31 Jan 16

MEMORANDUM

From: MIDN 2/C Justin Kim, Academics Officer

To: MIDN 1/C Robert Kent, Battalion Commanding Officer

Via: MIDN 1/C Tobey Ratoff, Battalion Executive Officer

Subj: ACADEMIC POLICY FOR THE WINTER 2016 SEMESTER

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

a. University of Michigan

1) Monday: 1800-2200

2) Tuesday: 1800-2200

3) Wednesday: 1800-2200

4) Sunday: 1800-2200

b. Eastern Michigan University

1) Monday: 1800-2200

2) Tuesday: 1900-2200

3) Wednesday: 1800-2200

4) Sunday: 1800-2200

2. The tutor will be covering both the Ruthven museum and the Halle library according to the following schedule. He will be alternating locations on Wednesday and Sunday. If he is at Ruthven on Monday, he will be at Halle Library on the coming Sunday, and will switch the locations for the following week. These hours may be subject to change based on the tutor’s schedule.

Mondays: 1800-2200, Ruthven week 1, Halle Library week 2

Tuesdays: 1800-2200, Ruthven

Wednesdays: 1800-2200, Halle Library

Sundays: 1800-2200, Halle Library week 1, Ruthven week 2

3. The 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. If a MIDN is already on required study hours from GPA, the total amount of study hours is not to exceed 10 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.

5. Studying in the Ruthven Museum will take place in classrooms 2009, 2015, 2021, and 2031, depending upon availability.

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. 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.

7. The end of study hours on Sunday constitutes the end of the week for logging hours.

8. 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,

J. S. Kim

MIDN, 2/C