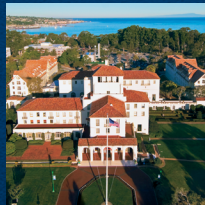




NAVAL  
POSTGRADUATE  
SCHOOL



# STUDENT HAND BOOK

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# INTRODUCTION

## 1 GENERAL

The Naval Postgraduate School (NPS) Student Handbook is designed to provide a single source document setting forth policy, guidance and procedures relating to all students participating in graduate education at NPS. The NPS Student Handbook is in effect upon receipt and is for all civilian and military students. All students are required to know and adhere to its contents.

## 2 PURPOSE AND SCOPE

This Handbook is designed to be a single source document that details routine student administration and institutional processes relating to attendance at NPS. If a situation arises that is not covered in this handbook, please bring it to the attention of your Program Officer. Resolution will immediately be sought from the Dean of Students, or in his absence, the Deputy Dean of Students.

## 3 STANDARDS OF CONDUCT

**A. Military Discipline** In accordance with Title 10, U.S. Code, all United States military students receiving instruction at the Naval Postgraduate School are subject to the Uniform Code of Military Justice (UCMJ) and Navy regulations, as determined appropriate by the Secretary of the Navy. International military students are subject to international treaties and agreements as noted in their international travel orders.

**B. Civilian Personal Conduct** While attending NPS, a high standard of civilian personal conduct is expected. Disciplinary matters will be adjudicated by the Dean of Students.

## 4 UNFORSEEN SITUATIONS

All students, faculty, staff and support services shall contact Student Services for final disposition of situations affecting all students in attendance at NPS not specifically covered by this Student Handbook. Unforeseen conflicts between this handbook and other NPS Directives shall be brought to the attention of Student Services for answers or sent to the Deputy Dean/Dean for final resolution. Also, unforeseen conflicts between this handbook and service memorandums of agreements for interservice training shall be brought to Student Services for resolution.

## 5 NOTICE

The reader should take notice that while every effort is made to ensure the accuracy of the information provided herein, the Naval Postgraduate School reserves the right to make changes at any time without prior notice. NPS provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability which may otherwise be incurred.

## 6 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 Bachelor's, Master's and Doctorate degrees. It also approved Monterey as the future home of the school. The Navy officially established the school in Monterey on 22 December 1951. With its enlarged facilities, the school continued to grow in curricular programs and student en-



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rollment. 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.





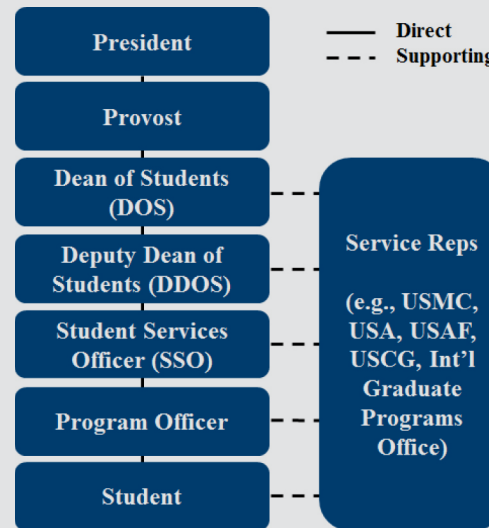
# SECTION I: ADMINISTRATIVE MATTERS

## 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 manmade or natural disasters. Regardless of the emergency or disaster, there are things you AND your family can do to prepare for and mitigate the effect of a particular emergency or disaster. The following are five things that you can expect/need to accomplish in the event of an emergency on or near the base:

1. An Emergency Operations Center will be established.
2. If on campus and during working hours (0730–1700), muster in person at a location determined by your Section Leader and/or Program Officer.
3. If off campus or after working hours, contact your curriculum chain of command starting with your Section Leader and/or Program Officer.
4. If off campus, contact your Section Leader and/or Program Officer.
5. Determine the status of your dependent(s). USN students update the Navy Family Accountability and Assessment System (NFASS) or contact your respective service representative.

## 101 STUDENT CHAIN OF COMMAND



1. **Dean of Students (DOS)** Commanding Officer, Student Military Element. Responsible for health, welfare, student conduct and student affairs related to discipline, academic standing, accountability, travel, and military administrative matters.

2. **Deputy Dean of Students (DDOS)** Responsible for maintaining military good order and discipline.
3. **Program Officer (PO)** Responsible as the first point of contact in the chain of command for the student, both academically and militarily. The PO SHALL BE THE FIRST ADVISOR a student consults before contacting Student Services or the Dean of Students. Only in the event of PO absence, inability to find resolution, or as required by circumstance will the student proceed directly to Student Services.
4. **Service Representatives** Provide a service branch specific support role to students, Program Officers, Student Services Office, Deputy Dean of Students and the Dean of Students. For international students, the International Graduate Programs Office serves as the service representative.



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## 102 DIRECTOR OF STUDENT SERVICES/ STUDENT SERVICES OFFICER

1. Approve leave, liberty, and similar routine requests.
2. Prepare Fitness/Academic Evaluation Reports on Navy personnel.
3. Refer students to appropriate resources to resolve personal problems.
4. Supervise the Student Announcement page.
5. Maintain accountability of students and issue appropriate punitive/administrative actions for failure to follow DOS orders.
6. Make preparations for student attendance at Secretary of the Navy Special Guest Lectures (SGL).

## 103 SECTION LEADER

Section Leaders shall be assigned by Program Officers according to seniority and academic curriculum.

1. The Program Officer may assign any student to the Section Leader position. Seniority will be given consideration, but the student best fitted for the job (curriculum and other factors) is at the discretion of the PO.
2. The Section Leader is always a U.S. military officer.
3. Section Leaders will, at a minimum, organize the assigned student section and maintain an updated recall roster in order to execute immediate recall/accountability check if required.
4. The Section Leader will disseminate directives and applicable information to the section.
5. The Section Leader will ensure compliance with mandatory requirements and accountability procedures (mustering).

