

MEMORANDUM

SUBJ: Change 15 to the Student Handbook

1. The following additions to Student Handbook are effective commencing April 28, 2009:

SECTION 1: STANDARDS OF CONDUCT FOR STUDENTS

4. (D) HEARING BOARDS

1. Discipline Review and Investigating Committee (DRIC) has jurisdiction over all violations of the Standards of Conduct for Students, and can impose disciplinary sanctions. The DRIC consists of a chair and a minimum of two other members, selected from the academic departments and Student Development. To assure the availability of a hearing panel at all times, the President may designate a pool of qualified faculty and staff to serve throughout the year. The DRIC operates only on campus.
2. While cadets are on cruise, Captain's Mast has jurisdiction over all serious disciplinary violations, including but not limited to violations of the Standards of Conduct for Students. The Commanding Officer will preside over all these violations and can impose appropriate disciplinary sanctions. This responsibility cannot be delegated. In these situations, the Captain may also make a determination to remove the cadet for the safety and security of the ship and crew or other significant violations of the cadet conduct code that demonstrate conduct unbecoming a cadet including, but not limited to, such conduct onshore that causes embarrassment to the academy or United States.. Additionally, the Captain may make a determination to refer the violation to a DRIC hearing on the campus for further action if warranted.
3. Academic Integrity Committee (AIC) has jurisdiction over matters pertaining to academic dishonesty. For complete information regarding this committee please refer to The California Maritime Academy policy manual, policy number 547.

(E) APPEALS BOARDS/OFFICERS

1. Academy Appeals Board has jurisdiction over appeals from the Discipline Review and Investigating Committee. The Academy Appeals Board consists of one administrator and two faculty members; the President may designate a chair.
2. The President has final jurisdiction over actions of suspension and expulsion arising from the Discipline Review and Investigating Committee that have first been reviewed by the Academy Board. The President may or may not choose to review the decision of the Academy's Appeals Board when requested by a cadet.

SECTION 2:
STUDENT CONDUCT PROCEEDINGS

8. SANCTIONS

The following sanctions may be imposed for violation of the Standards of Conduct for Students:

- G. Suspension (Campus violations only) – Separation of the student from CSU student status for a certain period of time, after which the student is eligible to reapply to the university. Conditions for readmission may be specified.
- H. Expulsion (Campus violations only) – Permanent separation of the student from CSU student status from the university.
- I. Admission or Readmission (Campus violations only) – Admission or readmission to the California State University may be qualified, revoked or denied to any person found to have violated the Student Conduct Code.
- L. Removal from Cruise (Cruise violations only) – Separation of the student from the annual training cruise for serious disciplinary violations.
- M. Loss of Liberty (Cruise violations only) – Restriction to the Training Ship for all or some of the inport hours during the annual training cruise.

SECTION 7:
STANDARDS OF CONDUCT FOR THE CORPS OF CADETS

1. CLASS I VIOLATIONS

Class I offenses are generally heard by the Conduct Review Board. General demerit guidelines are listed after each infraction. Upper class cadets and repeat offenders may receive higher demerit awards. Generally higher standards are held for behavior aboard the training cruise. This may result in more severe sanctions.

2. CLASS II VIOLATIONS

Class II offenses are generally heard by Cadet Mast. Class II Offenses are normally minor violations of regulations and conduct.

3. CLASS III VIOLATIONS - TRAINING CRUISE

Class III violations constitute behavior and conduct that are prohibited while on the annual training cruise aboard the Training Ship GOLDEN BEAR.

Sanctions may be a warning, loss of liberty, demerits, extra-duty, community service, or removal from the Training Ship. All Class III violations occurring aboard the Training Ship will be reviewed by a Captain's Mast or Conduct Review Board. In general, there is a higher expectation for standards of behavior on the training ship.

SECTION 8:
CONDUCT HEARING BOARDS

1. CADET MAST

Cadet Mast generally hears all cases of Class II conduct violations on campus and Class II and III violations on the training ship.

