



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS' TRAINING CORP UNIT  
1 UNIVERSITY OF NEW MEXICO, MSC02-1700  
ALBUQUERQUE, NEW MEXICO 87131-0001

IN REPLY REFER TO

NROTCUUNMNOTE 1533.12  
00  
18 Sep 14

NROTC UNM NOTICE 1533.12

Subj: STUDENT ACADEMIC PROGRAM

Ref: (a) NSTC M-1533.2

Encl: (1) List of Approved Classes  
(2) Study Hours Log  
(3) Study Hour Assignments (Example)

1. Purpose. To outline policies and assign responsibilities for the UNM NROTC Academic and Advising program.

2. Cancellation. NROTCUUNMINST 1533.12J

3. Discussion. Earning a commission in the United States Navy or Marine Corps requires both military training and academic instruction. For this reason, a solid academic and advising program is crucial to success in the NROTC program. All students must have formal, viable plans and demonstrate sustained diligence in order to complete undergraduate degree requirements in a timely and satisfactory manner.

4. Objective. The NROTC Academic and Advising Program endeavors to allow students every opportunity to excel in their academic efforts by providing guidelines, course requirements, planning tools, and supervisory techniques geared toward academic success.

5. Administration

a. Study Hall: hours, location, and process.

(1) Study hall hours will take place during scheduled hours in the UNM NROTC building academic classrooms. Students are encouraged to study regularly on their own.

(2) The UNM NROTC building academic classrooms, library and computer lab will be available throughout the week for MIDN to log hours. Each week, study hall will be proctored Sunday through Thursday from 1600-2000. MIDN on assigned hours

shall log their assigned hours during this time, herein known as 'study hall periods'.

(3) Midshipmen on assigned hours shall check in with the OOD, and the OOD will log all assigned hours in encl (2) and note, where applicable, the location of hours logged.

(4) Midshipmen may be assigned hours with a qualified math or physics tutor. These hours should normally be logged with one of the unit's tutors, however they may be logged with a university provided tutor or professor. If a midshipman logs hours with a university tutor, they must have documentation signed by the tutor that indicates the hours spent at tutoring. This documentation will in turn be provided to the OOD or Battalion Academics Officer for transcription in encl (2).

b. MIDN will be assigned hours in accordance with (IAW) the following guidance:

(1) Six hours per week will be assigned for all MIDN in their first semester of NROTC.

(2) Six hours per week will be assigned for those MIDN whose semester or cumulative GPA is less than 2.8.

(3) Six hours per week will be assigned for those MIDN receiving less than a 2.8 in any NROTC required class IAW Ref (a) Table 4-1.

(4) At the discretion of the MIDN's class advisor or the Staff Academics Officer, with the approval of the CO any number of weekly hours not to exceed 10 per week.

(5) Midshipmen enrolled in calculus I, calculus II, physics I, physics II or any associated pre-requisite courses are required to log no less than two hours per week per class with an applicable tutor. These hours shall be logged in accordance with paragraph 5.b.4 above.

c. The Staff Academics Officer Responsibilities:

(1) Promulgation of a study hall hours requirement list (encl (3)) at the beginning of each semester approved by the Professor of Naval Science.

(2) Ensure the guidance contained in this instruction is executed.

d. The Battalion Academics Officer responsibilities:


- (1) Coordination with the Battalion Operations Officer to promulgate an OOD/AOOD watch bill each semester.
- (2) Creation and maintenance of the study hall hours log using encl (2).
- (3) Ensure timely completion of study hours log, and weekly routing to the Staff Academics Officer.
- (4) Recommendations to applicable class advisor for any violation of the processes outlined in this instruction.
- (5) Arrange for unit-sponsored tutoring under supervision of the Staff Academics Officer.
- (6) Ensure students required to attend unit-sponsored tutoring track their hours using enclosure (2).
- (7) Coordinate tutoring efforts within the Battalion between student volunteer tutors and those needing academic assistance.
- (8) Maintain a turnover file of pertinent information related to academics including such items as a directory of tutors employed in past semesters, contacts at CAPS, etc.

e. Student responsibilities:

- (1) Diligently pursue their studies in order to complete degree requirements in a timely manner. NROTC degree completion requirements are contained in encl (1).
- (2) Generate and maintain an academic planning schedule signed by the respective University advisor.
- (3) Provide their class advisor with final course schedules no later than the second week of each semester.
- (4) Keep their class advisor informed of any academic difficulties.
- (5) Formulate a weekly study schedule as directed by their class advisor.

(6) Attend unit-sponsored tutoring for Physics, Calculus and any other class as directed by their class advisor.

(7) Take selected classes from the list in encl (1), in accordance with the general guidance of ref (a)



M. B. Riley

## APPROVED COURSES

<b>Mathematics</b>
UNM: MATH 121, 123, 150, <b>162, 163</b> , 180, 181, 264 or as approved
CNM: MATH <b>1710, 1715</b>
<b>Physical Science</b>
UNM: ASTR 270, 271, BIOL 110, 123, 201, CHEM 111, 120, 121, 122, 212, 301, 302, 311, 312, 315, EPS 101, 225, 251, GEOG 101, PHYC 151, 152, <b>160, 161</b> , 262, 290 or as approved
CNM: PHYS <b>1710, 1810</b>
<b>English</b>
ENGL 101, 102, 219, 220, 290
<b>World Culture and Regional Studies</b>
AFST 115, 329, 380, 385, 386, 395, ANTH 130, HIST 182, 252, 374, 375, 377, 383, 384, 387, 388, JAPN 320, 339, 411, LTAM 354, 355, POLS 150, 354, 355, 356, RELG 107, 263, ANTH 130 or as approved
<b>American History/National Security Policy</b>
HIST 161, 162, 311, 331, 334, 338, 339, 340, 341, 349, 350 POLS 240, 341, 342, 345, 441, 442 NVSC 331, 431 or as approved
<b>Bold</b> course numbers indicate required calculus and physics classes.



Enclosure (3) :		
Study Hours Assignments, (Term) 20XX		
Name	Reason	No. of Hours
<b>Freshmen</b>		
John Smith	PC & Trig	1T
John Smith	< 2.8 Term GPA PC & Trig	8T
John Smith	PC & Trig	1T
John Smith	PC & Trig	1T
<b>Sophomores</b>		
John Smith	< 2.8 Term GPA	8T
John Smith	< 2.8 Term GPA Pre-Calc Trig	8T
John Smith	< 2.8 Term GPA Pre-Calc	8
John Smith	< 2.8 Term GPA	8T
John Smith	< 2.8 Term GPA	8
John Smith	< 2.8 Term GPA	8
John Smith	< 2.8 Term GPA	8
John Smith	Pre-Calc Trig	8
John Smith	< 2.8 Term GPA	8
John Smith	< 2.8 Term GPA	8
<b>Juniors</b>		
John Smith	< 2.8 Term GPA	8
John Smith	< 2.8 Term GPA	8
John Smith	Math/Phys	4T
<b>Seniors</b>		
John Smith	< 2.8 Term GPA	8
John Smith	< 2.8 Term GPA	8
'T' Indicates that at least one hour must be logged with the math tutor.		

CO Approval: