1. **Purpose.** This instruction establishes the regulations for the Student Conduct System at The University of Arizona Naval Reserve Officer Training Corps (NROTC). The conduct system is intended to train student leaders on maintaining good order and discipline, while supporting the unit staff's efforts to do the same.

2. **Discussion.** The Student Conduct System is established for five purposes: (1) to provide training for student leaders on maintaining good order and discipline in a military unit, (2) to ensure a fair system is in place for response to minor infractions, (3) to establish a standardized policy for assigning Extra Military Instruction, (4) to implement procedure for the administration of a Disciplinary Review Board (DRB), and (5) to aid the unit staff in maintaining good order and discipline within the battalion.

3. **Action.** The student chain-of-command and the unit staff will adhere to the regulations set forth by this Student Conduct System. Proper documentation is imperative in order to provide proper feedback to students and establish trends of unacceptable behavior. All documentation will be maintained by the Battalion Executive Officer (BNXO) and the student's class advisor.

4. **Procedures**

   a. **Major Infraction.** All major infractions, as listed in enclosure (1), will result in the immediate administration of a Performance Review Board (PRB) conducted by the unit staff.
b. **Minor Infraction.** All minor infractions, as listed in enclosure (2), will result in administrative action as specified by the Student Conduct System.

c. **Student Conduct System**

   (1) The implementation of the Student Conduct System will empower leaders within the battalion to enforce discipline at the lowest level possible and provide resources to implement corrective action for minor infractions. This system, when implemented correctly and adhered to by all members within the battalion, will foster an environment where NROTC students will police their own, increasing moral and reducing disciplinary infractions. In order to implement this system, minor infractions will be dealt with in the following manner:

   (a) First Infraction – Issuance of an informal counseling from the Squad Leader and the completion of a minor infraction report, per enclosure (3). On first infraction, a minor infraction report may be waived at the discretion of the Company Commander.

   (b) Second Infraction – Issuance of a formal counseling from the Platoon Commander and the completion of a minor infraction report.

   (c) Third Infraction – Completion of a minor infraction report. The issuance if EMI by the Company Commander (vetted through unit staff) is appropriate after the third infraction as described below.

   (d) Fourth Infraction – Completion of a minor infraction report. A DRB is conducted as described below.

   (e) Subsequent Infractions – Completion of a major infraction report. Immediate recommendation by Battalion Commander (BNCO) for PRB.

   (f) The minor infraction report is a means to document minor infractions and provide appropriate feedback/counseling to the student. All minor infraction reports shall be kept by the BNXO in the BNXO's Student Conduct Binder. The BNXO's Student Conduct Binder shall be cleared at the end of the academic year in order to provide students with the opportunity for a fresh start during subsequent academic years.

d. **Extra Military Instruction (EMI).** EMI is an administrative corrective measure authorized for use by the BNCO. This authority is delegated to the Company Commanders, but all EMI will be vetted through the Company Commander's unit staff advisor. EMI is a non-punitive corrective measure used primarily to correct the behavior of a student who is deficient in his/her military duties.

   (1) EMI is defined as instruction in a phase of military duty in which an individual is deficient. This extra instruction is intended for and directed toward the correction of that specific deficiency. It is a legitimate training technique to be used for improving the efficiency of an
individual within a command or unit through the correction of some specific deficiency in that individual’s performance of duty. EMI must be logically related to the deficiency in performance for which it is assigned.

(2) EMI must be approved by the unit Commanding Officer (Professor of Naval Science). In order for this approval to take place, the Company Commander prepares the EMI assignment form, per enclosure (4), and routes it to the BNCO for review. The Company Commander will discuss EMI methods with his/her unit staff advisor prior to preparing the EMI assignment form. The BNCO will route the EMI Assignment Form to the battalion advisor who will receive final approval from the unit Commanding Officer. Once approved, the EMI assignment form will be returned to the Company Commander who will carry out the approved EMI.

(3) EMI will be supervised by the Platoon Sergeant, Platoon Commander, Company Executive Officer, or Company Commander. EMI shall be conduct during normal working hours and shall not be conducted over a period longer than necessary to correct the performance deficiency for which it was assigned. Should the Company Commander determine that the discrepancy has been corrected, it is his/her duty to suspend EMI at that time. Continuing EMI beyond this point could be interpreted as punishment. Throughout the EMI process, the observer shall document the results of the EMI on the EMI Results Form, per enclosure (5). The BNCO shall follow up on every EMI case and shall also provide verbal progress reports to the unit CO at the weekly battalion staff meetings.

