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: Study Hours SOP W15

1. This memo details: the requirements to be assigned mandatory study hours due to semester GPA, study hour schedule and location, how to log study hours, and what to do if the proctor is not present at the time of study hours.

2. Location:

   a. Study hours will be held at the University of Michigan in the Ruthven Museum room 2009 Ruthven. At the University of Michigan, the proctor will be in room 2009 Ruthven at all times study hours take place. If you do not know where this is, call and text the scheduled proctor (schedule listed below). If you still cannot find the proctor, you should ask one of the attending museum employees.

   b. Study hours will be held at Eastern Michigan University on the 2nd floor of the Halle Library in the Children’s Literature Section. At Eastern Michigan University, the proctor will be in the Children’s Literature Section at the back left table, next to the windows at all times study hours take place. If you do not know where this, call and text the scheduled proctor (schedule listed below). If you still cannot find the proctor, you should ask one of the attending library employees.

3. Schedule:

   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
4. 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 midshipman-proctored hours 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 midshipman-proctored hours 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 midshipman-proctored hours 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) A university study group can be counted as long as the study group meets in an academic building (such as a library or classroom).
   
   2) Office hours with a professor or GSI for a class you in.
   
   3) Attending sessions with a hired tutor (other than the one provided by the unit) will count as well.
   
   f. Unit Staff and your Chain of Command may assign additional hours. The requirements above are the default number of mandatory hours. Two examples of when additional hours may be assigned are: Academic Warning and Academic Probation.

5. How to complete and log study hours:
   
a. Identify how many total mandatory hours you must complete and how many midshipman proctored study hours you must complete (see above). You must complete BOTH the total number
AND the midshipman proctored number of hours in order to complete your mandatory study hours.

b. Physically attend your study hours and then log the hours in this step-by-step process.

1) Open “W15 Study Hours Log” Google Document on a computer. This is where you must log all study hours until you have completed your hours for the week.

2) Enter the Date in the corresponding column. Enter the date in the form MM/DD/YYYY.

3) Enter Time In and Time Out. This is the time that you arrive at study hours rounded (up or down) to the nearest quarter of an hour, and the time you leave study hours rounded to the nearest quarter of an hour. Enter the time in military time. Example: if you arrive at 1819 and leave at 1924, you would input “Time In= 1815, Time Out= 1930.”

4) The document will calculate the number of hours when you enter the Time In and Time Out. For the example above, the document would automatically put 1.25 in the Hours column and row corresponding to that entry. The 1.25 will also get added to your total hours for the week and the PH hours if you are entering PH hours.

5) Enter the type of study hours in the corresponding column. The different types of hours are: PH = Proctored Hours, SG = Study Group, and OH = Office Hours.

6) Enter your initial in the corresponding column. This initial acts as your signature and confirms that you have truly completed and properly entered the hours you are reporting.

7) For PH, the midshipman proctor, who was present when you completed the hours, must enter their own initial into the corresponding column. It is your responsibility to make sure the proctor enters their initial. Hours will not count if they are not endorsed by the proctor initial. Enter N/A in the Non MIDN Proctor Name and Non MIDN Proctor email or phone # columns. Study hour proctors who are assigned mandatory hours may enter their own initial in the MIDN Proctor Initial column.

8) For SG or OH, enter the name of a study group member or the person you conducted Office Hours with. Then enter
the study group member or Office Hour instructors email address or phone number in the column marked Non MIDN Proctor email or phone #. Enter N/A for the MIDN Proctor Initial column.

9) All columns must be filled for each entry, even if you just put N/A. If you follow the instructions above (steps 1-8), you will fill each column.

c. Repeat this logging procedure for each entry until you have met the required total and midshipman proctored number of hours.

d. When you have completed your mandatory total hours and proctored hours the word “COMPLETED” will pop up next to the row. Until “COMPLETED” pops up in the box next to the total hours and proctored hours, you have not satisfactorily completed your hours.

6. Study hours will only be counted if they are properly filled out in the “W15 Study Hours Log” Google Document. Under no circumstances will study hours be verbally submitted.

7. **If you untruthfully log study hours**, meaning that you lie in some way or another, you will receive an Integrity Violation and meet corresponding consequences.

8. The end of study hours on Thursday, 2200, constitutes the end of the week for logging hours. The Academics Officer may check to see who has completed their study hours at 2230. This leaves 30 minutes for the midshipman to enter their hours from the time hours have concluded for the week.

9. 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. Proctors Schedule and who to contact if the proctor is not in the designated location. This is a complete list of the proctors and the times they have been assigned to cover. Note: some days proctors may not follow this schedule because they had a conflict and were forced to have another proctor cover for them. If the proctor is not in the designated location, try to call, text, and email the proctor who is scheduled. If they do not respond, text and email the Academics Officer MIDN Sandler at 847-890-3078 and zsandler@umich.edu. In your email explain the situation and we will attempt to resolve the issue.

a. Eastern Michigan University Proctors:
   Sunday 1200-1800 MIDN 3/c Belman. Contact: 734-626-6190, jbelman@emich.edu.
   Wednesday 1800-2200 MIDN 3/c Scannell. Contact: 734-660-1897, dscannel@emich.edu.
   Thursday 2000-2200 MIDN 1/c Millard. Contact: 616-350-4990, Tmillard@emich.edu.

b. University of Michigan Proctors:
   Sunday 1200-1800 MIDN 2/c Baier. Contact: 231-818-3390, cbaier@umich.edu.
   Monday 1800-2200 MIDN 1/c Fireman. Contact: 301-775-8517, sfireman@umich.edu.
   Tuesday 2000-2200 MIDN 3/c Kim. Contact: 703-999-1067, jskimmar@umich.edu.
   Wednesday 1800-2200 MIDN 2/c Bourdow. Contact: 989-293-7197, bourdste@umich.edu.
Thursday 1800-2200 MIDN 3/c Muckenthaler. Contact: 704-682-7270, kaylmuck@umich.edu.

13. In any case not covered in these instructions or if you have any other questions. You may contact the Academics Officer at zsandler@umich.edu.

Very respectfully,

Z. D. Sandler
MIDN, Second Class