

15 Jan 24

MEMORANDUM

From: Midshipman 2/C Collin Wys
To: Battalion
Via: Battalion Webmaster
Executive Officer

Subj: WINTER 2024 STUDY HOURS SOP

1. This memorandum 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 | 22 JAN-15 APR | 1700-2100 | CHEM A859 |
| TUESDAY | 16 JAN-16 APR | 1700-2100 | CHEM A859 |
| WEDNESDAY | 17 JAN-17 APR | 1700-2100 | CHEM A859 |
| THURSDAY | 18 JAN-18 APR | 1700-2100 | CHEM A859 |
| FRIDAY | 19 JAN-19 APR | 1700-2100 | CHEM A859 |

b. Study hours will not be held on the Eastern Michigan University campus.

(1) Eastern Michigan University will be required to attend proctored study hours on the University of Michigan campus.

3. The requirements for

a. A previous semester GPA below 2.80:

(1) 9 hours per week, 3 of which must be proctored.

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b. A previous semester GPA of 2.80-2.89:

(1) 6 hours per week, 2 of which must be proctored.

c. A previous semester GPA of 2.90-2.99:

(1) 3 hours per week, 1 of which must be proctored.

d. A previous semester GPA above 3.00:

(1) No required study hours.

e. Current enrollment in Calculus I/II or Physics I/II:

(1) 2 hours per week per course.

f. 4/C Midshipmen during the Fall Semester:

(1) 3 hours per week.

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 library or classroom).

(2) Office hours with a professor or GSI for a class that a student is enrolled in.

(3) Attending a session with a hired tutor (other than those provided by the unit).

h. Unit staff and battalion chain of command may assign additional hours up to a maximum of 15 hours. An example of additional hours are an academic warning and academic probation.

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4. Completion and logging of hours.

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

b. Physically attend study hours and log them in this process:

(1) Open "W24 Study Hours Log" on Google Drive.

(2) Enter the times in which study hours were entered and left under the appropriate name.

(3) The spreadsheet will automatically calculate the amount of time in which the midshipman was in attendance of study hours.

c. Notice of completion of non-proctored study hours must be sent directly to the Academics Officer via email before 1700 on Sunday.

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 2.50 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 grade for the exam or assignment.

c. Mean and median of class grades for the exam or assignment.

d. The name of the course.

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8. In the event that a midshipman fails to attend 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 disciplinary system.

9. The proctor schedule is below. If the proctor is not in the designated location, attempt contacting them. If this fails, contact the Academics Officer.

| DAY | NAME | PHONE NUMBER |
|-----------|---------------------|--------------|
| MONDAY | MIDN Sawant | 616-600-2985 |
| TUESDAY | MIDN Krajniak | 989-413-8411 |
| WEDNESDAY | MIDN Van Loon | 248-891-0154 |
| THURSDAY | MIDN Lautenschleger | 330-260-2304 |
| FRIDAY | MIDN Wys | 734-780-5860 |

10. If there are any ambiguities or questions, the battalion Academics Officer, MIDN Wys, can be reached at 734-780-5860 or cwys@emich.edu.

Very respectfully,

C. N. WYS
MIDN 2/C COLLIN WYS, USNR

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Battalion Website