6. The Section Leader shall be the conduit between the section and the PO, Student Services, or the DOS's office.

## 104 CHECK-IN/CHECK-OUT PROCEDURES

**A. Check-In** Upon check-in at NPS, students shall have their official orders endorsed in the Student Services Office (basement of Hermann Hall, room 039) between 0700–1600 (M-TH) and 0700–1400 (F). If not during regular hours, wait until the next morning and report upon the opening of Student Services. On the weekend, students shall contact the Command Duty Officer (CDO) between the hours of 0800–1700 only and report their arrival, where they will be removed from leave status and placed in a duty status. Non-Navy students must report their arrival at NPS to their respective service's personnel office (USA—Fort Jackson: Last Name (A-M) 803-751-5390, (N-Z) 5381; USMC—MARDET DLI: 831-242-5407; USAF—Goodfellow MPS, OL-A: 831-242-5580; USCG: 510-437-3751). Students shall report to NPS in the military uniform of the day. No exceptions to this policy. Students shall also have:

1. Current Military Common Access Card (CAC)
2. Original Permanent Change of Station (PCS) Orders
3. Any other documentation pertaining to check-in.





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Starting the first day after check-in students shall:

1. **Commence daily electronic muster (see section 105).**
2. **Check your e-mail TWICE daily (before 1000 and again before 1400)** to ensure you do not miss short notice tasking (i.e., urinalysis)
3. Keep all PYTHON information updated PYTHON is the central database for student information and accountability. Students will be held accountable for their recall information until checked out from NPS.
4. USN students setup an online NSIPS account (used for leave and other Navy functions). All questions concerning the set up of NSIPS shall be directed to Customer Service Detachment (CSD) office adjacent to Herrmann Hall.
5. USN personnel update NFAAS.
6. Personnel returning from IA/GSA shall meet with the Command IA Coordinator within two weeks of reporting.

**B. Check-Out** All students are required to check-out of Student Services as the LAST stop before departure. Failure to do so may result in inaccurate records (academic, personnel, e-mail). Students are on an Unauthorized Absence status if they do not check out with Student Services and may have to return to complete required paperwork and procedures.

USN students shall contact Student Services and the Customer Service Desk (CSD) sixty days prior to transfer or face the possibility of delay and/or cancellation of orders. The following must be completed:

1. Report of Suitability for Overseas Assignment (NAVPERS Form 1300/16)
2. Suitability message prepared/sent by Student Services Officer.
3. Members Statement of Suitability for Overseas Assignment/Election of Tour.
4. Page 13 is witnessed by respective Student Services Officer. (Take this with you to the Personnel Support Detachment (PSD) with NAVPERS Form 1300/16).
5. Dependent Entry Approval Request Worksheet (CSDMTRY Form 1300/a) if applicable.
6. A passport (DD Form 1056). Passport Application (DSP Form 111).
7. Navy Medical Admin Unit (NMAU) Appointment.
8. Dental appointment for Part I and Part II medical screening procedures.
9. Anti-terrorism Force Protection (AT-FP) Brief within six months of transferring, ensure you schedule this brief with the Security Office as early as possible.
10. 15 days after receipt of orders, NPS is required by the Bureau of Naval Personnel (BUPERS) to send a 15 day status message.
11. Once overseas screening is complete, Student Services Office will send out the suitability message to all concerned (ALCON) and provide the original NAVPERS1300/16 w/pg 13s to PSD. A copy is also maintained in Student Services Office for three years.
12. Upon completion of overseas screening, a message will be sent to BUPERS indicating completion.

## 105 STUDENT ACCOUNTABILITY

### A. Daily Muster (Accountability) Requirements

In order to ensure the safety of all personnel assigned to the Naval Postgraduate School, a daily muster is required and accomplished electronically via the Student Check-In/Announcement Page. This requirement is a lawful order given by the Dean of Students via this handbook and verbally at new student orientations. Only those who have properly approved requests to miss muster are authorized to miss muster. Failure to muster is cause for administrative and/or punitive actions.

### B. Daily Muster Requirements

1. All resident students are required to muster by 1300, Monday-Friday, with the exception of on approved holidays or through a properly approved request to miss muster. Daily muster requirements are independent of academic schedules; “breaks” between academic quarters or having no scheduled classes on a given day do not constitute an exception to daily muster requirements. **Note: Even if you have approved leave, liberty or temporary assigned duty (TAD) orders, you must still file a request to miss muster concurrently as PYTHON is not integrated with the various leave accounting systems.**
2. Muster is accomplished electronically via the following [webpage](#): After reading the daily announcements, follow the instructions at the bottom of the page to complete the muster. **Note: When you muster electronically, you are reporting to the Dean of Students that you are in the local area and ready for duty, including urinalysis or other short notice tasking.**



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3. Shortly after 1300 on Mon-Fri, an auto-generated e-mail will be sent to all students who have failed to muster.
4. Students who fail to electronically muster by 1300 shall notify their Program Officer as soon as possible.
5. Failure to report by 1300 may lead to administrative/punitive action by their Program Officers and the Deputy Dean of Students. Habitual or excessive failure to muster will be referred to the Dean of Students and may be cause for disenrollment.
6. Students are not required to muster only when on:
  - a. Leave\*
  - b. Liberty\* (other than 48-hour weekend)
  - c. Medical/Convalescent Leave\* Student shall notify PO if circumstances make it difficult for the student to muster.
  - d. TAD/TDY\*
  - e. Weekends
  - f. Federal Holidays

\* A properly approved Request to Miss Muster is still required in these cases.

