

19 September 2019

MEMORANDUM

From: MIDN 2/C Matthew Surma, Battalion Academics Officer, Safety Officer and Training Chief

TO: MIDN 1/C Katherine Hoekstra, Battalion Commanding Officer

From: MIDN 1/C Benjamin Kulick, Battalion Executive Officer

Subject: Fall 2019 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 a proctor is not present at the time of study hours.

2. Schedule of Location and Time

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

DAY	DATE	TIME	ROOM
MONDAY	23 SEP- 16 DEC	1700-2100	CHEM A859
TUESDAY	24 SEP- 17 DEC	1700-2100	CHEM A859
WEDNESDAY	25 SEP- 18 DEC	1700-2100	CHEM A859
THURSDAY	26 SEP- 19 DEC	1700-2100	CHEM A859
SUNDAY	22 SEP- 15 DEC	1200-1700	CHEM A859

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

DAY	DATE	TIME	ROOM
MONDAY	23 SEP- 16 DEC	1700-2100	3 rd Floor Halle Library
TUESDAY	24 SEP- 17 DEC	1700-2100	3 rd Floor Halle Library
WEDNESDAY	25 SEP- 18 DEC	1700-2100	3 rd Floor Halle Library

3. The requirements for having

a. Previous semester GPA below 2.80:

- i. 9 hours per week, 3 of which must be proctored
 - ii. (completed at either UofM or EMU)
 - b. Previous semester GPA: 2.80-2.89:
 - i. 6 hours per week, 2 of which must be proctored
 - ii. (completed at either UofM or EMU)
 - c. Previous Semester GPA: 2.90-2.99:
 - i. 3 hours per week, 1 of which must be proctored
 - ii. (completed at either UofM or EMU)
 - d. Previous Semester GPA above 3.0:
 - i. No required study hours
 - e. Enrolled in Calculus I/II or Physics I/II:
 - i. 2 hours per week per course
 - f. For the remaining study hours that need not be proctored, the options are as follows:
 - i. (1) A university study group can be counted as long as the study group meets in an academic building (such as library or classroom).
 - ii. (2) Office hours with a professor or GSI for a class that a student is enrolled in.
 - iii. (3) Attending a session with a hired tutor (other than provided by the unit).
 - g. Unit Staff and Battalion Chain of Command may assign additional hours up to a maximum of 15 hours. An example of additional hours are Academic Warning and Academic Probation.
4. Completion and Logging of hours:
 - a. Identify number of proctored and regular hours that must be completed weekly.
 - b. Physically attend study hours and log them in this process:
 - I. open "F19StudyHoursLog" on google drive
 - II. Enter the Date
 - III. Enter the time
 - IV. Enter the type of hours: PH=Proctored Hours, SG= Study Group, OH= Officer Hours, TH=Tutoring Hours
 - V. Enter your Initials
 - VI. If it applies, ask the proctor to enter 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 Midshipmen with a previous semester GPA of 2.5 or lower are required to report all exam and major assignment grades, with the exceptions 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 grad for the exam/assignment
- c. Mean, median, and 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 Academic 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 O'Connor	734-620-1526
Tuesday	MIDN Crouch	970-819-1451
Wednesday	MIDN Podiak, M	269-760-9934
Thursday	MIDN McGowan	214-843-4868
Sunday	MIDN Raman	703-298-9761

b. Eastern Michigan University Proctors

Monday	MIDN Bright	810-441-0592
Tuesday	MIDN Swiatlowski	517-769-5580
Wednesday	MIDN Smith	517-231-9245

10. If there are any ambiguities or questions, the Battalion Academics Officer, MIDN Surma, can be reached at 586-995-0540 or msurma1@emich.edu

Very Respectfully,

M. N. Surma

MIDN 2/C Surma