

CAL MARITIME

*STUDENT
HANDBOOK*

The California State University

The Property of _____

STUDENT HANDBOOK

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A. ABOUT THE HANDBOOK

The Student Handbook is produced to assist you in campus life. This is the most current campus information available at the date of publication. The policies, procedures, and academic deadlines presented in the Handbook supersede all previous publications. CMA reserves the right to make modifications or changes to the information contained herein at any time, which will apply to all students without regard to admission date or enrollment status. Every student is responsible for knowing the policies, procedures, deadlines, and information in this Handbook, including changes that may be promulgated during the academic year. Changes to the Handbook are distributed to students through the student mail and the Corps of Cadets formation.

There are other important sources of information at Cal Maritime that will help you stay informed. These can be grouped into three broad and overlapping categories—publications, people, and places.

Publications — Academic Catalog, Student Handbook, Bulletin and Student Computer Bulletin Boards

People — Student Services, Faculty, Administrative Offices, Resident Assistants, Corps Officers, and ASCMA Officers

Places — Student Center (Campus Events Calendar), Library, Cafeteria, Boathouse, Center for Excellence In Teaching & Learning, gym, bulletin boards, laundry rooms, and formation quad.

B. THE PURPOSE OF A STUDENT HANDBOOK

(1) **GENERAL** - Your student handbook contains information to aid you in obtaining the richest possible experience while here at CMA. Academic questions? Interested in clubs or extra-curricular activities? Health concerns? Safety and security concerns? All these questions and many more can be answered by reading this handbook. The handbook is divided into sections with easy to decipher headings, subheadings and categories making it quick and convenient to find the answers to all your questions.

(2) HOW TO USE YOUR STUDENT HANDBOOK

(a) READ IT! YOU ARE RESPONSIBLE FOR ITS CONTENTS.

(b) Valuable and necessary information is contained in this handbook. Academic information, residential living policies, Corps information, parking regulations, summary of department services - these are all things you will find and need to know during your CMA career.

(c) So take advantage of this opportunity to be one step ahead...have all the answers...well, almost. But seriously, read it, know it, live it! Good Luck!

C. NON-DISCRIMINATION POLICY

It is the policy of The California Maritime Academy that no discrimination on the grounds of race, gender, age, creed, color, national origin or sexual orientation will exist in any area of the Academy. This policy of non-discrimination is applicable both to the admission of students and employment in all aspects of the Academy operation. The Academy's policies are guided by, but are not limited to, the requirements of Federal Executive Orders 11246 and 11375, as amended; Titles VI and VII of the Civil Rights Act, as amended; and Title IX of the Higher Education Act of 1972.

The California Maritime Academy subscribes to the provisions of Section 504 of the Rehabilitation Act of 1973 pertaining to the hiring and admission of persons with disabilities insofar as these regulations are compatible with the U.S. Coast Guard requirements governing physical qualifications for merchant marine officers.

D. CHIEF ADMINISTRATIVE AND ACADEMIC OFFICERS

(1) PRESIDENT RADM Thomas A. Cropper

Administration Building

The President serves as chief executive officer and is responsible for the overall operation, development, and welfare of the institution. He exercises supervision over community and industry relations, campus planning, instructional and training programs, student services, campus auxiliaries, and business and administrative functions.

(2) OFFICE OF ACADEMIC AFFAIRS, PROVOST AND VICE PRESIDENT

Dr. Gerald Jakubowski

Faculty Office Building

The chief academic officer is responsible for academic life on campus and at sea. The Provost and Vice President, Academic Affairs, oversees academic programs, policies, accountability and accreditation, instruction, faculty and curricula development, research, the Academic Dean, Faculty Affairs, Academic Support, Athletics, Library, Admission and Outreach, Dean of Students, Student Health Center, Career Center, Records, Financial Aid, Sponsored Projects and Continuing Education, and the Center for Engagement, Teaching and Learning.

(3) OFFICE OF ACADEMIC AFFAIRS, ACADEMIC DEAN

Dr. Nael Aly

Faculty Office Building

The Academic Dean works with faculty and department chairs of each academic program to develop and update programs and curriculum. The Dean represents the Institution with industry and other educators to ensure currency in course offerings and program options.

(4) OFFICE OF ACADEMIC AFFAIRS, DEAN OF STUDENTS, STUDENT AFFAIRS

Dr. Deborrah Hebert

Student Center

The Dean of Students Office is responsible for facilitating learning that happens outside of the classroom, including that of Residence Life, the Career Center and the Student Wellness Center. This begins with the coordination of Orientation Week and finishes the year with the coordination of Commencement. The Office advises the Associated Students and oversees sponsored events.

(5) OFFICE OF MARINE PROGRAMS AND LEADERSHIP DEVELOPMENT, DIRECTOR, MARINE PROGRAMS AND LEADERSHIP DEVELOPMENT; COMMANDING OFFICER, TRAINING SHIP GOLDEN BEAR

Captain Harry Bolton

Marine Programs Modular

Marine Programs and Leadership Development adds an integral and unique leadership development component to the education of the cadet at The California Maritime Academy. The Captain oversees the operation of the Maritime Operations and Leadership Development Departments. This office also has the primary responsibility for the annual training cruise, the operation of the Training Ship GOLDEN BEAR, and all academy small craft.

(6) OFFICE OF BUSINESS SERVICES, VICE PRESIDENT, ADMINISTRATION AND FINANCE

Mr. Kurt Lohide

Administration Building

The Chief Financial Officer is responsible for the financial integrity of the institution. Accounting, Budgeting, and Purchasing comprise the Business Services area of the campus. The staff in these areas is responsible for the acquisition of resources, assisting campus departments and individuals in the procurement of goods and services, and proper accounting of student fees, other income, expense, assets, and liabilities.

(7) OFFICE OF ADVANCEMENT, INTERIM VICE PRESIDENT

Ms. Beverly Byl

Administration Building

The Vice President, Advancement is responsible for fundraising, alumni affairs, and management of the Foundation. Fundraising reaches out to individuals, corporations, foundations, and professional associations. Activities include special events (such as the annual Scholarship Dinner and Golf Invitational), the Annual Fund, the Scholarship Program, endowments, major gifts, planned giving, and capital campaigns.

E. THE CALIFORNIA MARITIME ACADEMY MISSION

The mission statement for The California Maritime Academy defines our purposes as an organization. Our educational community subscribes to the following statement of what we will do. Our Mission is to:

- Provide each student with a college education combining intellectual learning, applied technology, leadership development, and global awareness.
- Provide the highest quality licensed officers and other personnel for the merchant marine and national maritime industries.
- Provide continuing education opportunities for those in the transportation and related industries.
- Be an information and technology resource center for the transportation and related industries.

STRATEGIES

- Build the educational program around our rich heritage in maritime studies and learning opportunities offered by the Training Ship GOLDEN BEAR
- Recruit, develop, and retain excellent students, faculty, and staff
- Meet the needs of students, industry, and society through superior, up-to-date, and visionary educational programs
- Maintain a student-centered environment to enhance the ethical, personal, and professional development of our students
- Encourage diversity in a respectful environment
- Strengthen linkages between the campus and external communities within the state, the nation, and the world through public service
- Enhance the educational program through development and maintenance of modern facilities and technology
- Emphasize the integration of intellectual learning, applied technology, and leadership development
- Value and promote participation and support from alumni, friends, and industry

For more than seventy years, Cal Maritime has educated engineers, managers, and officers for California and the nation's industries. The Academy strives to instill a high level of pride, self-confidence, and competency in its graduates, which allows them a competitive edge in the ever-changing world of work.

The academic program is designed to qualify students for a Bachelor of Science degree in Marine Transportation, Business Administration, Marine Engineering Technology, Mechanical Engineering, and Facilities Engineering Technology. Students may apply to the MMR or CMAPP programs leading to a commission as an officer in the U.S. Naval Reserve or U.S. Coast Guard.

F. THE CALIFORNIA MARITIME ACADEMY CORE VALUES

- Dedication
- Honor
- Integrity
- Responsibility
- Respect
- Trust

G. HISTORY OF THE CALIFORNIA MARITIME ACADEMY

The California State Legislature founded The California Maritime Academy in 1929 as the California Nautical School. It was located in 1931 in Tiburon at a Navy coal depot. The steamship HENRY COUNTY, a Great Lakes freighter, served as the first training ship. The ship was renamed CALIFORNIA STATE, and in December, 1931, covered 21,000 miles in its first training cruise—to New York through the Straits of Magellan, and returning via Panama. The school was closed briefly in 1935 due to a lack of operating funds, but reopened again in 1935. In 1936, the U.S. Congress passed the Merchant Marine Act that directed the creation and maintenance of an adequate merchant marine to support U.S. and domestic commerce and to meet the requirements for national defense. In response to this mandate, the state legislature and federal government began contributing matching funds in support of the school's mission, thus beginning a tradition of training and educational excellence. The school changed its name to the California Maritime Academy in 1938.

In 1939, the Academy was asked by the Navy to relocate and, after an extensive search and inspection of forty possible sites, selected an old ferry terminal previously operated by Southern Pacific Railroad. The site, known then as Morrow Cove, was occupied by in 1943 and is now the home of the California Maritime Academy.

After several years of planning, a dock and several temporary buildings were constructed at the new site. On August 24, 1943, the Training Ship renamed as the GOLDEN STATE moved to her new berth in the shadow of the Carquinez Bridge and sailed for the Academy until 1946.

The first Training Ship GOLDEN BEAR I was laid down as the attack transport Mellena (AKA-32) in September of 1944. The ship served the military as a transport for goods and troops until her dry-docking and reassignment as a survey ship in December of 1945. In March of 1946, orders were received to dispose of the ship rather than covert it. The Maritime Commission offered the USS Mellena as a replacement for the GOLDEN STATE, and on June 11, 1946 after dry-docking at Mare Island, the ship was decommissioned and simultaneously transferred to the War Shipping Administration for delivery to the Academy. The first Training Ship GOLDEN BEAR served the Academy for twenty-three years, steaming students over 250,000 miles.

The earliest permanent buildings at Morrow Cove were Mayo Hall (gymnasium), the swimming pool, and the administration/classroom building. In 1954, new classrooms and the cafeteria were completed. In 1958, the front gate was constructed and installed, and in 1959 the Old Residence Hall was completed and ready for occupancy. During the 1960's, campus construction again surged with the completion of the Engineering Building and Library.

The second Training Ship GOLDEN BEAR II arrived during the 1969-70 academic year as the USS CRESCENT CITY. Built in 1940 by the Bethlehem Shipbuilding Company at Sparrows Point, Maryland, she was originally the DEL ORLEANS; a combination cargo and passenger ship making cargo and luxury cruises to Central and South America.

In the early days, only two majors were offered—Deck and Engineering. In 1972, the curriculum was expanded to a four-year undergraduate program of study, resulting in accreditation for the Academy. In 1972 Cal Maritime became the first of the Maritime Academies to admit women and subsequently graduated the first women in 1976. Cal Maritime graduates are also honored to have amongst their ranks the first woman Captain and First Engineer from any of the Maritime Academies.

The 1976-77 year brought a cycle of ambitious expansion for the campus with a new faculty office building,

library annex, auditorium, student center, new residence hall, additional parking, and extensive renovation to the gymnasium.

The 1990's have embraced significant change for Cal Maritime. The Student Center was completed and dedicated, along with a new recreation lounge in the Old Residence Hall, Computer Lab, Radar Training Laboratory, and Full Bridge Simulator in 1994-1995. The Academy joined The California State University as the 22nd campus in that system on July 1, 1995. In the spring of 1996, the newest Training Ship GOLDEN BEAR III (USNS MAURY) arrived and after completion of the '96 cruise, berthed at the newly completed pier. A Steam Simulator Plant was completed in the fall of 1996 and dedicated in honor of Otto Bruhn, Chief Engineer and dedicated CMA staff member of 34 years. A major infrastructure project upgrading many of the campus' existing systems, as well as bringing Internet and cable to the residence halls, was completed in 1998. An Engineering and Computer Building was completed in the fall of 1999.

We celebrated our 75th anniversary in 2004. Construction began in July 2006 on the new Simulation Center which will house a full mission bridge, a crisis management simulator, radar simulator and ECDIS. Completion is scheduled for November 2007 with classes beginning in January 2008. Also, the first phase of a four-phase student housing project was completed in 2009 and will accommodate 132 student beds on three floors with study lounge, and vending areas on each floor. The campus has acquired property just outside our current entry gate on which a new P.E./Aquatic Survival Center will be built. The aquatic area will include an Olympic size pool with wave generation capabilities and features that provide for sea survival simulation exercises. Plans for the growth of the institution continue on an energetic path.

H. THE CALIFORNIA MARITIME ACADEMY MOTTO

To reflect the pride and challenges facing all those graduating from the Academy, a coat of arms and motto were adopted in late 1941 reflecting zeal and dedication of the cadets, whether in peace or war:



Laborare Pugnare Parati Sumus

“To Work, (or) to Fight; We are Ready”

The California Maritime Academy graduates have lived up to the motto serving with distinction in the various branches of the armed services and Merchant Marine during all wars and military conflicts since 1941.

I. HISTORY OF THE MERCHANT MARINE

Unlike the Navy, no definite date can be given for the founding of the United States Merchant Marine. One thing, however, is certain – it is as old as the Nation itself. Our national independence was won and maintained by the Merchant Marines upon the sea though the splendid constancy of valor and skill of the crews of our merchant ships, whalers, and fishermen who during the American Revolution were almost as numerous as the entire army of General Washington.

Merchant Marine officers are proud of those who preceded them in service of their country and ocean commerce. John Paul Jones, John Barry, and other national heroes who established early traditions for the United States Navy received their training in the Merchant Marine. During the first World War, many Merchant Marine officers distinguished themselves in the service of their country's struggle for enduring peace.

In the years following World War I, the American Merchant Marine was neglected and the nation paid a great price for this neglect. Worldwide depression in the 1930s caused world trade to come to a stand still. As the specter of war again loomed during the late 1930s, President Roosevelt became aware of the need of farsighted and progressive measures to restore the Merchant Marine to its rightful eminence.

In swift succession, the government enacted a series of laws restoring the American Merchant Marine to its rightful heritage. The Merchant Marine Act of 1936 established the United States Maritime Commission. Recognizing the importance of proper education, the act, as amended, authorized the training of young Americans to become licensed officers in the Merchant Marine. The Act of 1936 was superseded by the Merchant Marine Act of 1969, which consolidated and re-enacted certain sections of the shipping laws of the United States.

Federal support of the American Merchant Marine is based on the following principles and objectives as set forth in legislative act. "It is necessary for the national security and development and maintenance of the domestic and the export and import foreign commerce of the United States, that the United States have a efficient and adequate American-owned merchant marine:

- sufficient to carry its domestic waterborne commerce and substantial portions of its waterborne export and import foreign commerce and to provide shipping service on all routes essential for maintaining the flow of such domestic and foreign waterborne commerce at all times;
- capable of service as a naval and military auxiliary in times of war or national emergency;
- owned and operated under the United States flag by citizens of the United States insofar as may be practicable;
- composed of the best equipped, safest and most suitable types of vessels, constructed in the United States and crewed with a trained and efficient citizen personnel; and
- supplemented by efficient American owned facilities for shipbuilding and ship repair, marine insurance, and other auxiliary services.

It is hereby declared to be the policy of Titles II, III, IV, V and VI of the Act to foster the development and encourage the maintenance of such a merchant marine."

Extract from *The Maine Brace*

J. QUALIFICATION OF THE AMERICAN MARITIME OFFICER

"It is by no means enough that an officer should be a capable mariner. He must be that of course, but also a great deal more. He should be as well a gentleman of liberal education, refined manners, punctilious courtesy, and the nicest sense of personal humor."

"... aboard ship and in relation to those under his command, he should be the soul of tact, patience, justice, firmness and charity. No meritorious act of subordinate should escape his attention or be left to pass without its reward, if even the reward be only one word of approval. Conversely, he should not be blind to a single fault in any subordinate, though at the same time he should be quick and unflinching to distinguish error from malice, thoughtlessness from incompetence, and well-meant shortcoming from heedless or stupid blunder. As he should be universal and impartial in his rewards and approval of merit, so should he be judicial and unbending in his punishment or reproof of misconduct."

Extract from a letter from
John Paul Jones to the
Naval Committee of Congress
September 14, 1775

K. TRIBUTES TO THE MERCHANT MARINE

President Thomas Jefferson said, "As a resource for defense ... our navigation will admit neither neglect nor forbearance ... this can only be done by possessing a respectable body of citizen seamen, and of artisans and establishments in readiness for shipbuilding."

President Theodore Roosevelt said, "We should no longer submit to conditions under which only a trifling portion of our great commerce is carried by our own ships ... ships work for their own countries just as railroads work for their terminal points ... from every standpoint it is unwise for the United States to continue to rely upon ships of competing nations for the distribution of our goods. The American Merchant Marine should be restored to the oceans."

President Franklin Roosevelt said, "To me there are three reasons for having a Merchant Marine. The first is that in time of peace, subsidies granted by other nations, shipping combines, and other restrictive or rebating methods may well be used to the detriment of American shippers. The maintenance of fair competition alone calls for American flag ships of sufficient tonnage to carry a reasonable portion of our foreign commerce.

Second, in the event of a major war in which the United States is not involved, our commerce, in the absence of an adequate Merchant Marine, might find itself seriously crippled because of its inability to secure bottoms for neutral peaceful foreign trade.

Third, in the event of a war in which the United States itself may be engaged, American flag ships are obviously needed not only as naval auxiliaries, but also for the maintenance of reasonable and necessary commercial trade with other nations. We should remember lessons learned from the past war.'

General Dwight Eisenhower said, "When final victory is ours there is no organizations that will share its credit more deservedly than the Merchant Marine."

