DOD Rank

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

8

B. Check-out procedures

Students detaching from NPS must complete the detachment procedures required by the Student Services Office, Program Office and their respective Service personnel office. Click [here](#) for your Check-out sheet. Detachment is normally executed within five working days after the date of graduation.

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

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

1. Report of Suitability for Overseas Assignment (NAVPERS Form 1300/16).
2. Suitability message prepared/sent by Student Services Office.
3. Member's Statement of Suitability for Overseas Assignment/Election of Tour.
4. Page 13 is witnessed by respective Student Services Officer. Take this with you to PSD with NAVPERS Form 1300/16.
5. Dependent Entry Approval Request Worksheet (PSDMTRY Form 1300/1), if applicable.
6. A passport (DD Form 1056). Passport Application (DSP Form 11).
7. Navy Medical Admin Unit appointment.
8. Dental appointment for Part I and Part II medical screening procedures.
9. AT-FP Brief within 6 months of transferring, schedule this brief.
10. Transfer process. The transfer itself is held in abeyance, pending the completion of the overseas screening.
11. 15 days after receipt of orders, NPS is required by BUPERS to send a 15 day status message.
12. Once overseas screening is complete, Student Services Office will send out the suitability message to ALCON and provide the original NAVPERS1300/16 w/pg 13s to PSD. A copy is also maintained in Student Services Office for 3 years.
13. Upon completion of overseas screening, a message will be sent to BUPERS indicating completion.

106. Fitness/Academic Evaluation Reports

1. Navy officers, fitness reports are submitted per [NAVPGSCOLINST 1610.2](#)

2. USMC fitness reports are submitted per USMC Order P1610.7E and upon graduation.

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

9

4. USA AER's are submitted per AR 623-1 and only for graduation. USA officers submit their DA 1059-1 to the Student Services Office.

5. Each officer is responsible for ensuring that their fitness report file is continuous. Discrepancies should be brought to the attention of Student Services.

6. Fitreps are marked "not observed" unless special comments are justified. All officers are expected 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 throughout their time at NPS.

107. Physical Fitness Requirements

The current NPS cycle testing is April and October. Tests for USN, 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 a mandatory PT program. USAF physical fitness instruction: AIR FORCE INST 10-248.

USMC instruction: MARINE CORPS ORDER P6100.12

USA instruction: FM 21-20 09/30/1992 PHYSICAL FITNESS TRAINING

USCG instruction: COMDTINST M1020.8E: WEIGHT/PHYSICAL FITNESS STANDARDS FOR COAST GUARD MILITARY PERSONNEL

Physical fitness requirements, schedules and questions – email lmcauley@nps.edu.

108. Sick Call

Sick Call is held Monday through Friday at the Presidio of Monterey (call 242-5741). Requests can also be made [online](#). Walk-ins are evaluated by nursing personnel. If your condition is determined to be urgent (acute), 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 schedule 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 appropriate student attire (see Section 112). Naval Medical Admin Unit, collocated with the Army Health Clinic, is available to all U.S. Navy students. The Branch Dental Clinic is located on the 4

th

floor of Herrmann Hall (656-2477).

After-hours emergency dental treatment for all authorized beneficiaries is provided 10

by Branch Dental Clinic personnel. After-hours duty dental personnel can be contacted by calling the quarterdeck (656-2441).

109. Dependent Health Care

Tri-West is the contracted health care provider for the region. For more information contact TRICARE [online](#) or at 888-874-9378. The health benefit advisors are available at 242-7566/7567/6367.

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

A. 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.

B. Promotions

For Navy students, your promotion paperwork will be generated by the Student Services office. Contact the Dean of Students office to make an appointment to sign your paperwork.

For all other students, your service may handle promotions differently. Contact your military service representative for information on how your promotion paperwork is generated. At NPS you have the option of having a ceremony regardless of service. Contact the Dean of Students Office and/or your military service representative if you would like to arrange a ceremony.

