



Calhoun: The NPS Institutional Archive
DSpace Repository

NPS Scholarship

Publications

2014-05-29

Civilian Institutions (CIVINS) Student Top 10 Need to Know

<https://hdl.handle.net/10945/41785>

This publication is a work of the U.S. Government as defined in Title 17, United States Code, Section 101. Copyright protection is not available for this work in the United States.

Downloaded from NPS Archive: Calhoun



Calhoun is the Naval Postgraduate School's public access digital repository for research materials and institutional publications created by the NPS community. Calhoun is named for Professor of Mathematics Guy K. Calhoun, NPS's first appointed -- and published -- scholarly author.

Dudley Knox Library / Naval Postgraduate School
411 Dyer Road / 1 University Circle
Monterey, California USA 93943

<http://www.nps.edu/library>



Civilian Institutions (CIVINS) Student Top 10 Need to Know...

1. As a fully-funded student, the Navy covers the cost of tuition and mandatory fees. For a complete list of reimbursable expenses please visit the CIVINS website. Fees such as travel, food, lodging, and course materials will not be paid by the Navy.
2. If your university offers lower tuition for in-state residents you MUST complete a residency waiver to request in-state tuition rates.
3. Education Plans (EPs) must meet Educational Skill Requirements (ESRs) for your prospective subspecialty code. Only courses, activities, and programs that fulfill the ESRs of your subspecialty code and are approved on the EP shall be funded by the Navy.
4. Any addition or deletion of courses, change in course load, thesis topic or program length requires a revised EP approved by your Program Officer or Subject Matter Expert.
5. A final EP covering your entire academic tour is mandatory. Your transcript must match all of the courses on your final EP.
6. One copy of your final transcripts must be sent to the CIVINS office as soon as possible after graduation. This is to close out your student file and recommend your subspecialty code to PERS-45.
7. You must email or mail a copy of your grade report or include your grades on an updated EP to the CIVINS office after every academic term.
8. If you have completed a thesis, capstone project, or other major report, you are required to submit a copy with a SF298 via email to the CIVINS office.
9. A feedback letter on quality of education should be submitted upon graduation.
10. For more detailed information on CIVINS policies read NAVPGSCOLINST 1520.1(series): Standard Procedures for Administration and Management of Navy Fully-Funded Graduate Education Programs at Civilian Institutions and the Law Education Program.