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Dear Parents of Midshipmen—Welcome Aboard!

Your child is about to make the biggest investment in their life—pursuing a college education. Choices about majors, campus activities, life in Boston and what the future holds will be at the forefront of their thoughts. I have no doubt they will continue to rely on you for advice during the next four years.

Your son or daughter has already made one very important decision already; they have chosen to participate in the Naval Reserve Officer Training Corps (NROTC). In doing so they are making a commitment to the United States while at the same time exploring opportunities the United States Navy and Marine Corps offer. As a midshipman they have entered an activity that will mean new friends, additional academic resources and the support of an engaged unit staff. Outstanding officers from the fleet have been selected to serve at our NROTC unit to specifically mentor and prepare midshipmen for successful service as officers in the Navy and Marine Corps. Additionally, if your midshipman is on scholarship, the NROTC program will cover tuition and provide a book allowance and monthly stipend to help with expenses.

This handbook is designed to help you answer questions about the NROTC program, our activities, policies and the commitment following graduation and commissioning. I hope you find this information useful and you will keep it as a reference source as questions arise during the next four years.

As always, if you have questions, please don't hesitate to contact myself and the unit staff. We are here not only to assist your midshipman but to answer your questions.

Welcome to our Naval Family!

Curt Stevens
 Captain, US Navy
 Commanding Officer, BU-MIT NROTC

Indoctrination

Our NROTC Program Indoctrination (INDOC) Period is structured to provide entry-level familiarity with military life and the NROTC Program in particular. It is not a boot camp or a weeding out period; we want everyone to be successful. The adjustment to a military environment can be stressful, however, and INDOC will be a challenge for your son/daughter. We do not expect that new Midshipmen will emerge from this training as fully polished military members. We do expect to establish a solid foundation for the learning, growth, and opportunities that the next four (4) years will present.

Specifically, INDOC affords us the opportunity for the:

- Issuance of uniforms and basic indoctrination in Navy uniform regulations and grooming standards.
- Instruction in the basics of military customs, courtesies, traditions, and organizations including unit regulations and chain of command.
- Acquisition of basic competency in military drill and ceremony.
- Physical fitness training to determine individual Midshipman level of readiness to meet NROTC Program and Navy/Marine Corps standards.
- Instruction in the privileges and benefits of participation in the NROTC Program and individual responsibilities of Midshipmen.

During INDOC, your son/daughter will participate in many activities with other members of his/her class. Your son/daughter should expect to participate in some or all of the following: physical training and a physical fitness assessment (PFA), introduction to drill, classes on military customs, history and proper uniform wear, swim qualifications, and a visit to the Naval War College in Newport, Rhode Island.

Safety is omnipresent during INDOC. Your son/daughter is the future of our Naval service. All of their training has been carefully scrutinized to eliminate any needless risk. Members of our staff will be with your son/daughter every step of the way. Our goal is to motivate by example, demonstrating excellence through leadership.

Finally, while INDOC is a serious event, we also make time for fun. Once acclimatized to their new roles and responsibilities, your son/daughter will begin to develop an “esprit de corps”, a sense of fraternity, with his/her fellow Midshipmen and an appreciation and pride for the history and traditions of the Naval service. This bond and the trust and teamwork that accompany it are the mark of all professional officers. Hopefully the importance of INDOC is now apparent. Due to the many schedule demands on your son/daughter during the school year, INDOC provides us an invaluable opportunity to train. If you have specific questions regarding INDOC, please do not hesitate to contact the unit.

Program Requirements

Students seeking a commission via the NROTC program are required to be U.S. Citizens. Those students who enter the program with a dual citizenship must relinquish their non-U.S. citizenship prior to commissioning. In addition, NROTC students are required to complete a Bachelor’s Degree at an accredited institution within four (4) years and receive a commission as an officer in the United States Navy or the United States Marine Corps. Technical and Engineering majors are most highly encouraged.

The following are the academic requirements for participation in the NROTC program and commissioning:

Academics

Class	Semesters	Navy	Marine Corps	Nurse
Calculus	2	X		
Calc-based Physics	2	X		
English	2	X		X
Regional Studies/ World Cultures/Religion (Emphasis on Developing World)	1	X		
Military Affairs/ American Policy	1	X	X	

Students must complete Calculus prior to the start of their junior year and Calculus-based physics prior to the start of their senior year. (College Program students are required to complete two semesters of advanced mathematics and two semesters of science. All college program students are encouraged to complete Calculus and Physics to enhance their competitiveness for scholarships.)

