

28 Aug 16

MEMORANDUM

From: MIDN 2/C Lindsay Grzegorzewski, Training and Academics  
Officer

To: MIDN 1/C Marc Monahan, Battalion Commanding Officer

Via: MIDN 1/C James Birmingham, Battalion Executive Officer

Subj: Fall 2016 Study Hours SOP

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).

b. Study hours will be held at Eastern Michigan University on the 2<sup>nd</sup> 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).

3. Schedule:

- a. University of Michigan
  - 1) Monday: 1800-2200
    - i. Tutor from 1800-2000
  - 2) Tuesday: 1800-2200
  - 3) Wednesday: 1800-2200
    - i. Tutor from 1800-2200
  - 4) Sunday: 1800-2200
    - i. Tutor from 1800-2000
  
- b. Eastern Michigan University
  - 1) Monday: 1800-2200
    - i. Tutor from 1800-2000
  - 2) Tuesday: 1900-2200
    - i. Tutor from 1800-2000
  - 3) Wednesday: 1800-2200
  - 4) Sunday: 1800-2200
    - i. Tutor from 1800-2200

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

- a. Semester GPA below 2.79:  
10 hours per week, 3 of which must be midshipman-proctored hours completed at the Ruthven Museum or the Halle Library.
- b. GPA between 2.80 and 2.89  
7 hours per week, 3 of which must be midshipman-proctored hours completed at the Ruthven Museum or the Halle Library.
- c. GPA between 2.90 and 2.99  
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 3.00 and above.
- e. If a midshipman is taking Calculus I/II or Physics I/II they are required to have an additional 2 study hours per course.
- f. 4/C midshipmen are required to complete 3 study hours their first semester.
- g. 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 that you are in.
  - 3) Attending sessions with a hired tutor (other than the one provided by the unit) will count as well.
- h. Unit Staff and your Chain of Command may assign additional hours and a maximum of 15 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 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 "F16 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) 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.

5) 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.

6) 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.

6. **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.

7. The end of study hours on Sunday, 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.

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

9. 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 chit policy system.

10. 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 Grzegorzewski at 513-508-2406 and [lgski@umich.edu](mailto:lgski@umich.edu)

a. University of Michigan Proctors:

Monday, 1800-2200

MIDN 3/C Grabis: 443-783-7453, [egrabis@umich.edu](mailto:egrabis@umich.edu)

Tuesday, 1800-2200

MIDN 3/C Sovie: 216-924-8391, [sjsovie@umich.edu](mailto:sjsovie@umich.edu)

Wednesday, 1800-2200,

MIDN 2/C Daigler: 785-410-3962, [daigler@umich.edu](mailto:daigler@umich.edu)

Sunday, 1800-2200

MIDN 3/C Trumbull: 419-708-4510, [antrumb@umich.edu](mailto:antrumb@umich.edu)

b. Eastern Michigan University Proctors:

Monday, 1800-2200

MIDN 3/C Schriever: 513-370-0759, [lschriev@emich.edu](mailto:lschriev@emich.edu)

Tuesday, 1900-2200

MIDN 3/c Bruns: 541-219-1728, [bbruns1@emich.edu](mailto:bbruns1@emich.edu)

Wednesday, 1800-2200

MIDN 3/C Kohler: 810-627-4355, [jkohler3@emich.edu](mailto:jkohler3@emich.edu)

Sunday, 1800-2200

MIDN 3/C Gallegos: 734-358-7515, [mgalleg2@emich.edu](mailto:mgalleg2@emich.edu)

11. If there are any ambiguities or questions, the  
Academics Officer can be reached at [lgski@umich.edu](mailto:lgski@umich.edu)

Very respectfully,

L. M. Grzegorzewski  
MIDN 2/C, USNR