06 Dec 13

MEMORANDUM

From: MIDN 1/C Nora Gerson, Academics Officer

To: MIDN 1/C John Cramer, Battalion Commanding Officer

Via: MIDN 1/C Nicholas Skorina, Battalion Executive Officer

Subj: ACADEMIC PLAN FOR THE WINTER 2014 SEMESTER

1. Study hours will be held at North Hall and at Eastern Michigan University in the Halle Library. The schedule for study hours is planned as follows:
	1. North Hall
		1. Monday-Thursday: 1700-2200
		2. Sunday: 1200-1800
	2. Eastern Michigan University
		1. Tuesday: 1700-2200

* + 1. Wednesday: 1700-2200
		2. Sunday: 1200-1800
1. The tutor will be at North Hall on the following days for the Winter 2014 semester:
	1. Wednesdays: 1700-1930
	2. Thursdays: 1800-2030
	3. Sundays: 1500-1800
2. The new requirements for being on study hours are as follows:
	1. 10 hours per week: GPA below 2.0
	2. 5 hours per week: GPA between 2.01 and 2.59
	3. 3 hours per week: GPA between 2.60 and 2.69
	4. No study hours are required for those achieving a GPA of 2.70 and above.
	5. At least three hours of studying must be completed at North Hall per week. Those who have greater than three study hours per week will have the option of using outside study groups and office hours to count for their remaining study hours. The options are as follows:
		1. Office hours: one visit will count as one hour for logging purposes.
		2. A university study group can be counted as long as the study group meets in an academic building (such as a library or classroom).
		3. Attending sessions with a hired tutor (not the one provided by the unit) will count as well.
3. Rooms in North Hall will be designated for a specific type of studying. Designated rooms will help midshipmen study more efficiently with fewer distractions.
	1. Iwo Jima Room: Group Homework
	2. Library: Individual, silent study
	3. Michigan Room: Group Project
	4. Navigation Room: remaining student needs for overflow
4. No studying should take place in the wardroom for those who are on study hours. The wardroom is full of distractions, which hinder students’ ability to study. The wardroom should be utilized as a study break room. Midshipmen who are not on study hours but still study at North Hall can study anywhere they like, wardroom included.
5. For now, the plan is that the tutor will remain in the wardroom for easy access.
6. To receive credit for completed study hours, midshipmen must log their time with a study hours 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, and SG = Study Group Hours), Time in, Time out, MIDN Signature, and the Proctor’s Signature or the name of the person/people the midshipman met with (Professor, GSI, Hired, Tutor, or Study Hours). The logbook will be in the wardroom 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 logbook at North Hall. Under no circumstances will study hours be orally submitted.
7. 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.

10. All midshipmen with a previous semester GPA of less than a 2.50 will be required to report all exams and major assignment grades to the Academics Officer via email within one week of receiving the grade for the assignment. 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:

* 1. Number of points earned out of points possible
	2. Letter grade for the exam or assignment
	3. Mean, median and range of class grades for the exam or assignment
	4. The name of the course
1. Navy Option Scholarship freshman attaining a cumulative GPA of less than 2.0 or a second semester GPA less than a 2.0 will normally be placed on Leave of Absence (LOA) to withhold benefits and prevent midshipmen from incurring an active service obligation.
2. 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.
3. All midshipmen receiving any grade less than a “C-“ in a required course will be placed on academic probation regardless of GPA.
4. Midshipmen placed on University probation will, at a minimum, be placed on Academic probation.
5. The following policy is for missed study hours and/or missed grade reporting:
	1. 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.
	2. Second offense: The same procedure will be followed as the first offense and the Midshipman will be reported to the Academic Class Advisor.
	3. 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.
	4. Fourth offense: The same procedure will be followed as the third offense with the possibility of a PRB.
	5. Failure to report an exam or major assignment grade will be considered an integrity violation.
6. 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,

N. D. Gerson

MIDN, First Class