C. 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 the commencement ceremony. The uniform for graduation is service dress uniform or service equivalent.

11

D. 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 President where distinguished visitors and students may dine together. These events enhance the professional atmosphere that NPS represents. Students are strongly encouraged to attend and participate in the discussions.

112. Dress/Attire Regulations

A. 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. NPS and Presidio of Monterey constitute locations where this dress code is in effect. There may be other locations where the uniform of the day is required to be worn while conducting business such as medical clinics or other administrative offices.

Students shall ensure their dress and personal appearance is appropriate for the occasion and brings credit to themselves and the military service. Business casual is the standard attire for students and you are expected to dress and conduct yourself in a manner appropriate to a business environment at all times while on campus. Policy concerning the wearing of lanyards and backpacks in uniform is addressed below.

B. 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). Business casual does not

require a coat or tie. Specifically, it includes a collared shirt and dress slacks for men and either a dress or dress blouse, and dress slacks/skirt for women. Students may wear turtlenecks and sweaters as long as they present a professional appearance. All men's shirts must be tucked in with the exception of turtlenecks and sweaters. Collarless shirts or mock turtlenecks are not acceptable. Men's footwear will be leather lace-up or loafer style. Athletic (sneakers), recreational outdoor footwear (hiking shoes), or protective footwear (motorcycle boots) are not authorized. Women's footwear shall be appropriate in style and quality as to match the overall appearance of the clothing being worn. At times it may be necessary for students to perform work in a lab, classroom, or outdoor setting which would soil or damage clothing or not provide the proper level of safety. Clothing appropriate for those instances is authorized. There may be events on NPS grounds, in the Trident Room, or gym area, such as cookouts, concerts, sporting events, theme parties, and other events which occur on weekdays between the hours listed above. In those cases clothing appropriate to the event is authorized. 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. Clothing shall be clean, pressed, and in good condition.

12

C. Unauthorized Clothing

Types of clothing that are not considered appropriate and will not be worn are: faddish casual attire, sportswear, and any type of dress clearly unsuitable for wear in an academic environment. Other clothing considered unacceptable includes: hiking or "outdoors" attire, denim or denim-look materials, shorts/skort, micromini skirts, and ball caps. Additionally, clothing that distracts or causes undue embarrassment to co-workers or is a safety hazard are not appropriate, i.e. flipflops, leather pants, leather shirts, athletic jackets, tank tops, t-shirts, and shorts.

D. Military Uniform

Military uniforms are authorized at all times. Military students attending NPS shall wear their uniforms as prescribed below on **Tuesdays** of each week during the academic quarter:

Service Winter Summer

Navy Khaki/Service Dress Blue(SGL) Khaki/Summer White(SGL)

Marine Corps Service Charlie Service Charlie

Army Class B (Short or Long Sleeve)

Class B (Short or Long

Sleeve)

Air Force

Short or Long Sleeve/Service Dress

w/tie(SGL)

Short or Long Sleeve

Coast Guard Service Dress Blues Tropical Blue

International

Officers

Service Equivalent Service Equivalent

In accordance with existing USN [Uniform Regulations](#), Flight jackets may be worn by eligible USN personnel. Flight jackets are not authorized with dress uniforms.

USMC aviators may wear leather or nomex flight jackets per USMC uniform regulations.

Optional items as listed in USN [Uniform Regulations](#) 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.

Only prescribed uniforms (with blouse) will be worn in King Hall during scheduled

SECNAV Guest Lecture periods. Flight jackets are not permitted during SGLs. Talking on **Cell Phones** while in uniform shall be minimized in order to render proper military courtesies.

E. Wearing of Lanyards and Backpacks while in Uniform

Lanyards (all DOD):

Plain, dark-blue, or black lanyard, silver or plastic small conservative link chain, and clear plastic. Green may also be worn with the BDU.