Naval Science Classes	Navy	Marine Corps	Nurse
Intro to Naval Science	X	X	X
History of the Navy	X	X	X
Leadership & Management	X	X	X

Engineering Systems	X		
Navigation I	X		
Navigation II	X		
Weapons Systems	X		
Intro to Amphibious Warfare		X	
Evolution of Warfare		X	
Leadership & Ethics	X	X	X

Students are required to maintain an academic Grade Point Average of 2.5 on a 4.0 scale to remain in good standing. For required academic and Naval Science classes listed above, passing is achieving a "C-" or better.

Summer Cruise

All scholarship students and rising senior college program Midshipmen will participate in a four (4) week summer cruise following every academic year. The first cruise is CORTRAMID (Career Orientation and Training for Midshipmen) and provides a brief exposure to the Marine Corps and Naval line communities. The second and first class cruises allow students to explore the enlisted and officer responsibilities at sea and afford an opportunity for in-depth exploration of the aviation, submarine or surface communities. First-class Marine must successfully complete OCS and MWTC (or Amphib), while Nurse Options will spend time with land or shore based medical commands.

Students are given the opportunity to provide input with regard to where they would like to travel and when they would like to go. This allows students to plan the remainder of their summers, including work and family vacations. It is required that the student obtain a valid U.S. Passport to allow maximum opportunity for overseas cruise assignment.

Physical Training

All students are required to maintain minimum levels of physical fitness as prescribed by the Navy and Marine Corps.

Navy Option Midshipmen are required to achieve a minimum of 'Good Low' on their bi-annual Physical Fitness Assessment (PFA); those who achieve less than the minimum score will be placed in a Fitness Enhancement Program (FEP) which will require formalized weekly workouts. PFA standards are provided in the INDOC package. All First-class must pass the PFA to be commissioned.

Other Specific Requirements

Navy Option Midshipmen are also required to qualify:

- Swimming: Third-Class Swimmer (fundamentals) prior to the start of the sophomore year.
- Sailing: Mate A (written exam) and Skipper B (practical exam) prior to the start of the senior year.

Marine Option Midshipmen are also required to participate/complete:

- Semper Fidelis Society physical training sessions and activities and associated community events.
- OCS and MWTC (or Amphib) by the beginning of senior year.

Monetary Benefits

Scholarship Students

NROTC covers the following for scholarship students:

- Full Tuition and mandatory fees
- Semester stipend for books (\$375)
- Monthly stipend for expenses during academic year (\$250 for freshman, \$400 for seniors)
- All uniforms

Tuition is paid between the middle and end of the semester. You can expect to receive tuition bills from the university your child is attending, however, you do not need to pay the tuition and mandatory fees portion of the bill. The NROTC unit will inform the university that your child is part of the program and that the tuition will be paid.

In the event of a change in your student's status, your student should inform you if his/her tuition will not be paid. (see Change of Status)

College Program

College Program Midshipmen are non-scholarship students at their selected universities. College Program students may apply for a variety of scholarships after their first semester of participation in the program. Limited two (2) and three (3) year scholarships exist both for the Navy and the Marine Corps. Scholarships are awarded based on academic and aptitude performance. Your child may increase his/her opportunity to obtain a scholarship by achieving good grades, participating in battalion activities, scoring well on the physical fitness assessment and taking calculus and physics early in his/her college career.

College Program pays for uniforms and instructional fees for Naval Science courses.

Students must be selected for “advanced standing” at the beginning of their junior year. Advanced Standing College Program students may receive a monthly stipend for a maximum of twenty (20) months. They are required to complete the academic requirements (see Program Requirements) and one summer cruise.

Room and Board

The NROTC scholarship does NOT cover room and board (This includes Boston College, Northeastern, MIT, Harvard, and Tufts). However, students can apply for any grants or additional scholarships to help cover these expenses.

Boston University provides room and board grants for selected, high-achieving, four-year scholarship winners. Contact the BU NROTC unit for more information about these awards.

