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 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 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 S-1 Chief.

         (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 S-1 Chief or class advisor.

(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 S-1 Chief or class advisor.

(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 S-1 Chief.

(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 S-1 Chief box in the wardroom no later than (NLT) 1600 on Friday every week unless otherwise directed by the S-1 Chief.

d. Junior Officer of the Deck Hours

(1) All students on SEP must complete 2 hours for every 5 prescribed hours in the presence of the JOOD. These hours must be tracked in the JOOD SEP logbook as well as on the 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 (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 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 extensions on the deadline must be made in writing 48 hrs prior to the deadline to the S-1 Chief. 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 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 additional 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.

P. L. WALL
List of Approved Study Locations

- All University of Arizona Libraries
- Veterans Education and Transition Services Center
- South Hall
- All Pima Community College Libraries
- University of Arizona Think Tank or equivalent tutoring centers
- Learning Centers
- All Pima County Libraries
- Office Hours
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**DAILY TOTAL**

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Enclosure (2)
UNIVERSITY OF ARIZONA NROTC TUTORING FORM

NAME OF STUDENT: ________________________________

WEEK OF: ______________________________________

COURSE: _______________________________________

HOURS TUTORED: _______ DATE: _________________

PRINTED NAME OF TUTORER: _____________________

SIGNATURE OF TUTORER: _________________________

COURSE: _______________________________________

HOURS TUTORED: _______ DATE: _________________

PRINTED NAME OF TUTORER: _____________________

SIGNATURE OF TUTORER: _________________________

COURSE: _______________________________________

HOURS TUTORED: _______ DATE: _________________

PRINTED NAME OF TUTORER: _____________________

SIGNATURE OF TUTORER: _________________________

COURSE: _______________________________________

HOURS TUTORED: _______ DATE: _________________

PRINTED NAME OF TUTORER: _____________________

SIGNATURE OF TUTORER: _________________________

Enclosure (3)