Backpacks (by service)

13

U.S. Army:

IAW AR-670-1, Soldiers may carry civilian bags/backpacks over a shoulder while in uniform, as long as they are black in color without any visible logos. Soldiers may carry these bags by hand, on one shoulder using a shoulder strap, or over both shoulders using both shoulder straps. If Soldiers opt to carry a bag over one shoulder, the bag must be carried on the same side of the body as the shoulder strap; therefore, Soldiers may not carry the bag slung across the body with the strap over the opposite shoulder. The contents of the bag may not be visible; therefore see-through plastic or mesh bags are not authorized.

U.S. Navy:

IAW Navy Uniform Regulations civilian bags (e.g., computer bags/briefcases, gym bags, backpacks, garment bags, etc., this does not include women's handbags/purses) may be worn with the working and service uniforms as prescribed in the manner below:

a) Computer bags and brief case bags: may be worn across the left shoulder only in service and working uniforms. When wearing a bag, the strap must be worn across the left shoulder (fore and aft) with the bag hanging on the same side of the body. The bag will not be worn with the strap and bag on the opposite sides of the body (diagonally).

(b) Backpacks can be worn over both shoulders while wearing khakis.

(c) All bags worn with the uniform must conceal its contents and be either solid black or navy blue in color. There shall be no personal ornamentation attached on or to the bag.

U.S. Marine Corp:

In accordance with MCO P1020.34G, backpacks and other bags are not authorized for wear as a part of a regulation uniform.

U.S. Air Force:

Carried in the left hand, on left shoulder, or both shoulders (not to interfere with rendering proper salute). Attaché case: black only. Gym bags: black or dark blue; Backpacks: Only solid-color black backpacks may be worn with blue uniform combinations; solid-color black, olive drab, or woodland camouflage are the only colors authorized with the BDU. Conservative manufacture's logo is allowed. Members may wear a backpack using one or both shoulder straps.

F. Nametags

Students shall wear nametags in accordance with their service uniform policy. Students are encouraged to wear nametags from previous commands. If you require a nametag for official offsite business, contact Student Services.

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.

14

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 Manager requires at least five working days advance notice to release security clearance 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 NPS Staff Judge Advocate (JAG).

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 of procurement and contacts or authorizes a vendor to provide supplies or services to the government. Only NPS appointed

Contracting Officers and Purchasing Agents/Cardholders may obligate or enter into purchase agreements on behalf of the government. Students are strictly prohibited from contacting or authorizing vendors to provide supplies or services. All NPS departments have financial assistants and/or purchasing personnel assigned who are available to assist in the procurement of authorized supplies and

15

equipment. The outcome of an Unauthorized Commitment is a personal liability for the supplies or services obtained. All Unauthorized Commitments are investigated by the Command and any students responsible for unauthorized commitments will be held liable for all bills resulting from the unauthorized commitment.

117. Campus Safety

The NPS Safety Office, located in bldg 436 (656-2822), is responsible for overseeing

safety conditions at NPS, Tenant Commands and satellite areas (FNOC, Annex, recreation facilities). Students should, when feasible, attempt to resolve unsafe or unhealthy conditions (e.g., chemical, noise, laser hazards etc.) personally on the spot. The Safety Office staff is responsible for resolving difficult, persistent or pervasive safety hazards.

NPS tobacco policy is found in [NAVPGSINST 5100.1B](#). No smoking allowed within 20 feet of all buildings on NPS property.

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 the safety web site <http://intranet.nps.navy.mil/safety/> or copies are posted on safety bulletin boards through out the campus.