### c. Mustering Difficulties

Should students experience technical problems using the web-based check-in page, follow the below steps.

1. Muster on campus computers.
2. If above is unsuccessful, contact ITACS.
3. Continue attempts to muster. If by 1300 you are unable to successfully muster, muster with your Program Officer & Student Services via email.

## 106 FITNESS/ACADEMIC EVALUATION REPORTS

**A. USN.** Fitness reports are submitted in accordance with BUPERSINST 1610.10.

**B. USMC.** Fitness reports are submitted in accordance with USMC Order P1610.7E upon graduation.

**C. USAF** Air Force students are not issued Officer Performance Reports while at NPS. USAF students receive training reports completed by the Air Force Institute of Technology (AFIT). See the AFIT Detachment Commander or AFIT/CI website for full details.

**D. USA** AER's are submitted per AR 623-1 and only for graduation. USA officers submit their DA 1059-1 as per AR 623-1.

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

**F.** Fitness reports are marked "not observed" unless required to be observed by instruction (e.g., Non Judicial Punishment)

## 107 PHYSICAL FITNESS REQUIREMENTS

Physical fitness tests for military students will be scheduled and conducted by respective service representatives.

**A. USN** Testing usually occurs in April and October. USN officers who do not meet the physical fitness requirements of OPNAV 6110.1 will be enrolled in a mandatory PT program. All USN students must have a current Physical Health Assessment (PHA) prior to participating in the Physical Fitness Assessment (PFA). Without an updated PHA, students will not participate and fail the PFA. There are no exceptions or waivers to this policy. Service members may be disenrolled from classes until they meet required standards. USN physical fitness requirements, schedules and questions should be directed to the Command Fitness Leader (CFL).

**B. Non-USN** Specific physical fitness programs and requirements/instruction will be promulgated by your respective "on site" service representatives.





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## 108 MEDICAL CARE/ SICK CALL

### Presidio of Monterey Army Health Clinic

473 Cabrillo Street, Bldg. 422

Monterey, CA 93944

Appointments: **1-866-957-2256**

Hours: Mon - Fri, 0700-1600

**CLOSED:** 3rd Thursday of every month from 1100-1600, weekends and federal holidays

### CALMED Pediatrics

880 Cass Street, Suite 209

Monterey, CA 93940

Appointments: **1-866-957-2256**

Hours: Mon - Fri, 0800-1630; closed for lunch 1230-1330

**CLOSED:** 3rd Thursday of every month from 1100-1600, weekends and federal holidays

### After-Hours Medical Care Emergency Care

Immediate threat to life, limb, eyesight or airway compromise: access the nearest **Emergency Room or call 911**

### Nurse Advice Line

**1-800-874-2273 (Option 1)**

The Nurse Advice Line, provided at no-cost to TRICARE beneficiaries, helps callers make informed decisions about self-care or when to see a health care provider. This service is available 24 hours a day, 7 days a week. Nurse Advice Line nurses ask a series of questions about a caller's specific concerns to advise when and how to seek care for an urgent problem or give instructions on self-care at home.

### **Secure Messaging**

<https://app.relayhealth.com/RegistrationV2.aspx>

Communicate with your provider via email, set up appointments, speak to a nurse or request lab results and medication refills at your convenience.

## 109 NAVAL MEDICAL ADMIN UNIT

Naval Medical Admin Unit (NMAU), Monterey, serves as the medical liaison office for all Navy and Marine Corps service members attached to NPS. Services include suitability screenings for all Operational duty screenings, admin of PHAs, and health advisement for international students. Located in Herrmann Hall, 1-831-656-3807.

## 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. For more information, contact the Red Cross Armed Forces Emergency Service Center toll free at 877-272-7337.

## 111 CEREMONIES

**A. Award Ceremonies** The Dean of Students, Program Officers, or Student Services Officers normally present personal decorations and unit citations at awards ceremonies. Relatives and friends are encouraged to attend. Awardees will wear the appropriate service dress uniform.

**B. Promotions** For Navy students, promotion paperwork will be generated by the Student Services office. Upon notification by the Dean of Students, contact the DOS's office to make an appointment to sign your paperwork. For all other students, your service may handle promotions differently. Contact your "on-site" 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 academic 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, with modifications delineated in the 5060 Graduation Instruction.

**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.



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## 112 DRESS/ATTIRE REGULATIONS

**A. General** The school dress code described below be in effect at NPS between the normal working 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, and when conducting administrative duties with the Student Services Office on or off leave. NPS and the 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 faculty. 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. 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), or recreational outdoor footwear (hiking shoes) 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" consist 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.

**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 looking materials, shorts/skirts, micro/mini 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. flip-flops, 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, unless stated otherwise*, of each week during the academic quarter:





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## Service: Season — Winter/Summer

- Navy:** Khaki (SGLs/VIPs) or NWUs  
**Marine Corps:** Woodland MARPATs. Service B/C (SGL/VIPs)  
**Army:** ASU Class B (SGL/VIPs) or ACUs  
**Air Force:** Short sleeve blues (SGL/VIPs) or OCPs (no flight suits)  
**Coast Guard:** Tropical Blues (SGL/VIPs) or ODUs  
**International Officers:** Service Equivalent

In accordance with existing USN Uniform Regulations, leather jackets may be worn by eligible USN personnel. Leather 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. Flight suits are authorized every Tuesday, with a black undershirt and NPS patches by qualified flight crew (winged naval aviators, flight surgeons, aerospace experimental psychologists, and aerospace physiologists). Other services may also “relax” uniform requirements to include regulation op-tional items according to weather conditions and seasons. Only prescribed uniforms (with blouse) will be worn in King Hall during scheduled SECNAV Guest Lecture peri-ods. Talking on mobile phones while in uniform shall be minimized in order to render proper military courtesies.

