28 SEPTEMBER 2018

MEMORANDUM

From: MIDN 2/C Elijah Dobos, Battalion Training Chief and Academics Officer
To: MIDN 1/C Reed Buchholz, Battalion Commanding Officer
From: MIDN 1/C Brandon Reitsma, Battalion Executive Officer

Subject: Fall 2018 Study Hours SOP

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

2. Schedule of Locations and Times

   a. Study hours will be held at the University of Michigan in accordance with the following:

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATES</th>
<th>TIMES</th>
<th>ROOM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>01OCT-10DEC</td>
<td>1700-2100</td>
<td>NUB 2502</td>
</tr>
<tr>
<td>Tuesday</td>
<td>02OCT-11DEC</td>
<td>1800-2100</td>
<td>NUB 2502</td>
</tr>
<tr>
<td>Wednesday</td>
<td>03OCT-05DEC</td>
<td>1700-2100</td>
<td>NUB 2502</td>
</tr>
<tr>
<td>Thursday</td>
<td>04OCT-11OCT</td>
<td>1700-2100</td>
<td>NUB 2502</td>
</tr>
<tr>
<td>Sunday</td>
<td>07OCT-09DEC</td>
<td>1200-1700</td>
<td>CHEM A859</td>
</tr>
</tbody>
</table>

   *Note: The NUB (North University Building) was previously known as C.C. Little.

   b. Study hours will be held at Eastern Michigan University in accordance with the following:

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATES</th>
<th>TIMES</th>
<th>ROOM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>01OCT-10DEC</td>
<td>1700-2100</td>
<td>3rd floor Halle Library by windows overlooking Science Complex.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>03OCT-05DEC</td>
<td>1700-2100</td>
<td>2nd floor Halle Library by Children’s Literature</td>
</tr>
<tr>
<td>Sunday</td>
<td>07OCT-09DEC</td>
<td>1200-1700</td>
<td>3rd floor Halle Library</td>
</tr>
</tbody>
</table>
3. The requirements for having assigned study hours are as follows:

a. Previous Semester GPA below 2.80:
   10 hours per week, 3 of which must be proctored
   (completed at either UofM or EMU)

b. Previous Semester GPA: 2.80-2.89:
   7 hours per week, 3 of which must be proctored
   (completed at either UofM or EMU)

c. Previous Semester GPA: 2.90-2.99:
   3 hours per week, 1 of which must be proctored
   (completed at either UofM or EMU)

d. Previous Semester GPA above 3.00:
   No required study hours

e. Enrolled in Calculus I/II or Physics I/II:
   2 hours per week per course.

f. 4/C MIDN first semester:
   3 hours per week, all of which must be proctored

g. For the remaining study hours that need not be proctored, 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 student is enrolled in.
   (3) Attending a session with a hired tutor (other than the one provided by the unit).

h. Unit Staff and Battalion Chain of Command may assign additional hours up to a maximum of 15 hours.
   Examples of additional hours are Academic Warning and Academic Probation.

4. Completion and Logging of hours:

a. Identify the number of proctored and regular study hours that must be completed weekly.

b. Physically attend study hours and log them in this process:
   (1) Open “F18StudyHoursLog” on Google Drive
   (2) Enter the date
   (3) Enter the time
(4) Enter the type of hours: PH = Proctored Hours, SG = Study Group, OH = Office hours, and TH = Tutor Hours
(5) Enter your initials
(6) If it applies, ask the proctor to add their initials

5. Untruthfully logging study hours is an integrity violation and will be handled swiftly and accordingly.

6. Sunday at 1700 is the end of the week for study hours. The Academics Officer may check for completion of logs at 1800.

7. All Midshipman with a previous semester GPA of 2.5 or lower are required to report all exam 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. This relies on Midshipman integrity. If made available, the following information about exams will be required:
   a. Number of points earned out of total points
   b. Letter grade for the exam/assignment
   c. Mean, median, standard deviation, and range of grades for the exam or assignment
   d. The name of the course

8. In the event that a midshipman fails to log study hours or report required grades, the Academics Officer will report the violation to the offender’s Platoon Chief. Further action will be taken in accordance with the Battalion executive system.

9. The Proctor Schedule is below. If the proctor is not in the designated location, attempt contacting them. If this fails, contact the Battalion Academics officer.

   a. University of Michigan Proctors
      Monday MIDN Vredenburg 616/745-9889
      Tuesday MIDN Dewhurst 347/223-2852
      Wednesday MIDN Gicewicz 360/791-8295
      Thursday MIDN Ecklund 931/561-9452
      Sunday MIDN C. Perry 512/948-9445

   b. Eastern Michigan University Proctors
      Monday MIDN Kohler 810/627-4550
      Wednesday MIDN Prevo 734/560-0073
      Sunday MIDN Bright 810/441-0592
10. If there are any ambiguities or questions, the Battalion Academics Officer, MIDN E. Dobos, can be reached at 734/276-1879 or dobose@umich.edu.

Very respectfully,

[Signature]

E/P Dobos
MIDN 2/C USNR