Traffic safety program is managed in the safety office. Cell phone use while operating a Motor vehicle on NPS property is prohibited, this includes hands-free devices. Enforcement of traffic law is provided by NPS Security/Police Department. Any mishap involving military personnel occurring on or off duty shall be reported to the Quarterdeck (656-2441/2442) as well as through an individual's chain of command. A mishap report, NAVPGSCOLINST 5102/2, must be completed and forwarded to the Safety office as soon as possible, but no later than three days after the date of 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. Combined Bachelor Quarters (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:

1. Enter your Thesis/Diploma Mailing address in PYTHON
2. Submit an official USPS change of address form to your post office
3. Submit an official USPS change of address form to the NPS Mail Room (bldg 260; 656-2130)

16

120. Student Lockers

Student lockers are available in limited quantities and are assigned by the Program Officers. 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. Restricted parking spaces on campus include but are not limited to: Faculty permit areas, BEQ resident and Government Vehicle spaces, as well as various other timed and loading areas. With the use of a high occupancy vehicle (HOV) permit (obtained at the 9th St. Gate house), students may utilize designated HOV lots A1 and P. All other designated parking spaces, not restricted by category, may be used as open parking. Students parking outside the school grounds are reminded not to block local residents' driveways and should be aware of posted local parking regulations. Parking spaces along the East side of Sloat Ave. (Campus side) are designated open parking for vehicles with DOD registration. Upon check-in, Base Police will provide students with parking information.

To obtain on-base vehicle decals, applicants must provide: 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 (HOV) and commuting via bus routes is strongly encouraged due to limited parking spaces on base.

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

122. Pay Notification

Go to dod.mil/dfas/ and establish your MyPay account to manage your pay. Leave and Earning Statements (LES's) can be printed out from your MyPay account. Contact [PSD](#) or your service's administration office for further information.

123. Leave & Liberty

A. 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 but must not interfere with assigned studies. In order to have leave approved during the academic year, permission must be granted from the program officer and all professors/instructors of classes that are to be missed. The following statement shall be annotated by the student in the Remarks Section of the leave form prior to submission to [Student Leave](#): "Program Officer and Professors/ Instructors approved missed classes". If no classes are missed, then annotate in the Remarks Section: "I will not miss any classes." Student Services Office will return to the student leave forms missing the above statements.

17

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 PST.).

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

B. Leave Procedures

Students will submit a [Regular or Emergency Leave](#) request as outlined on the [Student Leave Forms & Procedures](#) web page (service specific details are provided). Students will cc: their Program Officer, Section Leader (if assigned) and Instructors/Professors. 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.

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 form. Students are also required to fill out the electronic request to miss muster [Leave/Liberty/TDY](#) form on-line.

C. Leave Extensions

Extensions will be coordinated through Student Services or the CDO after normal working hours. Leave will be approved on a case-by-case basis. The following statement shall be annotated by the student in the Remarks Section of the leave form prior to submission to [Student Leave](#): "Program Officer and Professors/ Instructors approved 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.

D. Liberty Policy

Regular Liberty and Special Liberty may be granted for the following conditions:

1. Regular Liberty

Routinely authorized absence, at the end of which the student is actually on board or in the location from which the student regularly commutes to work, which lasts from the end of normal working hours on one day to the beginning of normal working hours the next day.

2. Special Liberty

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

3-day special liberty is a liberty period designed to give a student 3 full days
18

absence from **electronic mustering**, beginning at the end of normal working hours on a normal school day and expiring with the start of normal working hours on the 4th day, e.g. from Monday evening until Friday morning, Thursday evening to Monday morning, or Friday evening to Tuesday morning. The 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:

- a) Unforeseen emergencies
- b) To exercise voting responsibilities
- c) For observance of major religious events
- d) Special family events

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

E. 72 Hour Liberty Request Procedures

A student requesting liberty fills out a web [form](#).

F. 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: 510-437-3717/3751.

G. 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. President's Electronic Suggestion Box

The Electronic Suggestions Box is available to all students to provide immediate suggestions to the President 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. Please include your name if you would like a direct response.

