



NPSINST 1530.1F  
120  
3 Feb 2021

NPS INSTRUCTION 1530.1F

From: President, Naval Postgraduate School

Subj: NAVAL POSTGRADUATE SCHOOL ACADEMIC PROBATION

Ref: (a) Naval Postgraduate School Academic Council Policy Manual  
(b) Chief of Naval Operations Graduate Education Quota Plan  
(c) NPSINST 1520.2E

Encl: (1) Notification of Academic Probation Letter  
(2) Naval Postgraduate School Academic Probation Student Self-Assessment  
(3) Naval Postgraduate School Academic Probation Program Officer Assessment

1. Purpose. To provide guidance and procedures for the placement of students encountering academic difficulty or not making satisfactory progress toward a degree or certificate on academic probation.

2. Cancellation. NPSINST 1530.1E.

3. Definitions. For the purposes of this instruction, the following definitions apply:

a. Units. Units refer to all units of credit for which a student was enrolled regardless of whether the student completed the course or received any credit or grade and specifically includes all "credit" and "I" grades.

b. Quality Points. Quality Points range from 0.0 to 4.0 corresponding to letter grades "X" through "A."

c. Quality Point Rating (QPR). Quality Point Rating (QPR) is the sum of the product of all course hours attempted and quality points, divided by the number of total course hours and is based on classes taken solely at NPS.

d. Graduate QPR (GQPR). GQPR is the QPR constructed from courses numbered 3000 and above.

e. Curriculum QPR (CQPR). CQPR is the QPR constructed from courses taken as part of the student's designated curriculum.

#### 4. Responsibilities

a. The Dean of Students has overall responsibility for the administration and execution of academic probation to include all resident and non-resident degree track students.

b. The Director of Student Services is responsible for identifying students who meet the criteria for Academic Probation. In addition, the Student Services office will maintain a list of those who meet academic probation criteria for the duration of the student's enrollment. Per reference (b), the Student Services office will also produce a quarterly report of students on Academic Probation for the Career Management Pillar (PERS 4) and Chief of Naval Personnel (OPNAV N127).

c. The Military Associate Deans are responsible for ensuring Program Officer's execution of this instruction and reporting completion to the Dean of Students.

d. Program Officers are responsible for student mentorship/counseling and notification of the student's progress to appropriate sources. A Program Officer should ensure that academic probation is used a tool to assist students who are struggling academically. In addition, a Program Officer will maintain counseling documents until the student graduates or detaches.

e. Students are responsible for completing all required documentation on time, engaging in mentorship, and making every effort to meet academic standards at NPS. A student on academic probation should consider a curriculum change or extension if academic probation is not assisting them to get back on track.

5. Criteria for Probation. A student shall be placed on academic probation if they meet one of the following criteria:

a. Students do not maintain a minimum GQPR of 3.00 or CQPR of 2.75 in all units attempted which were graded on the basis of the grading scale described in reference (a). These criteria are collectively known as the minimum standards for graduation.

b. If any student has two or more unresolved incompletes from the previous quarters.

c. If any student's Program Officer with the concurrence of the Military Associate Dean determine that the student requires probation due to other issues.

d. If any student's thesis progress is not meeting departmental timelines to be completed by graduation.

NOTE: Special attention will be paid attention to students who have changed curriculum. These students will not be automatically be placed on probation unless their Program Officer advises that it is required.

6. Action

a. Notification of Probation. The Director of Student Services shall generate enclosure (1) for all students who meet the previous criteria to be placed on academic probation.

These enclosures will be provided to the Program Officers to disseminate to students within 15 days of the beginning of the following quarter. Copies of the student's notification of probation will be forwarded to the appropriate Military Associate Dean, the Dean of Students and in the case of international students, the Director of the International Graduate Programs Office.

b. Within five working days of receipt of enclosure (1), the student must ensure completion of enclosures (2) and (3). Enclosure (2) is a self-assessment and enclosure (3) is the Program Officer's assessment of the student's situation, which must be completed in concert with the student. All documents will be signed and retained until student graduation or detachment by the student's Program Officer. Program Officers will communicate completion of counseling via Python prior to week six of the academic quarter by accessing the student's profile and updating the "Student Curriculum Information" from the "Student Information" tab.

c. Per reference (b), the Director of Students Services will generate a report of all United States Navy students on Academic Probation for PERS 4 and OPNAV N127.

d. A student on academic probation will continue to meet with his or her Program Officer as necessary to discuss progress.

7. Removal from Probation. A student on academic probation will be removed from probation when they no longer meet the criteria for probation.

8. Extension of Probation. A student on academic probation who fails to attain the minimum standards for graduation in successive quarters shall have his or her probation extended accordingly. If the student's Program Officer assesses the student is at risk of not graduating, they shall meet with the Dean of Students to discuss their prospects for continued enrollment. Per reference (c), students who continue to remain on academic probation for three or more successive quarters shall be considered for disenrollment from the NPS.

9. Redress. A student who, after conferring with his or her Program Officer, feels he or she has been unjustifiably placed on probation may appeal to the Dean of Students, in writing, for a change of status. The Dean of Students will initiate a reevaluation of the student's placement on academic probation.

10. Records Management. Records created as a result of this instruction, regardless of format and media, must be managed per Secretary of the Navy Manual 5210.1 as of September 2019.

