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MEMORANDUM

FROM: MIDN 2/C Dettor, Academic Officer

To: MIDN 1/C Raftshol, Battalion Commanding Officer

Via: MIDN 1/c McAndrews, Battalion Executive Officer

Subj: ACADEMIC PLAN FOR FALL SEMESTER 2013

1. Study Hours will be held at North Hall and at Eastern Michigan University in the Halle Library. The schedule for Study Hours is as follows:

a. North Hall

(1) Monday-Thursday: 1700-2200

(2) Sunday: 1200-1800

b. Eastern Michigan University

(1) Wednesday: 1700-2200

(2) Sunday: 1200-1800

2. The proctors for Study Hours are below:

a. North Hall

(1) Monday: MIDN Buday

(2) Tuesday: MIDN Carrigan

(3) Wednesday: MIDN Smith

(4) Thursday: MIDN Elliott

(5) Sunday: MIDN Irwin

b. Eastern Michigan

1. Wednesday: MIDN Phillips
2. Sunday: MIDN Hetherson

c. Proctors are responsible for maintaining order during study hours. During study hours times there will be no playing pool, darts, foosball or other disrupting games. If the proctor fails to maintain a productive environment during study hours, there will be consequences.

3. The Tutor will be at North Hall throughout the semester. The Tutor’s hours are as follows:

a. North Hall

(1) Tuesday: 1800-2030

(2) Wednesday: 1800-2030

(3) Sunday: 1500-1800

4. The requirements for being on Study Hours are as follows:

a. 10 hours per week: GPA below 2.0.

b. 5 hours per week: GPA between 2.01 and 2.49.

c. 3 hours per week: GPA below 3.0.

d. 3 hours per week for all incoming freshmen.

5. If on mandatory Study Hours and attending the University of Michigan, 3 study hours are to be completed at North Hall with a proctor. If at Eastern Michigan, 3 study hours must be completed at Halle Library with a proctor. The remaining hours may be completed elsewhere. The ways of obtaining outside Study Hours are as follows:

a. Attending a professor’s or GSI’s office hours where 1 visit equals 1 hour.

b. Attending sessions with a hired tutor (not the one provided by the Unit).

c. Meeting with a study group as long as the meeting takes place in an academic building such as a library or classroom.

6. Midshipman on Academic LOA shall complete 25 Study Hours in addition to the mandatory Study Hours that are already set in place. These additional hours may be completed as follows:

a. Attending a professor’s or GSI’s office hours where 1 visit equals 1 hour. The GSI or Professor’s name must be printed and signed on a slip of paper outlining the date, time, and location of the event in addition to the subject studied.

b. Attending sessions with a hired tutor (not the one provided by the Unit). Documentation of the event must be included consisting of the Tutor’s name which is printed and signed along with the date, time, duration of time, location, and subject studied.

c. Attending study groups in an academic setting.

7. To receive credit for completed Study Hours, Midshipmen must log their time with a study hour proctor, a battalion study group leader, or the academic officer. The log shall be filled out as follows: Name, Type of Study Hours, (PH=Proctored Hours, GSI=GSI office hours, HT=Hired Tutor Hours, and SG=Study Group Hours), Time in, Time out, MIDN Signature, and the Proctor’s Signature or the name of the person/people that the Midshipman met with (Professor, GSI, Hired, Tutor, or Study Hours). The log book will be in the ward room on the large rectangular table. Eastern students may email their study hours to the academics officer if they are not able to record them in the log book at North Hall. Under no circumstances will study hours be orally submitted.

8. The end of Study Hours on Thursday constitutes the end of the week for logging hours. If a Midshipman completes Study Hours on Friday or during the weekend by meeting with a Professor, GSI, hired tutor, or study group, they will be recorded for the following week.

9. All Midshipmen with a previous semester GPA of less than 2.50 will be required to report all exam and major assignment grades to the Academic officer within one week of receiving the grade for the assignment via email. Naval Science course grades shall not be reported. Grade reporting relies on integrity of the Midshipman as submission of his or her exam schedule will not be required. If made available to the Midshipman, the following information about the exam or assignment will be required:

a. Number of points earned out of points possible.

b. Letter Grade for the exam or assignment.

c. Mean, median, and range of class grades for the exam or assignment.

d. The name of the course.

10. Navy Option Scholarship freshmen attaining a cumulative GPA of less than 2.0 or a second semester GPA less than 2.0 will normally be placed on Leave of Absence (LOA) to withhold benefits and prevent midshipmen from incurring an active service obligation.

11. Navy Option Scholarship students failing a calculus or physics course will be placed on probation. Additionally, failure to meet calculus and physics course completion requirements and deadlines will require a PRB and could result in LOA or disenrollment.

12. All midshipmen receiving any grade less than a “C-“ in a required course will be placed on academic probation regardless of GPA.

13. Midshipmen placed on University probation will, at a minimum, be placed on Academic probation.

14. The following policy is for missed study hours and/or missed grade reporting:

a. First Offense: There will be a brief and informal counseling meeting between Midshipman and the Battalion Academics Officer. A counseling form will be filled out. Additionally, the Midshipman will have to complete double the missed Study Hours the following week and will receive two demerits.

b. Second Offense: The same procedure will be followed as the first offense and the Midshipman will be reported to the Academic Class Advisor.

c. Third Offense: The same procedure will be followed as the second offense along with a formal counseling meeting with the Academic Class Advisor. This shall not be a PRB.

d. Fourth Offense: The same procedure will be followed as the third offense with the possibility of a PRB.

e. Failure to report an exam or major assignment grade will be considered an integrity violation.

15. Midshipman on Study Hours will be receiving e-mail from the Battalion Academics Officer informing them of the number of study hours they must complete each week.

Very respectfully,

L. E. Dettor