125. Command Sponsor Program

An effective, well-administered Command Sponsor Program benefits all personnel
19

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 students. 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 foreign military officers and their 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 cultural and social activities are made available to international students and their sponsor families, providing an opportunity for you to get to know each other better. Activities include: quarterly dances, orientation trips to San Francisco and Sacramento, picnics, the Salinas Rodeo and more. The sponsorship program is strongly supported and encouraged by the President 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. President's Student Council (PSC)

The purpose of the [President's Student Council \(PSC\)](#) is to facilitate effective communication and understanding between NPS students and the administration. Its function is to bring forth new ideas and provide feedback and recommendations to improve the quality of student life. The Chair of the PSC interfaces directly with the President, Dean of Students, Provost, and other senior faculty and staff officers. The committee is composed of volunteer representatives from each curriculum and meets each month.

128. Officer Students' Spouses' Club

The [Officer Students' Spouses' 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 including a Wine Tasting and Silent Auction, quarterly Bargain Fair, an International Tea, and more.

20

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:

1. NPS: Outbound by the 10

th

Street Gate (on Morse Drive)

2. NPS: Menneken Loop next to Spanagel Hall

3. NPS: Cunningham Road (corner across from the library parking lot and across from the rear of Herrmann Hall, West-Wing)

4. La Mesa: Bergin Road (outbound by Courthouse Entrance)

5. La Mesa: Corner of Leahy Road and Bergin Road (near Deakin Circle)

6. La Mesa: Corner of Spruance Road & Farragut Road (across From the Navy Lodge)

7. La Mesa: Corner of Spruance Road & Sylvan 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:

1. If one of these stops is on your route to work or home, stop and pick up any waiting passengers.

2. 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.

3. 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). The FFSC helps single service members and families with the

21

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:

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

2. 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.

3. Special Event Care Childcare provided on contractual basis, typically after normal working hours

4. ILD Development Homes Certification process for military family members providing childcare

5. Hourly Care Program for ages 1 (walking) – 5 years. You may make reservations a month in advance. Hours are between 0830-1400 M-F.

Charge for care is \$3.00 per hour.

For further about the Child Development Program, call 831-656-2734 or stop by the Center, the staff will be glad to give a tour and answer any questions.

133. Chaplain's Office

The Protestant service is in a contemporary format and is offered at Christ the King Chapel in Herrmann Hall at 1000. The St. Thomas Aquinas Catholic Chapel (Bldg. 300) celebrates Mass Monday through Friday at 1205 and on Sundays at 1000. Both chapels have a time of food and fellowship at the conclusion of their Sunday services.

There are religious education opportunities in both Protestant and Catholic communities. Protestant Sunday School for children is offered Sundays at 1015 when the children are excused from the service and escorted to the Religious Education Center (Bldg. 300). In the Catholic community, Confraternity of Catholic Doctrine (CCD) is offered on Sundays at 0900 in the Religious Education Center. The Chaplain's Office has information regarding Officer Christian Fellowship (OCF), Campus Crusade, Navigators, Knights of Columbus and other organizations. The Chaplain's Office offers 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 Chaplain's Office. Please stop by room 031 in Herrmann Hall, or call 656-2241, for an appointment. For after hour emergencies, the Monterey Area Duty Chaplain, which includes Navy, Army and Air Force chaplains, is available by contacting the Officer of the Deck (OOD) at the Quarterdeck (QD) (656-2441).

134. Morale, Welfare, and Recreation (MWR)

MWR is located in the basement of Herrmann Hall Room 055. Below is a list of MWR services and locations:

1. [Fitness Center](#) (656-3118) Open Mon-Fri 0530-2100; Saturdays 0800-1600; Sundays 1100-1600; Closed all federal holidays. *There is (1) softball field available
2. [Trident Room](#) (656-2170) Beverage service Mon-Wed 1600-2300; Thurs-Fri 1500-2300, Dinner Service Mon-Sun 1600-2100. Closed all federal holidays.
3. [Monterey Pines Golf Course](#) (656-2167) open daily 0630-1700
4. [Monterey Navy Flying](#) (372-7033) Located at the Monterey Municipal Airport
5. [ITT Office](#) (Information, Tickets and Tours) is located on the first floor of Herrmann Hall next to the Quarterdeck and are open 0930-1330 & 1430-1630 Monday through Friday. For more information call 656-3223.

