



CAL MARITIME

MEMORANDUM

SUBJ: Change 11 to the Student Handbook

1. The following changes to Standards of Conduct, Corps of Cadets, Section 3: Uniform Regulations is effective commencing November 5, 2008:

1. **PURPOSE**

- Uniforms are required at The California Maritime Academy. Within the Corps of Cadets, uniforms and insignia are used to identify class standing and individual assignments to positions of responsibility, authority, and trust. The uniform is federally mandated by the Maritime Administration for all maritime academies.

2. **APPEARANCE AND PROFESSIONAL DEVELOPMENT**

- Cadets must take pride in their personal appearance in uniform. Maintaining a neat, orderly appearance in uniform makes an outward statement about a cadet's commitment to his or her professional development. The first opinion a visitor or potential employer formulates of a CMA cadet is difficult to change later. Therefore, cadets must be conscious of their appearance in uniform at all times. The ability to perform a simple task such as keeping one's uniform in good order or taking pride in one's appearance says a great deal about a cadet's character and willingness to take responsibility for much more difficult tasks. Because the appearance of the Corps of Cadets is a reflection of Cal Maritime, these regulations require cadet uniforms shall be neat, clean, well fitted, and worn with pride in the Corps. How a uniform is worn is not subject to personal interpretation or personal fashion styles. Of utmost importance is the ability to maintain a professional appearance at all times as a cadet.

2. The following changes to Standards of Conduct, Corps of Cadets, Section 5: Grooming Regulations is effective commencing November 5, 2008:

Grooming standards are based on several elements, including cleanliness, safety, and the overall appearance of members of the Corps of Cadets. The standards herein are intended to ensure a proper uniform appearance.

3. The following addition to Standards of Conduct, Corps of Cadets, Section 1: Organization of the Corps of Cadets is effective commencing November 5, 2008:

3. **ADVANCEMENT WITHIN THE CORPS OF CADETS**

- Students are expected to complete the mandatory four-year certification program as part of their duties and responsibilities as cadets within the Corps. The Commandant of Cadets is responsible for implementing a vigorous, yet rewarding leadership development program for cadets. In order to advance within the Corps, the following components are mandatory -

- (a) Advancement from Fourth Class to Third Class
 - (1) Successful completion of the Freshmen Orientation program;
 - (2) Successful completion of Alcohol Awareness;
 - (3) Completion of Leadership Potential Assessment;
 - (4) Successful completion of Orientation Assessment;
 - (5) Successful completion of Student Handbook Acknowledgement;
 - (6) Successful completion of Change-over Examination;
 - (7) Satisfactory completion of campus watches based on STCW standards; and
 - (8) Satisfactory completion of TSGB ship familiarization and assessment (As required by Program Director).
- (b) Advancement from Third Class to Second Class
 - (1) Successful completion of Change-over Examination; and
 - (2) Satisfactory completion of campus watches based on STCW standards
- (c) Advancement from Second Class to First Class
 - (1) Successful completion of Change-over Examination; and
 - (2) Satisfactory completion of campus watches based on STCW standards
- (d) Graduation Requirement
 - (1) Satisfactory completion of campus watches based on STCW standards

REMEDICATION: Remediation assessments will be provided to those cadets not passing the mandatory assessments listed above. These assessments will be provided once each semester. Additionally, advance notice will be provided to those cadets required to complete the remediation. It is the cadet's responsibility to seek assistance from their chain of command.

4. **ACCELERATION WITHIN THE CORPS OF CADETS**

In the event a cadet is able to complete their academic requirements in less than four years, the cadet will be provided with the opportunity to accelerate their advancement within the Corps. In order to advance, the cadet must complete the below steps in the order specified.

- (a) Step 1 - Successfully complete at least 12 watches at their assigned class level;
- (b) Step 2 – Receive a written recommendation from their Division Commander attesting to their ability to advance to a higher degree of responsibility;
- (c) Step 3 - Request from their Academic Advisor, a statement to the Commandant's office with the cadet's expected graduation date; and
- (d) Step 4 – Successfully complete a changeover examination to the next higher level within the Corps.

It is the responsibility of the cadet desiring acceleration to ensure the minimum number of watches are successfully completed to meet the established requirement. Scheduling watches for a cadet desiring to accelerate shall not interfere with the opportunity for cadets on a normal Corps standing schedule. In all cases, scheduling watches for cadets on a normal Corps standing schedule takes precedence.

Renumber Section 1.3. DIVISIONAL STRUCTURE to Section 1.5.

Renumber Section 1.4. CORPS OFFICERS to Section 1.6.

4. The following changes to Policy Section I is effective commencing November 5, 2008:

POLICY ON ALCOHOL

F. Policy Enforcement

CMA will impose disciplinary sanctions against any individual, group, or entity for violating this policy. Sanctions may range from a warning to dismissal from the Academy or loss of organizational status, depending on the nature of the violation and circumstances, and may also include referral to law enforcement agencies for prosecution.

- (1) Persons who unlawfully furnish alcoholic beverages to others who are not of legal drinking age must be liable for personal injuries or property damages resulting from misconduct committed by the underage person.
- (2) For health and safety reasons, it is in the best interests of an intoxicated student in an impaired condition to be brought immediately to the attention of campus staff or medical personnel.
- (3) No student will be subject to formal discipline for intoxication on campus if, at the time of disclosure to Academy staff, the student was seeking medical care or was referred for such care by friends, Corps officers, or CMA Resident Assistants.
- (4) Alcohol-related incidents and offenses are categorized as follows:
 - (a) Tier I Offenses –Alcohol-Related Incident (not a violation of CMA Alcohol Policy), recommended to be adjudicated by CRB, include:
 - Possession of alcohol related paraphernalia i.e. (Beer can/bottle collection or shot glass collection on display, etc.). (First offense)
 - (b) Tier II Offenses – Alcohol Offense (a violation of CMA Alcohol Policy), recommended to be adjudicated by CRB, include:
 - Subsequent offense from above Tier I Offenses.
 - Under age cadets engaging in alcohol use. (First offense)
 - In a campus space where alcohol is present. (First offense)
 - Consuming alcohol in the residence halls with no other conduct associated offenses. (First offense)
 - (c) Tier III Offense – Alcohol Offense (a violation of CMA Alcohol Policy), recommended to be adjudicated by DRIC, include:
 - Subsequent offense from above Tier II Offenses.
 - Knowingly engaging underage use of alcohol (if cadet is 21 + years of age). (First offense)
 - Consuming alcohol in the residence halls with other conduct associated offenses.
 - Violence/sexual assault resulting from alcohol use.
 - Inappropriate behavior or conduct as a result of alcohol intoxication.

All other provisions remain in effect.