From: Commanding Officer, NROTCU Marquette University

Subj: MANDATORY STUDY PROGRAM

Ref: (a) Naval Service Training Command Memorandum 1533 Ser N00/0584 of 8 Aug 14 Calculus and Physics Tutoring

Encl: (1) Mandatory Tutoring Sheet

1. Purpose. To provide midshipmen with the opportunity to improve their academic performance through a structured study program that is flexible enough so special arrangements do not need to be made for individual midshipmen.

2. Cancellation. NROTCMARQUETTUNIVINST 1533.10F.

3. Discussion. The primary purpose of the NROTC Program is to develop midshipmen morally, mentally and physically for service as commissioned officers in the Naval Service. This requires that each and every midshipman not only earn a college degree, but also develop him or herself academically to the maximum extent possible. Nearly all midshipmen have the capability to succeed academically, but not all have the self-discipline needed to study enough to do so. The mandatory study program is designed to assist those who lack self-discipline by requiring a minimum number of study hours each week.

4. Policy.

   a. Mandatory study will be held at the NROTC Unit from 1600 to 2100 on Sunday through Wednesday and 1700 to 2200 on Thursday. This gives each midshipman on mandatory study a 25-hour window in which to complete his or her assigned study hours.

   b. Midshipmen on mandatory study will log the hours they study at the NROTC Unit between 1600 and 2100 on Sunday through Wednesday, and 1700 and 2200 on Thursday. They must study a minimum of two continuous hours for the logged time to be counted. They are only allowed to log a maximum of four hours on any given day.

   c. Studying is authorized in the Navigation Classroom, Sea Power Library and Computer Lab. The Computer Lab will be used for legitimate academic purposes only, such as writing papers and preparing reports, and not for surfing the Internet or reading/sending email.

   d. At least 50 minutes out of every hour will be used for studying. The remaining 10 minutes may be used as a break at the student’s discretion.

   e. All mandatory study time will be monitored. 1/C and 2/C midshipmen on mandatory study will be responsible for monitoring mandatory study time and ensuring that an appropriate study environment is maintained. The Battalion Academics Officer will publish the mandatory study monitoring watchbill.
f. If a midshipman is unable to complete his or her assigned study hours during the times specified above, the midshipman must make other arrangements with his or her class advisor. If approved, study hours conducted outside the mandatory study times and places must be documented by the midshipman.

5. Criteria for assigning midshipmen to mandatory study.

a. Students who do not achieve a mid-term GPA of 2.50 or better will be assigned to mandatory study for the remainder of the semester.

b. Students who do not achieve a semester GPA of 2.50 or better, or fail one or more courses will be assigned to mandatory study for the following semester.

c. Students whose cumulative GPA is less than 2.50 will be assigned to mandatory study.

d. The PNS may assign to mandatory study any midshipman that he feels will benefit from it.

e. All incoming freshman will automatically be placed on 10 hours of mandatory study until midterm exams. Once midterm grades are in, each student will be allowed to discontinue mandatory study at the discretion of their advisor.

6. Criteria for removing midshipmen from mandatory study.

a. A student can be removed from mandatory study by achieving a GPA of 2.50 or better for the semester, provided his or her cumulative GPA is also 2.50 or better.

b. A student can be removed from mandatory study at mid-term if his or her mid-term GPA is 3.00 or better and he or she is not failing any courses.

7. Mandatory tutoring.

a. All Navy option scholarship midshipmen that are enrolled in Calculus I/II (e.g., MATH 1450/1451/1455 at Marquette) or Physics I/II (e.g., PHYS 1003/1004 at Marquette) are required to participate in at least 2 hours of university-sponsored tutoring per week for each Calculus I/II or Physics I/II class they are taking per semester.

b. At the discretion of the CO, calculus and physics tutoring may be relaxed after midterm grades have been distributed.

c. Midshipmen required to participate in mandatory tutoring will sign up for tutoring in the Alumni Memorial Union or cross-town equivalent during the first week of class and attend every week thereafter for the remainder of the semester, unless waived by the CO as stated above in paragraph b.

d. Midshipmen participating in mandatory tutoring will use Enclosure (1) to document their tutoring. Each tutoring session will be initialed by both the tutor and the midshipman and presented to their class advisor on a monthly schedule for review.

8. Course of action for failure to complete assigned study hours. If a
midshipman fails to complete his or her assigned study hours, it will be seen as an aptitude deficiency. Failure to complete assigned study hours will be dealt with on a case-by-case basis at the discretion of the class advisor. The following guidelines apply:

a. The first offense will normally be handled by the battalion chain of command. Typically, it will be dealt with at the BNXO or BNCO level.

b. The second offense will normally be handled by the class advisor. Placing the midshipman on Aptitude Warning or Probation is an appropriate course of action. The warning or probation shall specify the terms that must be satisfied in order for the midshipman to be removed from warning or probation, and that failure to complete assigned study hours again will result in further administrative action.

c. The third offense will result in a Performance Review Board being convened for the midshipman.

9. Responsibilities.

a. Second Class Advisor (Nuclear Power Officer):

(1) Overall responsibility for execution of the program.

(2) Coordinate with the other class advisors for assigning midshipmen to the mandatory study program.

(3) Supervise the Battalion Academics Officer in carrying out his or her duties.

b. Other Class Advisors:

(1) Make an entry in the midshipman’s counseling record each time that he or she fails to record the minimum number of required study hours. Document that the midshipman has been questioned and counseled about the deficiency.

(2) Recommend to the Executive Officer, when appropriate, that a midshipman be placed on Aptitude Warning or Probation or that an Aptitude Performance Review Board be convened.

(3) Periodically check the mandatory study logbook to determine the performance of midshipmen in the program.

c. Battalion Commander:

(1) After receiving notification of a midshipman failing to meet the requirements of the mandatory study program, take appropriate action to resolve the problem, such as holding BNCO’s Mast or issuing a letter of reprimand.

d. Battalion Academics Officer:

(1) Compute weekly study hour totals for each midshipman assigned to the mandatory study program.

(2) Periodically check the mandatory study logbook during the week to
ensure that individual midshipmen are not falling behind on study hours.

(3) Maintain a file of mandatory study log sheets for future analysis.

(4) Submit a weekly report to the Third Class Advisor of those midshipmen who fail to record the minimum number of required study hours.

(5) Assign 1/C and 2/C midshipmen on mandatory study to be monitors for mandatory study time throughout the semester. Ensure that all mandatory study time has a monitor assigned.

(6) Ensure all Navy Option midshipmen enrolled in Calculus I/II or Physics I/II are in compliance with the mandatory tutoring policy, as stated above in paragraph 7.

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