(4) Upon completion, the EMI assignment form and result form will be routed up the chain-of-command in the same way as the original EMI assignment form. Once both forms have been reviewed by the BNCO and battalion advisor, they will be routed to the BN XO for inclusion in the BN XO’s Student Conduct Binder. The student’s class advisor shall also be briefed and provided with both forms inclusion in the student’s file.

(5) Limitations

(a) EMI shall typically not exceed two hours per day and shall typically not extend for a period longer than two weeks. EMI shall typically be conducted between the hours of 0500 and 1800, Monday through Friday.

(b) EMI will not be conducted on any religious holiday observed by the student.

(c) EMI will not be used for the purpose of depriving the student of normal liberty to which the student is otherwise entitled. A student who is otherwise entitled thereto may commence normal liberty upon completion of EMI.

(d) EMI shall typically be limited to the corrective actions listed on the EMI Matrix, per enclosure (4).
f. Disciplinary Review Board (DRB). The DRB is an administrative tool available to the BNCO to review and document recommendations of the battalion staff and subordinate commanders regarding the best course of action to be taken to ensure professional conduct is enforced and maintained.

(1) The DRB shall consist of three voting members: two Battalion staff members, not to include the BNCO, and one First Class Midshipmen or final year OC/MECEP. One non-voting member from the student’s chain-of-command shall be present as a character witness.

(2) Conduct by members of the board is of the utmost importance, lest the purpose of the board to enforce student conduct be undermined. Professionalism and objectivity are a necessity. It is not the purpose of the board to verbally rebuke the student, only to determine the best course of action to take in correcting the student’s misconduct.

(3) No later than five full business days before the DRB is scheduled to convene, the student must be notified by his/her chain-of-command via a DRB appointment form, per enclosure (7). The student must be provided with the opportunity to review all documentation, including minor infraction reports, which the board will review. The DRB appointment form must then be signed and all documents returned. If the student does not wish to attend the DRB in person, he/she may write a signed letter in lieu of his/her presence.

(4) The senior member will call the board to order and divulge the student’s alleged infractions with the other members of the board. The student will then be afforded the opportunity to make a statement. The non-voting member is then allowed to make a statement if he/she desires. The voting members are then given the opportunity to question the student. Once all proceedings are complete, the student and non-voting member will leave the room. The voting members will vote on the recommended action to be taken. The student and non-voting member will return, be notified of the decision made, and the proceedings will be ended by the senior member of the board.

(5) Recommendations of the board

(a) No action taken.

(b) Formal counseling to include issuance of a Minor Infractions Report.

(c) EMI.

(d) Referral to a unit PRB.

(6) On completion of the proceedings, the recommendation of the board will be delivered to the BNCOO via the DRB report, per enclosure (8). Upon receipt of the DRB Report, the BNCO will choose to either concur or not concur with the recommendation on the same report. In case of EMI or referral to PRB, the DRB report will be routed to the battalion advisor and unit Commanding Officer for approval. Once a final decision has been made, the DRB Report will be
routed to the student, via the student’s chain-of-command, in order to sign his/her acknowledgement of understanding of the actions to be taken. A copy of the DRB report will then be made, with one copy going into the BNXO’s Student Conduct Binder and one being given to the student’s class advisor for inclusion in the student’s file.

4. Additional Guidance

a. Any questions regarding this instruction shall be routed through the student chain of command and will addressed by company/battalion advisors. The Commanding Officer (PNS) will have oversight of this regulation and will be the final approving authority for all EMI assigned.

[Signature]

P. L. WALL
Major Infractions

Major infractions are those offenses which violate the NROTC Honor Code, violates moral integrity, a serious breach of discipline, disregard or contempt for authority, gross negligence or lack of a sense of responsibility, or any actions which bring discredit upon the Naval service. Major infractions include but are not limited to the following:

1. Any violation of the NROTC Honor Code or The University of Arizona’s Code of Academic Integrity or Student Code of Conduct, including fraud, cheating, or plagiarism.
2. Sexual harassment or assault
3. Drug or alcohol abuse
4. Hazing
5. Assault
6. Theft
7. Destruction or defacing of property
8. Irresponsibility in contracting debt
9. Defiance of authority or refusal to obey orders
10. Excessive unauthorized absence
12. Pattern of conduct unbecoming of an officer
13. Underage drinking or contributing to a minor
14. Dishonest behavior that violates the Core Values
Minor Offenses

Minor Offenses are those of a less serious nature that involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature may be treated as a major offense.

