NROTC UNIT, THE UNIVERSITY OF ARIZONA INSTRUCTION 1601.16

Subj: STUDY 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 Study 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 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 hours, 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 3.0 GPA or below in the previous semester, or have a cumulative GPA of 3.0 or below must complete a minimum of 10 SEP hour per week.
(b) 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.

(c) 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 Platoon’s individual Commanders no later than (NLT) 1600 on Tuesday of every week during the academic semester, unless otherwise directed by the S-1 Chief. The Alpha Company Platoon’s individual Commanders are responsible for ensuring proper completion of, processing, and turning in their platoon’s study efficiency logs to the S-1 Chief. The Alpha Company Platoon Commanders have the discretion to collect the logs in their individual platoon’s as they deem fit.

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

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) students will:

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

(2) Conduct study hours in approved locations.

(3) Format: When filling out the time the format shall be (HHMM) in military time. When filling out the daily total or the weekly total the format shall be (HH:MM). All logs must be filled out in entirely black or blue pen. All daily totals must be filled out, if zero hours were conducted that day then (00:00) must be entered as the daily total.

(4) If a mistake is made on the logs, the member should one-line said mistake, and initial the one-line and fix said mistake before turning in logs.

(5) If required to do SEP and Tutoring both logs must be completely filled out. Tutoring hours will be recorded on SEP as well as recorded on the Tutoring log. If only required to do SEP, then only the SEP log should be turned in and if only required to do Tutoring then only the Tutoring logs should be turned in.

(6) Check the total hours and daily total hours completed are accurate and totaled
up correctly.
b. **Precedents for Punishment**

(1) A first offense merits a Minor Infraction Report (MIR).

(2) A second offense merits another Minor Infraction Report.

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

K. A. NORTON

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 Hours from either Instructor or TA

   (9) All Public Libraries

   (10) Locations approved on case to case basis by unit advisor

Enclosure (1)
UNIVERSITY OF ARIZONA NROTC TUTORING FORM

NAME OF STUDENT: ________________________________
DUE DATE: ________________________________

COURSE: ________________________________
HOURS TUTORED: _______ DATE: _____________
PRINTED NAME OF TUTOR: ________________________________
SIGNATURE OF TUTOR: ________________________________

COURSE: ________________________________
HOURS TUTORED: _______ DATE: _____________
PRINTED NAME OF TUTOR: ________________________________
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HOURS TUTORED: _______ DATE: _____________
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COURSE: ________________________________
HOURS TUTORED: _______ DATE: _____________
PRINTED NAME OF TUTOR: ________________________________
SIGNATURE OF TUTOR: ________________________________

Enclosure (2)
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**DAILY TOTAL**

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