General Colin Powell said, "That the American seafarer provides essential service to the well-being of the nation, as was demonstrated so clearly during Operations DESERT SHIELD and DESERT STORM. The war in the Persian Gulf is over, but the merchant marine's contribution to our nation continues."

Extract from USMMA *Bearings*

L. KEEMA'S HISTORY

Alumni Park (also known as Golden Bear Park) was built immediately west of the flagpole and The Quad, between the Classroom Building and Dining Facility at the campus' center of activity. Planned and funded by the CMA Alumni Association, this small square, with benches, marks the center of the campus, and a focal point for those looking out on the bay.

Dedicated in 1967, the centerpiece is "KEEMA" the Golden Bear. The plaque at the base of the pedestal where KEEMA stands reads: "To Midshipmen of courage and vision dedicated to our Merchant Marine". The name "KEEMA" originates from the initials of the school "C-M-A", pronounced with a hard "C". In the early years of CMA at Morrow Cove in the late 1940's and 50's, particularly when we still had the old temporary wood buildings, the common nickname by the cadets for the campus was "Camp Keema".

M. RESPECTING ACADEMY TRADITIONS

Cal Maritime is steeped in the maritime tradition. As you learn more about Cal Maritime and its ways of doing things, whether it is on the Bridge, in the Engine Room, or on the campus, you will find there is often an established protocol—a manner of behaving and speaking. We have ways of doing things both ashore and at sea that come from the working history of the merchant mariner; such as the relationship between rank and privilege, chain of command, nautical terminology and humor, the correct wearing of the uniform, liberty, chipping and painting, and so on. All of this is part of a family of tradition that distinguishes Cal Maritime and its graduates from other institutions. Our history and traditions are a kind of glue that holds us together. They are worthy of your attention and respect.

Tradition and symbols connect you with the students who came before and those who will come after; this invisible thread touches men and women of courage and talent who go down to the sea in ships and do their work upon the great waters.

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A. STEPS TO SUCCESS

(1) LEARNING HOW TO LEARN

Learning how to learn is about self-discovery. As you progress through the challenging curriculum at Cal Maritime, you will be spending a lot of time with yourself. There will be many quiet moments with just you and your books, just you and your notes, just you and your assignments. If you want to be a successful student, you will have to figure out how to press on with your studies when there are things you would rather be doing. You will have to overcome fatigue, boredom, and stress. You will have to become a better reader. You will have to listen carefully and focus your mind on both conceptual and practical problems. You will have to improve your writing and remember complex material. You will have to understand your strengths and weaknesses as a student, and utilize strategies and tactics that assist you in improving. You will have to hone your learning skills. Here are some strategies that have worked well for other students.

Make a commitment. Success is a conscious choice, your choice alone. So, make a commitment and take responsibility for being successful at Cal Maritime. Part of this commitment should involve figuring out why you chose to attend CMA and what you plan to do with the excellent educational and training opportunities you will receive while you are here. The other part of the commitment is to get involved with the campus, your classmates, the faculty and staff.

Plan. Plan your day. Plan your week. Plan your semester, weekends, days off (they're important), term breaks, summer vacations. Think, plan, revise your plans, and plan some more.

Read. In college, reading is essential. It's the key to learning. Spend some time reading the College Catalog, this Handbook, the Bulletin, the Internet, your textbooks, the newspaper. Read, read, and read.

Network. Networking involves the use of social contacts and the trading of information. Sounds illegal, but it isn't. It's smart, and it works. Here are some ways to do it.

- Make friends. Start with your roommate.
- Plan to meet people at Cal Maritime: students, faculty, staff, and administration.
- Form or join a study group.
- Become involved on campus: as a student leader, join a club, and/or work on campus.
- Find a mentor.
- Hang out in the Computer Lab, Library, Boathouse, or Student Center.
- Use student services.
- Practice. Learning how to learn is not automatic, you must practice. It will get easier over time. In the process, you will discover yourself.

(2) MANAGING TIME, MONEY, IMPORTANT RELATIONSHIPS

So far, we have covered "How to Use this Handbook," and "Learning How To Learn." There are some other important things you must do well in order to survive at Cal Maritime or anywhere else you may be heading. You must manage time, money, and important relationships.

Time. There is plenty of time available to do everything you want to do. The trick is realizing that time is a manageable resource. Your day is 24 hours long; your week consists of no more and no less than 168 hours—so take control. Structure your day (plan your day!). Be aware of your best time of day, and do the most difficult (or boring) things at those times. Don't let other people waste your time. Observe how you waste your own time. Use down time, like waiting for appointments or a friend, in a constructive way.

Money. Attending Cal Maritime is like buying a home; it may be one of the most important purchases you will ever make. Manage the cost of attendance (fees, books, room and board, clothes, transportation, social activities) with care and prudence. Learn the secret of managing money early: do not spend more than you have! Make a budget and stick to it. Make sure you will have enough for the entire academic year and for cruise. If you do not, either decrease your expenses or increase your revenue (you know, get a part-time job). If you are experiencing financial stress, talk to the Financial Aid Office.

Important Relationships. Figure out what relationships are important to you - parents, siblings, spouse, friends, roommate, and significant other - and manage them. Communicate often and sincerely, and keep your agreements and promises. To do otherwise will be time consuming and expensive and will likely give you some heartache.

B. COMMUNITY RESOURCES

(1) A DIVERSE COMMUNITY

Vallejo is a city much like every other Pacific Rim City, incorporating cultures, customs, and people from throughout the country and the world. Asian, Hispanic, African-American and European cultures work together to create a community with diverse activities and cultural events. Residents take pride in their diversity, their city, and the rich history of the region.

There is an abundance of community services that you have access to as a student of Cal Maritime. In fact, you are encouraged to utilize the services offered here, and in neighboring Benicia. What follows is a listing of some of the important services and activities in this part of the East Bay.

(2) COMMUNITY SERVICES

Health Services

Sutter Solano Medical Center, Vallejo	554-4444
Emergency Services	554-5201
Physicians Referral	800- 234-4849
Kaiser Permanente Medical Center, Vallejo	651-1000
Advice Nurse.....	800-977-0027
Planned Parenthood	643-4545
Birthright Pregnancy Crisis Center	642-5001
Family Planning of Solano County.....	553-5509
Health and Social Services Dept.	553-5509
Poison Control Center (24 hours)	800- 342-9293
National HIV/AIDS Information & Service (24 hrs).....	800- 232-4636

Mental Health and Intervention

Mental Health Crisis Line (24 hrs).....	428-1131
Suicide Prevention (24 hours)	428-1131
Alcoholics Anonymous (24 hrs)	643-8217
Genesis House (24 hrs)	557-3165
Rape Crisis of Solano County (24 hrs)	644-7273
Victims of Crime Resource Center	800- 842-8467
Victims of Crime Resource Center.....	800-842-8467

Transportation

Vallejo Transit	648-4666
Vallejo Baylink Ferry	877-643-3779
Benicia Transit	745-0815
Dial-A-Ride for Everyone, Benicia	745-3211
Evans Airport Service	643-8432
Budget Rent A-Car & Truck	642-9901
Bay Area Rapid Transit (BART).....	(510) 236-2278

Post Office, Libraries

U.S. Post Office, 485 Santa Clara, Vallejo 642-3071
U.S. Post Office, 100 Admiral Callaghan, Vallejo 558-1834
John F Kennedy Library, Vallejo 553-5568
Benicia Municipal Library 746-4343
Solano County Veterans Service Office 553-5261

Parks and Recreation

Blue Rock Springs Park, Columbus Parkway and Springs Road
Dan Foley Park, N. Camino Alto and Tuolumne St.
Benicia State Park, West end of Military West, Benicia
West 9th Street Park, West 9th and J Street, Benicia

Movie Theaters

Century Theatres
109 Plaza Drive 553-1205

Pizza Delivery

Dominoes Pizza 554-6600
The Front Room 649-8889
Little Caesar's Pizza 553-8200
Napoli Pizzeria & Italian Food 644-0981
Pacifica Pizza 746-1790
Pizza Hut 645-0505

(3) BEING SAFE IN OUR COMMUNITY – No matter where you are, no matter what big city you are in, it is important to be streetwise. Being streetwise means making yourself an unlikely victim by making it difficult for potential criminals to perpetrate a crime against you. Criminals look for the easy target. Avoid being a likely target, and you can avoid being victimized. Here are some suggestions from the Law Enforcement Assistance Administration.

(a) On the Street

- Stay out of risky areas and stick to well-lighted, well-traveled parts of town. Avoid doorways, shrubbery, and other dark places where somebody may hide.
- Walk confidently. Be alert - notice who passes you and who's behind you. If you're worried about crime, ask a friend to accompany you when you go out.
- Keep your backpack or bag close to your body, covering the clasp or flap with your hand or forearm. Keep your credit cards separate from your wallet. Carry your wallet in your front pocket.
- Don't flash your cash. When you get money from the Automated Teller Machine, count the cash later, when you get into your car.
- Consider carrying a noisemaker or whistle. Carrying a weapon can only get you into trouble - it can easily be turned against you.

(b) In the Car

- Keep your doors and windows locked, whether you are driving or parking your car. Look into the car before you get in to make sure that you don't have any uninvited passengers. Park in well-lighted areas and look around before you get out. Have your car keys ready, in hand, when you get to the car so you don't fumble around looking for them.
- If you're being followed, don't go directly home. Instead, drive to the nearest police station, hospital, or other safe, public place.
- If your car breaks down, pull over. Put up the hood, turn on the flashers, and tie a handkerchief to the antenna. Then get into the car, lock the doors, roll up the windows and turn the engine off. When someone stops, roll your window down just enough to ask them to phone for help.

(c) If you are a Victim

- Don't panic. Staying calm is your best defense.
- Attract attention. Scream or yell "Fire"! More people will respond to "fire" than to other alarms.
- If the criminal is unarmed, you may try to fight back. But be careful. The criminal wouldn't approach you if you didn't appear as if you could be overpowered. Remember, your own safety should always come first.
- If the criminal has a weapon, don't resist. It's not worth the risk.
- If your life is threatened, do anything you can to protect yourself. Scream, kick and direct your attack to the eyes and groin. Then don't wait. Run!
- If you are a victim of crime, or you witness a crime, report it at once to the authorities. Try not to disturb any evidence.

C. VALLEJO'S HISTORY

(1) GENERAL

Early settlers to Vallejo were mostly Mexicans who were given land grants from the Mexican Government to farm and ranch in the area. One of the earlier settlers was General Mariano Vallejo. During the days before statehood, Vallejo became quite successful as a rancher, owning land throughout Solano and Sonoma Counties. The General played an important role during California's early days as a state, and even gave land to the state for the first Capital Building. Although Vallejo fell short of his promises, and the Capital moved to Benicia and later to Sacramento, grateful citizens named the town after the successful rancher. The city incorporated in 1868.

The U.S. government purchased Mare Island, located just west of Vallejo, in 1853 to establish the first naval base on the West Coast. Mare Island's first Commandant was David Glasgow Farragut, who gained fame at the battle of Mobile Bay during the Civil War, when he said, "Damn the torpedoes, full speed ahead." The USS Saginaw was the first ship launched from the shipyard in 1859, and since then, Mare Island has manufactured over 500 naval vessels. Although Mare Island is now closed, the Island is chock full of historical landmarks and even a golf course. The city of Vallejo has always had a close relationship with the Navy, the maritime industry and Cal Maritime.

(2) AROUND TOWN

First time visitors to Vallejo should stop at the Vallejo Naval and Historical Museum, which is located in a building that is carried on the National Register of Historic Buildings. Located downtown, the museum has its own working submarine periscope, bookstore, and several permanent and traveling exhibits.

Today, most people associate Vallejo with Six Flags, Marine World, which is located on the north end of town. Marine World has a ton of brand new rides plus the great animal shows which helped to put in on the map including killer whale and dolphin shows, tiger exhibits, exotic birds, and much more. On your way there, be sure to stop at one of Vallejo's famous taco trucks for a world-class burrito or taco.

(3) REGIONAL POINTS OF INTEREST

- (a) Benicia - The town of Benicia, which shares much of the same history as Vallejo, was named after General Vallejo's daughter. Located just a few miles to the east of Vallejo, Benicia is a waterfront community full of old Victorian homes. Benicia's First Street has some good restaurants, antique shops, and other stores worth visiting. While there, be sure to visit the Benicia State Capital Historic Park, the building that housed the State Capital in 1853. The Benicia State Park is a great place to jog, bike, and picnic.

(b) Fairfield and Vacaville - Fairfield is about 15 miles east on highway 80, and Vacaville is another 15 miles. Scandia Family Fun Center, just off highway 80 in Fairfield, has miniature golf, batting cages, ill' Indy racers, snack bar and arcade. The Westfield (Solano) Mall in Fairfield has dozens of specialty shops, clothing stores, jewelry stores, shoe stores, bookstores, and several major department stores. Shoppers will really love the Factory Outlet Mall in Vacaville featuring over 200 stores and the newly renovated Nut Tree Park.

(c) Napa Valley - The Napa Valley is undoubtedly the Nation's Wine Capital. The hills and valley that are covered with vineyards and stone chateau-like wineries bear little resemblance to the wild oat covered hills that were populated with deer and bear 150 years ago. Highway 29 cuts through the heart of the valley, from Napa in the south, to Calistoga in the north. Charles Krug was responsible for establishing the first winery in the region, which still bears his name. The oldest wineries in the region include The Benziger, Beaulieu, Inglenook, The Louis Martini Winery, and the Robert Mondavi Winery. Almost all of the wineries provide tours of their facilities and wine tasting. Many have areas set aside for picnicking. The Napa Valley is also great for cycling, hot air ballooning, and golfing. Call the Napa Tourist Bureau for more information.

(d) San Francisco

"The City" is about 30 minutes away down Highway 80 and across the Bay Bridge. The easiest way to get to The City is by car, but the Bay Area Rapid Transit system (BART) has trains leaving from the Richmond and Concord BART stations throughout the day. The Blue and Gold fleet runs a ferry service from the Vallejo Ferry Terminal to Fisherman's Wharf in the City every day. The trip takes about an hour.

Fisherman's Wharf, Ghirardelli Square, and Pier 39 are all within walking distance from the terminus of the Vallejo Ferry. Chinatown and North Beach (the Italian district) are next to each other and both areas provide great native cuisine at good prices (You can have dim sum for lunch and gelato for dessert.). If you love to shop, try the Union Square area where there are numerous department stores and other fine stores. To get a taste of the counter-culture, one must not miss out on a trip to Haight-Ashbury. The Haight has a variety of clothing shops, restaurants, music and bookstores, and gift shops representing a truly wide variety of tastes. The Mission district is the place to go for the taste and sounds of Latin America.

If you are looking for museums, try the Museum of Modern Art, the De Young, and the Maritime Museum, located near Fisherman's Wharf. The Palace of Fine Arts is home to the Exploratorium, which is a hands-on science museum in which you 'play' with various exhibits. (Make reservations for their Tactile Gallery in advance). The California Academy of Sciences, located in Golden Gate Park, is home to the Steinhart Aquarium, the Natural History Museum, and the Morrison Planetarium. Set aside a full day to see it all. Fort Point, a historical landmark located under the Golden Gate Bridge, provides interesting tours. Take a drive through the Presidio, San Francisco's historic Army base.

(e) Berkeley / Oakland

The city of Berkeley, home of the University of California, is just a 20-minute drive to the south along Highway 80. The Telegraph Avenue area, located on the south side of CAL, should be your first destination. Parking is hard to find, but the City of Berkeley Parking Garage on Durant Ave., one block below Telegraph Ave., is the best deal in town and is usually open. (Except when there is a home football game at CAL).

The ASUC bookstore is excellent places for finding whatever new or used book you want, or just to browse for a couple of hours. Rasputin's and Amoeba Records provide selections of new and used DVDs, CDs, records and tapes for every music lover. Crafts people come out in full force every weekend and set up shop along the sidewalks on Telegraph Avenue. Don't hesitate to haggle on the prices. If foreign films interest you, or any movie for that matter, check out the Shattuck Ave. area, right near the Berkeley BART station.

There are dozens of small eateries in the area. Blondies and Fat Slice are famous for their pizza by the slice. Chinese, Mexican, Japanese, Thai, Italian, Vietnamese, Indian, Korean, Russian, American, Greek, and Ethiopian Food can all be found around campus at very reasonable prices. Berkeley is also famous for its coffee houses, which line Telegraph Ave.

Berkeley is also a great place to find outdoor recreational equipment. REI (Recreational Equipment

Incorporated), The North Face, and Marmot Mountain Works sell and rent a wide variety of gear. Mountain bikers will find Tilden Park, in the Berkeley hills, a fun place to ride with a variety of terrain. Windsurfing is usually pretty good off the Berkeley Marina near Emeryville.

If visiting Oakland, one should check out the Oakland Museum, which features California History and other traveling exhibits. Jack London Square features dining and shopping in an old waterfront setting. Oakland has its own fair share of coffee houses, bookstores and nightclubs. The College Ave. area, near the Rockridge BART station, has stores and cafes for all occasions.

- (f) Other Points of Interest - Lake Tahoe, about 3 hours east, offers excellent summer and winter activities. Skiers will delight in the large variety of ski resorts, which line the Tahoe basin. Gamblers will find plenty of entertainment at Tahoe or they can visit Reno, which is just 3-1/2 hours away. Santa Cruz County not only offers great surfing, but also hiking, biking and boating. No trip south is complete without a stop at the Monterey Bay Aquarium and Cannery Row in the oceanside city of Monterey.

D. OVERVIEW OF STUDENT SUPPORT SERVICES

(1) GENERAL

Cal Maritime offers all of the educational opportunities, support services, out-of-classroom enrichment programs, and athletic and recreation activities that undergraduates enjoy and expect. In this section of the Handbook, an overview of the non-academic services and programs is presented:

- Leadership Development
- ASCMA
- ARC Adventures / ACE
- Counseling Services
- Food Services
- Bookstore
- Student Conduct
- Financial Aid
- Career Services
- Corps of Cadets
- Clubs & Organizations
- Campus Events Calendar
- Student Health Center
- Housing & Residential Life
- Morrow Cove
- Mail Services
- Athletics
- Student Records
- Public Safety

These programs, services, and offices are here primarily to serve you.

(2) THE STUDENT CENTER

- (a) GENERAL - The Student Center serves as the hub of campus life and student activities. Located in this facility are the offices of the Dean of Students, Associated Students, Student Health Center, and Counseling Services. Also found here is the Morrow Cove Cafe, Preston Brown Memorial T.V. Lounge, Campus Events Calendar, and Student Mail Center.

(b) STUDENT MAIL & PACKAGE SERVICE

Mailboxes are located in the Student Center. Mailboxes are assigned and keys distributed during the first week of classes. You will be assigned the same mailbox for the length of your stay at CMA. When you receive a U.S. postal package, Certified, Registered or Insured letter, you will be notified by postal slip in your campus mailbox. Bring the postal slip and I.D. card to the service window during posted hours. **YOUR OFFICIAL ADDRESS USED FOR ALL OFFICIAL CMA MAIL IS THE ADDRESS INPUTED INTO PEOPLESFT. YOU SHOULD UPDATE THIS INFORMATION EACH SEMESTER.**

All mail to be delivered to campus should be addressed as follows:

John Doe
Box #
One Morrow Cove
Vallejo, CA 94590-0111

(c) DEAN OF STUDENTS – Dr. Deborrah Hebert

The Dean of Students Office is responsible for facilitating learning that happens outside of the classroom, including that of Residence Life, the Career Center and the Student Wellness Center. This begins with the coordination of Orientation Week and finishes the year with the coordination of Commencement. The Office advises the Associated Students and oversees sponsored events.

(d) ASSOCIATED STUDENTS OF THE CALIFORNIA MARITIME ACADEMY, INC.

(1) General

The Associated Students are a fully incorporated auxiliary of the California Maritime Academy. The purpose of the Associated Students of The California Maritime Academy (ASCMA) is to provide for the general welfare of the student body and to support the academic mission of Cal Maritime. In so doing, responsibilities consist of acting as the official voice of the students, coordinating and funding student activities, allocating funds to student organizations, and serving as liaison between students, faculty, and administration.

The ASCMA has three executive officers: Executive President, Executive Vice President, and Vice President of Finance. Along with the executive officers, two representatives from each class (President and Vice President) comprise the A.S. Council. Elections for the offices occur in the spring. Every student registered at Cal Maritime automatically becomes a member of the ASCMA through the payment of the mandatory AS fee. Meetings are held weekly on campus. Dates and times of the meetings are posted in advance. Every member of the Council may submit proposals or issues for consideration.

(2) Campus Clubs and Organizations

There are many opportunities to get involved in campus life at Cal Maritime. Perhaps the easiest is to join a club or organization, or find students with interests similar to your own and start a club. Recognized clubs and organizations are funded by the ASCMA. Campus clubs and organizations may be extra-curricular, recreational, or related to academic interests. Below is a partial listing of campus clubs and organizations.

- American Society of Mechanical Engineers (ASME)
- Asian Pacific Islander
- Auto Club
- BBQ Club
- Bible Club
- Blue & Gold Club
- Caribbean Student Club
- Fencing Club
- Propeller Club
- Sailing Club
- Society of Multi-Cultural Engineers and Seafarers
- Rugby Club
- Surf Club

(3) Campus Events Calendar - Located in the main passageway of the Student Center is a large Events Calendar that presents a visual summary of all activities of interest to students for a two-month period. Submit all campus events to the ASCMA office for review and inclusion on the campus events calendar.

- (4) Adventures Recreation Club (ARC) / Activities, Camaraderie & Entertainment (ACE) - ACE/ARC sponsors a very active social calendar on campus under the direction of ASCMA. To name a few, events have included Comedy Nights, Coffee Houses, Hypnotist Shows, Casino Nights, rafting trips, camping and backpacking adventures, and kayaking trips. Most of these events are provided to the students for a minimal fee or no charge at all.

(3) STUDENT HEALTH CENTER – Dr. Cathy Coulman, Director, Student Health Center

- (a) GENERAL - Physical well being has a tremendous impact on a student's academic performance. Our mission is to promote and maintain optimal health of our students by modifying or removing health-related barriers to learning. This goal can be met by helping students obtain the skills to remain healthy throughout life; enhancing their lives as a member of the academy and wider community. The Student Health Center provides confidential, high quality and easily accessible health care in the campus environment, offering clinic based primary care services to all matriculated students. Services are available Monday – Friday, 9:00am to 5:00pm (closed 1:00pm-2:30pm). The academy encourages students to utilize the Health Center services for their medical needs such as urgent care (drop-in), scheduled appointments, physicals, basic lab and drug tests, specialty clinics, medications prescribed by our healthcare providers and referrals to off campus providers.

During the annual training cruise, the Cal Maritime Health Center relocates to the Medical Treatment Facility onboard the Training Ship GOLDEN BEAR. This facility is staffed with a Chief Medical Officer (physician) and a Medical Officer (Physician Assistant, Nurse Practitioner, Registered Nurse or Medical Assistant) 24 hours a day for emergency care. In addition to this 24-hour on-call service, the medical team provides a drop-in clinic twice a day while at sea and once a day while in port for students to access health care. The Training Ship is equipped with basic lab, x-ray, medical commodities and pharmaceuticals to support most of the health care needs presented by students. Cal Maritime embraces an approach involving health education, acute and sub-acute care, health maintenance and referral assistance to achieve our goals. The result will be students who understand how to make informed decisions about their health, and are self-directed towards optimal wellness.

While on campus or at sea, the care of certain illnesses, injuries and conditions may require hospitalization or services beyond our scope of authorized care. In this incidence, a student will be referred to local community medical services where utilization of their medical insurance will be essential.

- (b) NEW REQUIREMENT: MANDATORY HEALTH INSURANCE

Due to the special nature of the educational experience at Cal Maritime, which includes a training cruise often involving international travel, **students are required to be covered by health insurance**. All matriculated Cal Maritime students are automatically enrolled in and charged for the endorsed "Student Accident and Sickness Insurance Plan" unless a completed Medical Insurance Fee Waiver Form certifying comparable required coverage is received by the semester deadlines (September 15 for Fall and January 25 for Spring*). Medical Insurance Fee Waiver Forms are available in the Student Health Center.

Please feel free to contact us with any questions or concerns regarding this matter at (707) 654-1170 or healthcenter@csum.edu.

*dates are subject to change

- (c) SERVICES AVAILABLE

At CMA, the following basic services are available to all enrolled students:

- Clinic based primary care of acute and sub-acute conditions, illnesses, and injuries. This includes physical examinations in the presence of bona fide medical indications and USCG licensing.
- Clinic based primary care of preexistent acute and sub-acute conditions and exacerbations thereof.
- The provision of family planning services, consistent with current medical practice, excluding surgical procedures.

- 24 Hour Nurse Advice Line, (800) 977-0027. Students can call for accurate and confidential health information.
 - Health Education programs.
 - Immunization programs for the prevention and control of communicable diseases.
 - Evaluation and counseling for individual health problems (including screening)
 - Preparation and maintenance of professional medical records
 - Medical liaison services with other community health providers, including health insurance carriers.
 - Consultative services in health related issues involved in other campus programs, such as the annual training cruise.
 - Basic dispensing of pharmaceuticals under medical supervision.
 - Emergency first aid available to all persons while on the CMA campus if a campus physician or qualified personnel is on duty.
 - SAMSHA Random Drug Testing Program.
 - Referrals for drug and/or alcohol counseling.
- ** The care of certain illnesses, injuries and conditions occasionally may require hospitalization or referral to other community medical facilities for after hours, long term, specialty or other forms of care requiring staff, facilities, and equipment which are not available in our Health Center, or beyond the scope of authorized services.

(d) STUDENT COUNSELING SERVICES

Psychological counseling is available to CMA students and their significant others from the Student Counseling Service. Licensed psychologists provide individual and couples counseling. Counseling sessions at CMA are free and confidential. Appointments can be made directly through the Student Counseling Service, which is located in the Student Health Center.

Many students find counseling helpful in resolving problems such as relationship difficulties, adjusting to the pressures of college, and family issues. Students who experience periods of depression, anxiety, concern about alcohol or other drug use, or a change in eating or sleeping patterns should consider counseling.

Some students come for one appointment to work out or to resolve a difficulty. Other students decide to meet regularly for a period of time to develop insight into the nature of problems. This second option will make future difficulties less likely. The Student Counseling Service will work with you so that you may find greater success and enjoyment personally, academically and professionally.

If you should ever find yourself in a time of personal crisis and the Student Counseling Center is closed, contact any Student Services staff member or a community resource.

(4) CAREER SERVICES - James Dalske, Assistant Dean of Student/Director, Career Services

The Career Center is responsible for assisting with Graduate Recruiting, Commercial Cruise Coordination, Cooperative Internships and On-Campus jobs. Staff is available to assist in Resume Building, Interview Skills, Career Development Workshops and Career Counseling.

The Career Center hosts an annual Career Fair which companies from around the country attend. The Career Fair is open to all students and is designed to provide the student with the opportunity to learn about various companies in their field of study. Graduating seniors should take advantage of this event for job interview opportunities.

Career and Community Partner Expo is held in the Fall semester. Exhibitors include volunteer and non-profit organizations, graduate schools, and government agencies. All students are encouraged to attend and learn about each organization.

Students enrolled in a U.S. Coast Guard Licensed Major will complete a Commercial Cruise during their sophomore year after meeting all prerequisites. The Career Center is the direct coordinator of placement for this program.

All students are encouraged to regularly visit the Career Center for reference materials on maritime companies and organizations. Mock interviews and building sessions are available to all students

throughout the year. A job board is posted in the Career Center showing openings for On-Campus jobs. Graduating seniors are offered Career Development Workshops covering information on business introductions, interview skills, dress codes, business letters, and much more. As a result of strong industry relations, the Career Center recruits lead companies to attend our campus for job interviews. The Career Center in conjunction with the Office of Alumni hosts a website for available jobs, resume posting and networking. To visit the site, log onto www.alumni.csum.edu/jobpost

(5) STCW COORDINATOR - Peg Solveson

The STCW Coordinator serves the students and campus in a variety of capacities; coordinating processing for Transportation Worker Identification Credentials (TWIC) and Merchant Mariner Credentials (MMC), as well as verifying that all students hold the required travel documents for cruise. The STCW Coordinator verifies that license track cadets have completed all United States Coast Guard (USCG) licensing and STCW requirements for credentials within the timelines specified by the USCG. This office also acts as a liaison with the USCG on credentialing issues and STCW standards.

(6) CMA SERVICES - Diane Rawicz, Executive Director, Auxiliary Services

CMA Services is an Auxiliary Unit of the Campus, which manages Housing Services, Dining Services, the Campus Bookstore, and Facility Rentals.

(7) HOUSING & RESIDENTIAL LIFE

Kate Kimble, Director of Housing & Residential Life

Stephanie Alvarez, Coordinator for Residence Life, Student Activities

John Buchanan, Coordinator for Residence Life, First Year Experience

On-campus housing for approximately 800+ students is provided in three residential halls, plus 100 on the Training Ship GOLDEN BEAR. Living on campus is convenient and cost effective. Research has also shown that living on campus increases a positive correlation to completion of a college degree. Cal Maritime does have a residency requirement. For complete information on this and many other aspects of the Housing operation, please see The Guide to On-Campus Living contained within this Handbook, detailing many aspects of the services, single room options, and assignments of rooms/roommates. Please contact the office located on the first floor of the Upper Residence Hall if you should need assistance.

(8) FOOD SERVICE

(a) GENERAL - Cal Maritime provides scramble formation-style meal service for all students. All students residing on campus are required to purchase a meal plan.

- Cadets must present an ID/One Card to access meal privileges. If there is a problem with the One Card, the student is referred to Accounting. Refer to the Chapter 6 – Academy Policies for the Campus One Card policy.
- ID/One Cards are not transferable.
- Meals are only provided during posted meal service hours. Only beverages are available outside of meal service times.
- Food is prepared by the food service staff to be presented scramble formation-style and consumed in the dining hall. Food cannot be taken from the building.
- Cards cannot be used more than once per meal.
- Meals purchased with meal plans and meals purchased individually cannot be shared with others.
- Replacement cards can be obtained for a fee. Refer to Chapter 6 – Academy Policies for the One Card Policy.

Students living off campus can purchase a meal plan or purchase individual meals. Meal service is not provided on holidays, secured weekends, or during winter and spring breaks.

Meals are designed to be nutritious and offer a wide selection to satisfy every student's palate. During lunch and dinner a salad bar, deli bar, and soup bar are offered along with a vegetarian

entrée or hot entrée with usual trimmings. Weekday breakfast choices include eggs-to-order, bacon or sausage, hash browns, hot cakes, French toast, fresh fruit, fruit juice, cold and hot cereal, bagels, and waffles. Occasionally, dinner meals are served as an outdoor barbecue. Weekend brunches include omelets made to order along with the usual breakfast fare.

For students who purchased a meal plan, the food service staff will provide bag lunches for recognized official CMA events or when there is a conflict with class or work schedule.

So that the dining hall is a pleasant dining experience for everyone, it is important that you be a good shipmate while dining, studying, or socializing and clean up after yourself by taking your tray, plate, cup, glass, and silverware to the conveyor belt. Proper attire must be worn at all times while in the dining hall.

(b) **MEAL HOURS**

Monday - Friday

Breakfast	6:30-8:30 AM
Continental breakfast	8:30-10:00 AM
Lunch	11:00-1:30 PM
Dinner	5:00-7:15 PM

Saturday - Sunday

Brunch	10:30-12:30 PM
Dinner	5:00-7:00 PM

The dining hall is open all day during the week with beverages available while offering a place to study and socialize. Monday-Thursday the cafeteria is open until 11:30 PM with beverages being available and the room may be used to socialize and study.

- (c) **MORROW COVE CAFE** - The Morrow Cove Café offers snack foods, freshly made deli sandwiches and salads, bottled water and juices, frozen food items, coffee, tea, hot dogs, and more. The café is located in the Student Services Center. Outside the cafe are tables and chairs for eating, studying or just for relaxing. The Café is open Monday through Friday, 10:00 AM – 4:00 PM, and selected weeknights. The schedule is posted.

(9) BOOKSTORE

The Bookstore sells all of the required uniform items needed as a cadet at Cal Maritime, including footwear, jackets, shirts, pants, and work clothes. Additional uniform items may be special ordered. All striping may be done through the Bookstore and all insignia may be purchased here, as well. Non-uniform items, such as Cal Maritime logo sweats, polo shirts, tee shirts, sweaters, tank tops, glassware, ball caps, postcards, and pennants are also available.

The Bookstore also has the complete selection of any textbooks and course material you will need as a student, including navigation equipment and charts. Class ring information may be obtained through the store. All items may be paid in full with cash, check, American Express, VISA, Discover or MasterCard. The store hours are posted.

(10) PUBLIC SAFETY - Dr. Roseann Richard, Chief of Police/Director

- (a) **GENERAL** - The Public Safety Department operates twenty-four hours a day to provide a safe learning environment for the CMA Community. The office is located in the Public Safety/Continuing Education Building and functions under the Vice President of Administration and Finance. Campus security is provided by a combination of students, Community Service Specialists, and a Chief of Police. We work in collaboration with our community to enhance safety and provide educational programs.
- (b) **CMA PUBLIC SAFETY OFFICERS** - The CMA Public Safety Department employs both full and part-time Community Service Specialists and a Chief of Police. The Chief is a sworn peace officer and is vested with full arrest authority in the State of California, pursuant to California Penal Code section 830.2(c) and Education Code 89560. Community Service Specialists are trained in basic law enforcement procedures and have citizen's arrest authority and parking enforcement. Officers conduct

security patrols, respond to suspicious incidents, request for assistance, provide educational safety workshops, and enforce criminal, parking and university regulations. Public Safety Officers also provide safety escorts, lost and found, Project ID-property identification, and motorist assistance.

- (c) **REPORTING** - CMA Public Safety relies on all campus members to report suspicious activities, crimes, accidents, or incidents that occur on campus. Public Safety Officers respond to all crimes on campus. Call 911 for medical emergencies or to report crimes in progress, and the Vallejo Police Department dispatch will assist you. The Department works closely with the Vallejo Police Department to provide timely response to serious criminal incidents. CMA Public Safety works in conjunction with all local, state, and federal law enforcement agencies. **In any case in which the Vallejo Police Department is called, please report such to CMA Public Safety.**
- (d) **CAMPUS ESCORTS** - The campus Public Safety Department will provide a walking escort to nearby residences or parking facilities upon request. Student employees and public safety officers do escorts. An escort can be arranged by calling the public safety office at 654-1176. When calling, please be prepared to provide the following information:
- Name
 - Your location
 - Your destination
- (e) **SECURITY AND ACCESS CONTROL TO CAMPUS AND FACILITIES**
- (1) **Main Gate Access** - The main gate to the Cal Maritime Academy is secured during nighttime hours – your campus ID will allow you access. The campus entrance is monitored in order to control and limit access. Unauthorized persons are not admitted to the campus.
- (2) **Academic and Administrative Buildings:** Academic and administrative buildings are generally secured no later than 7:00pm (except during special events), with exception to the Student Center and gymnasium which are secured at 11:00pm. Access to these buildings after normal operating hours is restricted to persons presenting written authorization from appropriate department heads, or through prior arrangements with the Public Safety Department.
- (3) **Residence Halls**
- Trained R.A. staff lives in campus residence halls
 - Professional Residence Life Coordinators reside in the residence halls
 - Students are reminded and encouraged to close doors that are propped, contact campus public safety if they see suspicious persons in the hall, and make locking their room door a habit.
 - Notices are hung in the residence halls reminding students of security habits
 - The residence halls are patrolled periodically throughout the night by public safety
- (4) **Crime Prevention and Personal Safety**
- Orientation presentations
 - Student Handbook - sections on community safety and crime prevention tips
 - Informational brochures
 - Safety notices/posters posted around campus and residence halls
 - Periodic presentations and lectures put on by Cal Maritime
 - Timely notification of criminal activity in campus areas via the campus bulletin and campus newspaper.
 - Operation I.D. (highly publicized engraving program)
 - Increased patrols in student lots and residence halls through the addition of community service officers (student workers).