Summer Semesters and Tutoring

Some additional funding may be available for summer semesters or tutoring in special circumstances.

Summer funding cannot be used to cover classes that students could have taken during the academic semester, unless extenuating circumstances apply (i.e. irresolvable class conflicts).

Students may request funding to assist in obtaining tutors for required classes. All BU-MIT NROTC Consortium schools also have calculus and physics tutoring services available to students free of charge.

NROTC Policies

The following policies apply to the students of the NROTC program, as well as staff interaction with both the NROTC students and parents. Additional policies regarding changes in student status will be discussed in the Change of Status section of this handbook.

A Student's Right to Privacy & the Family Education Right to Privacy Act (FERPA)

Your student is entitled to privacy with respect to his/her grades, records, and private life. Students participating in the NROTC program sign three privacy act statements upon enrolling in the program:

- Medical Statement – for use in medical and dental records
- Privacy Act Statement – for use in enlistment records
- Academic Statement – allows universities to disclose grades to the NROTC programs

Students are required to sign both the Medical and Academic Privacy Act Statements. Students voluntarily sign the third statement which allows the NROTC program to disclose information to a third party.

FERPA was enacted to protect your student's right to privacy. Therefore, under most circumstances, before the NROTC program can discuss your student's status with you, your student must give the speaker permission. As a result, our advisors might recommend that you speak with your student if you do call to request any information.

Drug Policy and Urinalysis

The Department of the Navy has a zero tolerance policy with regard to drug use. The Commanding Officers of all NROTC units are authorized to conduct urinalysis for drug screening.

Upon enrollment in the program, all students will sign a statement concerning pre-service illicit drug use. Beginning their first semester, all students will voluntarily participate in a drug testing program. In the event that a student tests positive for drugs, a performance review board (PRB) will be immediately convened and the student will be recommended for disenrollment.

Interaction with Advisors

One distinct advantage of the NROTC program is that your student will have a dedicated student advisor at the NROTC unit. The advisors check degree plans, confirm that program requirements are being met, verify class schedules, and advise your student on academic and other matters as necessary.

In exchange, your student is required to complete the following:

- A minimum of two meetings with his/her advisor per semester
- Provide his/her advisor with an up-to-date class schedule

- Provide his/her advisor with a degree plan (once a major is declared) that is signed by the academic advisor
- Keep advisor aware of problems – academic or otherwise – that are affecting the student’s work, studying or summer cruise
- Inform his/her advisor prior to dropping any class

The advisors’ doors are always open to students; students can stop by or schedule appointments in person, by phone or by email.

Midshipmen Ranking

Staff advisors rank Midshipmen based on their PFA score, Naval Science marks, Midshipman fitness reports, advisor points, GPA and major. The first four (4) scores are compiled to yield an Aptitude score. This Aptitude score is used both locally (Class rank) and nationally (OPMIS).

The Midshipman’s GPA, Aptitude score (detailed above), and major comprise their Class ranking which is used to determine billets for the following semester and awards. This ranking system mirrors that used by the Naval Service Training Command (NSTC) for Service Selection.

$$\text{Aptitude} = 0.2(\text{PFA}) + 0.2(\text{NS}) + 0.1(\text{FITREP}) + 0.5(\text{Advisor})$$

$$\text{Class Ranking} = 0.45(\text{GPA}) + 0.45(\text{Aptitude}) + 0.1(\text{Major})$$

Changes in Status – Academic/Aptitude/Medical

Unfortunately, during the course of your student’s college career, unforeseen circumstances may arise that affect his/her status as a Midshipman. This section will describe three categories of potential problems. The examples given below are not all inclusive. Each student’s case is determined on an individual basis, however, the information summarizes the guidelines that our staff will use in assessing your student’s status.

Academic

Your student is required to maintain a term and cumulative grade point average (GPA) greater than or equal to 2.5 on a 4.0 scale.

MIT Freshmen, on the Pass/No Record system, are required to pass all classes. All students must pass all NROTC requirements and classes required for their majors.

Aptitude

This category applies to physical fitness, swim qualification, sailing, military bearing, and general behavior. Your student will receive an evaluation every semester that assesses his/her aptitude in terms of the items listed above. To remain in good standing, your Midshipman must satisfactorily pass the physical fitness assessment (PFA), complete the required qualifications and demonstrate the character and bearing required of a future Navy or Marine Corps officer.