135. Student Outside Employment

Outside employment will normally not be approved. Due to the 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.

23

SECTION II. ACADEMIC MATTERS

200. Definition of Terms

1. Academic Associate

Faculty member assigned to work with the Program Officer to develop academically sound programs and to counsel students on academic matters.

2. Academic Council

Body of faculty members assigned to approve curricula for degree credit,

considers nominees for degrees, recommend to the President candidates for degrees, establish scholastic standards and policies, and consider other such academic matters that are brought to its attention.

3. Curricular Programs

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

4. Curriculum Primary Sponsor

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.

5. 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 Officers

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:

1. Develop and administer the assigned curricular programs.

24

2. Oversee the proper performance of academic study.

3. Develop, in conjunction with the Academic Associate, individual programs for students depending on student background and needs of the sponsor.

4. Evaluate and nominate students for appropriate degrees and awards for academic excellence.

5. Act as primary point of contact with curriculum primary sponsors to keep curricula updated.

6. Act as liaison officer for students in dealings with BUPERS or other service personnel management agencies as appropriate.

7. Plan experience tours and other research-related travel for students.

8. Interact with students to obtain feedback concerning masters/PHD program improvement.

9. Counsel students on academic problems.

10. Provide relevant NPS information and directives to assigned students.

11. 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 to 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.

25

204. Registrar

Please ensure that your correct diploma mailing address is correct in python before leaving NPS. Diplomas and final transcripts are normally mailed six to eight weeks after graduation.

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. Many times during each quarter, students can expect automated email reminders and instructions pertaining to scheduling, add/drop, student opinion forms ("SOFs"), etc. These emails are sent from "Python," an indication that the subject is Registrar related.

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

1. Purchases

Textbooks can be purchased at the Navy Exchange (NEX) Bookstore collocated in Building 303 inside the NEX. International officers obtain required textbooks by printing out the textbook request in Python, sign and submit to Student Services. A Student Services Officer must sign and approve the list before taking it to the book store.

26

2. Allowance

Most U.S. military students are entitled to an allowance to help offset textbook costs. USN students will receive a book allowance per academic quarter if they are enrolled in classes where books must be purchased. This

usually takes approximately six weeks to process. USN students must have a valid/current Electronic Funds Transfer (EFT) form on file with Disbursing at CSD, Fort Ord. USA, USAF, USCG and USMC officers are reimbursed through their respective services. Book reimbursements do not show up on LES.

3. 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.

4. 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

C- = 1.7

D+ = 1.3

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 27

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, students must attain a minimum average quality point rating of 3.00 in all the 3000 and 4000 level courses in their curriculum or 2.75 in all other courses. A student may retake a course with the approval of the Program Officer. The higher grade received in the course will be used to calculate the Quality Point Rating (QPR).

209. Transcripts

One copy of the official [NPS transcript](#) is provided free of charge to detaching students and will be mailed with diplomas, if applicable, by the Student Service's Office. Students must update their forwarding address in PYTHON before leaving

NPS. Students are afforded the opportunity to order additional copies for \$5 each from the Registrar's Office.

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 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 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 (Section 7.6.1) 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, Military Associate Deans, 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 the parent service or country for non-USN or international officers. See your Program Officer for details. The losing and gaining curriculum offices and the individual's detailer/assignment officer/monitor must approve inter-curricular transfers before the Military Associate Dean will forward the
28
request to the Dean of Students. The Dean of Students will forward 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 and forward the request through the Military Associate Dean for delivery to the Dean of Students.