**E. Wearing of Lanyards & 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)

**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 manufacturer’s logo is allowed. Members may wear a backpack using one or both shoulder straps.

**NOTE** All Students are required to have an identification badge with contact information attached to all back-packs and book-bags.

**F. Nametags** Students shall wear nametags in accordance with their service uniform policy. Students are encouraged to wear nametags from previous commands.

## 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.



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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 clearances messages. Students must contact the Security Manager (831-656-2450) with questions concerning security clearances, periodic security updates, and special access.

The Security Manager handles sensitive Compartmented Information (SCI) access separately. Students who require SCI access for their curriculum must check in with the Security Manager (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 Security Manager ASAP.

Although Submarine Officers (112X) do not retain SCI access while assigned to NPS, upon request, the Security Manager 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 Security Manager immediately. Contact the Security Manager (831-656-2450) 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. The Hatch Act applies to all military and civil service students in attendance at NPS. 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 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



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unauthorized commitments will be held liable for all bills resulting from the unauthorized commitment.

## 117 CAMPUS SAFETY

The NPS Safety Office, located in Bldg 285 (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 or copies are posted on safety bulletin boards throughout 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 laws is provided by NPS Security/Police Department.

Any mishap involving military personnel occurring on or off duty shall be reported to the Quarterdeck (831-656-2441) or Command Duty Officer (831-901-6649) 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. When notified by e-mail that you have mail to pick up, you'll have five 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 Diploma/Certificate Mailing address, mobile phone number (U.S. only) and personal email address in your PYTHON Addresses and Family section. 2. Remember to 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; 831-656-2130).

## 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 IAW local NSAM instruction. The speed limit at all times is 20mph. Restricted parking spaces on campus are clearly marked and include, but are not limited to: faculty permit areas, transient and permanent resident and government vehicle spaces, etc. With the use of a high occupancy vehicle (HOV) permit (obtained at the 9th St. Gate house), students may utilize designated HOV lots. 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.

## 122 PAY NOTIFICATION

Go to [dod.mil/dfas/](http://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 CSD or your service's administration office for further information.



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## 123 LEAVE AND LIBERTY

**A. Leave Policy** Regular leave will be granted to students during designated vacation periods, winter and summer break. Regular leave may be granted for significant events during the academic year on a case by case basis, but must not interfere with assigned classes and labs. In order to have leave approved, permission must be granted from the Program Officer and all professors/instructors of classes that are to be missed. If leave will result in missed physical presence in classes or labs (regardless of whether a virtual or recorded option is available), the Dean of Students has final approval authority. The following statement shall be annotated by the student in the remarks section of the leave form prior to submission: "Program Officer and Professors/Instructors have approved missed classes". If no classes are missed, then annotate in the Remarks Section: "I will not miss any classes and Program Officer recommends leave." NPS' Command Duty Officer (CDO) may grant leave for cases arising outside of normal working hours (i.e., weekend or 1630-0730 PST).

**B. Leave Procedures** Students will submit a Regular or Emergency Leave request as outlined on the Student Leave Forms and Procedures web page (service specific details are provided) and will cc: their Program Officer, Section Leader (if assigned) and Instructors/Professors. All students need to submit their leave requests five days in advance. 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 form on-line, *in addition to the Leave paperwork.*

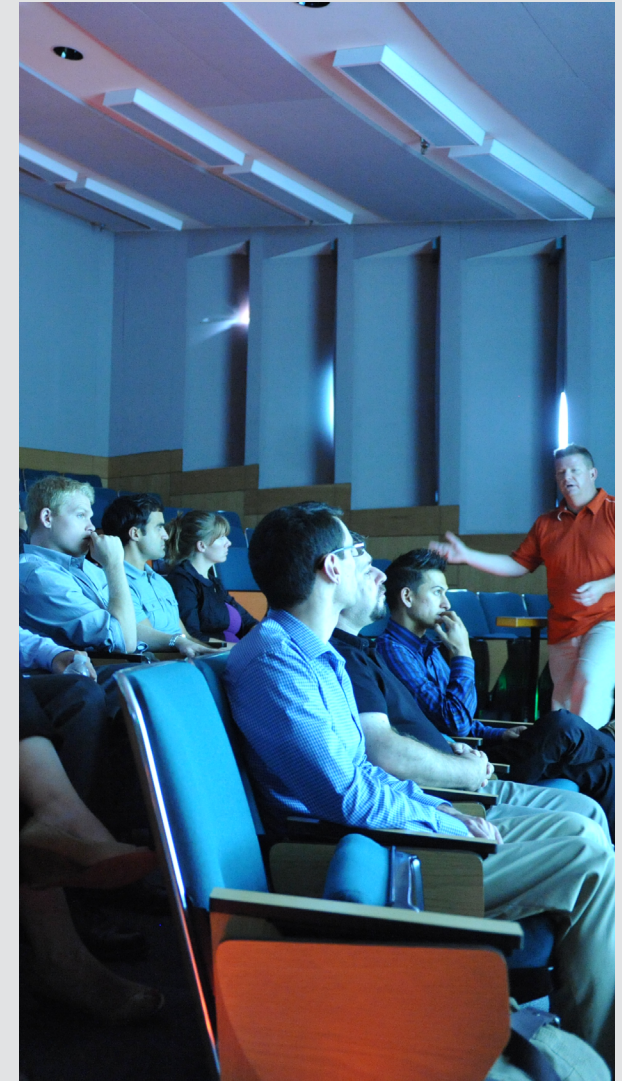
**C. Leave Extensions** Extensions will be coordinated through Student Services or the CDO after normal working hours. Leave will be approved on a case-by-case basis. The following statement shall be annotated by the student in the Remarks Section of the leave form prior to submission to Student Leave: "My 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 and my Program Officer recommends my leave." If a portion of leave is not taken or your plans are canceled prior to starting leave, then you must immediately notify Student Services.

