

MEMORANDUM FOR Corps of Cadets

SUBJECT: POLICY LETTER # 3 Quarters Policy for AY 2012-2013

1. **REFERENCES:** None.

2. **PURPOSE.** The purpose of Quarters is to improve individual academic performance by providing a residence hall atmosphere which allows one to study. Quarters promotes academic achievement by requiring individuals to develop good study habits during their first semester in the Corps and by earning a cumulative GPA which sets them up for success in college. Those who achieve cutoff scores will be removed from Quarters; those who do not will remain on Quarters. The most fundamental principle of barracks life at North Georgia is that all cadets should be able to study in an environment which is reasonably quiet and free of distractions, especially during Quarters. Quarters = undisturbed study time.

3. **HONOR.** The NGCSU Honor Code remains in effect at all times, including Quarters. Students who cheat, plagiarize, or participate in unauthorized collaborative efforts are committing honor violations and shall be referred to a Cadet Honor Board. Similarly, cadets who sign out to false study locations during Quarters are committing a honor violation.

4. **GENERAL.** All cadets are required to observe Quarters if their names appear on the Quarters List prepared by the Assistant Commandant at the beginning of each semester. Further, all questions about Quarters should be directed to the Assistant Commandant (AC). Names will not be added nor removed from the Quarters list by any member of the chain of command without the permission of the AC. The following academic criteria apply for AY 2011-2012.

a. All first semester, new cadets (regardless of transfer credits) and cadets who have less than 14 hours academic will be assigned to Quarters.

b. All cadets with 14 hours or more and a cumulative GPA of 2.5 or higher will be removed from Quarters.

c. Cadets with less than 14 hours who have a 3.0 GPA or higher, may request to get off Quarters. The written request requires the approval of the unit commander and the Assistant Commandant.

d. All cadets who receive Georgia Military Scholarship (GMS) benefits will be assigned to Quarters if their cumulative GPA is below 2.5, regardless of their hours earned. These students are required by regulation to sustain a 2.5 GPA in order to retain their state scholarship.

e. Patriot Hall and Liberty Hall have special instructions for Quarters. See Patriot Hall/Liberty Hall SOP.

5. **PROCEDURES**

a. **COMMANDERS are responsible for all aspects of Quarters.** They will be held accountable for rigorously complying with this SOP in their units. By contract, they will also personally observe Quarters at least one night per week. Similarly, by contract, unit first sergeants will personally observe Quarters at least one night per week, on a different night than the commander. See Command Contracts for AY 2011-2012.

b. CQs will be posted in the hallway at all times during Quarters, Sunday-Thursday nights from 1900-2400 hours. The CQ will wear the uniform of the day and will maintain a CQ book to standards. He/She will also perform all duties directed by the battalion SDO, including the maintenance of required forms. The CQ will also hold a Quarters formation at approximately 1950 hours to determine accountability. All personnel on Quarters and all personnel who have signed out from Quarters will be accounted for at all times.

c. CQs may enter any room at any time to enforce this SOP, especially if noises or other disturbances are heard.

d. CQs may also be posted on weekends at the discretion of the commander.

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e. The CQ will ensure the hallway is quiet and that no meetings, inspections, visits by peers or upperclassmen, or social events disturb those on Quarters. The CQ will immediately intervene to resolve problems with noise or disturbances anywhere in the company area.

f. CQ will conduct a short, five minute formation at 2000 to put out command information, i.e. "*The Poop.*"

g. The CQ will not leave the hallway during his/her tour of duty except when summoned by the battalion SDO to resolve a problem. He/She is the COMMANDER'S REPRESENTATIVE for the maintenance of good order and discipline on the hallway from 1900-2400 hours nightly, Sunday- Thursday. CQ duty may not be passed from person to person during the tour of duty.

h. Personnel on Quarters will be in their rooms, except during the announced break, and will wear the UOD or a cadet physical training uniform. Cadets will be properly attired at all times during Quarters.

i. Personnel on Quarters, regardless of rank or class standing, are prohibited from the following activities during Quarters: watching TV; playing computer games; using computer technology for purposes other than academics; using telephones (except during the break); using media devices such as MP3 players, CD players, radios of any sort, DVD/VHS players, IPODS, or audio players of any sort, or any other items on the restricted items list for 2011-2012. This means that all personnel on Quarters will have the exact same privileges.