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 their Program Officer, Professors and Section Leader. Once approval has been granted, the student should submit the appropriate documentation to Student Services in accordance with [section 123 of the Student Handbook](#). Routine medical/dental appointments should be scheduled so as to avoid missing classes. As a courtesy, Program Officer and Professors should be informed in advance of any known periods of unavoidable

absence. If a student is to unable to muster for any reason, they must submit an [electronic request](#) for that period.

215. Classroom Conduct

Classroom conduct is expected to be professional, mature, and courteous. *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. Students should seek out professors during office hours for special or extra information if necessary. Students should extend professional courtesy to professors regardless of position/rank. Should any problem arise, the Section Leader or the senior officer in the classroom will represent the class to ensure proper decorum.

If a professor 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 computers, lights and windows at the end of the workday.

29

217. Smoking, Eating and Drinking in Classrooms and Laboratories

NPS tobacco policy is found in [NAVPGSCOLINST 5100.1B](#). No smoking within 20 feet of all buildings on NPS campus. 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.

218. Academic Honor Code

Students must follow the [academic honor code](#) at all times. The highest standards of honesty and integrity are expected of all students. 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 identify and define all types of academic honor code standards, the following are cited as examples of unacceptable behavior:

1. 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.
2. Plagiarism - Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source. Student shall ensure all references are properly sited.
3. Fabrication - Falsifying or inventing any information, data, or citation.
4. 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 professor, the Academic Associate, the Department Chairman, the School Dean, and finally the Provost.

The Program Officer should be kept apprised of situations of this nature and will provide oral or written endorsements when appropriate. Appeals above the School Deans will be vetted by the Provost, Vice Provost and Dean of Students. Matters that remain unresolved will be forwarded to the President for his review and decision. Submit appeal in a timely manner in memorandum format to the Deputy Dean of Students for vetting by the committee.

220. SECNAV Guest Lectures

The SECNAV Guest Lecture (SGL) 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. Students are not to schedule anything at 1500 on Tuesdays due to the fact SGLs may be scheduled with short notice. This includes child care, therapy appointments, labs/classes, etc. Upon completion of the lecture, students will remain standing at their seats until the senior member and their party has left the auditorium. Attendance at each lecture is mandatory unless otherwise directed. Section Leaders are responsible for student attendance.

221. Thesis Requirements

A. Processing of Electronic Thesis, Dissertations, MBA Professional Reports and Joint Applied Projects Policy.

Most programs at NPS require completion of an acceptable thesis for the award of the Master's degree. The due date for graduating officers is the first Friday after graduation. Any student who fails to complete their thesis/report 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 their thesis completion date. Extensions of four months at NPS to complete theses will not be approved. The [NPS Thesis Preparation Manual](#) 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](#).

B. 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 DOD activities), problem areas observed in previous tours (i.e. fleet problems) and relevant DOD topics. Successful thesis management results 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." <http://www.nps.edu/Research/index.html>

31

C. Thesis Study Space Assignment

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

D. Thesis Preparation/Submission Process

The thesis process is very time consuming and should be started at least two quarters prior to graduation. Due to the nature of research and thesis writing, the general rule is: however long you think it is going to take you, double that amount. 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. Submit Thesis Proposal to Thesis Advisors.
2. Work with advisors until advisors approve the completed thesis.
3. Submit completed Release Form and Signature Page to Advisors and Chairman for signatures.
4. A draft of your thesis submitted through your SharePoint account should be reviewed by the Thesis Processor for formatting. A thesis brief is given every quarter for all grads and can be viewed online.

<http://www.nps.edu/Research/documents/etdfin.ppt> Make certain to attend one of the briefs and familiarize yourself with the process.

5. The following forms are required in hard copy for the Thesis Processor in order to complete the degree requirements and receive your green card.

They may be downloaded from:

<http://www.nps.edu/Research/research1.html>

6. Release Form and Signature Page Submitted to the Thesis Processor when the final PDF and Special Abstract have been approved by your reviewer.

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 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 Program 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](#).