**NOTE** For peak leave periods (Thanksgiving, Christmas and summer breaks) your requests should be submitted 30 days in advance.

**D. Liberty Policy** Liberty may be granted for the following conditions:

**NOTE** When you muster electronically, you are reporting to the Dean of Students that you are in the local area and ready to report for duty. The local area is strictly defined by the NSA Monterey Instruction 4500.1. The local area is the counties of Santa Clara, Santa Cruz, San Benito, and that portion of Monterey County extending down to the southern extremity of the city limits of suburbs of King City, California.

1. **Regular Liberty** is normally from the completion of duties on a weekday to the beginning of assigned duties the following work day. The allowable liberty area is restricted to CONUS, Alaska, Hawaii, and Canada.





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2-Day Weekends: Regular liberty begins at the end of Friday until the beginning of Monday. Mustering is not required on Saturday & Sunday.

3-Day Weekends: Regular liberty shall include Sat, Sun, and the Federal holiday (Mon or Fri). Mustering is not required Sat, Sun, and Holiday.

2. **Special Liberty** is designed to give a student up to 4 full days absence from electronic mustering and is granted for unusual reasons such as: Unforeseen emergencies, exercising voting responsibilities, observance of major religious events, and special family events. The allowable liberty area is also CONUS, Alaska, Hawaii, and Canada.

3-Day (72-hour) Special Liberty is granted by Program Officers w/concurrence from Professors and begins at the end of working hours the 1st day and expires at the start of the 4th day.

4-Day (96-hour) Special liberty is authorized by the DOS for USN students or respective Service Representatives for all other students. 96-hour Special Liberty is reserved for exceptional students and circumstances precluding the use of regular leave at the Dean of Student's discretion.

**E. Liberty Request Procedures** Students shall submit all requests for liberty to Program Officers via email specifying: dates, location, and emergency contact information. USN students may use the same NPS electronic form used for requesting leave in lieu of emailing their Program Officer. After approval by their Program Of-

ficer for 72-hour liberty, or from the DOS or respective Service Representative for 96-hour liberty, students shall submit a Missed Muster Request electronically from the Student Muster Page to the Student Services office citing the approval in the comments section to complete formal documentation. Once approved, students should receive a confirmation email within a 2 business days.

**F. Permissive TAD** For USN students, IAW NAVPERS 15559B — permissive TAD for the purpose of residence hunting trips in connection with PCS orders may be authorized for up to five 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.

**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 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 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. New students can request a welcome aboard package via e-mail at [sso@nps.edu](mailto:sso@nps.edu). 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). Responsibilities include, but are not limited to, basic introduction to the school (NPS), faculty, student body, the local area, schools and housing.

## 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 should 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



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the U.S. results. Sponsoring an international officer student does not involve any financial obligation.

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 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 MONTEREY BAY OFFICER SPOUSE CLUB**

The Monterey Bay Officer Spouses' Club (MBOSC) 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.

## **129 CHARITY FUND DRIVERS**

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.

## **130 TRANSPORTATION**

An opportunity to save parking on campus is through the DOD Transportation Incentive Program (TIP) to be compensated for bus transit. This program is briefed in detail at each "New Student and Spouse Orientation" session. Additional information can always be found at the NPS Travel Office in the basement of Herrmann Hall.

## **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 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.





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## 132 CHILD DEVELOPMENT CENTER (CDC)

The 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 member's ages six weeks through five years. The hours of operation are 0730–1800 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 2½ hour sessions either 2 or 3 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. For further info 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. Opportunities to coach or assist in youth programs can also be found here.

## 133 CHAPLAIN'S OFFICE

The Roman Catholic Community celebrates Mass at 0900 Sunday and 1205 Monday through Friday in the Chapel (Bldg 300). The Protestant Community gathers for worship at 1030 on Sunday in the Chapel. Both services on Sunday are followed by a time of food and fellowship. The Catholic Community offers a full religious education program Sundays at 1015 in classrooms 1 and 2 in Bldg 300.

The Chaplain's Office hosts Bible studies during the week, which is open to students and staff members. Their office also has information regarding Officer Christian Fellowship (OCF), CRU Military Ministry, Navigators, and other organizations. Information regarding CREDO retreats offered through Navy Region Southwest may be obtained in their office.

The chaplains are available for counseling Monday through Friday in the Chaplain's Office (Bldg 300) and may be reached at 831-656-2241 for an appointment. For after-hours emergencies, a chaplain may be reached by contacting the Officer of the Deck (OOD) at the Quarterdeck (QD), 831-656-2441.

## 134 MORALE, WELFARE, AND RECREATION (MWR)

The following is a list of some of the more popular MWR offerings:

1. **Fitness Center** (831–656–3118) Open Mon-Fri 0530–2100; Saturdays 0800–1600; Sundays 1100–1600
2. **Trident Room** (831–656–2170) 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** (831–656–2167) open daily 0630–1700.
4. **Monterey Navy Flying** (831–372–7033) Located at the Monterey Municipal Airport.
5. **ITT Office** For more information call (831–656–3223).

## 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.



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## 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. Curricula 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
5000–5999	Doctoral level courses

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.
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 with academic difficulties.
10. Approve class schedules and add/drop requests.
11. Coordinate Thesis & Research Week activities.



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## 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.

## 204 REGISTRAR

Please ensure that your Diploma/Certificate mailing address, mobile phone number (U.S. only) and personal email address are correct in PYTHON before leaving NPS. Complete the Registrar Checkout procedures [here](#). Diplomas and Certificates are mailed approximately 90 days after graduation. Once graduation documents are available, you will receive an email confirmation from Parchment. Emails are sent to the personal email

address you entered in Python. Official transcripts can also be requested through Parchment at that time. See the Registrar website for more information – [nps.edu/web/registrar/transcripts](https://nps.edu/web/registrar/transcripts).