E. OVERVIEW OF ACADEMIC AFFAIRS

(1) GENERAL

Cal Maritime is organized, like most colleges and universities, with academic affairs comprising the largest single organizational component of the institution. Primarily, this area consists of the faculty, library, placement and career centers, and various academic support services. Below is a brief overview of these departments and services from the student perspective.

(2) ACADEMIC AFFAIRS

Dr. Gerald Jakubowski, Provost and Vice President, Academic Affairs

The Provost and Vice President, Academic Affairs, is responsible for the entire academic program at Cal Maritime, including the educational activities associated with the annual training cruises. The office is located on the first floor of the Faculty Office Building.

Stephen Pronchick, Academic Dean

The Academic Dean works with faculty and students on all academic matters regarding curriculum and classroom instruction. The Dean works with the department chairs and other deans and directors in Academic Affairs in developing and implementing curriculum and academic policy decisions. The office is located on the second floor of the Faculty Office Building.

Dr. Deborah Hebert, Dean of Students

The Dean of Students Office is responsible for facilitating learning that happens outside of the classroom, including that of Residence Life, the Career Center and the Student Wellness Center. This begins with the coordination of Orientation Week and finishes the year with the coordination of Commencement. The Office advises the Associated Students and oversees sponsored events.

(3) ACADEMIC DEPARTMENTS AND SCHOOLS

Department of Engineering Technology – Dr. John Massey, Chair

The Department of Engineering Technology offers degree programs in Marine Engineering Technology (MET) and Facilities Engineering Technology (FET). The emphasis of both programs is on the understanding of how engineering principles are applied in practice. In conjunction with each degree, the MET student earns a Coast Guard license as a Third Assistant Engineer, and the FET student earns certification as a Facilities Engineer. In addition, the Department of Engineering Technology offers students the opportunity to achieve additional qualifications such as certified welder, EPA refrigeration certification, and tankerman endorsement.

Department of Marine Transportation - Peter Hayes, Chair

The Marine Transportation (MT) program provides students with knowledge of navigation, ship handling, cargo operations, and seamanship, as well as related marine transportation subjects. Skills and knowledge required by the Standards of Training, Certification, and Watchkeeping for seafarers are taught and assessed by faculty.

ABS School of Maritime Policy and Management - Dr. Donna Nincic, Director

THE ABS School of Maritime Policy and Management contains three programs: 1) the Bachelor of Science in Business Administration/International Business and Logistics; 2) the Bachelor of Arts in Global Studies and Maritime Affairs; and 3) the campus-wide program in Culture and Communications. In addition, the school provides students with CSU-mandated breadth and depth in Written and Oral Communications, Critical Thinking, Humanities, and the Social Sciences. The school also offers three minors to Cal Maritime students: 1) Business Administration, 2) Law, and 3) Global Studies and Maritime Affairs.

Students in the degree programs develop an interdisciplinary understanding of the maritime domain, a unique perspective on the interdependencies between maritime policy and the management of the global transportation supply chain, and the ethical, communication and critical thinking skills needed to make positive contributions in today's challenging and dynamic global environment. These programs do not have a U.S. Coast Guard licensing requirement.

Department of Mechanical Engineering - Dr. Stephen Pronchick, Chair

The Mechanical Engineering (ME) program provides the education and training necessary to produce entry-level professionals capable of applying their knowledge of science and engineering in the design, analysis, evaluation, and production of engineering systems. The program also provides students with the necessary academic preparation for further education and professional development in their chosen careers. Through selection of elective courses, students can choose to acquire additional depth in the areas of energy or mechanical systems design. In conjunction with the degree in mechanical engineering, students may also choose to earn a Coast Guard license through additional coursework, training, and examination.

Department of Naval Science - LT. Chad Mickelson, Chair

The Department of Naval Science introduces students to the relationship between the U.S. Navy and the merchant marine. The department offers additional courses for those interested in pursuing a commission as a U.S. Naval Officer.

Department of Sciences and Mathematics - Mr. Lloyd Kitazono, Chair

The Department of Sciences and Mathematics provides students with foundational skills in sciences, mathematics, and computer sciences that they will apply in their major fields. The goal of the department is to provide students with the skill-sets to acquire basic quantitative information, analyze the information, solve problems, formulate conclusions and alternate solutions, and create predictive models for the future.

(4) **ATHLETICS, PHYSICAL EDUCATION & RECREATION** - Marv Christopher, Director, Department of Athletics

The Department of Athletics, Physical Education and Recreation serves the needs of students, faculty, and staff on and off campus throughout the academic year. Cal Maritime athletic teams are known by the colorful appellation "Keelhaulers". The name comes from the bygone days of sailing when keelhauling was one of the severest forms of punishment. The nickname has been written up in Sports Illustrated and Smithsonian Magazines. We are the only college in the nation to have a nickname based on a form of punishment! The school's mascot is a pirate.

Cal Maritime sponsors intercollegiate sports programs for men in basketball, crew, golf, sailing, soccer, and water polo. Women participate in crew, sailing, water polo and basketball. The Keelhaulers are members of the National Association of Intercollegiate Athletics (NAIA), participating in Division II and are also charter members of the California Pacific Conference comprised of seven Northern California colleges. The crew participates in the West Coast Intercollegiate Rowing Association, while intercollegiate (IC) sailing competes under the auspices of the Northern California Intercollegiate Yacht Racing Association. The water polo team is a member of the Collegiate Water Polo Association and ended last season ranked 20th in the nation.

Cal Maritime actively recruits students/athletes and last year began to give limited athletic grant-in-aid to qualified students/athletes. About 20 to 25 percent of CMA students participate in intercollegiate sports.

Intramural sports and recreation play an important role in campus life and a full and varied program is offered throughout the academic year. Team sports competition is available in flag football, softball, basketball, indoor soccer, and volleyball. Individual sports contests are held in tennis, badminton, table tennis, swimming, running, and weightlifting. Contests between faculty and students are held annually in basketball and softball, and have become traditional favorites on campus.

There are several sports clubs on campus, which come under the banner of the Intramural and Recreation program including rugby and martial arts. Last season the Rugby Club played an ambitious schedule, which included Cal, S. F. State, and Humboldt State. The Rugby Team now competes in the Northern California Rugby Football Union (Division 2). The team has recently toured Wales and was ranked in the Top 10 club teams in the nation.

Physical education classes are available in survival swimming, beginning through advanced swimming, weight lifting and kajukenbo.

A training room and a certified athletic trainer are available to meet the needs of student athletes in the

areas of pre-hab, minor and acute injury care, injury evaluation, and post-surgical rehabilitation that has been prescribed by their physician. Although the primary function of the trainer is to work with IC athletes, he is available to all students on campus.

There is considerable demand for the use of the pool and gym during the school year by organized activities, but there is also ample opportunity for free play and swim. The pool is open several hours in the day with a certified lifeguard on duty.

Further information regarding these programs and activities may be directed to Marv Christopher, Director of Athletics (ext. 1050), or Pat Hollister, Director of Intramural and Recreation (ext. 1052).

(5) **CENTER FOR ENGAGEMENT, TEACHING AND LEARNING** - Dr. Vivienne McClendon, Director;
Ms. Elaine Kociolek, EAP Coordinator

The purpose of the Center for Engagement, Teaching & Learning (CETL) is to promote excellence, variety and renewal in student learning inside and outside the classroom. Programs include faculty development, peer tutoring, community engagement and service learning, Early Assistance Program (EAP) mentoring, as well as the use of the computer lab itself. All Cal Maritime students are invited to participate in tutorials, study groups and study skills workshops. The Disability Services Office is available for those with documented learning or other disabilities. The Center is located in the Lab Building, Room 114, and is open Monday through Friday during business hours. Tutoring is available Sunday through Thursday, 7:00 pm until 11:00 pm except for holidays.

We believe effective teaching and learning reach beyond critical content to the processes of evaluation and synthesis and embrace the rich context of life and work. The CETL seeks to support teaching and learning, helping students become lifelong learners who question our world and create new solutions in international business and logistics, maritime policy, engineering, technology, and the maritime and transportation industries. More information on the CETL is available at: <http://www.csum.edu/web/faculty-and-staff/cetl>.

(6) **ACADEMIC COMPUTING** - Jason Wenrick, Interim, Chief Information Officer

Students are encouraged to take full advantage of the growing technology on campus. Secure wireless access and portal technologies have been recently added. While at sea, students can also send and receive email and attachments via a state-of-the-art satellite communications system onboard the TSGB using their university-assigned email accounts. The Residence Hall Network provides residential students with unlimited Internet and email access from their residence hall rooms.

The IT Help Desk, located on the first floor of the Classroom Building, is open during normal business hours and distributes antivirus software and campus ID cards (often referred to as a Port Pass). The Help Desk also creates and supports student Windows accounts consisting of a username and password. These credentials are used to logon to university-owned computers and also grant access to the campus portal and other network services. The Help Desk does not provide service for personally-owned computers. Help Desk support staff can be reached at 707-654-1048.

Students can check their grades, account status, course schedules, campus events or connect with friends via the campus port (mycampus.csum.edu). The portal's landing page provides quick access to email, administrative systems (PeopleSoft), the learning management system (Moodle), Help Desk tickets, campus calendar of events, junk mail, etc., without having to log on a second time.

There are three Windows-based computer labs available to students. The C-Lab, located in Classroom Building Room 105, is available 24/7 via a student ID card. The NE and CETL labs are located in Laboratory Building 101 and 114 respectively and accessible when the building is open. In addition to software packages used in direct support of courses, the NE Lab and C-Lab contain advanced mechanical design software packages. Because classes may also be scheduled in these labs, students should refer to Cal Maritime's online calendar of events or posted notices to determine availability for general coursework.

Visit www.csum.edu/ITinfo or the Help Desk for additional information about the information technology and computing facilities available on campus.

(7) **ADMISSION & OUTREACH** - Marc McGee, Director, Admission and Enrollment Services

The Office of Admission and Outreach serves the needs of prospective students, parents, secondary school counselors, and other individuals and organizations involved in the college selection process on and off campus throughout the year. The Office of Admission is located at 1 Faculty Drive next to Bodnar Field. We manage a regional admission campaign to find a qualified student body for the academy. The admissions staff assists deposited students in their transition to enroll, guiding them throughout the enrollment process with support from Financial Aid and Student Records. Our office is also responsible for administering the ELM and EPT placement tests for the California State University system.

(8) **FINANCIAL AID** - Nicole Hill, Director, Financial Aid

The Financial Aid Office is dedicated to providing services to help you during your college career. Visit the Financial Aid Office for help in planning your finances and organizing your resources to cover your college costs. The Financial Aid Office also sponsors financial planning workshops. Please check your email for notifications about scholarships, workshops and counseling.

For more information about scholarships, grants, and loans, please contact the Financial Aid Office in the Administration Building or look up Financial Aid on the www.csum.edu drop-down list.

(9) **LIBRARY** – Richard Robison, Library Director

Being information savvy is becoming important in today's workplaces. The Cal Maritime Library staff will help you become an adept user of information resources during your career at CMA. The Library at CMA has the most complete collections of marine transportation and marine engineering related materials in the western U.S. It also offers much more. Taking advantage of new advances in information technology, the Library brings materials to the Academy that in the past were only available at larger university and research libraries. To best utilize the Cal Maritime Library, think of it as 2 libraries – a virtual library (online) and physical library (in the building). The Library's web site is the gateway to its resources. <http://www.csum.edu/library/>

Any computer equipped with a web browser will allow you to access materials that the Library offers. For instance:

- **Books.** The Library's book holdings can be located by searching the CMA Library Catalog via the web. The holdings of the entire CSU, UC, and other libraries can also be searched and delivered to the Academy within days.
- **Articles.** The Library's 237 periodicals can be searched through indexes and abstracts on the web site. You also have access to over 12,000 full text periodicals online.
- **Reference Sources.** Many key reference sources such as encyclopedias, dictionaries, country guides, maritime directories, maps, statistics, tidal data, and weather information are also available through the Library's web site and in the Library's reference section.
- **Government Publications.** Nearly any major publications produced in the last several years by the US federal government or any state government is available at the Library web site.
- **Internet Search Systems.** All the best search engines can also be found at the CMA Library web site.
- **Videos.** The Library has a significant collection of video materials. Holdings can be located by searching the CMA Library Catalog.

Within the Library building, you will find that all 40,000+ books are arranged by subject. We use the Library of Congress Classification scheme (which brings like subjects together). The Library's periodical subscriptions are arranged alphabetically by title. Reference books such as encyclopedias, maritime directories, engineering handbooks, etc. can be found by using the online catalog or by asking a librarian.

Library personnel and student assistants are happy to assist with your library needs. So ask for help at any time. Instruction in using information and library resources will be provided in several of your first year courses. You will be expected to use the library for many assignments throughout your career at CMA. By the time you graduate from Cal Maritime, you should be a confident and well-equipped user of all types of information resources.

(10) **STUDENT RECORDS** - Debbie Fischer, Student Records Officer

The Cal Maritime Student Records Office is located in the Faculty Office Building, First Floor, Room 110. Students will probably visit the Student Records Office many times during their tenure at Cal Maritime. The office staff can assist students with many of their concerns, including:

- Academic Deadlines
- Academic Minors
- Academic Policies
- Adding or Dropping Courses
- Address Changes
- Authorization for Release of Grades to Parents
- California Residency Requirements
- Change of Major
- Course Challenge
- Course Registration
- Enrollment Verification
- Grades/Grade Reports
- I-20 Forms for International Students
- Individual or Independent Study
- Leave of Absence or Resignation
- Off-campus Courses
- Overloads
- Prerequisite Waivers
- Readmission Requirements
- Registration Holds
- Student Incentive Payment
- Transcripts
- Veteran's Benefits

Students are encouraged to review the Academic Catalog for detailed information on all Academic Regulations and Policies. The catalog can be found at www.csum.edu/academics or www.csum.edu/studentrecords.

CHAPTER 3

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A. STANDARDS OF CONDUCT FOR STUDENTS

Admission to a campus of the California State University carries with it the assumption of a sense of responsibility for the welfare of the community. Also assumed are the obligations on the part of each individual to respect the rights of others and to protect the Academy as a forum for the free expression of ideas. Therefore, conduct, which violates California State University and/or The California Maritime Academy policy, is considered a detriment to the learning environment and the members of the Academy. Conduct in violation of the offenses listed shall be punishable by expulsion, suspension, probation or other sanctions as outlined in Section 3.A.(2).

(1) STUDENT AUTHORITY FOR STATUTORY DISCIPLINE

The Trustees of the California State University are authorized to establish student disciplinary rules pursuant to Education Code 66300. Section 60017 provides specific authorization for the Trustees to establish procedures to take disciplinary action against students for willfully disrupting the orderly operation of the campus. The statute also authorizes immediate suspension where necessary in order to protect lives or property and to ensure the maintenance of order. Education Code Section 69810, et seq. govern the forfeiture of state aid to students based on either conviction of a public offense or a campus student disciplinary determination that the student willfully and knowingly disrupted the peaceful conduct of the activities of a campus.

Procedures are established pursuant to section 41301 of Title 5 of the California Code of Regulations (Title 5), and govern all student discipline matters system wide.

(2) CAUSES FOR DISCIPLINARY ACTION

- (a) Cheating or plagiarism or other forms of academic dishonesty in connection with an academic program are intended to gain unfair academic advantage.
- (b) Forgery, alteration or misuse of campus documents, records, or identification, or knowingly furnishing false information to a campus authority.
- (c) Misrepresentation of oneself or of an organization to be an agent of a campus.
- (d) Obstruction or disruption, on or off campus property of any member of the campus administrative process, or other campus function.
- (e) Conduct that threatens or endangers the health and safety on or off campus of any person or property within or related to the University community or of members of his or her family, including physical abuse, threats, intimidation, harassment, or sexual misconduct. For additional information refer to Section 6.K.
- (f) Theft of, misappropriation of university resources, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On or off campus property, the use, sale, manufacturing, distribution of illegal drugs – related paraphernalia or misuse of legal pharmaceutical drugs except as expressly permitted by law and University regulations.
- (i) Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals without prior authorization of the campus president on campus or at a university related activity.
- (j) Engaging in disorderly, lewd, indecent, or obscene behavior at a University related activity (on or off campus), or directed toward a member of the University community.
- (k) Abusive behavior directed toward, or hazing of, or conspiracy to haze, a member of the campus community.
- (l) Violation of any order of the President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this section.
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this Section.

