

03 Sep 14

MEMORANDUM

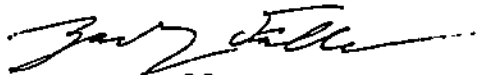
From: MIDN 1/C Zachary Fuller, Academics Officer
To: MIDN 1/C Tyler Millard, Battalion Commanding Officer
Via: MIDN 1/C Seth Fireman, Battalion Executive Officer

Subj: MANDATORY TUTORING FOR CALCULUS AND PHYSICS COURSES

1. To reduce the likelihood of unsatisfactory performance, two hours of tutoring per week in both calculus and physics are required for scholarship MIDN enrolled in these courses. If a MIDN is enrolled in both calculus and physics, the total required tutoring is four hours per week. Tutoring includes the following:
 - a. Official university tutoring.
 - b. Visits to professors, teaching assistants, the battalion provided tutor, and military or academic advisors for extra assistance.
 - c. Tutoring provided by upper-class MIDN who satisfactorily completed calculus or physics with a letter grade of "B" or better in the class they are tutoring.
2. Tutoring is required only for Calculus I and II and Physics I and II.
3. To receive credit for completed tutoring, midshipmen must maintain an individual tutoring log.
 - a. The log shall be filled out as follows: Name, Date, Course, Number of hours, Type of Tutoring (UT = University Tutoring, OH = Office Hours with professors or TAs, SG = Midshipman-led Study Groups), MIDN Signature, and the signature of the person/people the midshipman met with (Professor, GSI, Tutor, or Midshipman study group leader).
 - b. Individual tutoring logs will not be collected. However, logs must be provided upon request by the Academics Officer, members of the midshipman's battalion chain of command, or unit staff members. Any failure to provide a complete and accurate log will be reported to the offender's platoon sergeant.

4. The Academics Officer will be responsible for keeping track of those midshipmen enrolled in the required courses. Midterm scores in Calculus and/or Physics will be reported to the Academics Officer. The following information, if available, will be required:
 - a. Number of points earned out of points possible
 - b. Letter grade for the exam
 - c. Mean and median of class grades for the exam
5. Midshipmen who earn a letter grade of a "B" or better on a midterm will be eligible to apply for a tutoring waiver. A waiver will allow midshipman to forego the mandatory tutoring hours for the class in which the grade was received.
 - a. Midshipmen applying for a waiver must provide the Academics Officer with their individual tutoring logs. Incomplete forms or missing hours will result in a rejection of the waiver.
 - b. Midshipmen must reapply for a waiver after each midterm.
 - c. Midshipmen who previously earned a waiver and subsequently fail to maintain a letter grade of "B" or better in their courses, will not be eligible for further tutoring waivers for that class.
6. In compliance with NSTC directives, all midshipmen must begin each new semester of calculus or physics in a tutoring program regardless of previous achievement.
7. This program is concurrent with the battalion study hours program.
8. MIDN who believe they have extraordinary circumstances regarding their performance and this study hour policy may arrange a meeting with the Unit Staff Academics Officer to discuss their situation.

Very respectfully,



Z. K. Fuller
MIDN, First Class