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. Throughout each quarter, students can expect automated e-mail reminders and instructions pertaining to scheduling, add/drop, course evaluation forms (CEF) etc. These e-mails are sent from "NPS Registrar's Office," 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 Offices, or others are taking care of these matters.

## 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.



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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 and posted on the Intranet. 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

Textbooks can be purchased through outside sources. Required books are specified on Python and further questions can be directed to your Professor. International students may coordinate with the International Graduate Programs Office for procurement of 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	X* = 0.0

\*Fail

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, 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 re-take a course with the approval of the Program Officer. The most recent grade received in the course will be used to calculate the Quality Point Rating (QPR). View the Academic Policy Manual for information on [Course Repeats](#). Visit the Academic Catalog for additional [grading information](#).

## 209 TRANSCRIPTS

Unofficial transcripts are accessible by logging into Python. Official transcripts and enrollment verification memos may be requested through Parchment. Visit the Registrar website for more information—[nps.edu/web/registrar/transcripts](http://nps.edu/web/registrar/transcripts).

## 210 DEGREES AND REQUIREMENTS

The degrees awarded and requirements for the degree are set forth in the [Academic Policy Manual](#) 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. Stu-

dents 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 capstone 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 ([NPS Academic Policy Manual](#), 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. Students must be approved by the Academic Council and enrolled in the second degree program 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 and possess a Total Quality Point Rating (TQPR) of at least 3.75. 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 approved and co-advised by a member of each department or group. Once the Academic Council approves the special program, satisfactory progress must be made in both programs. If not, the Academic Council will require the student to revert to the original single Master's degree program. t to the original single Master's degree program. Once this program is terminated, it will not be reinstated.



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## 212 INTER-CURRICULAR TRANSFER REQUESTS

Students are ordered to NPS for a specific curriculum, and those orders are, in general, non-negotiable once executed. However, students may in certain circumstances request transfer between curricula, based on academic preparation, performance and the needs of their services. Curriculum transfers require specific justification and approval by the losing and gaining schools, the Dean of Students, the Graduate Education Placement office and the parent service assignments branch (or country for international officers), and should be considered an exception to policy.

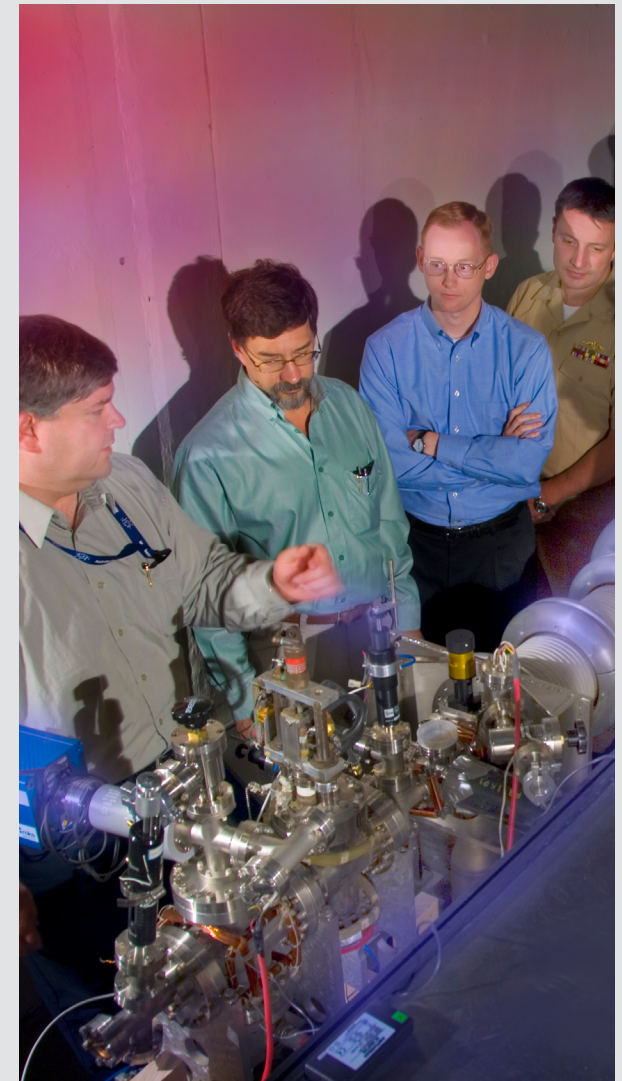
If an intercurricular transfer is desired, seek advice from your Program Officer. Upon obtaining his/her concurrence, complete and submit the Intercurricular Transfer Request form (obtainable from the Program Officer) via the gaining curriculum office to the losing curriculum office. Both curriculum offices must approve the transfer before the losing curriculum office will forward the request to the Director of Programs for processing by Graduate Education Placement and the individual's detailer/assignment officer/monitor. The Director of Programs will advise all parties of the request's provisional approval or disapproval. If the request is disapproved, then the student should continue in the curriculum to which s/he was ordered or seek new orders from the detailer/assignment officer/monitor. Inter-curricular transfers are rare and students should not expect approval.

## 213 ACADEMIC PROBATION/ DISENROLLMENT

Disenrollment may be voluntary, disciplinary, or for unacceptable academic performance. Students whose grades fall below a Graduate Quality Point Rating (GQPR) of 3.0 or Curriculum Quality Point Rating (CQPR) 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 disenrollment. The Program Officer will counsel students as required and forward the request through the Military Associate Dean for delivery to the Dean of Students. Academic Probation is covered in NPS Instruction 1530.1 series.

## 214 ATTENDANCE/ABSENCE FROM CLASS

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. Send a courtesy email to your service rep as well. 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 unable to muster for any reason, they must submit an electronic request to miss muster for that period.