A. COMPOSITION

1. The Cadet Mast shall consist of members of the Senior Corps Officers, including all officers assigned on the Executive Team.
2. The Corps Commander or their designee shall sit on the Mast and ensure that the time and place of mast is well publicized.
3. The Company Commander or their designee shall sit on the Mast and ensure the time and place of the Mast is well publicized. The notice of hearing is reduced to 24 hours to coincide with other training cruise disciplinary boards.
4. Sanctions from Cadet Mast may include warnings, demerits, or community service on Academy grounds.

B. HEARING PROCEDURES

1. Cadet Mast shall meet each week.
2. Decisions from Mast shall be made immediately unless both the hearing officer and the accused agree that more time may be necessary to ascertain the facts.
3. Attendance at Cadet Mast is voluntary on campus. Cadets who have been accused of an infraction shall attend the mast indicated on the notification. If unable to attend Mast, the accused shall notify the Commandant's office a minimum of 24 hours in advance to make other arrangements.
4. Attendance at Cadet Mast on the training ship is mandatory. Cadets who have been accused of an infraction shall attend the mast indicated on the notification. If unable to attend Cadet Mast, the accused shall notify the Company Commander a minimum of 12 hours in advance to make other arrangements. The notice of hearing is reduced to 24 hours to coincide with other training cruise disciplinary boards.
5. Cadets may provide one witness of the alleged infraction.
6. Attorneys will not be allowed in the meeting.

C. APPEALS

1. Any cadet who wishes to appeal the sanctions of Cadet Mast on campus must notify the Student Conduct Coordinator within 3 working days of the Mast. Cadets may only appeal decisions if they were in attendance of the Mast. (72 hours).

2. Any cadet who wishes to appeal the sanctions of Cruise Cadet Mast must notify the Assistant Commandant of Cadets within 24 hours of the Mast.

Cadets may only appeal decisions if they were in attendance of the Mast.

3. The Conduct Review Board shall hear appeals from Cadet Mast.

4. All procedures described above for the CRB shall be in effect for the appeals process except that the CRB has final jurisdiction over appeals from Cadet Mast.

2. CONDUCT REVIEW BOARD.

The Conduct Review Board (CRB) will hear all Class I violations occurring on campus and the training ship.

A. COMPOSITION

1. On campus, the CRB shall consist of three cadets drawn from the Senior Corps Officers, Resident Assistants, and a junior or senior cadet at large.

On the training ship, the CRB shall consist of three cadets drawn from the Senior Corps Officers, Resident Assistants, visiting programs' senior cadets or students, and a junior or senior cadet at large.

a. In order to serve the cadet must not have been on probation or suspension within the last year.

b. All cadets serving on the CRB shall have gone through basic training with the Student Conduct Coordinator.

2. The Student Conduct Administrator or his/her representative, in conjunction with Student Affairs will assign cadets to the board.

3. Attendance at Conduct Review Board on campus is voluntary. Attendance at the CRB on cruise is mandatory.

4. A Cadet may request a board member be removed for potential bias. The hearing may proceed with only two members or may be rescheduled for hearing on the next available date.

5. On campus, the Student Conduct Facilitator/ Administrator shall be present at the CRB to provide information concerning past conduct history and observe all proceedings for compliance to procedure only. On the cruise, the Assistant Commandant of Cadets shall be present at the CRB.

3. CAPTAIN'S MAST

Captain's Mast will hear all violations of Class I and Class III on board the training ship, which are not heard by the Conduct Review Board. All violations will be evaluated by the Assistant Commandant of Cadets to determine the appropriate hearing board on the training ship.

A. Attendance at Captain's Mast is mandatory for all infractions aboard the Training Ship. Failure to attend the Mast may result in further charges of absence from duty.

- B. The decision of the Captain's Mast shall be made immediately, unless the case warrants further investigation. Sanctions may include a warning, demerits, loss of liberty, removal from cruise, community service, and other sanctions as authorized in Section 2.8. Sanctions.
- C. Decisions of the Captain's Mast can be appealed in accordance with the Student Handbook (Section 2.6. Appeals).

4. APPEALS BOARD AND APPEALS BOARD OFFICERS

C. CAPTAIN OF THE TRAINING SHIP

The Captain of the Training Ship has jurisdiction over all cadet conduct and discipline appeals arising from Conduct Review Board on the training ship.

All other provisions remain in effect.