32

222. Procedure for Student Residency Extensions Before/After Graduation

Students expected to stay at the Naval Postgraduate School for a period to exceed five (5) days before/after graduation shall forward "Request for Student Residency Extension Before/After Graduation" to the Dean of Students for adjudication.

Requests for residency extension will be originated by the student and forwarded via: (1) their Program Officer to (2) the Associate Military Dean for endorsement; to (3) the respective Military Service Representative and ultimately to (4) the US Military Personnel Controlling Authority for adjudication. Any orders that do not utilize this procedure may be cancelled. Positive command endorsement will be granted on a case-by-case basis.

223. Safeguarding Classified Material

Classified material will be properly removed from the authorized study/work area (s). Do not discuss/work on classified material or unclassified material with restricted distribution in an 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 to the Security Manager immediately. 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 is locked in the "open" position and notify the Security Manager that you have sanitized and vacated the safe. Ensure the Security Container Checklist (SF-7) is strictly maintained and Security Container Information (SF-700) is attached in 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. The Naval Criminal Investigative Service (NCIS) Regional Office is in Monterey (ext. 2366). 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.

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. NPS personnel are held accountable for adhering to proper security procedures.

33

224. Field Trips/Experience Tours

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 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.

225. Library Services

The Dudley Knox Library provides faculty, students, and staff with access to books, journals, and research report literature (classified and unclassified) in both hard copy and electronic format. Services offered include: Circulation (Lending) of Library Materials and laptop computers, Research Assistance (Reference),

Interlibrary Loan/Document Delivery, Course Reserves, Distance Education, Instruction, Remote Access, and Restricted Resources & Services. Resources include BOSUN (the library's catalog), Online Databases, Electronic Journals, and the Homeland Security Digital Library, A telephone paging service is available during all hours that the library is open (ext. 2920).

Library hours of operation are:

Sunday1200 – 2200
Monday - Thursday0700 - 2200
Friday0700 – 1700
Saturday.....0900 - 1700

Research Assistance (Reference):

Monday-Friday.....0900 - 1600

The Library offers extended hours for study hall purposes during final exam week and the week prior to finals.

226. Computers

Before using computer 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 their user identifications and passwords during check-in.

Classified data is to be processed only in approved classified areas. Introducing classified data into any unclassified computer, including personal computers, is a security violation, and is prohibited.

The Naval Postgraduate School has two unclassified Local Area Networks. The 34

military network, nps.navy.mil, connects to the Defense Research and Engineering Network (DREN). The second is the Education and Research Network (ERN). It is a separate network connected to the CALREN. Administrative, education, and research efforts are conducted on both networks, depending on the requirements of the activity.

227. Policy of Appropriate Use of NPS Computer Systems

Certain activities are clearly inconsistent with the mission of NPS and its status as a professional graduate school. The following activities are expressly prohibited on all NPS computer systems:

1. Illegal, fraudulent, political or religious lobbying or proselytizing; activities on behalf of organizations having no affiliation with NPS
2. Activities for the purpose of personal or commercial financial gain, including chain letters, solicitation of business or services
3. Storing, processing, or displaying offensive or obscene materials
4. Storing or processing classified information on any system not explicitly approved for classified processing
5. Using another individual's account or identity without his/her explicit permission (e.g. forging e-mail)
6. Viewing, modifying or deleting other users' files or communications without appropriate authorization or permission
7. Attempting to circumvent or defeat security or auditing systems without prior authorization from the Command AD.
8. Use of unlicensed or unauthorized software
9. Modifying or altering an operating system or configuration of any NPS system without obtaining permission from the custodian or administrator of the system.
10. Disclosing user IDs and passwords, or otherwise permitting or enabling any unauthorized individual to access an NPS system.
11. Storing, transmitting, sharing, processing or displaying sensitive

unclassified information, such as Privacy Act information or For Official Use Only, on systems which do not provide the appropriate protection.