- (n) Misuse of computer facilities or recourses, including:
- (1) Unauthorized entry into a file, for any purpose
 - (2) Unauthorized transfer of a file
 - (3) Use of another's identification or password
 - (4) Use of computer facilities, campus network, or other resources to interfere with the work of another member of the University community
 - (5) Use of computing facilities and resources to send obscene or intimidating and abusive messages
 - (6) Use of computer facilities and resources to interfere with the normal University operations
 - (7) Use of computer facilities and resources in violation of copy write laws
 - (8) Violation of a campus computer use policy. For further information, please refer to Section 6.D.
- (o) Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off campus University related event.
- (p) Unauthorized recording, dissemination, or publication of academic presentations (includes handwritten notes) for a commercial purpose.
- (q) Failure to comply with directions, or interference with, any university official or any public safety officer while acting in the performance of his/her duties.
- (r) Any act chargeable as a violation of federal, state, or local law that poses a substantial threat to the safety or well being of members of the University community, to property within the University community or possess a significant threat of disruption or interference with University operations.
- (s) Violation of the Student Conduct Procedures, including:
- (1) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - (2) Disruption or interference with the orderly progress of a student discipline proceeding.
 - (3) Initiation of a student discipline proceeding in bad faith.
 - (4) Attempting to discourage another from participating in the student discipline matter.
 - (5) Attempting to influence the impartiality of any participant in a student disciplining matter.
 - (6) Verbal or physical harassment or intimidation of any participant in a student disciplinary matter.
 - (7) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- (t) Encouraging, permitting or assisting another to do any act that could subject him or her to discipline.
- (u) By Order of the President of The California Maritime Academy, the following conduct is also prohibited -
- (1) Violation of CMA Policy on Use of Alcoholic Beverages, including unauthorized possession, use, manufacturing, distribution of alcoholic beverages, public intoxication while on campus, at a University related activity or aboard the Training Ship or any other craft owned, operated or otherwise in the custody of The California Maritime Academy. Furnishing alcohol to any student less than 21 years of age.
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.
 - (a) 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.
 - (b) 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.
 - (c) 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 another Cadet/s, provided the other Cadet/s remain with the student while medical help is summoned.
 - (d) Alcohol-related incidents and offenses are categorized as follows:
 - (i) 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)
 - (ii) 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)
- (iii) 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.
- (2) Violation of CMA Drug Testing Policy and Procedures, including failure to pass a drug or alcohol test, refusal to test, or specimen adulteration. For additional information, please refer to Section 6.B.
- (3) Failure of the Academy Professional Development Training Program by exceeding the Academy demerit limit by accumulating more than 75 demerits in a given semester, or 125 demerits in an academic year, or a totally of 350 demerit during the academic career of any student.
- (4) Violation of the Student Housing License Agreement by on campus residents. Refer to Chapter 5 - Residential Life.
- (5) Any policy of the campus duly promulgated within the Student Handbook, Academic Catalog, or Policy Manual.
- (v) For purposes of this article, the following terms are defined:
- (1) **“Campus”** and **“university”** are used interchangeably and both mean the California State University.
- (2) **Complainant** means an individual who claims to have been injured by, or have knowledge of, a student’s violation of the student code of conduct.
- (3) **Executive Order 1074** is the system wide policy prohibiting Discrimination, Harassment and Retaliation against Students and system wide Procedure for handling Discrimination, Harassment and Retaliation complaints by students.
- (4) **“Member of the university community”** means California State University trustees, employees, students, and university guests who are on university property or at a university related activity.
- (5) **“Sexual misconduct”** means any non-consensual sexual intercourse, sexual assault, sexual exploitation, indecent exposure, or attempt to commit any of these acts.
- (6) **Student** means an applicant for admission to the CSU, an admitted CSU student, an enrolled CSU student, a CSU extended student, a CSU student between academic terms, a CSU graduate awaiting degree, and a CSU student who withdraws from school while a disciplinary matter is pending.
- (7) **“Student Conduct Code”** means Section 41301 of Title 5 of the California Code of Regulations.
- (8) **University** meaning the California State University, including all 23 campuses.
- (9) **“University official”** means any person employed by a campus, performing administrative or professional duties.
- (10) **“University property”** means:
- (a) real or personal property in the possession of, or under the control of, the Board of Trustees of the California State University, and
 - (b) all campus facilities whether utilized by the university or a campus auxiliary organization.
- (11) **“University related activity”** means any sponsored by, coordinated with, or directly affecting the university’s regular functions.
- (12) **“Working day”** means any day of the academic year, summer session or special session, other than a Saturday, Sunday, or academic holiday as that term is defined in Section 42800 of Title 5 of the California Code of Regulations.

(13) **“Crime of violence”** includes arson, assault offenses, burglary, criminal homicide (manslaughter by negligence), criminal homicide (murder and non-negligent manslaughter), destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible and non-forcible sex offenses.

(14) **“Deadly weapon”** means any instrument or weapon of the kind commonly known as blackjack, sling shot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, and knife having a blade longer than five inches, and razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.

(15) **“Behavior”** includes conduct and expression.

(16) **“Hazing”** is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current or perspective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current or perspective student of any school, community college, college, university or other educational institution. The term “hazing” does not include customary athletic events or school sanctioned events.

Neither the express or implied consent of a victim of hazing, or the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

(3) ORGANIZATION AND JURISDICTION OF HEARING OFFICERS AND BOARDS

(a) AUTHORITY OF THE PRESIDENT

The President of the Academy is responsible for student discipline, including the implementation of these procedures and any action taken under this authority. The functions of the President may be delegated to individual designees who are members of the faculty and staff of the Academy, and who shall exercise those functions in the President’s names. All references in these procedures to the President include such designees.

(1) The President of the Academy shall annually appoint faculty and staff to the hearing and appeals boards defined below.

(2) During periods of campus emergency, as determined by the President of the Academy, the President may place into immediate effect any emergency regulations, procedures, and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

(3) The duties of the President in these proceedings may be delegated to another campus official.

(b) STUDENT CONDUCT ADMINISTRATOR

(1) Appointment. The Student Conduct Administrator shall be assigned by the President.

(2) Decision to Initiate Disciplinary Action. The Student Conduct Administrator shall make the decision as to whether disciplinary action shall be taken on all violations of Section 3.A.(2) of the Standards of Conduct for Students.

(3) Notification of Victims of Sexual Assault or Physical Abuse. The Student Conduct Administrator may notify alleged victims of sexual assault or physical abuse of the results of and disciplinary action taken within three (3) working days following that disciplinary action (Education Code Section 67143).

(4) Notification of Victims of Crime of Violence. The Student Conduct Administrator may notify alleged victims of a crime of violence of the results of any disciplinary action taken.

(5) The Student Conduct Administrator serves at the pleasure of the President.

(c) STUDENT CONDUCT FACILITATOR

(1) Appointment. The Student Conduct Facilitator shall be appointed by the Director, Marine Program and Leadership Development.

(2) Decision to Initiate Disciplinary Action. The Student Conduct Facilitator shall make the decision

as to whether disciplinary action shall be taken on all other violations.

- (3) Scheduling of Hearings. The Student Conduct Facilitator shall make the physical and scheduling arrangements for hearings held under these procedures.
- (4) Campus Representative. The Student Conduct Facilitator shall represent the campus in all hearings.
- (5) The Student Conduct Facilitator shall meet with the charged students to assure they understand the procedures of the conduct system and their rights within the system.
- (6) The Student Conduct Facilitator shall track the students' conduct records providing regular reports to the Student Conduct Administrator.
- (7) The Student Conduct Facilitator shall assign and supervise extra duty requirements.

(d) **HEARING BOARDS**

- (1) Discipline Review Hearing Officers (DRH) has jurisdiction over all violations of the Standards of Conduct for Students and can impose disciplinary sanctions. The DRH Officer is selected from the academic departments, Leadership Development, and Student Affairs. To assure the availability of a hearing board officer at all times, the President may designate a pool of qualified faculty and staff to serve throughout the year. The DRH Officer 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.

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 Deputy 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 3.B.(8).
 - (c) Decisions of the Captain's Mast can be appealed in accordance with Section 3.B.(6).
- (3) Academic Integrity Committee (AIC) has jurisdiction over matters pertaining to academic dishonesty. Academic dishonesty cases that occur in the classroom shall be handled by faculty members according to applicable campus procedures. After action has been taken in any such case, the faculty member shall prepare an email that identifies the Student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not disciplinary action should be considered. The faculty member shall promptly send the email to the vice president for Student Affairs and the student conduct administrator so that the circumstances of the misconduct can be considered in their totality. A department's procedure for responding to cases of academic dishonesty is, by its nature, limited to the instance presented in a particular class. The Student Conduct Code process provides the campus with an opportunity to consider the Student's entire circumstances, including whether the reported instance is part of a larger pattern of misconduct. For complete information regarding this committee please refer to The California Maritime Academy Policy Manual, Policy Number 547.

(4) SUSPENSION OF PROCEDURES AND APPOINTMENT OF HEARING OFFICERS AND BOARDS

Each campus president shall appoint one or more persons to serve as hearing officers. They may be University employees (current or retired), managers or directors (current or retired)

of a recognized campus auxiliary organization, attorneys licensed to practice in California, or administrative law judges from the Office of Administrative Hearings. Student conduct administrators and their subordinates, persons with a conflict of interest in the matter, and percipient witnesses to the events giving rise to the matter are ineligible to serve as hearing officers. The hearing officer conducts the hearing, determines whether a Student has violated the Student Conduct Code, and prepares a report that includes findings of facts and conclusions about whether the Student violated the Student Conduct Code and any recommended sanctions. All hearing officers shall have relevant experience or shall receive appropriate training regarding such issues as the student discipline process, the laws governing Discrimination, Harassment and Retaliation, Student and witness privacy rights, the Family Educational Rights and Privacy Act of 1974 (FERPA), and the role and duties (including impartiality and confidentiality) of the hearing officer.

The President may suspend these procedures at any time and appoint for a specific case or cases one or more persons to serve as Hearing Officers. Hearing Officers shall follow the Student Handbook. They may be campus officials, attorneys licensed to practice in California, or administrative law judges from the Office of Administrative Hearings. Subordinates of the Student Conduct Administrator, persons with a conflict of interest in the matter, and percipient witnesses to the events giving rise to the case are ineligible to serve as Hearing Officers. The Hearing Officers conduct the hearing, determine whether a student has violated the Standards of Conduct for Students and if so, recommends sanctions.

(5) Advisors

Both the Complainant and the Student charged may elect to be accompanied by an advisor to any meeting(2), conferences or interview(s). The advisor's role is limited to observing consulting with and providing support to the Complainant or Student charged; an advisor may not speak on the Student's/Complainant's behalf.

(6) USE OF ATTORNEYS

Student Conduct proceedings are administrative in nature rather than part of any local, state, or federal civil and/or criminal trial procedure. Such disciplinary hearings have an education component and the presence of attorneys often changes the nature of the proceedings to the degree that such instruction is difficult to achieve. Accordingly, consistent with campus practice and policy, the presence of attorneys in such hearings is prohibited (any person licensed to practice law is considered an attorney for this purpose).

The practice and policy of denying the presence of attorneys in these hearings is supported by case law which established that attorneys are not required to ensure fairness or student due process [ex. *Osteen v. Henly*, 13 F.3d 221 (7th Circuit 1993) and *Goldberg v. Regents of the University of California* (1967) 248 Cal. App. 2d 867, 881]. This policy applies to both the student charged and the campus administration. Both the student and the campus may consult attorneys outside of the actual proceedings, but neither may have attorneys participating in the actual hearing process.

(7) INTERPRETATION OF THE CODE OR PROCESS

All issues regarding the hearing, except those specifically noted, are within the purview of the hearing officer for final determination. Questions of interpretation or application of the Standards of Conduct for Students are outside the purview of the Hearing Officer and are determined by the Student Conduct Administrator.

(8) PARALLEL JUDICIAL PROCEEDINGS

Standards of Conduct for Students proceedings are independent from other court proceedings. Student discipline may be instituted against a student also charged in civil or criminal courts based on the same facts that constitute the alleged violation of the Standards of Conduct for Students. The university may proceed before, simultaneously with, or after any other judicial proceedings.

(9) TIME LIMITS FOR INITIATING STUDENT DISCIPLINE

Executive Order No. 1073 (Article IV, Section A (1) specifies that a complaint alleging that a student has violated the Student Code, as that term is defined in Executive Order No. 1073, should be submitted to the Coordination of University Student Discipline (Student Conduct Administrator) as soon as possible. All times set in Executive Order No. 1073 may be extended by the university when necessary. Extensions must be determined by the Student Conduct Administrator.

(10) CONFIDENTIALITY

Records created during the student disciplinary process are “education records” under the Family Educational Rights and Privacy Act of 1974 and protected from production to third parties without the consent of the student charged. FERPA allows a campus to notify an alleged victim of a “non-forcible sex-offense” or a “crime of violence,” as it defines that term, of any disciplinary action. However, the California Information Practices Act prohibits the disclosure of all “personal information” without the consent even in a student disciplinary proceeding.

(11) Other Student Conduct Code Violations Related to Incidents of Sexual Violence

(a) Victims should not be deterred from reporting incidents of sexual violence out of a concern that they might be disciplined for related violations of drug, alcohol, or other University policies. The University's primary concern is Student safety; therefore, except in extreme circumstances, victims of sexual violence shall not be subject to discipline for related violations of the Student Conduct Code.

(12) Interpretation of the Student Conduct Code and this Executive Order

All issues regarding the hearing described in Article IV. D except those specifically noted are within the purview of the hearing officer for final determination. Questions of interpretation or application of the Student Conduct Code or this executive order are outside the purview of the hearing officer and are determined by the campus president or designee.

(13) Delegation of Duties

The duties of the president in these proceedings may be delegated to a vice president.

(14) Timelines

The campus may (but is not required to) extend timelines set forth in this executive order. Extensions shall be determined by the campus president or a designee. The student conduct administrator shall notify the Student charged, Complainant and any involved campus administrators of any revised timeline.

B. STUDENT CONDUCT PROCEEDINGS

(1) COMPLAINT INTAKE/INVESTIGATION

- (a) Whenever it appears that the Standards of Conduct for Students has been violated, a complaint should be directed to the Student Conduct Administrator or Facilitator as soon as possible after the events take place. The complaint can be oral or in writing.
- (b) The Student Conduct Administrator ensures the investigation of each complaint submitted and determines whether it is appropriate to charge a student with violation of the Standards of Conduct for Students. The Student Conduct Administrator is not prohibited from initiating an investigation if a formal complaint has been filed; he/she may investigate any matter in which he/she believes there may have been a violation of the Student Conduct Standards.
- (c) Timelines. Investigations shall be concluded within 60 calendar days after a complaint has been made.
- (d) Cases Involving Allegations of Discrimination, Harassment or Retaliation.
 - (i) Complaints by Students alleging Discrimination, Harassment or Retaliation against other Students shall be filed and investigated according to the procedures set forth in Executive Order 1074. The DHR Administrator shall notify the student conduct administrator of the status of any such complaint or appeal to the Chancellor's Office, as well as the investigation results (including findings and any interim remedies afforded to the Complainant/victim) where a student has been found in violation of Executive Order 1074.
 - (ii) Complaints against Students by other members of the University community shall be filed and investigated according to the procedures set forth in section 2, above. The student conduct administrator shall ensure that any such Complainant/victim is promptly referred to the campus administrator who has been appointed by the president to coordinate compliance with the laws protecting against Discrimination, Harassment and Retaliation.

(2) PRE-HEARING CONFERENCE

- (a) The Student Conduct Administrator and/or Facilitator holds a conference with the student charged and obtains his or her response to the alleged misconduct, exception in instances where the student charged declines to cooperate, in which case the conference requirement is waived. The student may bring a person with him or her to advise him or her during the conference. The student's advisor is there to provide support and not to speak on behalf of the student. If agreement can be reached as to an appropriate disposition of the matter, it will be closed and terms of the disposition shall be put in writing and signed by the student charged and the Student Conduct Administrator. (The settlement is a permanent part of the student's conduct record.)
- (b) If the student admits a violation of the Standards of Conduct for Students, but no agreement can be reached on an appropriate sanction, the student charged may request a hearing on the sanction only.

(3) CONFERENCE

- (a) The student conduct administrator shall schedule a conference with the Student charged within 10 Working Days after the investigation is complete. The Student charged shall respond to the charges of misconduct at the conference. In cases involving allegations of Discrimination, Harassment or Retaliation, within 10 Working Days after receiving the report and findings (of Student Complaints) or within 10 Working Days after completing the report and findings (of Complaints by persons other than Students), the student conduct administrator shall: (1) schedule and also hold the conference with the Student, and (2) offer the Complainant the opportunity to meet with the student conduct administrator separately.
- (b) The conference shall not be recorded.
- (c) The student conduct administrator controls the conference and may exclude any advisor who materially disrupts the conference.

(d) The conference requirement is waived if the Student fails to attend the conference or otherwise declines to cooperate.

(4) NOTICE OF HEARING

(a) If the alleged violation of the Standards of Conduct for Students is not resolved at the conference with the Student Conduct Administrator or Facilitator, and he or she has determined that formal disciplinary action is appropriate, or if the student charged requests a hearing on the sanction only, the Student Conduct Facilitator issues a notice of hearing. In cases involving allegations of Discrimination, Harassment or Retaliation, notice shall also be provided to the Complainant. The notice of hearing shall be issued within five Working Days after the conference(s).

(1) The notice is sent electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e. "xxx@csum.edu")

(b) The notice of hearing shall be issued under the following circumstances:

- i. If the Student fails to attend the conference or otherwise declines to cooperate;
- ii. If the matter is not closed or the disposition is not memorialized in writing promptly after the conference(s); or
- iii. If the Student admits violating the Student Conduct Code, but no agreement can be reached with respect to the sanction.

(c) The notice of hearing shall include the following information:

(1) The section(s) of the Standards of Conduct for Students that the student is charged with violating.

(2) A factual description of the student's conduct that forms the basis of the charge(s).

(3) The proposed sanction(s).

(4) Notification that neither the hearing officer(s) nor the President is bound by the proposed sanction and either or both may set a more severe sanction.

(5) The date, time, and place of the hearing.

(6) The location on the campus where the student can view his or her discipline file.

(7) Notification that the student may be accompanied at the hearing by an advisor. Notification that if the student intends to bring an advisor, the student must inform the Student Conduct Administrator of the advisor's name and address five working days before the hearing.

(8) Notification that the student can waive his or her rights to a hearing by accepting the proposed sanction.

(9) Notification of any immediate suspension and/or withdrawal of consent to remain on campus.