Medical

This category covers illnesses or injuries that potentially affect your Midshipman’s academics, ability to meet required fitness or swim standards, or potential to be commissioned. Some examples of conditions requiring Medical action include torn ligaments, migraine headaches, mononucleosis, a broken bone, or laser eye surgery. See the Leave of Absence paragraph of this section for more information.

Good Standing

All Midshipmen begin the program in good standing. Students remain in good standing as long as they meet the program requirements, participate in required activities, and remain on track to graduate and be commissioned within four (4) years.

Performance Review Board (PRB) – Academic/Aptitude

This is a three member board, usually convened by the Executive Officer (XO), to review the performance of a Midshipman. The PRB may recommend a change in student status, including Leave of Absence or Disenrollment. A PRB may be convened for repeated poor academic or aptitude performance, multiple or repeated class failures, multiple PFA failures (first-time failures for seniors), failure to meet program requirements prior to the prescribed deadlines, or a positive drug test, as well as other reasons as the Commanding Officer requires.

Warning – Academic/Aptitude

Students will be placed in a warning status for an academic or aptitude GPA of less than 2.5 on a 4.0 scale. Warning status may require mandatory study or workout hours and a weekly meeting

with your Midshipman's NROTC advisor, as well as additional actions as required by the case.

Probation – Academic/Aptitude

Students will be placed on probation for an academic or aptitude GPA of less than 2.0 on a 4.0 scale, failure of a required class, or a first time PFA failure (excluding seniors). Students will be notified, in writing, of the terms of their probation and the actions required to be removed from probation. Failure to complete these actions will result in a Performance Review Board and a possible recommendation for Leave of Absence or Disenrollment.

Leave of Absence (LOA) – Academic/Aptitude/Medical

A Leave of Absence may be recommended for any of the reasons listed above, as well as for medical problems, while awaiting further evaluation. During LOA, all benefits are suspended, including tuition and stipends; your student will be required to cover all of his/her own expenses. The Midshipman will be notified, in writing, of the required actions to complete in order to be returned to good standing. Under normal circumstances continued participation in the NROTC program will be a condition of the LOA.

Your student may request a Personal LOA for personal reasons or to pursue graduate education. Your student then voluntarily elects to cover his/her own expenses for the term(s) that he/she is not participating in the NROTC program.

A student may be placed in Medical LOA, following pregnancy, illness, injury, or elective surgery, pending further medical evaluation. Your student should keep copies of all records and doctor assessments. Provided that your student heals quickly, and the Naval Bureau of Medicine concurs that your student is physically qualified for commissioning, all benefits – including tuition and stipends – are reimbursable. If, for some reason, your student is not commissionable following his/her injury or illness, a determination will be made by the Naval Service Training Command (NSTC) regarding disenrollment and recoupment.

Disenrollment and Recoupment

Disenrollment is voluntary or involuntary removal from the NROTC program. Disenrollment will be recommended for the following (please note that this list is not all-inclusive): Failure to meet required actions during academic or aptitude LOA, third PFA

failure or failure to meet Good-Low run standard during senior year, drug use (automatic PRB and disenrollment for first positive test), medical disqualification, and disenrollment from university.

Scholarship students who voluntarily separate from the NROTC program during their freshman year are not required to reimburse the program. If a student drops prior to the 46th day of the first semester, the scholarship will not be realized.

Scholarship students who are disenrolled after the first day of their sophomore year will be subject to monetary or enlisted service recoupment (to include first year benefits). Previously, Midshipmen have been allowed to reimburse the government for all expenses incurred during their time in the program.

College Program Midshipmen may disenroll from the program at any time prior to being placed in advanced standing. Once a student is placed in advance standing, he/she agrees to serve in the United States Navy or Marine Corps, and will do so, either as an officer or enlisted service member.

Unit Activities

Midshipmen in the NROTC program participate in several different activities. This section will discuss a few of these activities.

Weekly Activities

On a weekly basis your student will attend at least two NROTC classes, leadership laboratory and PT (physical training). Leadership laboratory is the weekly meeting of the NROTC battalion. Midshipmen meet with their student chain of command to discuss current events and career opportunities or participate in unit functions, including the PFA, drill competitions and field meets.