1. Unauthorized absence from class, lab, or drill
2. Improper grooming or personal appearance
3. Lack of military bearing
4. Failure to appear at assigned clean-up, colors, or parking shift.
5. Failure to follow lawful order from student chain-of-command.
6. Inappropriate behavior at NROTC affiliated public events (i.e. University of Arizona volleyball games, etc.)
7. Improper preparation for Battalion events, such as drill or inspection
8. Lack of respect for fellow MIDN/OCs/MECEPs
## MINOR INFRACTIONS REPORT

**NAME:**

**RANK:**

**COMPANY/PLATOON:**

**SQUAD:**

### INFRACTION

### DATE/TIME OF INFRACTION:

### EXPLANATION OF INFRACTION:

<table>
<thead>
<tr>
<th>SIGNATURE OF STUDENT:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

**PLATOON COMMANDER COMMENTS:**

### INFRACTION NUMBER

- □ 1st
- □ 2nd
- □ 3rd
- □ 4th
- □ >4th

### RECOMMENDATION

- □ NO FURTHER ACTION
- □ EMI
- □ REFERRAL TO STUDENT REVIEW BOARD

**SIGNATURE OF PLATOON COMMANDER:**

**DATE:**

**SIGNATURE OF COMPANY COMMANDER:**

**DATE:**

**SIGNATURE OF BATTALION XO:**

**DATE:**

FILE IN BATTALION XO'S STUDENT CONDUCT BINDER

Enclosure (3)
<table>
<thead>
<tr>
<th>Unauthorized Absence</th>
<th>1st Infraction</th>
<th>2nd Infraction</th>
<th>3rd Infraction</th>
<th>4th Infraction</th>
<th>Subsequent Infractions</th>
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<tbody>
<tr>
<td>Formal Counseling</td>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>EMI (Example: 300 word essay on the importance of setting the example, muster twice daily with Plt Cmdr for one week)</td>
<td>Minor Infraction Report</td>
<td>DRB</td>
</tr>
<tr>
<td>Improper Grooming/Personal Appearance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>EMI (Example: 300 word essay on the importance of setting the example, 5 minute brief during NS lab on grooming standards, daily grooming inspection with Plt Cmdr for one week)</td>
<td>Minor Infraction Report</td>
<td>DRB</td>
</tr>
<tr>
<td>Lack of Military Bearing</td>
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<td></td>
</tr>
<tr>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>EMI (Example: 300 word essay on the importance of setting the example, 5 minute brief during NS lab on importance of military bearing, attend four drill team practices)</td>
<td>Minor Infraction Report</td>
<td>DRB</td>
</tr>
<tr>
<td>Failure to appear at assigned cleanup/colors/parking shift</td>
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<tr>
<td>Failure to follow lawful order</td>
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<td></td>
</tr>
<tr>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>EMI (Example: 300 word essay on importance of discipline in the Naval Service)</td>
<td>Minor Infraction Report</td>
<td>DRB</td>
</tr>
<tr>
<td>Inappropriate behavior at NROTC affiliated public events</td>
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<tr>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>EMI (Example: 300 word essay on importance of setting the example in the military, 5 minute brief during NS lab on proper behavior as a Naval Officer)</td>
<td>Minor Infraction Report</td>
<td>DRB</td>
</tr>
<tr>
<td>Improper preparation for Battalion Events</td>
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<tr>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>EMI (Example: read Message to Garcia and write a 300 word essay describing the importance of initiative, conduct a planning rehearsal with the MOI, assist with the planning of a future event)</td>
<td>Minor Infraction Report</td>
<td>DRB</td>
</tr>
<tr>
<td>Lack of respect</td>
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<tr>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>Minor Infraction Report</td>
<td>EMI (Example: 300 word essay on importance of respecting shipmates)</td>
<td>Minor Infraction Report</td>
<td>DRB</td>
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*Company Commander can waive the first Minor Infraction report.
<table>
<thead>
<tr>
<th>EMI ASSIGNMENT FORM</th>
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<tbody>
<tr>
<td><strong>NAME:</strong></td>
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<tr>
<td><strong>COMPANY/PLATOON:</strong></td>
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<td><strong>EXPLANATION OF INFRACTION:</strong></td>
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<td><strong>COMPANY COMMANDER COMMENTS:</strong></td>
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<td><strong>RECOMMENDED ACTION:</strong></td>
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<td><strong>SIGNATURE OF STUDENT:</strong></td>
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<td><strong>AMMENDED RECOMMENDATIONS:</strong></td>
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<td>□ APPROVED</td>
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<tr>
<td><strong>SIGNATURE OF BATTALION ADVISOR:</strong></td>
</tr>
<tr>
<td>□ APPROVED</td>
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<td><strong>SIGNATURE OF UNIT CO:</strong></td>
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<td>FILE A COPY IN BATTALION XO'S STUDENT CONDUCT BINDER</td>
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<tr>
<td>EMI RESULTS FORM</td>
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<td>------------------</td>
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<tr>
<td>NAME:</td>
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<tr>
<td>COMPANY/PLATOON:</td>
</tr>
<tr>
<td>OBSERVER'S COMMENTS:</td>
</tr>
</tbody>
</table>