(10) Notification of where the student may obtain a copy of the Student Handbook.

(d) The student conduct administrator shall use best efforts to schedule the hearing promptly, but in any event no sooner than 10 Working Days after, and no later than 20 Working Days after, the date of the notice of hearing.

(e) A notice to appear at hearing shall be sent to any witnesses whose presence is required at the hearing at least 10 Working Days before the hearing at the University-assigned or other primary e-mail addresses linked to these persons' University accounts.

(f) The notice of hearing is sent to the student at least ten working days before the hearing. If the student charged with the violation agrees, the ten-day notice period may be waived.

(g) By special arrangement, the notice of hearing for all annual training cruise conduct boards may be reduced to 24 hours. Conduct hearings will be conducted throughout the academic year and annual

training cruises, including the final examinations periods.

(h) The notice of hearing may be amended at any time, and the student conduct administrator may (but is not required to) postpone the hearing for a reasonable period of time. If the notice is amended after the hearing is underway, the hearing officer may (but is not required to) postpone the hearing for a reasonable period of time. (i) In cases involving allegations of Discrimination, Harassment or Retaliation, the student conduct administrator shall promptly notify the DHR Administrator of the outcome of the conference with the Student charged. If the case does not proceed to hearing, the DHR Administrator shall at that time:

i. Notify the Complainant of the outcome of the conference, including any sanction that relates directly to the Complainant. Victims of crimes of violence, including forcible sex offenses, shall also receive notice pursuant to IV.F.3.

ii. Take any appropriate further steps to address the effects of any hostile environment resulting from the Discrimination, Harassment or Retaliation.

iii. Identify and address any remaining systemic or other patterns of Discrimination, Harassment or Retaliation at the campus.

(j). Discipline cases involving allegations of Discrimination, Harassment or Retaliation may be resolved through the informal conference process. It is, however, not appropriate in such cases for a Complainant to be required to “work out the problem” directly with the Student charged, and in no event should any meeting between Complainant and the Student charged occur without appropriate involvement by the University (e.g., counselor or appropriate administrator). The Complainant must be notified of the right to end any such informal process at any time.

(5) HEARING

- (a) Hearings shall be closed to all persons except the Hearing Board officer(s), the student charged, the Student Conduct Administrator or Facilitator, one advisor for the student charged, one advisor for the Student Conduct Administrator, appropriate witnesses during the time that they are testifying (including a support person for alleged victims of sexual or physical assault), and one person to assist the Hearing Board in recording the hearing. A security officer may also be present if deemed appropriate by the Director, Marine Programs and Leadership Development. The university will cooperate in providing employee witnesses wherever possible, provided that they are identified at least two working days before the hearing.
- (b) The student may be accompanied by one advisor of his or her choice to provide support but not to speak on behalf of the student. Hearing dates will not be changed because of the schedule of the advisor for the student charged.
- (c) The Student Conduct Administrator or Facilitator may be accompanied by one advisor.
- (d) Hearings are intended to be educational rather than adversarial. The
- (e) DRH Officer runs the hearing. The student charged and the Student Conduct Administrator or Facilitator each put on the evidence in their case in whatever manner the Hearing Board deems appropriate and may ask questions of the witnesses. The DRH Officer may also ask questions of any witnesses, the student charged and the Student Conduct Administrator or Facilitator.
- (f) Formal rules of evidence applied in courtroom proceedings do not apply in the hearing (e.g. California Evidence Code). All information that responsible persons are accustomed to rely upon in the conduct of serious affairs including hearsay is considered. Unduly repetitive information may be excluded. The Hearing Board bases their decision only on the information received at the hearing.
- (g) The DRH Officer makes an official audio recording of the hearing. He or she can have someone present to operate any equipment to make the necessary recording. The recording is the property of the university. No other recording of the hearing is permitted.
- (h) If the student charged fails to appear at the hearing, the hearing proceeds without him or her. The

decision in that instance, like every other hearing decision, must be reached on the information presented. The student charged may not be charged to have violated the Standards of Conduct for Students solely because he or she failed to appear at the hearing.

- (i) In cases involving allegations of Discrimination, Harassment or Retaliation:
 - i. The Complainant may be present while evidence is being presented concerning the charges that relate to the Complainant, unless the hearing officer grants a request of any Student or other witness that the Complainant be excused during their testimony to protect such Student's or other witness's privacy rights and/or pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA).
 - ii. The DHR Administrator may attend the hearing in its entirety.
 - iii. Questions may not be posed to an alleged victim, including any Complainant, about his or her past sexual behaviors with any persons other than the Student charged.
 - iv. The hearing officer shall ask all questions of the alleged victims on behalf of the Student charged (who shall give the hearing officer a written list of questions), unless the alleged victims expressly waive this requirement and consent to questioning directly by the Student charged.
 - v. The hearing officer shall ask any questions of the Student charged and other witnesses on behalf of the Complainant (who shall give the hearing officer a written list of any such questions), unless the Complainant expressly waives this requirement.
 - vi. The investigation report and any Chancellor's Office Response (prepared pursuant to section IV. A. 2. b of this executive order and Articles VI. H and VII. D of Executive Order 1074) will be entered into evidence at the hearing. Any report or response may be redacted to protect private (e.g. contact) information concerning the Complainant
- (j) or other witnesses. The DRH Officer is responsible for maintaining order during the hearing and makes whatever rulings are necessary to ensure a fair hearing. Abusive behavior is not tolerated. The DRH Officer may eject or exclude anyone who refuses to be orderly, including the student charged.
- (k) The DRH Officer shall deliberate and inform the student charged of its decision, either immediately and/or in writing within five working days of the hearing.
- (l) Additionally, notice of the decision will be sent electronically to the charged student at the university assigned e-mail address linked to the account provided by the California State University (i.e. xxx@csum.edu).
- (m) All evidence, name of the student charged, names of witnesses, and other matters related to the proceedings are confidential and shall not be made public by the Academy or by any participant in the hearing, including the student charged. This policy of confidentiality shall not preclude the Academy from taking any subsequent disciplinary action, following appropriate procedures, against any person or entity on the basis of evidence developed at the hearing.
- (n) The DRH Officer's decisions regarding procedural issues are final.
- (o) Where there is more than one student charged arising out of a single occurrence, or related multiple occurrences, the Student Conduct Administrator and the students charged may agree to a single hearing for all of the involved students. A charged student may request consolidation of his or her case with others. The Student Conduct Administrator makes consolidation decisions, which are subject to review by the Hearing Officer and thereafter are final. The separation of one or more cases from a case previously set for a consolidated hearing shall not be considered to affect the other cases.
- (p) At any time during the hearing, the student charged may waive the right to a hearing and accept the proposed sanction. Such a waiver must be in writing.

(6) STANDARD OF PROOF AND RECOMMENDATION(S)

- (a) The DRH Officer makes decisions only on information present at the hearing. After the hearing, the DRH Officer makes findings of fact and conclusions about whether the information presented constitutes a violation of the Standards of Conduct for Students. The standard for the DRH Officer's decision is whether the university's charge is sustained by a preponderance of the evidence. It is the university's burden to show that it is "more likely than not" that the student violated the Standards of Conduct for Students.
- (b) The hearing officer shall submit a written report of findings and conclusions to the president, along with any recommended sanctions, including, in cases involving allegations of Discrimination, Harassment or Retaliation, recommendations regarding restricting the Student's contact with, or physical proximity to, the Complainant or other persons. The report shall be submitted within 10 Working Days after the hearing.

(7) Final Decision/Notification

The president shall review the hearing officer's report and issue a final decision.

- (a)** The president may impose the recommended sanction(s), adopt a different sanction or sanctions, reject sanctions altogether, or refer the matter back for further findings on specified issues. If the president adopts a different sanction than what is recommended by the hearing officer, the president must set forth the reasons in the final decision letter. The president's final decision letter shall be issued within 10 Working Days after receipt of the hearing officer's report.
- (b)** The president shall send his or her decision electronically to the Student charged at the University-assigned or other primary e-mail address linked to the Student's University account.
- (c)** In cases involving crimes of violence, including forcible sex offenses, both the Complainant/victim and Student charged shall be informed of the final results of the hearing in writing. (20 U.S.C. §1092.) This information is only given to the Student charged and Complainant/victim and includes the name of the Student charged, any violation found to have been committed, and any sanction(s) imposed on the Student charged. (20 U.S.C. §1232g; 34 C.F.R. §668.46(b)(11)(vi)(B).) The University may also notify any other alleged victim(s) of the final results regardless of whether or not the charges are sustained. (34 C.F.R. §99.31 et seq.)
- (d)** In cases involving Discrimination, Harassment or Retaliation without crimes of violence, a similar notice will be issued, but the information given to the Complainant/victim concerning sanctions shall be limited to any violation found to have been committed and any sanctions that relate directly to the Complainant/victim.
- (e)** In cases involving Discrimination, Harassment or Retaliation, the president shall also send his or her final decision to the DHR Administrator so that he/she may determine whether any additional remedies or steps shall be afforded or undertaken in order to maintain a safe and nondiscriminatory University environment.

In cases involving Discrimination, Harassment or Retaliation, if the Complainant/victim requests a copy of the transcript of the hearing, the University shall provide the portions of the transcript that concern whether a violation of the Student Conduct Code occurred.

(8) NOTICE TO VICTIMS OF CRIMES OF VIOLENCE AND SEX OFFENSES

In cases involving a "crime of violence" the university may notify the alleged victim(s) of the final results of a hearing whether or not the charges are sustained (34 C.F.R. § 99.31 et seq.). Where the charge relates to a sexual assault the university must notify the alleged victim of the outcome of the proceeding against the student charged (20 U.S.C. § 1092). The information is only given to the victim(s) and includes only the name of the accused student, any violation alleged committed, and any sanction(s) imposed on the student (20 U.S.C. § 1232g).

(9) SANCTIONS

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

- (a) Restitution – Compensation for loss, damages, or injury. This may include appropriate service and/or monetary replacement.
- (b) Loss of Financial Aid – Consistent with California Education Code Sections 69810 et seq., scholarships, loans, grants, fellowships, and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled, or denied.
- (c) Revocation of Campus Housing License – The License Agreement may be revoked in the event of misconduct in violation of the Student Handbook or when the licensee breaches any term or condition of the Agreement.
- (d) Parental Notification - The 1998 Higher Education Amendments added a new exception to FERPA and California Information Practices Act, allowing higher education institutions to disclose to the parents of a student under the age of 21 regarding a violation by their child of laws or University policy relating to alcohol or drug use or possession.
- (e) Educational and Remedial Sanctions – Assignments, such as work, research, essays, service to the university or the community, training, counseling, or other assignments intended to discourage a repeat of the misconduct or as deemed appropriate based upon the nature of the violation.
- (f) Recommendation for removal from a Campus leadership position – The Student Handbook outlines provisions for removal for cause of Corps officers. Additionally, the Associated Student Constitution and By-Laws also outlines a removal policy.
- (g) Denial of Access to Campus – A designated period of time during which the student is not permitted on university property or specified areas of campus (California Penal Code § 626.2).
- (h) Disciplinary Probation – A designated period of time during which the privileges of continuing in student status are conditioned upon future behavior. Conditions may include, for example, the potential loss of specified privileges to which a current student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate any university rule during the probationary period. Additionally, while on a probationary status, participation in commercial cruise, co-op or internship programs may be restricted.
- (i) Suspension (Campus adjudicated 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.
- (j) Expulsion (Campus adjudicated only) – Permanent separation of the student from CSU student status from the university.
- (k) Admission or Readmission (Campus adjudicated 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 adjudicated only) – Separation of the student from the annual training cruise for serious disciplinary violations.
- (m) Loss of Liberty (Cruise adjudicated only) – Restriction to the Training Ship for all or some of the inport hours during the annual training cruise.
- (n) Multiple Sanctions - More than one sanction may be imposed for a single violation.
- (o) Violation of CMA's Drug Testing Policy and Procedure may result in the surrendering of merchant mariner documents and forwarding of a positive drug finding to the U.S. Coast Guard for entry into their record.

(10)GOOD STANDING

A student is not considered to be in good standing for purposes of admission to the California State University while under a sanction of suspension, or expulsion, or while his or her admission or re-admission has been qualified (Section 40601(g) of Title 5 of the California Code of Regulations).

(11)ADMINISTRATIVE HOLD AND WITHHOLDING A DEGREE

The university may place an administrative hold on registration transactions and release of records and transcripts of a student who has been sent a notice of discipline and may withhold awarding a degree

otherwise earned until the completion of the process set forth in the Standards of Conduct for Students, including completion of all sanctions imposed.

(12) RECORD OF DISCIPLINE

Probation is entered on a student's transcript, with its beginning and end date, for the period of time that the probation is in effect. Suspension is entered on the student's transcript, with its beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. Expulsion is entered on the student's transcript permanently along with the date it takes effect.

(13) INTERIM SUSPENSION OF STUDENTS

- (a) GROUNDS. The President may impose an interim suspension when he or she believes there is reasonable cause to believe that separation is necessary to protect personal safety of persons within the university community, property of the university or to ensure the maintenance of order (Section 41302 of Title 5 of the California Code of Regulations).
- (b) NOTICE AND OPPORTUNITY FOR HEARING. A student placed on interim suspension is given prompt notice of the charges pending against him or her and the opportunity for a hearing within ten (10) days of the imposition of the suspension (Section 41302 of Title 5 of the California Code of Regulations). Where a timely request is made, a hearing will be held to determine whether continued suspension, pending the disciplinary hearing, is required to protect personal safety or property or to ensure the maintenance of order. This hearing may also serve as the disciplinary hearing in accordance with the procedures provided that proper notice has been given. The hearing is conducted pursuant to the provisions of Section 3.B.(4).
- (c) DENIAL OF PRESENCE ON CAMPUS. During the period of the interim suspension, the student charged may not, without prior written permission of the President, enter any campus of the California State University other than to attend the hearing regarding the merits of his or her suspension. Violation of any condition of interim suspension shall be grounds for expulsion (Section 41302 of Title 5 of the California Code of Regulations).

(14) CONDUCT OF APPLICANTS FOR ADMISSION

Admission or re-admission may be qualified, revoked or denied to any person who commits acts that would be the basis of disciplinary proceedings pursuant to these procedures. Qualified admission or denial of admission in such cases shall be determined by a hearing held pursuant to Section 3.B.

It is expected that all students are enrolled for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of learning. It is also expected that all students who enroll at that Academy are willing to assume the responsibilities of citizenship in the campus community. Association in such a community is voluntary, and any student may withdraw from it at any time, except when on cruise and in a foreign port. Matriculated degree track students and open-university students participating in cruise are subject to the Standards of Conduct for Students and the Corps of Cadets.

C. STANDARDS OF CONDUCT FOR THE CORPS OF CADETS

(1) CONDUCT REGULATIONS

The California Maritime Academy, in accordance with the Maritime Administration's regulations governing Maritime Academies and The California Maritime Academy/California State University Transition Legislation is authorized to establish regulations and procedures to take discipline action against students in regards to such regulations. The actions and behaviors below are prohibited by the Corps of Cadets and Leadership Development Training Program participants. These offenses reflect misconduct of a serious nature by a cadet indicating a failure on the part of a cadet to discharge his or her obligations to the

Academy, those in a position of authority, the Training Ship, or fellow cadets. Offenses will be referred to a Hearing Board at the discretion of the Student Conduct Administrator or Facilitator. Sanctions for conduct violations generally include warnings, demerits, extra-duty, community service, or other actions appropriate for the offense, such as writing assignments, etc.

(a) **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 of behavior are held aboard the annual training cruise. This may result in more severe sanctions.

COMPLICITY: A cadet who is present when an offense is being committed and who does not attempt to stop the offense from being committed or does not leave the scene, will be considered an accomplice and may be subject to the same punishment as the principle offender.

(1) **WATCH AND DUTY**

- (a) Absent from Watch: More than thirty minutes late to a four-hour watch constitutes an absence from watch. More than sixty minutes late to a 24-hour watch, including on-call pager watch, constitutes an absence from watch. Failure to sign the "On Call" watch log constitutes an absence from watch. The following applies:
 - (i) Fourth class cadet, First Offense. (20 to 40 demerits) Subsequent offenses may be referred to DRIC.
 - (ii) Third class and second class cadets, First Offense. (40 to 60 demerits) Subsequent offenses may be referred to DRIC or Captain's Mast.
 - (iii) First class cadet. (60 to 80 demerits) An offense may be referred to DRIC or Captain's Mast.
- (b) Irresponsibility while on watch, negligence, or sleeping on watch. (50 demerits to dismissal).
- (c) Unauthorized absence from the Academy or Training Ship while assigned to a 24-hour watch or when assigned to a Duty Section, but not actually on watch. (50 demerits to dismissal).
- (d) Violation of the Alcohol Policy while in a duty or work status. (50 demerits to dismissal)
- (e) Violation of the Alcohol Policy while in a non-duty or work status. (20 to 50 demerits)
- (f) Failure to perform watch duties. (25 to 50 demerits) Dismissal possible based on the severity of the violation.
- (g) Improper use of logbooks or other official documents of the ship or campus, forging such documents or signing a document as another person. (50 demerits to dismissal)
- (h) Late to watch, up to thirty minutes. (25 demerits) Second and first class cadets may be referred to DRIC or Captain's Mast for watch violations.
- (i) Late/Failure to appear for duty or other work assignments other than watches. (10 to 40 demerits)
- (j) Late/Failure to appear for extra duty, or leaving extra duty without authorization. (10 to 40 demerits)
- (k) Late to assigned duties or day work. (10 demerits)
- (l) Late to a 24-hour watch, in excess of thirty minutes but less than sixty minutes. (15 demerits) First class cadets may be referred to DRIC.