Your student is responsible for maintaining his/her own physical fitness, however, PT activities may be provided. Marine Options and other motivated Midshipmen participate in Semper Fidelis Society workouts several mornings a week, as well.

Social Activities

Both the Boston University and MIT Battalions host several social functions each semester – including squad dinners and study

breaks. These activities allow students to interact outside of the battalion and help build lasting ties between the Midshipmen.

Additionally, the Midshipmen attend a Consortium Navy and Marine Corps Birthday Ball during the fall semester and Tri-service balls at either BU or MIT during the spring semester. These balls give the students the opportunity to interact with officers and civilians at a military function, while having fun. Seniors participate in a "Dining In" which is a fun, formal dinner with only their classmates and staff.

Pass In Review and the Awards Ceremony

The annual Pass In Reviews are conducted at BU and MIT during the spring semester. The ROTC units conduct a formal military parade, before Commanding Officers and university officials.

The Awards Ceremony is scheduled in April/May; several Midshipmen receive awards for outstanding performance, academic achievements and community service. Parents are invited to attend both events.

Semper Fidelis Society

An organization within the consortium whose primary responsibility is to develop and prepare Marine option Midshipmen for Officer Candidate School, The Basic School and then future service in the Fleet Marine Force. Participation in the society by Marine Options is mandatory due to the additional commissioning requirements of successful completion of Officer Candidate School. The foundation for the program is based around three physical fitness sessions per week. Additionally, the Society will conduct two field training exercises per semester. Throughout the semester guest speakers are brought in specifically for the Society, as well as continuous professional development opportunities and training provided. Further, the Society is invited to numerous Marine related functions around Boston. The additional benefit of this society is it combines Marine Option Midshipmen from the six (6) universities across the consortium. This provides a greater opportunity to get to know students from the other battalion in the consortium and opens up opportunities and resources at the various universities.

Color Guard, Drill Team, and Military Excellence Competitions

Both BU and MIT have battalion color guards, and two (2) drill teams. The color guards perform at military and civilian functions, including parades and before university and local sports events.

The color guards, drill team, and other Midshipmen participate in Military Excellence Competitions with other schools from the East Coast. Students participate in drill competitions, track and field events, swim races, SEAL PFAs, and basketball games, with Midshipmen from other schools. These events are a great opportunity for Midshipmen to meet, relax and have fun.

Sailing Regattas

During the academic year, students have the opportunity to participate in two (2) sailing regattas. Students of all skill levels are welcome. During the fall semester, students travel to George Washington University for single and crew laser racing. In the spring semester, the BU-MIT Consortium hosts our own regatta on the Charles River, attracting more than ten (10) teams from East Coast schools. This is another great opportunity for students to relax outside, meet other Midshipman and work on their sailing qualifications.

Community Service

Midshipmen are always encouraged to perform community service; both ongoing and single-day events are planned throughout the academic year. In the past, Midshipmen have volunteered at the Veterans' Administration Hospital, assisted at the Special Olympics, hosted a JROTC Drill Competition, performed a 24-hour POW/MIA vigil, and supported blood drives with Red Cross.

Graduate Education

There will be graduate education opportunities several times in your student's future. Navy and Marine Corps officers are encouraged to attain advanced degrees.

Graduate Leave of Absence (GLOA)

Students desiring to pursue their graduate degrees immediately following graduation may request GLOA. The student *postpones commissioning* in order to pursue graduate education at his/her *own expense*. At MIT and Tufts Universities, where five (5) year combined bachelor and master degrees are available, students often consider this option.

Graduate Work Scholarships

Some commissioning programs, including the Medical and Dental Corps, agree to pay for immediate advanced education following commissioning. In exchange, future officers attend Medical or Dental school as inactive reservists while receiving tuition and a monthly stipend and agree to serve additional active time in their field of service following completion of school.

The Officer Scholarship Program (OSP) allows your student to be *commissioned and receive full pay and allowances* while attending graduate school full time. They must receive a scholarship from the university covering at least 50% of the tuition (your student pays the remainder) and complete the program within 24 months.

Additionally, Government Education Vouchers (GEV) are available to officers who extend on *active-duty* beyond their initial commitment. For example, officers in the Surface Warfare community who agree to complete 36 months as a department head qualify for two years of graduate education; officers can complete their graduate work at the school of their choice prior to department head school.

