

NROTCAUTUINST 1533.4L  
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22 Aug 18

NROTC AUBURN-TUSKEGEE CONSORTIUM INSTRUCTION 1533.4L

Subj: MANDATORY STUDY PROGRAM POLICY

Ref: (a) NSTC M-1533.2C Regulations for Officer Development  
(b) NROTCAUTUINST 1533.3T Academic Standards for NROTC Students

Encl: (1) Mandatory Study Program Policy Acknowledgment  
(2) Study Hours Log Sheet  
(3) Tutor Verification Log

1. Purpose. To promulgate procedures for the administration of the Mandatory Study Program and the requirements placed on those Battalion members required to participate in the program.
2. Cancellation. NROTCAUINST 1533.4K
3. Background. The primary responsibility of a Midshipman, Officer Candidate, or MECEP student in the NROTC Program is to achieve their full academic potential. A student who does not meet the minimum academic standards prescribed in references (a) and (b) will participate in the Mandatory Study Program.
4. Action.
  - a. General Guidance. All students assigned to the Mandatory Study Program shall sign enclosure (1) within ten days of the semester beginning for each semester assigned to the program. Students assigned shall adhere to this instruction and meet at least bi-weekly with their Class Advisor for counseling and review.
    - (1) Students will perform a minimum of eight mandatory study hours per week, or as assigned by the Class Advisor. Per reference (a), the Commanding Officer via Class Advisors may approve up to 15 hours per week of mandatory study.
    - (2) NROTC students are strongly encouraged to utilize the Unit's tutors to assist them in improving their academic performance in both Physics and Calculus. Hours spent with tutors may count extra toward total required hours as described in paragraph c.
  - b. Administration. The Battalion Training Officer is responsible for administering the Mandatory Study Program and Class Advisors are responsible for considering the circumstances specific to each participant.

22 Aug 18

(1) The Battalion Assistant Training Officer is responsible for ensuring that every participant in the Mandatory Study Program completes assigned hours. All completed hours for a given week will be checked and verified by the Battalion Assistant Training Officer and reported to the Battalion Training Officer.

(2) Any student who is delinquent in their mandatory study hours will be subject to the disciplinary action outlined in paragraph 4b.

c. Execution. All mandatory study hours will be recorded in the Unit Study Hours Log Sheet using enclosure (2) and signed by either the Unit Watch or a permanent staff member. All mandatory study hours will be recorded in fifteen-minute increments, by logging the full time period (e.g., 1500-1645).

(1) Mandatory study hours may be completed Sunday from 1400 to 2000, and/or Monday through Thursday from 0800 to 2000. Friday study hours may be logged if a permanent staff member is available to sign the Study Log but must be logged by 1200 Friday in order to be counted for the week.

(a) For weeks in which the Unit will be secured during the times specified, mandatory study hours will be reduced as promulgated in the Plan of the Week. No more than three hours may be logged each day unless approved by the Class Advisor.

(b) All personnel completing mandatory study hours in the Auburn University unit will be required to use their Student ID to swipe in and out of mandatory study hours at the front desk in addition to manually logging study hours.

(c) All personnel completing mandatory study hours in the Tuskegee University unit will sign into and out of mandatory study hours with either the Unit Watch or a permanent staff member.

(2) Students assigned to the Program must complete study hours in the unit spaces unless otherwise authorized by their Class Advisor.

(a) Students may log mandatory study hours individually or while studying as part of a group. Individual studying is to be carried out in silence. For group study, conversation is to be kept to a minimum. A student can, and should, remain logged into mandatory study hours while utilizing the Unit tutors.

(b) Students may obtain permission from their Class Advisors to attend in place of unit study hours any official University tutoring, Special Instruction sessions, or professor office hours in courses of demonstrated difficulty. Hours will be logged normally and documentation of the sessions shall be attached to enclosure (1). Students suspected of abusing the privilege of executing study hours outside unit spaces will have the privilege revoked.

(d) Unit tutors will be utilized for increments of 1 hour. Every 1 hour completed with the Unit tutors will count as 1.25 hours on the study hours log. Tutor hours must be denoted as

22 Aug 18

such on the individual's Study Hours Log Sheet and in the Tutor Verification Log (enclosure 3). Additional assistance may be obtained through the Battalion Training Officer.

(c) The computer lab is available to all Battalion members during normal working hours. However, members on mandatory study hours shall only use the lab to assist in their studies; computers are not to be used for social media or to explore the internet while logging study hours.

(3) All students are encouraged to communicate any special circumstances or requests with their Class Advisors. Class Advisors may amend any requirements of this instruction on a case-by-case basis for extraordinary circumstances.

b. Disciplinary Action. Students who are unable to complete their assigned mandatory study hours must notify their Class Advisors immediately and provide applicable documentation prior to 1200 on Friday. If an excuse is warranted due to illness or other extenuating circumstance, the Class Advisor will inform the Battalion Training Officer and no additional study hours will be assigned the following for lack of completion.

(1) Students who fail to complete assigned mandatory study hours without Class Advisor excuse will be required the following week to complete the normal required hours plus makeup the hours missed from the previous week.

(a) Per reference (b), total study hours each week shall not exceed fifteen hours; any hours beyond fifteen that must be made up will be completed in subsequent weeks.

(b) All makeup study hours shall be performed in khakis or service equivalent in the unit spaces.

(2) Students who fail to execute assigned study hours a second time will be formally counselled by the student chain of command and may be referred to Battalion-level discipline measures or recommended to a Performance Review Board.

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Distribution:

Electronic via NROTC Unit Websites



**Study Hours Log Sheet**  
*to be completed weekly by program participants*

Participant Last, First, M.I. : \_\_\_\_\_

Class Advisor (Year Group): \_\_\_\_\_

Company-Platoon-Squad: \_\_\_\_\_ Week of: \_\_\_\_\_

Day	Date	Time In	INIT	Time Out	INIT	Time In	INIT	Time Out	INIT	Time In	INIT	Time Out	INIT	Daily Total
Sunday														
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
													Hours Assigned	
													Hours Completed	

Day	Date	Time In	INIT	Time Out	INIT	Time In	INIT	Time Out	INIT	Time In	INIT	Time Out	INIT	Daily Total
Sunday														
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
													Hours Assigned	
													Hours Completed	

**Study Log Instructions:**

1. Study hours sheet must be completed in black ink. If no hours logged for a day, write "0."
2. Time are logged to nearest quarter hour unit (e.g. 0815, 0945). Round down if less than 7 minutes after.
3. The Unit Watch or permanent staff members must initial check in/out time, or hours will not be counted.
4. No more than 3 hours may be logged per day without Class Advisor approval as indicated on this Log.
5. The Unit Watch has the right to revoke hours if you are disruptive or not studying properly.