(2) **CONDUCT**

- (a) Conduct unbecoming a cadet in training, failure to conduct oneself as a responsible cadet, on or off the academy. (15 to 50 demerits) May be referred to DRIC or Captain's Mast.
- (b) Failure to carry out and/or comply with or unnecessary delay in the carrying out and/or compliance with orders, directives, or campus policies duly promulgated by the President, Commanding Officer, or other officers or academy administrators. (20 to 50 demerits) May

be referred to DRIC or Captain's Mast.

- (c) Failure to carry out orders issued by a Corps officer or cadet acting in a supervisory capacity. (10 to 50 demerits)
- (d) Unwarranted assumption of authority. (10 to 25 demerits)
- (e) Violating sanctions or probation previously established by an Academy Hearing Board or Conduct Administrator. (20 to 50 demerits)
- (f) Deceiving, attempting to, or giving an evasive answer to a person in authority. (20 to 50 demerits)
- (g) Disrespect towards an officer, faculty member, administrator, or cadet involving a display of discourtesy, rudeness, or contempt of authority either in language or deportment. (10 to 50 demerits)
- (h) Personal servitude, forcing others to perform unauthorized menial tasks or issuing unofficial punishments. (10 to 50 demerits)
- (i) Use of Academy facilities either without permission or in violation of Academy policy. (10 to 50 demerits)
- (j) Excessive use of vulgar or profane language. (10 to 25 demerits)

(3) SAFETY AND HEALTH

- (a) Operating any motor vehicle, forklift, or waterfront equipment/vessel on Academy grounds in an unsafe manner. (e.g., exceeding the speed limit, running stop signs, etc.) (10 to 50 demerits)
- (b) Violation of safe practices and shipboard policies involving highly probable personal injury, loss, or damage to property. (15 to 50 demerits)
- (c) Improper use of safety gear, improper wearing of lifejackets or failure to use such equipment (harnesses, hearing protection, eye protection, etc.) (10 to 50 demerits)
- (d) Violations of CMA Policy on Use of Alcoholic Beverages unrelated to watch or the Annual Training Cruises may be charged as Section 3.C.(1)(a)(1)(e), Violation of the Alcohol Policy while in a non-duty or work status. The Conduct Review Board may hear a first offense. All others, or warranted first time violations, may be heard by the DRIC or Captain's Mast. (20 to 50 demerits)
- (e) Improper disposal of refuse, cigarette butts, or food on Academy property. (5 to 15 demerits)

(4) HOUSING AND FOOD SERVICE

- (a) Violation of Housing License Agreement to include all regulations. (10 to 50 demerits) May be referred to DRIC.
- (b) Participation in pranks or practical jokes that may involve risks of injury to persons or damage to property. (10 to 50 demerits)
- (c) Violation of Food Service Regulations. (10 to 30 demerits)

(b) CLASS II VIOLATIONS

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

(1) UNIFORMS AND GROOMING (Subsequent infractions are double the last sanction)

- (a) Failure to pass Command Inspection. (20 demerits)
- (b) Failure to conform to Academy standards for grooming. (10 demerits)
- (c) Failure to conform to Academy uniform standards. (10 demerits)
- (d) Failure to appear for re-inspection of uniform or grooming violations. (15 demerits)

(2) FORMATIONS AND MEETINGS (Subsequent infractions are double the last sanction)

- (a) Absent from Command Inspection. (25 demerits)
- (b) Absent from weekly personnel inspection. (15 demerits)
- (c) Absent from Formation or Quarters. (10 demerits)

- (d) Absent from mandatory meetings. (10 demerits)
- (e) Late to formation, quarters or mandatory meetings. (5 demerits)
- (f) Absent from assigned duties, work details, cleaning assignments, etc. (10 demerits)
- (g) Late to assigned duties, work details, cleaning assignments, etc. (5 demerits)

(3) ADMINISTRATIVE VIOLATIONS

- (a) Failure to get the word, including failure to read and understand written announcements, or to read watch bills, standing orders, Campus Bulletin, or other official campus notices and publications. (5 to 10 demerits)
- (b) Failure to hand in forms, muster sheets, watch bills, assignment reports or other required documents. (5 to 10 demerits)
- (c) Late handing in forms, muster sheets, watch bills, assignment reports or other documents. (5 to 10 demerits)

(c) **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.

(1) LIBERTY AND DUTY

- (a) Absent Without Leave (AWOL). Absent from the Training Ship GOLDEN BEAR in excess of 4 (four) hours past the expiration of liberty. Cadet will take a Breathalyzer test upon return to TSGB. (Captain's Mast: 50 demerits to dismissal)
- (b) Absent Over Liberty (AOL). Absent from the Training Ship GOLDEN BEAR in excess of (30 minutes), but less than 4 (four) hours. Cadet will take a Breathalyzer test upon return to TSGB. (Captain's Mast or Conduct Review Board: 25 to 50 demerits)
- (c) Late from Liberty. Up to 30 (thirty) minutes late beyond the expiration of liberty. Cadet will take a Breathalyzer test upon return to TSGB. (Conduct Review Board: 10 to 50 demerits)

(2) HEALTH AND SAFETY

- (a) Failure to comply with emergency signals. (15 to 50 demerits)
- (b) Failure to maintain room or berthing area to Academy standards or failure to comply with berthing area policy. (5 to 25 demerits)
- (c) Violations of the Training Ship's trash disposal plan. (10 to 50 demerits)
- (d) Violation of shipboard practices. (5 to 25 demerits)
- (e) Violation of the Training Ship's policy on visitation in rooms and berthing areas. (10 to 50 demerits)
- (f) Failure to report to sick bay. (10 to 30 demerits)
- (g) Removing food, dishes, utensils, cups, etc. from the mess deck. (10 to 25 demerits)
- (h) Violation of 24-hour courtesy quiet hours. (10 to 25 demerits)

(3) UNIFORMS AND CLASSES (5 to 15 demerits)

- (a) Uniform or grooming violations ashore during the cruise.
- (b) Unauthorized use of civilian clothing.
- (c) Wearing of Tennis Shoes or Shorts before being authorized by the COTS.
- (d) Absent from class.

(4) Late to class. **FORMATION VIOLATIONS (5 to 20 demerits)**

- (a) Leaning or sitting on railing**
- (b) Bring or eating while in formation**
- (c) Failure to stand at attention or at ease in the proper manner.**

(2) **MERITORIOUS CONDUCT**

Any member of the academy community may recommend a Cadet for issuance of merits. The Commandant of Cadets shall review each Merit Proposal. Merits are awarded for exceptional behavior and contributions to shipboard and academy life. In general, merits are not awarded for actions performed as part of an assigned work project or required function. Individuals who submit Merit recommendations should go into detail regarding the reasons for the recommendation.

- (a) Acting above and beyond the call of duty in the face of imminent danger to ship or persons.
- (b) Demonstration of Meritorious Service to the Academy or Training Ship.
- (c) Volunteering for service during an Academy or Training Ship function.
- (d) Service greatly above and beyond the norm.
- (e) Being a good shipmate; putting the ship and the welfare of others before oneself.
- (f) Volunteering for additional duty.

(3) REPORT SHEETS

If you have been accused of violating a conduct regulation, you will be given a pink copy of a Report Sheet. This report sheet describes the circumstances of the violation, the number of the regulation that was violated, the name of the accuser and the date. The report sheet is marked to indicate which Hearing Board the accused needs to attend. The same information is indicated on a Merit Report, except that the individual for whom the merits are being written does not have to attend any conduct board.

(4) EXTRA DUTY

When a cadet accrues demerits in excess of the below during a semester, he or she will be assigned Extra Duty, to be performed as assigned (or on their liberty day if on cruise). The following demerit totals and extra duty hours apply:

<u>Demerit Totals in Semester</u>	<u>Extra Duty Hours</u>
20	2
40	4
60	6

In addition the cadet will be interviewed and counseled by a staff member. Cadets may not choose when they are assigned to extra duty. Scheduled academic classes, intercollegiate sports, military drill or a Special Liberty Request is the only approved reasons a cadet may request a rescheduling of extra duty. Any rescheduled extra duty must be completed the next available assignment or liberty day. Cadets will be allowed to reschedule extra duty only once. Unexcused absences from assigned extra duty may result in a doubling of accrued extra duty hours.

Cadets are reminded of the semester, academic year, and tenure demerit limits of 75, 125, and 350 demerits. Cadets exceeding these limits are subject to referral to a Hearing Board and potential suspension.

Merits may offset demerits on a two-to-one basis if the merits are earned prior to the conduct violation. (For example: 20 merits defer 10 demerits towards the accrual of extra duty.) The infraction and sanction still remains on the conduct record. Extra duty that is earned, but is not performed during one semester, will be done at the beginning of the next semester. Extra duty not performed during the spring semester will be performed during the annual training cruise and/or upcoming fall. Demerits and merits carry for a full academic year towards the accrual of Extra Duty.

D. CONDUCT HEARING BOARDS FOR VIOLATIONS OF THE STANDARDS OF CONDUCT FOR THE CORPS OF CADETS

(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 Cadet Mast and ensure that the time and place of Cadet Mast is well publicized.
- (3) The Company Commander or their designee shall sit on the Cadet Mast and ensure the time and place of the Cadet 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 Cadet 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 Administrator within three working days (72 hours) of the Cadet Mast. Cadets may only appeal decisions if they were in attendance of the Cadet Mast.
- (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 Cadet Mast. Cadets may only appeal decisions if they were in attendance of the Cadet Mast.
- (3) The Conduct Review Board shall hear appeals from Cadet Mast.
- (4) All procedures described above for the Conduct Review Board shall be in effect for the appeals process except that the Conduct Review Board has final jurisdiction over appeals from Cadet Mast.

(2) CONDUCT REVIEW BOARD

The Conduct Review Board will hear all Class I violations occurring on campus and the Training Ship.

(a) COMPOSITION

- (1) On campus, the Conduct Review Board 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 Conduct Review Board shall have gone through basic training with the Student Conduct Administrator or Facilitator.
- (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 Conduct Review Board 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 or Administrator shall be present at the Conduct Review Board 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 Conduct Review Board.

(b) HEARING PROCEDURES

- (1) The Conduct Review Board meets twice monthly or as needed depending on caseload.
- (2) The Student Conduct Facilitator shall provide the Board with information regarding previous related offenses by the accused, but will not provide the board with a copy of the conduct record. This information will be provided only after responsibility has been established and may be used for the purposes of sanctioning only.
- (3) Any cadet who is unable to attend the hearing and wishes to request a rescheduling shall contact the Student Conduct Facilitator no later than 24 hours prior to the hearing. The cadet must then attend the next hearing of the Conduct Review Board.
- (4) The Board may delay or reschedule a hearing should further investigation or witnesses be needed.
- (5) The board members will vote on each case. Should the members split in a vote, the chairman shall also vote.
- (6) Sanctions will be announced immediately, unless the Board is unable to reach a decision. Sanctions may include a warning, demerits, extra-duty, written assignments, community service, or any combination thereof. Conduct Review Board may award no more than 50 demerits per charge. Additionally, on the annual training cruise, the Conduct Review Board can reward no more than three hours of extra duty to be performed on the liberty day.

(c) RIGHTS OF THE ACCUSED

- (1) The accused cadet has the right to request that the accuser be present at the hearing.
 - (a) The accused cadet must notify the Student Conduct Administrator immediately if they want to request the presence of the accuser at the hearing.
 - (b) If the accuser cannot attend, the accused has the right to defer the hearing until the next time the board meets, but no longer than one more meeting.
 - (c) The accused can choose instead to have the accuser write a written statement or answers to specific questions submitted to the board by the accused.
- (2) The accused has the right to bring in a witness to the alleged offense.
- (3) Attorneys will not be allowed in the meeting.
- (4) Any case that is postponed must be heard at the next scheduled meeting of the board.

(d) APPEALS

- (1) Any decision or sanction made by the Conduct Review Board may be appealed to the Conduct Appeals Board.
- (2) Any appeals must be submitted to the Student Conduct Facilitator within three days (72 hours) of the hearing.

(3) APPEALS BOARD AND APPEALS BOARD OFFICERS

(a) CONDUCT REVIEW BOARD

- (1) The Conduct Review Board has jurisdiction over all appeals from Cadet Mast.
- (2) All procedures described above for the Conduct Review Board shall be in effect for the appeals process.

- (3) The Conduct Review Board has final jurisdiction over appeals from Cadet Mast.
- (b) CONDUCT APPEALS BOARD
- (1) The Conduct Appeals Board has jurisdiction over all appeals from the Conduct Review Board on campus.
- (2) The Conduct Appeals Board shall consist of three staff members representing a range of disciplines as appointed by the
- (3) The procedures of the Conduct Appeals Board are similar to the Academy Appeals Board. Refer to Section 3.B.(6).
- (c) CAPTAIN OF THE TRAINING SHIP
- The Captain of the Training Ship GOLDEN BEAR has jurisdiction over all cadet conduct and discipline appeals arising from Conduct Review Board on the annual training cruise.

(4) GROUNDS FOR APPEAL

Grounds for appeal of the decision of a Cadet Mast or Conduct Review Board or the imposition of a disciplinary sanction by a said Board are limited exclusively to the following:

- (a) The Hearing Board (or one or more of its members) was substantially biased toward the accused, making a fair hearing unlikely;
- (b) There is significant new evidence supporting the accused that was not available for presentation at the time of the hearing (Note: Evidence that was available, but not presented at the hearing is not new evidence);
- (c) The Hearing Board failed to follow prescribed procedures, making a fair hearing unlikely; or,
- (d) The disciplinary sanction is unreasonable and/or inconsistent with past disciplinary actions of the Academy.

When the disciplinary sanction of a Hearing Board includes a suspension and expulsion, the grounds for appeal of the decision may also include the consideration of extraordinary personal circumstances in mitigation or extenuation.

CHAPTER 4

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 - 4.G.(3)(b)(1) Night Engineer
 - 4.G.(3)(b)(2) Watch Engineer
 - 4.G.(3)(b)(3) Junior Watch Engineer
 - 4.G.(3)(b)(4) Engine Watch
 - 4.G.(3)(b)(5) Engineering Utility Watch
 - 4.G.(4)(c) All Cadets, All Departments
 - 4.G.(3)(c)(1) Campus Duty Officer
 - 4.G.(3)(c)(2) Assistant Campus Duty Officer
 - 4.G.(3)(c)(3) Gate Supervisor
 - 4.G.(3)(c)(4) Gate Watch
- 4.G.(5) On Call Watch

A. ORGANIZATION OF THE CORPS OF CADETS

(1) THE CALIFORNIA MARITIME ACADEMY CORPS OF CADETS

- (a) Purpose - Any student who desires to attend The California Maritime Academy must participate in the Corps of Cadets. In addition, anyone who desires to become a licensed deck or engineering officer in the United States Merchant Marine must participate in a Merchant Marine National Service Cadet Corps (NSCC) as prescribed by Title 46 of the U.S. Code of Federal Regulations. Through participation in the Corps, each cadet will develop positive traits such as punctuality, ability to follow orders, initiative, and attention to detail, teamwork, time management, patience, responsibility, leadership, and professionalism. These traits require that new cadets develop self-discipline enabling every graduate to excel in their future occupation, at sea or ashore. Some tasks required of cadets are more desirable than others, but every cadet must prove they can do the jobs required of them before they can become leaders.
- (b) Expectations - Being a cadet is much more than being a college student. You will be asked to do more, you will be held to higher standards of personal conduct and professionalism, and you will be given more responsibility than any other California college student. Each cadet is expected to develop his or her leadership skills and learn how to organize and direct people in work projects. By the time a licensed candidate cadet becomes a first class, he or she should be able to take charge of an actual bridge or engine room watch, teach classes on seamanship, navigation or basic engineering, and train each new class of cadets on the fundamentals of becoming a Merchant Marine Officer. By the time all other cadets become a first class, he or she should have experienced an internship or co-op, an international T/S GOLDEN BEAR cruise, and be prepared to train each new class of cadets on the fundamentals of becoming a professional. In addition, all cadets shall understand what it means to be responsible.
- (c) This is Cal Maritime - Any student who does not feel that he or she can live up to the standards or lifestyle imposed by the Corps of Cadets should strongly reconsider whether Cal Maritime is the right place. Those students who are prepared to challenge themselves by becoming members of the Corps of Cadets should study these regulations, take pride in their personal appearance in uniform, and become fully involved in life at Cal Maritime and the T/S GOLDEN BEAR.
- (d) Mission Statement of the Corps of Cadets - The Corps of Cadets strives to develop in each student traits of professionalism, teamwork, pride and self-discipline to become future leaders in maritime and other industries.

(2) CLASS RANKING IN THE CORPS OF CADETS

- (a) Fourth Class (4/C) – Freshmen Academic Year - 4/C should, depending on their academic major, consider it their goal to learn everything they can about their watch station, either the Training Ship GOLDEN BEAR or the campus, during the academic year. 4/C should ask questions constantly and focus on ship or campus familiarization, basic watch standing techniques, and correctly carrying out orders. Prepare yourself for your first T/S GOLDEN BEAR cruise, if applicable, throughout the year.
- (b) Third Class (3/C) – Sophomore Academic Year - 3/C are the primary cadets training the underclass in basic ship and campus familiarization. These cadets may have completed their first Training Ship GOLDEN BEAR cruise. 3/C must be prepared to help 4/C learn the ship or campus, the Regulations Governing the Corps of Cadets, and basic watch standing skills. 3/C should prepare for commercial cruise or their first GOLDEN BEAR cruise.
- (c) Second Class (2/C) – Junior Academic Year - 2/C should be training to become future leaders at Cal Maritime. Their academic course work will become more specialized at this level and they will be expected to assume more responsible supervisory and teaching roles with the underclass. 2/C should possess detailed knowledge of Training Ship GOLDEN BEAR and the campus while possessing two years of academic training in their respective fields of study. Watches stood by 2/C will require more responsibility, more knowledge of problem solving, and more oversight of the underclass.