Immediate Post-Graduate Opportunities (IGEP)

Several Midshipmen are competitively selected to attend either the Naval Post-Graduate School (NPS) in Monterey, California or the Air Force Institute of Technology (AFIT) in Dayton, Ohio immediately *after commissioning*. Other competitive programs are also available for overseas study or study at local universities, with full or partial Navy funding. Additional obligated service is accrued when these educational benefits are accepted

Life After NROTC

Service Selection (Navy)

First Step: Junior Navy Options complete a Service Selection (Fall, 2/c) Survey
Second Step: Commissioning physicals, applications, and (Fall & Spr) required interviews are completed.
Third Step: Senior Navy Options complete final dream sheets (Sept, 1/c) for service selection.
Fourth Step: All Navy Midshipman (cross-country) are ranked

(Fall, 1/c) based on academic and aptitude grade averages. Students are then assigned to Line Communities based on preference and rank.

Results are published in December/January.
Fifth Step: Surface Warfare/Surface Nuclear selectees (Spr, 1/c) choose first ship and homeport (based on national rank).

Final Step: Midshipmen graduate and head to the fleet!

- Nurse options complete dream sheets for specialty training and initial duty station.
- Medical/Dental candidates' selection is based on acceptance to medical/dental school.

Military Occupational Specialty selection (Marine Corps)

- All commissioned Marine options will attend The Basic School in Quantico, Virginia for twenty-six (26) weeks.
- They will select their military occupational specialty (MOS) during their attendance at The Basic School.
- This is in line with the Marine Corps belief that being a Marine is who you are - your MOS is what you do. Therefore, we guarantee you will be a Marine Corps Officer upon successful completion of the program, but then The Basic School will expose the new lieutenant to the twenty-five (25) occupational opportunities within the Marine Corps to select from.
- The only exception is your Midshipmen can apply for an aviation guarantee after one year in the NROTC battalion. If selected, this guarantees your Midshipman attendance at flight school after completing The Basic School.

Commitment

All students who participate in the NROTC program and are commissioned into the Navy or Marine Corps Reserves agree to an eight (8) year minimum commitment – depending on the selected community, the active duty and inactive reserve duty commitments vary, but add up to at least eight (8) years.

Surface Warfare/Special Operations/Special Warfare
4 years active

Submarine/Surface Nuclear/Naval Reactors
5 years active

Aviation
Pilot (Navy) 8 years active after wings

Naval Flight Officer	6 years active after wings
Nurse Corps	4 years active
Medical/Dental Corps	8 years after Med School
Marine Corps (all but air)	4 years active service
Marine Corps (Aviation – Jets)	8 years active after wings.
Marine Corps (Aviation –other than jets)	6 years after wings

OCS	Officer Candidates School - educates, trains, evaluates and screens officer candidates
Pass In Review	Annual formal parade of all ROTC participants for presentation to university officials
PFA	Physical Fitness Assessment
PRB	Performance Review Board
Scholarship Student	Midshipman whose tuition is being paid for by the NROTC program
Second Class	Third year Midshipman (usually a junior)
Semper Fidelis Society	An association of all Marine Options and any other willing Midshipman
Third Class	Second year Midshipman (usually a sophomore)

Glossary of Terms and Abbreviations

Advanced Standing

College Program Midshipman in his/her junior or senior year who is receiving a stipend and has agreed to serve on active duty in the Navy or Marine Corps

College Program

Midshipman who is voluntarily participating in the NROTC program without scholarship benefits

CORTRAMID

Career Orientation and Training for Midshipmen: Summer Training for rising Sophomores at Norfolk or San Diego

First Class

Fourth year Midshipman (usually a senior)

Fourth Class

First year Midshipman (usually a freshman)

LOA

Leave of Absence

Midshipman

Student participating in the NROTC program

Navy Option

Midshipman who will be commissioned as a Navy Officer following graduation

Nurse Option

Midshipman pursuing a degree in nursing, who agrees to be commissioned as an officer in the Nurse Corps

Marine Option

Midshipman selected for commissioning as an officer in the Marine Corps following graduation

MWTC

Mountain Warfare Training Center, summer requirement for Marine options.