EDUCATIONAL PLAN (NAVPGSLINST 1520.1K)

A: PART I: STUDENT AND PROGRAM INFORMATION

1) ☐ INITIAL PLAN ☐ REVISED PLAN ☐ FINAL PLAN

2) RANK, NAME (Last, First, Middle Initial)		3) ACADEMIC ADVISOR'S SIGNATURE (Only for initial EP.)	
4) CURRICULA PROGRAM NO. (*See OPNAVNOTE 1520*)	5) SUBSPECIALTY CODE	6) ACADEMIC ADVISOR'S TITLE	
7) DATE COMMENCED INSTRUCTION	8) EXPECTED COMPLETION DATE	9) STUDENT SIGNATURE	10) DATE
11) DEGREE SOUGHT / 12) STATE OF RESIDENCE	13) STUDENT ID NUMBER		

14) EDUCATIONAL INSTITUTION AND CAMPUS

15) CELL PHONE:

PERSONAL EMAIL:

16) ADMINISTRATIVELY ASSIGNED TO:

17) NOTE CHANGE OF:

☐ RANK   ☐ TELEPHONE NO. ☐ EMAIL

18) COLLEGE TERM

☐ SEMESTER   ☐ QUARTER

19) IN-STATE RESIDENCY WAIVER APPROVED:

20) SCHOLARSHIP, FELLOWSHIP, or GRANT:

AMOUNT RECEIVING PER TERM:

Educational Skill Requirements (ESRs) can be found on the CIVINS website under the appropriate curriculum or through your Program Officer/Subject Matter Expert. Next to each course list the ESR that the course fulfills. Indicate if a course is distance learning (DL), study abroad (SA), or is being taken at a satellite campus (SC). If none apply, please indicate N/A.

B: PART II: TERM AND ENROLLMENT INFORMATION

DATES (Day, month, year) FROM   TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM   TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM   TO

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DATES (Day, month, year) FROM   TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

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ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

DATES (Day, month, year) FROM TO

ESR	DEPT/COURSE NO.	COURSE TITLE	DL, SA, SC, OR N/A	CREDITS HOURS	GRADE

C: PART III: DEGREE AND FINAL PROJECT INFOMATION

20) <u>FINAL PROJECT:</u>

☐ DISSERTATION

☐ THESIS

☐ MAJOR REPORT/CAPSTONE

☐ NONE/ NOT APPLICABLE

21) TITLE

22) THESIS/PROJECT DESCRIPTION *(If additional space is required, continue on reverse)*

23) NUMBER OF CREDIT LISTED IN THIS PLAN	24) TRANSFER CREDIT ALLOWED FOR DEGREE	25) TOTAL CREDITS REQUIRED FOR DEGREE

26) DEGREE STATUS

☐ AWARDED   ☐ TO BE AWARDED

27) DEGREE

SUBJECT MATTER EXPERT (SME) APPROVAL OF EDUCATIONAL PLAN
(EP) NAVPGSLINST 1520.1K

BY SIGNING THIS DOCUMENT YOU ARE AFFIRMING THAT THE COURSES LISTED ON THIS EDUCATIONAL PLAN SATISFY THE EDUCATIONAL SKILL REQUIREMENTS (ESRS) INDICATED AND THAT THE COURSES MEET DEGREE PROGRAM REQUIREMENTS.

Instructions: Please indicate if the EP forecasts through the entire academic tour OR the date through which the EP covers. A revised EP is due upon expiration. Please forward the EP and this form to the appropriate educational technician. Prior to sending please ensure ALL blocks on the EP are appropriately filled.

_____   _____   CURRICULUM: _____
SUBJECT MATTER EXPERT NAME   STUDENT NAME

_____   APPROVED UNTIL*: _____   or FULLY FORECASTED EP ☐
SIGNATURE   *insert date of term end completed on EP*

Email Approved Educational Plan to:

CIVINS@NPS.EDU

Program Officer/Subject Matter Expert Comments:

EDUCATIONAL PLAN PREPARATION INSTRUCTIONS

OFFICIAL GUIDANCE ON EDUCATIONAL PLANS CAN BE FOUND IN NAVPGSCOLINST 1520.1K: STANDARD PROCEDURES FOR ADMINISTRATION AND MANAGEMENT OF NAVY FULLY-FUNDED GRADUATE EDUCATION PROGRAMS AT CIVILIAN INSTITUTIONS, INCLUDING THE LAW EDUCATION (LEP) and FLEET SCHOLARS EDUCATION (FSEP) PROGRAMS

Upon completion of this Educational Plan, the student must route directly to the Program Sponsor/Subject Matter Expert for review and approval.

A: PART I: STUDENT AND PROGRAM INFORMATION

Block 1. Identify if the plan is an Initial Plan, a Revised Plan or the Final Plan. Final plans are required and must match the transcript submitted to the CIVINS office.

Block 2. Enter your current rank and full legal name.

Block 3. An initial EP must have an Academic Advisor signature. Revised or Final EPs do not.

Block 4. Indicate which curriculum you will be studying.

Block 5. Indicate what subspecialty code you will be receiving.

Block 6. Enter your Academic Advisor title.

Block 7. Insert the day instruction begins in your first academic term. Include day, month, and year.

Block 8. Insert the date you are expected to complete the program. If the actual term end date has not been identified by the institution please indicate the month.

Block 9. Sign your Educational Plan.

Block 10. Insert date of signature.

Block 11. Insert an acronym for the degree sought. For example:

Masters of Science in Civil Engineering- MSCE

Juris Doctor- JD

Masters of Law- LLM

Masters of Business Administration- MBA

Block 12. Indicate legal state of residency.

Block 13. Insert your university student identification number.

Block 14. Indicate the academic institution, including the campus (if applicable) you will be attending.

Block 15. Insert your telephone number and email address. The email should either be a commercial or university email address.

Block 16. Identify the administrative unit you are assigned to.

Block 17. In the event of a change to your rank or telephone number, please indicate a change.

Block 18. Indicate whether your institution is on a semester or quarter schedule.

Block 19. If applicable, indicate whether you have received in-state residency waiver. All students are required to apply for in-state residency waivers.

Block 20. Indicate if you are receiving a Scholarship, Fellowship, or Grant and the amount expected per term.

B: PART II: TERM AND ENROLLMENT INFORMATION

Above each term indicate the specific dates of instruction (day, month, year) in the FROM and TO fields. In each column provide the requested information: department/course number, course title and credit hours. Indicate what Educational Skill Requirements (ESRs) that course satisfies. ESRs can be found on the CIVINS website or by contacting your Program Officer/Subject Matter Expert. If the course is taken via distance learning (DL), is a study abroad program (SA) or is being taken at a satellite campus (SC), indicate that in the appropriate column. If not applicable insert N/A.

Forecast the term and enrollment information as far out as possible. Some communities will be able to fully forecast the EP while others will not.

C: PART III: DEGREE AND FINAL REQUIREMENTS INFORMATION

Block 20. Indicate whether or not your degree program has dissertation, thesis, major report/capstone or not applicable.

Block 21. If applicable, indicate the title of your final project.

Block 22. If applicable, indicate a description of the project.

Block 23. Indicate the number of credit units listed on the plan at time of completion.

Block 24. Indicate the number of transfer credits allowed for the degree (if applicable).

Block 25. Indicate the total number of credit units required for the degree.

Block 26. If the plan is an Initial EP or a Revised EP, indicate the degree as to be awarded. If this plan is a Final EP, indicate that the degree has been awarded.

Block 27. Indicate the full title of the degree being sought.