11. Review and Effective Date. Per OPNAVINST 5215.17A, Naval Postgraduate School will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



P. E. OLD  
Chief of Staff

Releasability and distribution:

<http://intranet.nps.edu/Code00/Instructions/IndexNew.html>

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Date

From: Commanding Officer, Military Student Element, Naval Postgraduate School

To: LT First M. Last, USN

Subj: NOTIFICATION OF ACADEMIC PROBATION

Ref: (a) NPSINST 1530.1F

1. The Dean of Students Office calculates each student's Graduate Quality Point Rating (GQPR) and Course Quality Point Rating (CQPR) at the end of each quarter. According to our records, your overall GQPR/CQPR following the posting of the AY20yy/Qtr # (Summer) period is 1.23/1.23. Because you have failed to meet the minimum standards for graduation, you have been placed on academic probation for the current quarter in accordance with reference (a). To be in good academic standing, you must maintain a GQPR of at least 3.00 and a CQPR of at least 2.75 in all units attempted.
2. Please review reference (a) in its entirety. Your Military Associate Dean and Program Officer have been advised of your status. It is your responsibility to make an appointment to meet with them as soon as possible to discuss this matter.
3. If your QPR is temporarily deficient because you have received an "I" grade, you need to discuss your plans for completing the course(s) with your advisor and the instructor of the course(s).
4. If your QPR score has fallen below standards for any reason, you should work with your Program Officer to develop a plan for improving your QPR and returning to good standing. You must complete enclosures (2) and (3) of reference (a) within five working days of receipt of this letter.

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Dean of Students

Copy to:

Program Officer

Military Associate Dean

Enclosure (1)

3 Feb 2021

1530

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Date

From: LT First M. Last, USN  
To: Military Associate Dean, Naval Postgraduate School  
Via: Program Officer, Naval Postgraduate School

Subj NAVAL POSTGRADUATE SCHOOL ACADEMIC PROBATION STUDENT SELF-ASSESSMENT

Ref: (a) NPSINST 1530.1F

1. Instructions. Responses on this form are confidential and will help us assist you. Although answering these questions is voluntary, completing all items and adding any additional comments that you believe useful would be helpful in evaluating your situation.

2. Personal Information

- a. Curriculum:
- b. Expected Graduation Date:
- c. Program Officer:
- d. GQPR:
- e. CQPR:

3. Self-Assessment. To identify possible barriers to learning, please complete sub-paragraphs "a" through "f".

a. Difficulty in the Classroom

- (1) Do you have problems with class attendance? Y / N
- (2) Do you have problems with an instructor's teaching style? Y / N
- (3) Do you have problems with a testing style? (e.g., multiple choice, essay) Y / N
- (4) Are there particular types of courses that give you difficulty? Y / N

b. Difficulty with Academic Skills

- (1) Do you have problems with reading speed? Y / N

(2) Do you have problems with reading comprehension (Do others seem to get more from the text than you)? Y / N

(3) Do you have problems with the mechanics of written work (spelling, punctuation, sentence construction)? Y / N

(4) Do you have problems with the organization of written work in a paper/essay (flow of ideas, detail, order)? Y / N

(5) Do you have problems with quantitative (numerical/math) skills? Y / N

(6) Do you have problems with note-taking skills (getting it all down, organization, choosing main points)? Y / N

(7) Do you have problems with ability to identify major/supporting points from the lecture/textbooks? Y / N

c. Difficulty with Time Management

(1) On average, how much time do you spend WEEKLY preparing for your classes/studying? \_\_\_\_\_ Hours

(2) On average, how many hours do you spend preparing for an exam? \_\_\_\_\_ Hours

(3) Approximately how many hours each WEEK do you spend on the following activities:

(a) Team/club athletics (practice & games) \_\_\_\_\_ Hours

(b) Volunteerism/internships \_\_\_\_\_ Hours

(c) Clubs (non-athletic) \_\_\_\_\_ Hours

(d) Organizations (e.g., band, theatre) \_\_\_\_\_ Hours

(e) Socializing with friends \_\_\_\_\_ Hours

d. Difficulty with Other Issues

(1) Do you have a quiet place to study? Y / N

(2) Do you have a roommate? Y / N

(3) Do you have health problems not previously addressed? Y / N

(4) Do you have motivation problems? Y / N

(5) Are you having problems adjusting to an academic setting?

Y / N

(6) Other factors (continue on back as necessary):

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e. List the reasons you think contributed to your academic difficulty:

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f. List your areas of strength/skill:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Officer

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student



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From: Program Officer, Naval Postgraduate School  
To: Military Associate Dean, Naval Postgraduate School

Subj: NAVAL POSTGRADUATE SCHOOL ACADEMIC PROBATION PROGRAM  
OFFICER ASSESSMENT

Ref: (a) NPSINST 1530.1F

1. Student Information

- a. Name:
- b. Curriculum:
- c. Expected Graduation Date:
- d. GQPR:
- e. CQPR:
- f. Date Prepared:

2. Review of Student's Status

- a. Review and discuss the student's prior academic performance and annotate trends.
- b. Review and discuss the student's academic matrix to ensure it is reasonable and complies with Academic Council Guidelines.

3. Set Clear and Obtainable Goals. As appropriate.

4. Counselling

- a. Discuss any barriers to learning, including learning styles, time management, or other stressors as found in enclosure (2), Student Self-Assessment.
- b. Discuss academic skills development, including:
  - (1) Improving study skills.
  - (2) Improving note-taking skills.
  - (3) Reducing test-taking anxiety.
  - (4) Improving concentration.

Enclosure (3)

(5) Enhancing memory skills.

5. Signature

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Program Officer

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student