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## 215 CLASSROOM CONDUCT

Classroom conduct is expected to be professional, mature, and courteous. *Cell phones, 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 when necessary. Students should extend professional courtesy to professors regardless of position or 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.

## 217 SMOKING, EATING, DRINKING IN CLASSROOMS AND LABORATORIES

No smoking within 20 feet of all buildings on NPS campus. Walking and smoking while in uniform is prohibited. Eating and drinking is permitted in most class-

rooms, 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 (NPS instruction 5370.4 series) 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 cited.

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 disenrollment, 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 STUDENT APPEAL PROCESS AND INSTRUCTOR-STUDENT RELATIONS

Students are encouraged to consult with instructors and Academic Associates concerning problems relative to grade computations, lectures or academic assignments. The chain of command for resolving problems or conflicts in academic matters is the Faculty Lecturer or 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.



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If unable to resolve the issue, appeals should be conducted IAW the NPS Academic Policy Manual. Submit appeals in a timely manner in memorandum format to the Deputy Dean of Students for vetting by the Academic Issues Review Board. The Academic Council will be informed of the action as it pertains to candidacy and graduation status.

## 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 and they are dismissed by the Dean of Students or the Master of Ceremonies. **Attendance at each lecture is mandatory unless otherwise directed.** Program Officers are responsible for student attendance. Professional courtesy is expected. Do not use laptops, other electronic devices, or reading material while in an SGL. Random attendance will take place to ensure conformity.

## 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. It is expected that all theses will be completed by graduation day. Students should follow posted deadlines on the Student Check-In site each quarter. To officially graduate any quarter, all thesis processing must be completed (green card issued) by the first Friday following the graduation ceremony. 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. Notify your Service Rep if you submit an extension request. Extensions of tour length at NPS to complete theses will not be approved. Incomplete theses may be reflected on ones evaluation.

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.

**B. Selecting a Thesis Topic** A student's thesis 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 con-



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sultation 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.” [www.nps.edu/Research/index.html](http://www.nps.edu/Research/index.html)

**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. Students routinely require twice the amount of time originally anticipated to complete their thesis. 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. 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 the Thesis Processing website.
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 is 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 an inappropriately classified document. 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.

## 222 PROCEDURE FOR LEAVING BEFORE/AFTER GRADUATION

Students requesting to stay at the Naval Postgraduate School for a period to exceed seven (7) days before the “not earlier than date” on orders or after scheduled graduation date shall forward a “PRD Request Change Form” to the Dean of Students (DOS) office. The DOS will make the

final decision and students will be notified of decision via e-mail. Requests for PRD Changes will be originated by the student and include copy of orders, requested check out/in date and the reason for the request. The request should be routed in the following sequence: Military Service Representative (if not USN), Program Officer, Director of Programs, and Deputy Dean of Students. Request that are outside of 30 days require positive endorsement from the applicable Military personnel controlling authority (ie BUPERS for Navy Personnel). Please ensure you have this authorization prior to submitting your final transfer date to Student Service personnel. Students who extend may stand watch and have additional duties while remaining in Monterey.

## 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 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 (831-656-2450). The guard mail is not authorized for transfer of classified material.





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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-7is 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.

NPS personnel are held accountable for adhering to proper security procedures. 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 Security Office (831-656-2450) for specific

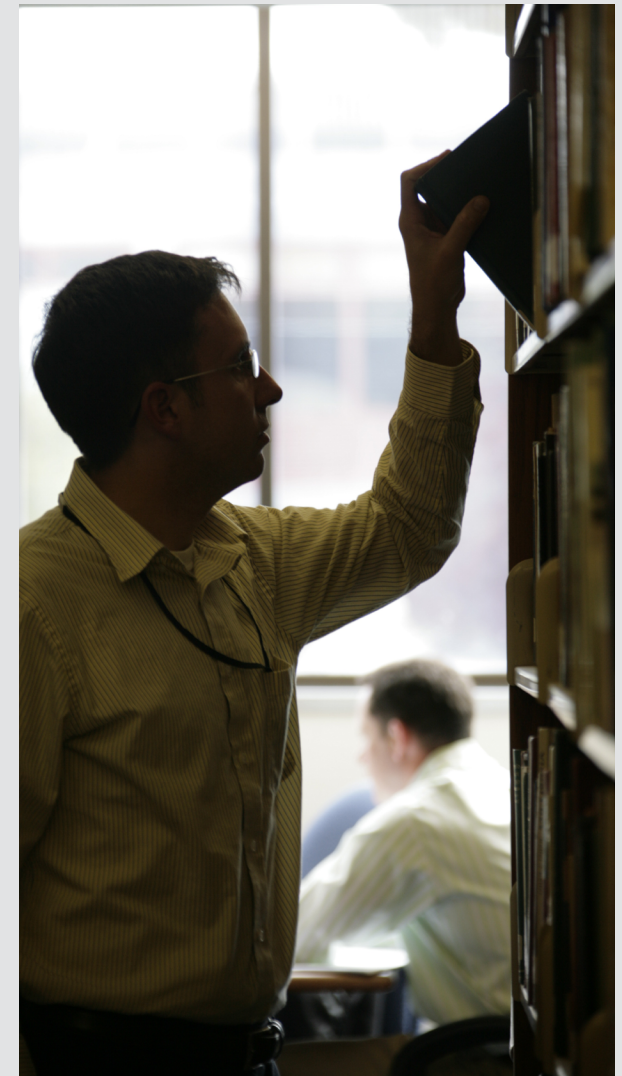
guidance and locations of approved facilities. Complete the OPNAV Form 5521/27 for Student Services release in accordance with paragraph 302 of NAVPGSCOLINST 5510.2 (Series). In accordance with OPNAVINST 5510.1 (Series), all security violations will be promptly investigated.