j. Personnel on Quarters are restricted to campus. Under no circumstances may they leave campus without permission from one of the TAC Officers.

k. Personnel on Quarters may sign out to visit other cadets' rooms for the purpose of studying. However, visitation policies are still in effect.

l. Personnel on Quarters who smoke may sign out to a designated smoking area (smoke shack) during the break only.

m. Personnel on Quarters may request permission from their immediate supervisor to sign out to the following locations and activities:

- (1) To study in the library, in uniform.
- (2) For group study at a designated location on campus, in uniform. Includes night classes/labs, mandatory tutorial sessions, and designated departmental study halls.
- (3) To use an on-campus academic research facility, i.e. a library or a science lab, in uniform.
- (4) To attend a scheduled religious service on campus or in the city limits of Dahlonga at a church of ones choice, in Class A or Class B uniform.
- (5) To perform scheduled Corps duties, in uniform.
- (6) To attend scheduled on-campus academic, sports, or entertainment events as a spectator or a participant. They will wear the UOD to these events.

n. Personnel who sign out to the above locations will proceed directly to the location and return in the same manner. They will be physically present at the location reflected on their door card and/or the company sign-out roster. Civilian residence halls are off limits from 2000-2400 hours for all personnel assigned to Quarters.

## 6. SCHEDULE for QUARTERS

a. 1900-2000 hours. **Company meeting time.** This is a time for meetings and inspections at the squad, platoon, or company level. CQ is posted on the hallway. Leaders will visit rooms as they see fit. Academic NCOs and staff officers are encouraged to use this time to collect data, conduct interviews, complete surveys, inspect, and counsel appropriately.

b. 1950-2000 **Quarters formation in the hallway.** CQ gets total accountability & establishes order.

c. 2000-2005 **The Poop.** CQ puts out the nightly poop in the hallway, then Quarters commences.

d. 2000-2130 **Quarters.** No noise, no visitors, no inspections, no meetings. STUDY TIME. See para. 5.

e. 2130-2200 **Quarters Break.** Cadets may take a break, study, or shower. They may leave dorm, but not campus. \*Cadets that are studying in approved sign-out locations may remain in the location they are signed out to. Sign up for late lights. See late lights procedures.

f. 2200-2330 **Quarters.** Note: Cadets may sign up for early TAPS at 2230. Tell CQ.

g. 2330-2400 **Break** Cadets may take a break, study, or shower. They may leave dorm, but not campus.

h. 2400 **TAPS and lights out for all personnel. Late lights begins for selected personnel.**

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## 7. ADMINISTRATION

a. Alternate Quarters. Commanders may request an alternate Quarters program on a case-by-case basis for specified upperclassmen. Such a request will be in memorandum format addressed to the AC, and implementation will take place only after a signed approval is posted on the wall beside the door of the requestor. Approval will be granted by the Assistant Commandant based upon a continuous showing which convinces the AC that better grades can be achieved through a different program. Study habits, learning styles, night class conflicts, and learning disabilities will be considered.

b. Exceptions to Policy. Requests for an exception to the Quarters Policy, including consideration for “learning support” or transfer credit, must be submitted on a case-by-case basis through the company commander to the AC. Standard military letter format will be used. The AC will approve or disapprove in writing.

c. Emergency telephone contact during Quarters will be through the messenger or the Battalion SDO.

d. Patriot Hall will have modifications to Quarters. See Patriot Hall SOP.

e. Doors of personnel on Quarters will normally be OPEN. Individuals may request “closed doors” through their chain of command in writing to the AC. The cadet commander must endorse the request.

f. Corps of Cadets Chaplains are authorized to conduct short, voluntary Bible studies in residence hall lobbies during Quarters. Personnel who wish to attend may sign out to the designated location.

g. Commanders, senior NCOs, and SDOs are authorized to enter rooms at any time in order to resolve problems with noise, disturbances, or inappropriate behavior.

h. Personnel not on Quarters are not authorized to visit personnel on Quarters, except to study.

