

NROTCUAINST 1601.15

5 June 2017

NROTC UNIT 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 Naval Reserve Officer Training Corps, the University of Arizona (NROTC).

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 Calculus 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 (ACADO).

b. Regular SEP Hours

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

a. All students during their first semester with the NROTC unit must complete a minimum of **10** hours per week unless otherwise directed by the ACADO.

b. All students that have had a PRB related to academics (i.e. failing a class) must complete a minimum of **10** hours per week unless otherwise directed by the ACADO.

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c. All students who have a 2.5 Grade Point Average (GPA) or below, cumulative or in the previous semester, must complete a minimum of 10 hours per week unless otherwise directed by the ACADO.

d. All students who have between a 2.5 and 3.0 GPA, cumulative in the previous semester, must complete a minimum of 5 hours per week unless otherwise directed by the ACADO.

e. All students 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.

c. Study Efficiency Log

1. The Study Efficiency Log must be completed by every student on SEP and turned into the ACADO box in the wardroom no later than (NLT) 1400 on Friday every week unless otherwise directed by the ACADO.

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 (ex. 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 Mon-Thrus. students completing SEP hours MUST sign in and out with JOOD.

3. Upon completion of the Study Efficiency Log it will be turned into the ACADO Box prior to Friday at 1400. After 1400 on Friday, the next week begins.

b. Precedents for Punishment:

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- i. Punishments for SEP Infractions will be administered in accordance with the Student Conduct Instruction.

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