

*Updated February 13, 2020*

## **Fleet Seminar Program Information Packet**

The U.S. Naval War College (NWC), Fleet Seminar Program (FSP) delivers the NWC Joint Professional Military Education (JPME) Phase I to students who cannot attend the NWC in-residence. The FSP curriculum expands critical and creative thinking and develops problem-solving skills as they pertain to decision-making and leadership in the maritime domain.

### **Course Highlights**

- Students typically complete this program in three years.
- Students earn JPME Phase I credit and an NWC diploma.
- Active Officers, Reserve Officers, and Government Civilians can apply.
- FSP needed for master's degree.

### **Who is Eligible**

Active Officers, Reserve Officers, and Government Civilians can apply for FSP, contracted personnel are not eligible to apply.

- Navy, Marine Corps, and Coast Guard must be in the grade of O3 and above
- Active and reserve officers in other military services must be in the grade of O4 and above
- Any federal civilians in the grade GS11 and above, or equivalent, are eligible to apply for FSP. Selected staff members in the federal Executive, Legislative, and Judiciary branches are also eligible.

### **What to Expect**

Students typically take three years to complete all core courses: Strategy and War, Theater Security Decision Making, and Joint Maritime Operations.

- Seminar-style classes that also include research, writing, and class discussion.
- Classes meet one evening per week for three hours.
- Courses offered at multiple Naval bases and stations across the United States.

### **What to Expect**

The application period for FSP is open between April 1st to May 31st.

- FSP is an online application.
- New students must submit an initial application, which is then reviewed to determine eligibility.
- Continuing students can request dual enrollment.

**Please Note:** Students are expected to keep the College of Distance Education informed of changes in the student's eligibility status, current address, phone numbers, email address, parent command, and current CO/supervisor contact information.

## Eligibility

All applicants applying for this program must possess a Baccalaureate Degree (i.e., B.S./B.A.), preferably from a regionally accredited institution. Must be currently serving as active duty or reserve officer, federal employee, or congressional staffer. Contracted personnel are not eligible to apply.

## Active and Reserve Officers

Active and reserve officers in the Navy, Marine Corps, and Coast Guard must be in the grade of O3 and above to be eligible. Active and reserve officers in other military services must be in the grade of O4 and above.

## Civilian Applicants

Any federal civilians in the grade GS11 and above, or equivalent, are eligible to apply for FSP. Selected congressional staff members in the federal Executive, Legislative, and Judiciary branches are also eligible.

## Course Format

Classes meet one evening per week for three hours and run from the first week in September to the third week in May, 34 times per year. These seminars are conducted at the graduate level and require appropriate initiative, research, writing, and oral commentary from each student.

Classes are taught under the direction of a NWC adjunct faculty member. Occasionally, formal presentations are delivered by resident faculty members from Newport, Rhode Island and by visiting professors from colleges and universities around the world.

## Credits

The NWC FSP is accredited by the New England Commission of Higher Education and awards graduate credits for successful completion of the following FSP courses, for enrollees subsequent to 1 March 1994.

- Strategy and War: 7 Graduate Semester Hours
- Theater Security Decision Making: 7 Graduate Semester Hours
- Joint Maritime Operations: 7 Graduate Semester Hours

## Coursework

Students must coordinate in advance with their professor if they will miss a deadline for coursework, all delinquent work must be completed within 30 days.

## Extension Request

Students unable to meet the deadline must request, in advance, an extension from the Dean of College of Distance Education.

## Incomplete Grade

A student with an 'Incomplete' grade will not be allowed to re-enroll until the 'Incomplete' is eliminated. If a student is unable to complete a course, they may receive credit for work that has been successfully submitted.

## Attendance

All courses require the student's presence in class, they must coordinate with the professor to make up any missed classroom instruction.

## Absences

Upon the fourth absence, or when it is anticipated, the student is evaluated for continuation in the course. If allowed, the fifth absence will result in disenrollment, no exceptions.

## Materials

The college provides all study materials to the student on a loan basis.

## Returning Materials

Once notified of their enrollment, a student will receive information for receipt of materials. During the course, a student will receive return labels for returning their books.