| SIGNATURE OF STUDENT: | DATE: |
| SIGNATURE OF OBSERVER: | DATE: |

RECOMMENDATION

- [ ] NO FURTHER ACTION
- [ ] EMI EXTENSION (LENGTH: ________)
- [ ] REFERRAL TO STUDENT REVIEW BOARD

- [ ] APPROVED  [ ] NOT APPROVED
| SIGNATURE OF CO CO: | DATE: |
- [ ] APPROVED  [ ] NOT APPROVED
| SIGNATURE OF BN CO: | DATE: |
- [ ] APPROVED  [ ] NOT APPROVED
| SIGNATURE OF BATTALION ADVISOR: | DATE: |
- [ ] APPROVED  [ ] NOT APPROVED
| SIGNATURE OF UNIT CO: | DATE: |

FILE IN BATTALION XO'S STUDENT CONDUCT BINDER

Enclosure (6)
<table>
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<tr>
<td>COMPANY/PLATOON:</td>
<td>SQUAD:</td>
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<tr>
<td>DATE/TIME OF DRB:</td>
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<tr>
<td>REASON FOR DRB:</td>
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</table>

**STATEMENT OF STUDENT:**

**SIGNATURE OF STUDENT:**

☐ RECOMMEND APPROVAL  ☐ APPROVAL NOT RECOMMENDED

**SIGNATURE OF PLT CO:**

**DATE:**

☐ RECOMMEND APPROVAL  ☐ APPROVAL NOT RECOMMENDED

**SIGNATURE OF CO CO:**

**DATE:**

☐ RECOMMEND APPROVAL  ☐ APPROVAL NOT RECOMMENDED

**SIGNATURE OF BN CO:**

**DATE:**

**BATTALION ADVISOR GUIDANCE:**

☐ RECOMMEND APPROVAL  ☐ APPROVAL NOT RECOMMENDED

**SIGNATURE OF BATTALION ADVISOR:**

**DATE:**

**UNIT CO GUIDANCE:**

☐ APPROVED  ☐ NOT APPROVED

**SIGNATURE OF UNIT CO:**

**DATE:**

**RETURN TO BN CO FOR EXECUTION**

Enclosure (7)
<table>
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<td>SQUAD:</td>
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</table>

**EXPLANATION OF OFFENSE:**

**STATEMENT OF STUDENT:**

**BRIEF SYNOPSIS OF PROCEEDINGS:**

**SIGNATURE OF STUDENT:**

**DATE:**

**RECOMMENDATION**

☐ NO FURTHER ACTION
☐ FORMAL COUNSELING
☐ EMI
☐ REFERRAL TO UNIT PERFORMANCE REVIEW BOARD

**SIGNATURE OF BOARD MEMBER:**

**DATE:**

**SIGNATURE OF BOARD MEMBER:**

**DATE:**

**SIGNATURE OF BOARD MEMBER:**

**DATE:**

☐ RECOMMENDATION ENDORSED ☐ RECOMMENDATION NOT ENDORSED

**SIGNATURE OF BN CO:**

**DATE:**

☐ RECOMMEND APPROVAL ☐ APPROVAL NOT RECOMMENDED

**SIGNATURE OF BATTALION ADVISOR:**

**DATE:**

☐ APPROVED ☐ NOT APPROVED

**SIGNATURE OF UNIT CO:**

**DATE:**

Acknowledgement of understanding

**SIGNATURE OF STUDENT:**

**DATE:**

FILE ONE COPY IN BATTALION XO’S STUDENT CONDUCT BINDER AND ONE COPY WITH STUDENT’S STAFF ADVISOR

Enclosure (8)