NROTC UNIT, THE UNIVERSITY OF ARIZONA INSTRUCTION 1601.15

Subj: STUDENT ENHANCEMENT PROGRAM (SEP)

Encl: (1) List of Approved SEP Locations
     (2) University of Arizona NROTC Tutoring Form
     (3) Study Efficiency Log

1. Purpose. This instruction establishes the policies and procedures regarding the Student Enhancement Program (SEP) for The University of Arizona Naval Reserve Officer Training Corps (NROTC) unit.

2. Discussion. SEP is a program within the NROTC unit that assists all midshipmen, Officer Candidates (OCs), and Marine Corps Enlisted Commissioning Education Program (MECEP) students in meeting the minimum academic requirements set forth by the unit.

3. Policy. SEP is categorized into two sections: tutoring hours and regular SEP hours.

a. Tutoring Hours

   (1) Tutoring hours are required for any midshipman, OC, or MECEP that is currently enrolled in any physics class up to and including Physics 2/Electricity and Magnetism/PHYS 241, and any Math class up to and including Calculus 2. The minimum number of hours required is 2 per class, per week, unless otherwise directed by the Academics Officer (S-1 Chief) or class advisor (unit staff). The class advisor may relax the tutoring requirement once the student demonstrates satisfactory performance in that course.

b. Regular Hours

   (1) Regular SEP hours are mandatory for all members who fall into the categories listed below. Tutoring and Regular hours both count toward the total number of required SEP hours.

   (a) All members during their first semester with the NROTC, and members that have had a PRB related to academics, received a 2.5 GPA or below in the previous semester, or have a cumulative GPA of 2.5 or below must complete a minimum of 10 SEP hour per week.

   (b) Members who have between a 2.5 and 3.0 GPA, cumulative or in the previous semester must complete a minimum of 5 hours per week.
Members who have elected to voluntarily place themselves on the SEP roster will be held accountable for the week(s) that they place themselves on SEP.

Weekly SEP hour requirements may be changed at the discretion of the S-1 Chief or the student’s Class Advisor.

c. Study Efficiency Log. The Study Efficiency Log must be completed by every member on SEP.

(1) Study Efficiency Logs for members within Alpha Company must be turned into the Alpha Company 1st Sergeant no later than (NLT) 1600 on Wednesday of every week during the academic semester, unless otherwise directed by the S-1 Chief. The Alpha Company 1st Sergeant is responsible for ensuring proper completion of, processing, and turning in Alpha Company study efficiency logs to the S-1 Chief and has the authority to delegate collection of logs within Alpha Company at their discretion.

(2) Study efficiency logs for members within Headquarters, including battalion staff, must be turned into the S-1 Chief NLT 1600 on Wednesday of each week during the academic semester unless otherwise directed by the S-1 Chief.

d. Junior Officer of the Deck (JOOD) Hours

(1) All members on SEP must complete 2 hours for every 5 required SEP hours in the presence of the JOOD. These hours must be tracked in the JOOD SEP logbook as well as on the member’s SEP Log.

4. Procedures. For individuals that have required SEP Hours the following steps will be taken each week:

a. Conduct. Upon fulfilling any of the above conditions of mandatory SEP (i.e. taking Physics 2 or having a 2.75 GPA) students will:

(1) Fill out a Study Efficiency Log with their information PRIOR to beginning the week’s study hours.

(2) Conduct SEP Hours throughout the week in South Hall or other approved areas (see encl 1). Between the hours of 0500-1559, students conducting SEP will be signed in by Battalion Staff or Active Duty Staff. From the hours of 1600-2000 Monday-Thursday, students completing SEP hours MUST sign in and out with the JOOD.

(3) Upon completion of the Study Efficiency Log, it will be turned into the S-1 Chief Box prior to Friday at 1600. After 1600 on Friday, the next week begins.

(4) All requests for extension on the deadline must be made in writing 48 hours prior to the deadline to the S-1 Chief through the student chain of command. In addition, all hours recorded up to the request must be submitted with the request.
b. **Precedents for Punishment**

(1) A first offense merits a Minor Infraction Report (MIR) as well as an addition of the missed time of that week to the next week.

(2) A second offense merits another Minor Infraction Report with an addition of 2 hours to the minimum required time of that student for the remainder of the semester.

(3) A subsequent offense merits a referral to a Disciplinary Review Board (DRB).

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P. L. WALL

Distribution:
Unit Staff
Approved SEP Locations

1. Approved Locations. The Study Enhancement Program has specific locations which all members must be present while completing their required SEP hours. These locations are listed below.

(1) All University of Arizona Libraries
(2) All Pima Community College Libraries
(3) All Pima County Libraries
(4) University of Arizona Think Tanks (or equivalent tutoring centers)
(5) All Learning Centers
(6) South Hall
(7) Veterans Education and transition Services Center
(8) Office Hour
UNIVERSITY OF ARIZONA NROTC TUTORING FORM

NAME OF STUDENT: _______________________________
WEEK OF: ______________________________

COURSE: _______________________________________
HOURS TUTORED: _________  DATE: _______________
PRINTED NAME OF TUTORER: _________________________
SIGNATURE OF TUTORER: ____________________________

COURSE: _______________________________________
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PRINTED NAME OF TUTORER: _________________________
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**WEEKLY TOTAL:**

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