i. Professors, members of the Commandant’s Staff, and members of the MS Department are authorized to visit cadets on Quarters at any time. The CQ should ask them to sign in and quietly escort them to the appropriate room in a courteous manner.

j. Civilian visitors are not authorized on the hallway during Quarters. They are encouraged to meet their cadet in the lobby for study activities.

k. Battalion commanders and the HHC commander will establish a staff duty officer and a battalion messenger in the lobby of each military dormitory. The battalion SDO will have staff supervisory responsibility over all CQs.

l. Company commanders and 1SGTs will inspect cadets signed out on their night of duty and will implement the appropriate checklist found at the CQ desk every night. At the end of the night, they will turn it in to the battalion commander.

## 8. LATE LIGHTS.

a. Cadets **NOT ON QUARTERS** may request late lights only for the purpose of individual study until 0200 hours. Approval granted by CQ. TAC Officer inspects list.

b. Cadets **ON QUARTERS** must visit a TAC officer in person during the 2130-2200 break to request written approval for late lights. TAC officers may inspect rooms during late lights. “Late lights” ends at 0200 hours.

c. During late lights, cadets are required to **STUDY**. Absolutely no TV, video games, IPOD/MP3/VHS/DVD players, visitation, or socializing! Computers are allowed for academic purposes only. Cadets may not leave their rooms except to use the latrines. TAC officers may issue demerits “on the spot” for late lights violations, and they may also report violations to parents, cadet chain of command, PMS, Commandant’s Staff, advisors, and faculty members.

7. UNIFORM. The uniform for personnel on late lights is the Army IPFU or the uniform of the day (UOD). Civilian clothes **WILL NOT** be worn.

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8. Questions concerning this policy will be referred to the Assistant Commandant of Cadets.

JAMES T. PALMER  
COL, USA (Retired)  
Commandant of Cadets

Encl 1 Academic Incentives

Encl 2 Weekly Quarters Inspection Checklist

## APPENDIX 1 TO POLICY LETTER #3

### **I. SUNDAY NIGHT QUARTERS EXEMPTION.** (Purpose: To reward good grades)

(1) Cadets on Quarters who make 90 or above on a major test in a three hour course can apply through their **Academic NCO** for a Sunday Night Quarters Exemption (written form). The purpose of this program is to reward academic achievement.

(2) Sunday Night Quarters Exemptions must be posted on the individual cadet's door prior to the weekend.

(3) A Sunday Night Quarters Exemption is valid for one Sunday night only and may not be re-used.

**II. FRESHMAN ASSISTANT CQs (ACQ).** (Purpose: To involve the freshmen, provide them some responsibility and a sense of "ownership" and obtain more support for and understanding of the Quarters program).

(1) Each squad or platoon will have a freshman assistant CQ assigned for accountability of freshmen (in their group) who is on Quarters. The freshmen assistant CQs will report to the CQ on the hall, and their responsibility will be accountability of personnel. The CQ is NOT relieved of overall responsibility and WILL remain on the hall from 1900-2400 hours.

(2) The company commander will designate platoon leaders to assign ACQ duties on a rotating basis. The freshman ACQ will be designated by a laminated door sign to be posted at Quarters each night. Freshmen will rotate this responsibility, serving one night at a time beginning Sunday night thru Thursday night. Any freshman ACQ who is absent through approved leave must ensure someone else performs his duties.

(3) Company academic NCOs will provide ACQs and CQs with a list of cadets who are absent from the hall during Quarters due to scheduled study so that their accountability reports will be correct.

(4) ACQs will not be placed in charge of monitoring a hall.

**III. LEARNING STYLE INITIATIVES.** (Purpose: To accommodate various learning styles and promote better learning and academic achievement). In all cases, dorms will be kept quiet from 1900-2400 hours to provide an atmosphere conducive to study.

(1) **Quiet Study Style:** Cadets who wish to study in their room with no music or conversation are encouraged to do so. They may request to "close doors" in writing through their chain of command to the AC.

(2) **Light Noise Study Style:** Cadets who prefer to listen to background music over headphones while studying may do so. Music must not disturb others.

