MEMORANDUM

From: MIDN 2/C Zachary Sandler, Academics Officer
To: MIDN 1/C Robert Squiers, Battalion Commanding Officer
Via: MIDN 1/C Layne Dettor, Battalion Executive Officer

Subj: ACADEMIC PLAN FOR THE WINTER 2015 SEMESTER

1. Study hours will be held at the University of Michigan in the Ruthven Museum and at Eastern Michigan University in the Halle Library. The schedule for study hours is planned as follows:

   a. University of Michigan
      1) Monday-Thursday: 1800-2200
      2) Sunday: 1200-1800

   b. Eastern Michigan University
      1) Wednesday: 1800-2200
      2) Thursday: 1800-2200
      3) Sunday: 1200-1800

2. The tutor will be at the Ruthven Museum on the following days for the Winter 2015 semester starting on 25 Jan. However this is subject to change:

   a. Tuesdays: 1800-1930
   b. Wednesdays: 1800-2030
   c. Sundays: 1300-1600

3. The new requirements for being on study hours are as follows:

   a. GPA below 2.0:
      10 hours per week, 3 of which must be completed at the Ruthven Museum or the Halle Library.

   b. GPA between 2.00 and 2.59
5 hours per week, 2 of which must be completed at the Ruthven Museum or the Halle Library.

c. GPA between 2.60 and 2.74
   3 hours per week, 1 of which must be completed at the Ruthven Museum or the Halle Library.

d. No study hours are required for those achieving a GPA of 2.75 and above.

e. For the remaining study hours that need not be completed at the Ruthven Museum or the Halle Library, outside study groups and office hours will count. 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.

4. 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. Documented official university tutoring. Funding is available to satisfy this requirement.

   b. Documented visits to professors, teaching assistants, and military or academic advisors for extra assistance.

   c. Documented 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.

   a. 2009 will always be available.

   b. 2015 will be available Tuesday, Wednesday, and Thursday evenings.

   c. 2021 and 2031 will be available Monday, Tuesday, and Wednesday evenings.

6. For now, the plan is that the tutor will remain in Ruthven 2009 for easy access.

7. 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 Ruthven 2009. Eastern students may email their study hours to the academics officer if they are not able to record them in the logbook. Under no circumstances will study hours be verbally 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.

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, with the exception of Naval Science grades, to the Academics Officer via email within one week of receiving the grade for the assignment. 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, standard deviation and range of class grades for the exam or assignment

d. The name of the course

11. In the event that a midshipman fails to log study hours or to report required grades, the Academics Officer will report the violation to the offender’s Platoon Sergeant. Further action will be taken in accordance with the battalion-wide demerit policy system.

12. Midshipman on Study Hours will be receiving an email from the Battalion Academics Officer at the beginning of the semester informing them of the number of study hours they must complete each week.

Very respectfully,

Z. D. Sandler
MIDN, Second Class