## 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, Research Assistance (Reference), Interlibrary Loan/Document Delivery, Course Reserves, Distance Education, Instruction, Remote Access, and Restricted Resources and Services. Resources include BOSUN (the library's catalog), Online Databases, Electronic Journals, and the Homeland Security Digital Library.





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## Library hours of operation are:

Sunday.....	1200–2000
Monday–Thursday.....	0700–2000
Friday.....	0700–1700
Saturday.....	0900–1700

## **Research Assistance (Reference):**

Monday, Wednesday, Thursday, Friday.....	0900–1600
Tuesday.....	0900–1500
Sunday.....	Closed

The Library offers extended hours for study hall purposes during final exam week and the week prior to finals. During recognized holidays, library hours will be modified and posted on the student check-in page.

## **226 COMPUTERS**

Before using computer resources and services, each student must obtain 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.

## **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.

## **228 PROCEDURE FOR MISSING GRADUATION**

Students who have operational or other commitments that require them to miss graduation shall forward a "PRD Change Request Form" to the Dean of Students for adjudication. Requests for graduating in absentia will be originated by the student and forwarded in the following sequence:

1. Respective Military Service Representative (if other than USN)
2. Program Officer
3. Director of Programs
4. Dean of Students for final adjudication.

Positive command endorsement will be granted on a case-by-case basis.

## **229 FRATERNIZATION AND SEXUAL HARASSMENT**

Navy regulation article 1165 and OPNAVINST 5370.2D clearly defines and prohibits fraternization. Fraternization is an unacceptable senior subordinate relationship. That is, an unduly familiar relationship may have the appearance of promoting favoritism or compromising the chain of command. It can be officer-officer, officer-enlisted, enlisted-enlisted, or same gender relationships. Both parties can be held accountable for fraternization, although a greater responsibility falls on the senior party. Additional guidelines on relations between NPS faculty and students can be found in NPSINST 5370.2A.



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Navy regulation article 1166 and SECNAVINST 5300.26D clearly defines and prohibits sexual harassment. Sexual harassment may be real, imagined, flagrant or subtle, and can apply to either gender. It includes improper initiations, hazing, and sexual misconduct. Sexual harassment will not be tolerated at NPS. Any and all personnel who witness an event must intervene and act responsibly to stop it.

Sexual assault is a criminal act incompatible with Navy core values and is punishable by the Uniform Code of Military Justice. Service members and adult dependents have options for reporting and receiving advocacy and support services. These services can be obtained confidentially by speaking to a Unit Victim Advocate at 831-760-2329 or the Sexual Assault Response Coordinator (SARC) at 831-760-0020. Information can also be accessed via the DoD Safe Helpline at 877-995-5247 or at [www.safehelpline.org](http://www.safehelpline.org). Individuals are encouraged to speak with a SARC or a Unit Victim Advocate first to preserve their reporting options.

## 230 ALCOHOL AND DRUG ABUSE POLICY

NPS leadership fully supports the Department of the Navy's position of "Zero Tolerance" of DUI and drug abuse. Abuse of alcohol and drugs is inconsistent with current initiatives to promote personal excellence among members of the Navy, Marine Corps and all other Uniformed Services. Such abuse is considered preventable and treatable and this command will provide the maximum possible assistance to those individuals who are diagnosed with a substance abuse problem. However, the primary responsibility for prevention of drug and/or alcohol

abuse rests with the individual; all members of this command will be held accountable for their actions.

To ensure there will be no confusion, the following policy regarding the use of drugs and alcohol is provided:

**A. Drugs** The policy is zero tolerance. Confirmed use of illegal drugs and illicit use of prescription drugs will result in the individual being appropriately disciplined and processed for administrative discharge from the Naval Service. Appropriate use of drugs is by prescription only, and only in the dosage and within the time frames specified by the prescription.

**B. Alcohol** The goal is zero abuse. It is important to understand that this command is not against the responsible use of alcohol by those of legal age. It is the personal decision of an individual to use alcoholic beverages lawfully or to abstain. However, it is essential that any use does not interfere with the efficient and safe performance of the individual's military duties and does not reflect poorly on the member, the command or the applicable military service or country. Moderation by those who choose to drink alcoholic beverages is the expected standard of conduct. Public drunkenness and/or operating a vehicle after consuming alcohol is counter to our stated goal of "zero abuse" and will not be tolerated. The command strongly supports the use of designated drivers and/or local taxi services as an acceptable mitigation strategy when alcohol use is expected. **DUI'S ARE COMPLETELY AVOIDABLE.** The following actions shall be taken when a member of this command has an alcohol abuse misconduct incident:

1. Personnel (both officer and enlisted) will appear before the Deputy Dean of Students and be screened by the Naval Postgraduate School DAPA. Proven, serious alcohol abuse misconduct incidents will be documented through formal counseling and special evaluations with appropriate negative military bearing/character marks and advancement recommendations. Officers and enlisted personnel who are not part of the Naval Service will have their particular cases adjudicated by their local service representatives with DOS recommendations attached.
2. Base driving privileges will be suspended for a period of one year if arrested for any DUI type charge.
3. Driving under the influence will not be tolerated. It is incumbent upon those who are of legal drinking age to use alcohol responsibly. Any member of this command who is found to be driving under the influence of alcohol and/or drugs (to include prescription drugs) will be considered to have violated the UCMJ and a direct order. The member will be disciplined at the discretion of the NPS leadership in consultation with appropriate service representation.
4. Any individual who fails or refuses treatment will be processed for discharge per OPNAVINST 5350.4D.

### **c. Irresponsible Use of Alcohol is Unacceptable**

Responsible use of alcohol is the goal of this program. We must demand high personal excellence standards when it comes to alcohol use. Substance abuse will not be tolerated.



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# STUDENT HAND BOOK

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