(3) **Group Study Style:** Cadets may participate in group study as necessary. They may sign out to another cadet's room, a designated place of study on campus (i.e. the library), or a military residence hall lobby for the purpose of group study. In some cases the brigade lounge in the MLC may be reserved for group study. See the BAO.

**IV. EXEMPLARY GPA AWARDS.** Brigade & battalion academic officers may recognize and/or reward cadets who achieve superior grade point averages while carrying a full-time load. They may receive sleep-ins, coins, gift certificates, stipends, or special recognition at reviews, etc., depending on resources available. POC is the Commandant of Cadets.

**V. UNIT SLEEP -INS.** Commanders of units with exemplary GPAs may request unit sleep-ins in writing to the Commandant of Cadets. Blanket approval may be received in writing from the Commandant.

**VI. TUTORIAL SESSIONS.** Approximately 40 cadets per semester will be designated by the Commandant to attend mandatory tutorial sessions on Monday, Tuesday, Wednesday & Thursday nights in order to meet the provisions of their individual academic improvement plans (AIP). Cadets who wish to volunteer to attend tutorial sessions should contact the Corps Academic Coordinator in Room 269 SSSC to see if additional space is available. Tutors are free and have been trained by the Director of Academic Support Programs. The intent of a tutorial session is to overcome extreme academic difficulty through extra instruction after hours. Once enrolled, attendance is mandatory, and an Academic Improvement Plan (AIP) must be on file.

**VII. 3.0 EXEMPTION.** New Cadets with a 3.0 cumulative GPA at midterm will be allowed to request in writing to the AC to be exempt from Quarters every Sunday night (only) for the remainder of the semester. If they leave campus on Sunday night, they must remain in uniform. Cadets may not switch their night off to another day of the week. The cadet will post the approved Sunday Night 3.0 Quarters Exemption next to their door card for the remainder of the semester, a max of eight Sunday nights.

**VIII. WEEKDAY NIGHT QUARTERS EXEMPTION.** For every grade of an “A” in a three hour class at midterms a cadet can apply for one weekday night off Quarters. The cadet will take proof of the grade to the academic NCO who can grant the exemption. This is the same process as applying for a Sunday Night Quarters Exemption. Once awarded, the cadet will be responsible to notify his or her chain of command, post the exemption on the door, and inform the CQ on duty. This exemption can be used in congruence with a Sunday Night Quarters Exemption. This exemption can be used one time per “A” and can only be used within four weeks after midterm grades are posted for the semester.

**IX. RECOGNITION OF MOST ACADEMICALLY IMPROVED CADETS.** NCOs and officers can submit a memorandum to the ANCO in the company of any cadet(s) that have greatly improved their academic standing. Reasons and proof of improvement need to be attached to the memorandum. They may receive sleep-ins, coins, gift certificates, stipends, or special recognition at reviews, etc., depending on resources available. POC is the Commandant of Cadets.

**APPENDIX 2 TO COMMANDANT'S POLICY LETTER #3 (QUARTERS)**

**SUBJECT: Weekly Quarters Inspection Checklist**

**DATE: AY 2012-2013**

**TO:** \_\_\_\_\_

Each of the following should be accomplished by the Company Commanders weekly in order to ensure academic success is achieved:

\_\_\_\_\_ Observe Quarters one night a week from 2000-2400 IAW your Command Contract

\_\_\_\_\_ Visit three Squad Leaders rooms during Quarters

\_\_\_\_\_ Visit CQ to ensure he/she has understanding of PL #3: Quarters Policy

\_\_\_\_\_ Ensure Company Academic NCOs are counseling Quarters personnel

\_\_\_\_\_ Ensure Platoon Leaders are checking freshmen's Gold Books

\_\_\_\_\_ Ensure Company Academic NCOs are controlling Sunday Night Quarters Exemptions and 3.0 exemptions (at midterm)

\_\_\_\_\_ Ensure all personnel on Study Hall are signed out to Study Hall on appropriate nights

MICHAEL CARTY  
c/COL, Brigade Commander  
Boar's Head Brigade

NOTES/REMARKS: \_\_\_\_\_

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Submitted by: \_\_\_\_\_, Commander

Date Submitted: \_\_\_\_\_

Proponency for this report: Brigade Commander. See Commandant's Policy Letter #3 (Quarters) for details.