If a student fails to return materials, they will be billed for the replacements and no credit for the course will be granted until all materials have been returned or purchased.

## Buying Materials

If you wish to purchase the course materials most books are available online or at bookstores.

*Please Note: Regulations preclude direct purchase of this government property from the NWC or FSP.*

## Enrollment

Typically, a student will take three years to complete all core courses: Strategy and War, Theater Security Decision Making, and Joint Maritime Operations. Each course requires one academic year to complete and may be completed in any order. Each course requires up to 12 hours of time per week outside the classroom.

### All Students: Important Dates

**April 1st - May 31st:** New students must submit an application; continuing students must submit a course request(s) and update their personal information.

**May 31st:** Applications and course requests for all students are due.

**Mid-June:** Students are notified of course enrollment.

**End-of-July:** NWC begins shipping course materials.

**September 7th, 2020:** Classes begin this week.

*Please Note: Students who do not receive a course seat will remain under consideration for possible enrollment until the end of the add/drop period on September 17, 2020.*

Course locations change each academic year, please visit the 'Locations & Availability' page on the FSP site for the latest update.

## Enrollment Procedure

FSP is an online application, to ensure you are eligible for the program please review the 'Eligibility & Overview' page on the FSP site.

## **New Students**

New students must apply for course enrollment, and after their application is approved submit their course request/preferences.

- New students will be enrolled in only one core course.
- New students must submit an initial application, this is reviewed to determine eligibility.
- After the initial application review, applicants will receive an e-mail notification with instructions on how to select their core course request/preference.

**Please Note:** Changes to personal information provided after initial application submission may result in additional eligibility review requirements.

## **Continuing Students**

Continuing students must submit their course request/preferences and update their personal information during the enrollment period.

## **Students With a Card Login**

A Federal Government Issued PKI token card or a Common Access Card (CAC) is required to login to the NWC Student Information System. Active-duty military, Coast Guard and DoD civilian employees with CACs must use the link provided on the FSP site.

## **Students Without a Card Login**

Students without a CAC must use the link provided on the FSP site.

## **Dual Enrollment**

Students can request to enroll in two courses (dual-enroll) their second year.

**Please Note:** Dual enrollment is not recommended due to the heavy academic workload and is also dependent on seat availability in that course.

## **Course Withdrawal and Re-enrollment**

Withdrawals may be either voluntary or involuntary; students are encouraged to withdraw voluntarily when the constraints of time and circumstance prevent course completion.

A student may receive credit for work successfully completed unless a substantial revision in the interim or an extensive delay since withdrawal has happened. Prompt return of books and compliance with deadlines is essential to ensure an availability of materials for other students.

**Please Note:** On a case-by-case basis, students may be enrolled in the following academic year at the point they were withdrawn from a course, if they maintain eligibility.

## **Voluntarily Withdrawal and Re-enrollment**

### **Voluntary Withdrawal**

Requests for voluntary withdrawals can be emailed to the FSP Program Manager at Newport, Rhode Island stating the reasons for the withdrawal. These reasons are helpful in the review of administrative procedures and course content.

For students desiring to withdraw, please email [FSP@usnwc.edu](mailto:FSP@usnwc.edu).

**Please Note:** Such withdrawals are without prejudice.

**Re-enrollment**

A student who voluntarily withdraws and would like to re-enroll can email the FSP Program Manager at Newport, Rhode Island stating the reasons for the re-enrollment.

For students desiring to re-enroll, please email your reasoning to [FSP@usnwc.edu](mailto:FSP@usnwc.edu).

**Involuntary Withdrawal**

Involuntary withdrawals are initiated by FSP as a result of the student's failure to meet deadlines or academic standards, fulfill attendance obligations, or (on a case basis) maintain eligibility.

**Re-enrollment**

A student who is interested in re-enrollment and has been involuntarily withdrawn must submit a handwritten letter to the Dean of College of Distance Education, U.S. Naval War College, explaining the circumstances involved.

***Please Note:** Each request to re-enroll will be considered on its own merits.*

For students desiring to re-enroll, please email your reasoning to [FSP@usnwc.edu](mailto:FSP@usnwc.edu).