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:

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>23 SEP- 16 DEC</td>
<td>1700-2100</td>
<td>CHEM A859</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>24 SEP- 17 DEC</td>
<td>1700-2100</td>
<td>CHEM A859</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>25 SEP- 18 DEC</td>
<td>1700-2100</td>
<td>CHEM A859</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>26 SEP- 19 DEC</td>
<td>1700-2100</td>
<td>CHEM A859</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>22 SEP- 15 DEC</td>
<td>1200-1700</td>
<td>CHEM A859</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>23 SEP- 16 DEC</td>
<td>1700-2100</td>
<td>3rd Floor Halle Library</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>24 SEP- 17 DEC</td>
<td>1700-2100</td>
<td>3rd Floor Halle Library</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>25 SEP- 18 DEC</td>
<td>1700-2100</td>
<td>3rd Floor Halle Library</td>
</tr>
</tbody>
</table>

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 msurmal@emich.edu
Very Respectfully,

M. N. Surma

MIDN 2/C Surma