- (d) First Class (1/C) – Senior Academic Year - 1/C cadets should be prepared to assume a Training Ship GOLDEN BEAR or campus watch and independently assume duties as the Night Mate, Night Engineer, or Campus Duty Officer. They will serve as officers in the Corps and throughout the campus and strive to train all underclass to the highest standards. 1/C should hold themselves to the highest personal and professional standards, as they will be seeking employment in just a few months. 1/C will be expected to set the example for all other cadets at Cal Maritime. 1/C will always be held more accountable for their actions. Underclass should be able to look to 1/C for assistance with academic and practical problems.

(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 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 Training Ship GOLDEN BEAR ship familiarization and assessment (As required by Program Director).
- (b) Advancement from Third 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 to First Class
 - (1) Successful completion of Change-over Examination; and
 - (2) Satisfactory completion of campus watches based on STCW standards
- (d) Graduation Requirement: Satisfactory completion of campus watches based on STCW standards
- (e) Remediation: 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.

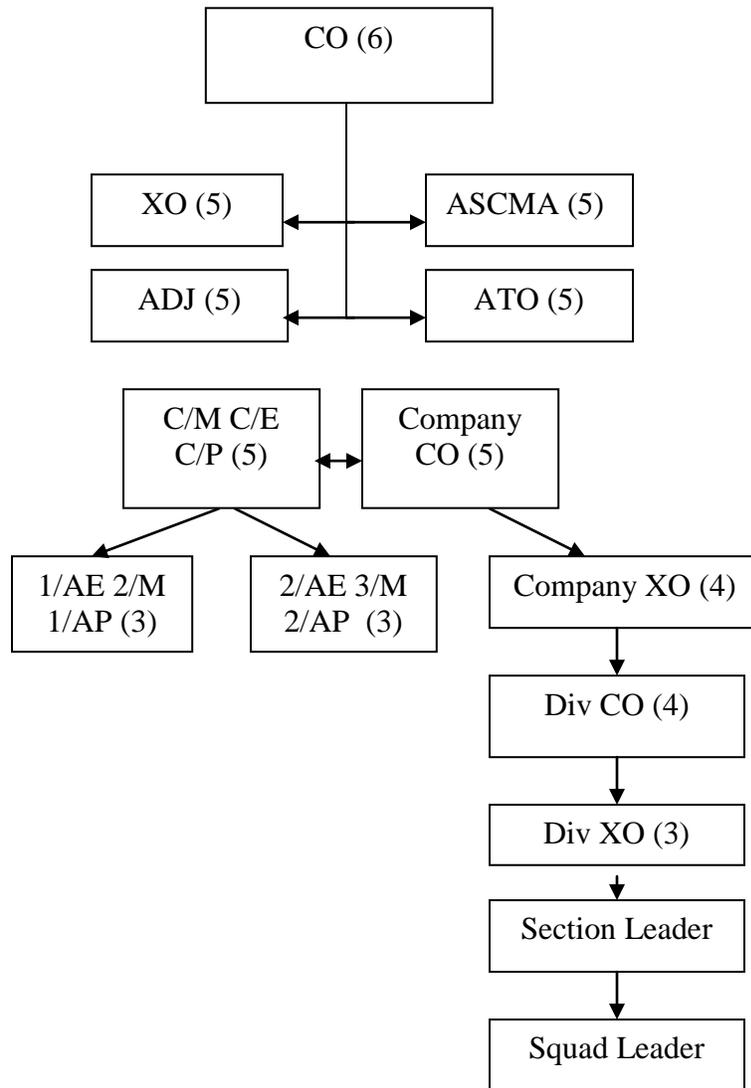
It is the responsibility of the cadet desiring acceleration to ensure the successful completion of the minimum number of watches to meet the established requirement. Scheduling watches for a cadet desiring to accelerate shall not interfere with the opportunity for cadets on a normal Corps standing schedule.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

(5) CORPS OFFICER SELECTION PROCESS

- (a) Every academic year, the Office of the Commandant of Cadets will distribute Corps officer applications for interested cadets. The application form will include any specific requirements and the established deadline. Interested cadets should review the Corps position requirements as promulgated in Section 4.B.(4). Cadets not meeting the minimum knowledge, skills, and abilities as outlined in Section 4.B.(4) will not be eligible for an interview by the Interview Committee.
- (b) The Interview Committee will be comprised of two existing Corps Officers (one 1/C and one 3/C), two faculty and/or staff members, and one member of the Commandant's staff. The Committee will consider leadership capabilities, scholastic standing and personal character as major criteria in the selection of the Corps Officers. The Committee provides a slate of recommendations with primary and secondary candidates.
- (c) Corps officer selection criteria will heavily consider the Interview Committee's recommendation and also include participation in Corps leadership roles, participation in leadership development programs, and the cadet's conduct and academic records.
- (d) A recommended slate of candidates will be forwarded to the President via the Commandant of Cadets and Captain, Training Ship GOLDEN BEAR. The President of Cal Maritime appoints the Corps Officers for the coming year on or about April 1st.

(6) DIVISIONAL STRUCTURE

- (a) Purpose - Cadets will be assigned to a division during Orientation Week at CMA. Once the academic year begins, the divisions will be divided into sections based on academic major. A division will be representative of all majors at CMA. Division Commanders and Section Leaders will regularly pass information and communications to the cadets. A unified division will take on all work parties, day work, watches, and special tasks. Division members should be able to rely upon each other to get a job done. Cadets should initially work with their Divisional Commanders, Divisional Officers, and Section Leaders to solve problems. A cadet should strive to become the best member of his or her division. All cadets should work together to make their division the best division on campus. All divisions should work together to make the Corps of Cadets the best among all the maritime academies. Finally, the Corps of Cadets should work to make the Training Ship GOLDEN BEAR the best training ship afloat. Remember: CMA's reputation will follow you into your future, so work together to maintain a high standard.
- (b) Divisions - Cadets will be assigned to a division during Orientation Week at CMA. Once the academic year begins, the divisions will be divided into divisions based on academic major. Division Commanders and executive officers will regularly pass information and communications to the cadets. A unified division will take on all work parties, day work, watches, and special tasks. Division members should be able to rely upon each other to get a job done. Cadets should initially work with their Divisional Commanders and Divisional Officers to solve problems. A cadet should strive to become the best member of his or her division. All cadets should work together to make their division the best division on campus. All divisions should work together to make the Corps of Cadets the best among all the maritime academies. Finally, the Corps of Cadets should work to make the Training Ship GOLDEN BEAR the best training ship afloat. Remember: CMA's reputation will follow you into your future, so work together to maintain a high standard.



(7) CORPS OFFICERS

- (a) Corps Commander - The Corps Commander who assumes overall responsibility for every aspect of the Corps of Cadets commands The California Maritime Academy Corps of Cadets. On behalf of the Corps of Cadets, the Corps Commander will act as liaison to the Commandant of Cadets, Director, Marine Programs and Leadership Development, and President of the Academy.
- (b) Company Commander - The Company Commander assumes overall responsibility for every aspect of his or her company at Cal Maritime. On behalf of the Corps of Cadets participating on the Training Ship GOLDEN BEAR, the Company Commander will act as a liaison to the Commandant of Cadets and Captain of the Training Ship.

B. DUTIES OF CORPS OFFICERS

(1) **APPOINTMENT** - The President of the California Maritime Academy appoints Corps Officers. A selection committee consisting of faculty, staff, and cadets makes recommendations for appointment to the President. In making these recommendations, the committee takes into consideration the recommendations of the department heads, fellow cadets, licensed officers and outgoing Corps Officers, as well as the cadet's performance during an interview.

(2) **QUALIFICATIONS** - Demonstrated leadership capabilities, scholastic standing, and personal character are major criteria used in the selection of cadet officers. An applicant's past conduct record should also reflect a commitment to uphold the standards at Cal Maritime. Cadets will not be eligible to serve as an officer if their cumulative Grade Point Average is below 2.5. In addition, a cadet may be ineligible if the previous semester's GPA was below a 2.0. Cadets may not apply if they have had an alcohol violation or been on conduct probation within the past year.

(3) **REMOVAL** - Any Corps Officer may be removed from office for cause as determined by the President. Such action will be taken only upon positive evidence of unfitness, inability, or unwillingness to accept the duties and responsibilities that being an officer requires. The Commandant of Cadets may convene a review board, consisting of three Senior Cadet Officers in order to determine the fitness of a cadet officer. The Commandant of Cadets may then forward the recommendations of the board to the President for action.

(4) DUTIES OF CORPS OFFICERS

(a) **Corps Commander:** The Corps Commander commands the Corps of Cadets during all Corps functions. In the exercise of command functions, he/she shall carry out the policies of the President and endeavor to maintain the Corps in the highest possible state of efficiency. The Corps Commander is responsible for the organization, administration, and leadership of the Corps. The Corps Commander reports to the Commandant of Cadets. (This is not an assigned cruise position.)

- (1) **Duties and Responsibilities:** The duties and responsibilities of the Corps Commander include but are not limited to:
- (a) Organize and supervise the Corps in all matters pertaining to discipline and the coordination of the daily routine, working directly with the Commandant of Cadets.
 - (b) Serve as the primary communications link between the Corps and the Commandant of Cadets.
 - (c) Direct and supervise formation, to include inspections and announcements.
 - (d) Assume responsibility for the administration, training, discipline and morale of the Corps and hold Company Commanders equally responsible.
 - (e) Review and act on Special Requests within the limits of the Corps Commander.
 - (f) Serve on the Cadet Mast and Conduct Review Board.
 - (g) Assume responsibility for administration and enforcement of all Academy rules and regulations, and for the supervision of cadet conduct.
 - (h) Review and provide regular recommendations to the Academy Regulations for cadet conduct and routine Corps business.
 - (i) Ensure all Corps Officers are responsive to the requirements of the Academy and the welfare and professional needs of each cadet.
 - (j) Responsible for the education and training of the Corps.
 - (k) Serve as an ex-officio member of the Associated Students of The California Maritime Academy.
 - (l) The Corps Commander or his/her designee will represent the Corps of Cadets at all meetings.
 - (m) Meet weekly with the Commandant of Cadet and his/her staff.
 - (n) Conduct weekly meetings with key Corps staff members.

(2) **Knowledge, Skills, and Abilities:** The knowledge, skills, and abilities of the Corps Commander include but are not limited to:

- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Lead Corps staff in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Obtain the highest performance from every cadet.
 - (l) Coordinate efforts and achieve goals through others.
 - (m) Interface effectively with seniors, peers, and subordinates.
 - (n) Maintain a 2.5 or higher grade point average.
- (b) **Corps Executive Officer:** The Corps Executive Officer is responsible for the training, discipline and uniform and grooming standards of the Corps of Cadets. The Corps Executive Officer reports to the Corps Commander. (This is not an assigned cruise position.)
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Corps Executive Officer include but are not limited to:
- (a) Implement all duties of the Corps Commander in his/her absence.
 - (b) Provide access to the "staff" function of the Corps.
 - (c) Supervise the administration of the Corps system and the activities of the Corps staff.
 - (d) Review and act on Special Requests within the limits of the Corps Executive Officer.
 - (e) Supervise the Company Executive Officers in their leadership and training within their respective companies.
 - (f) Serve as a member of Cadet Mast and Conduct Review Board.
 - (g) Maintain Corps uniform, grooming, and disciplinary standards.
 - (h) Supervise all other Corps officers in the performance of their assigned duties and functions.
 - (i) Represent the Corps as a member of the Diversity Resource Council.
 - (j) Coordinate and oversee the work of the Company Executive Officers.
 - (k) Meet regularly with the Corp Commander and keep him/her informed of the normal day-to-day operations of the Corps.
 - (l) Attend weekly meetings with key Corps staff members.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Corps Executive Officer include but are not limited to:
- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (l) Maintain a 2.5 or higher grade point average.

- (c) **Corps Training and Academic Officer:** The Corps Training and Academic Officer is responsible for all aspects of training for the Corps including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will also work closely with the Dean's Office on all Academic matters. The Training and Academic Officer report to the Corps Executive Officer. (This is not an assigned cruise position.)
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Corps Training and Academic Officer include but are not limited to:
- (a) Coordinate with Company Training and Academic Officers to ensure the completion of all required training on schedule.
 - (b) Act as a liaison/representative between the Corps and the faculty.
 - (c) Attend all Executive Committee meetings of the Academic Senate as a non-voting member.
 - (d) Attend all meetings of the General Senate.
 - (e) Track the completion rate for the training program by Division.
 - (f) Ensure oversight of study halls and study habits of the freshmen.
 - (g) Establish and supervise the tutor program.
 - (h) Ensure cadet retention data is tracked by Division.
 - (i) Ensure academic average is tracked by Division.
 - (j) Oversee the Company and Division Training and Academic Officers.
 - (k) Plan and administer the Honor Division competition.
 - (l) Attend weekly meetings with key Corps staff members.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Corps Training and Academic Officer include but are not limited to:
- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Manage effectively the training programs for deck, engine, and campus skills.
 - (h) Participate in improving the Academy and solving problems.
 - (i) Ensure balance between organizational and personal/team requirements.
 - (j) Identify and adapt to change and lead in view of those changes.
 - (k) Work within a team to develop positive vision, direction, and results.
 - (l) Interface effectively with seniors, peers, and subordinates.
 - (m) Maintain a 2.5 or higher grade point average.
- (d) **Corps Administrative Officer:** The Corps Administrative Officer is responsible for the overall administrative management of the Corps. The Corps Administrative Officer reports to the Corps Executive Officer. (This is not an assigned cruise position.)
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Corps Administrative Officer include but are not limited to:
- (a) Coordinate with Company Administrative Officers to ensure all attendance and formation report sheets are completed in a timely fashion.
 - (b) Ensure regular reports of absentees during scheduled formations, inspections, and meetings are submitted by all divisions to the Student Conduct Coordinator. Advise the Company Administrative Officers of delinquencies in reporting.
 - (c) Supervise the Cadet Duty Officer watch, including log keeping.
 - (d) Ensure daily watch bills are promulgated in a timely manner.
 - (e) Oversee Corps watch organization to ensure the filling and equitable rotation of all watch stations.
 - (f) Oversee the administration of the watch tracking system for reporting purposes. Ensure each cadet stands the minimum required number of watches.
 - (g) Assist the Commandant of Cadets with Corps administrative matters.
 - (h) Promulgate all information as directed by the Corps Commander or Executive Officer.

- (i) Attend weekly meetings with key Corps staff members.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Corps Administrative Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection. Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Ensure balance between organizational and personal/team requirements.
 - (h) Identify and adapt to change and lead in view of those changes.
 - (i) Work within a team to develop positive vision, direction, and results.
 - (j) Interface effectively with seniors, peers, and subordinates.
 - (k) Maintain a 2.5 or higher grade point average.
- (e) **Associated Students Executive President:** The President shall not serve more than two full terms. The President shall have or reasonably expect to have at least Junior Class standing at the conclusion of the semester when elected. (This is not an assigned cruise position.)
 - (1) **Duties and Responsibilities:** The duties and responsibilities of the Associated Students Executive President include but are not limited to:
 - (a) Carry out all of the duties and responsibilities as set forth in this Constitution, ASCMA By-Laws, or assigned by the A.S. Council. (27 February 2002).
 - (b) To serve as the chief representative of and spokesperson for the Association, and to monitor the health and well-being of the Association and the student body which it represents.
 - (c) Serve as a liaison between the Corps and the student body.
 - (d) To present the position of the ASCMA in matters involving other campuses, schools, and students outside The California Maritime Academy.
 - (e) To be the official ASCMA representative to the California State Student Association and such other student associations in which membership is held.
 - (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Associated Students Executive President include but are not limited to:
 - (a) May be a junior or senior cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection.
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain confidentiality of sensitive information.
 - (e) Participate in improving the Academy and solving problems.
 - (f) Work within a team to develop positive vision, direction, and results.
 - (g) Maintain a 2.0 or higher grade point average.
- (f) **Company Commander:** The Company Commander exercises the command function in the assigned company of the Corps. The Company Commander reports to the Corps Commander. The Company Commander or his/her designee shall act as an assistant to the Commandant of Cadets while on the Training Ship.
 - (1) **Duties and Responsibilities:** The duties and responsibilities of the Company Commander include but are not limited to:
 - (a) Responsible for the proper organization and administration of the company.
 - (b) Supervise the Company in all matters pertaining to discipline and the coordination of the daily routine.
 - (c) Responsible for the overall appearance of his/her company and shall ensure the standards established for the Corps are upheld.
 - (d) Ensure inspections of the sections are carried out as directed.
 - (e) Ensure communication throughout the company by means of meetings, bulletin boards, etc.

- (f) Report to the Corps Commander as to the status of the Company. While on cruise, report the company's status to the Acting Commandant of Cadets.
 - (g) Review and act on Special Requests within the limits of the Company Commander.
 - (h) Promulgate all information as directed by the Corps Commander or Executive Officer.
 - (i) Lead the Company at all Corps formations, inspections, and other events.
 - (j) Serve as a member of Conduct Review Board.
 - (k) While on cruise, ensure the cleanliness of all assigned company berthing and common areas by daily inspection.
 - (l) Ensure company and individual collateral functions are completed as assigned.
 - (m) Responsible for the accountability of all assigned cadets.
 - (n) Conduct Company staff meetings as necessary to appraise the status of their assigned work and offer any necessary assistance as needed.
 - (o) Attend weekly meetings with key Corps staff members.
 - (p) Carry out such other duties as may be assigned by the Corps Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Company Commander include but are not limited to:
- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Ensure balance between organizational and personal/team requirements.
 - (h) Identify and adapt to change and lead in view of those changes.
 - (i) Work within a team to develop positive vision, direction, and results.
 - (j) Interface effectively with seniors, peers, and subordinates.
 - (k) Maintain a 2.5 or higher grade point average.
- (g) **Company Executive Officer:** The Company Executive Officer is responsible for the training, discipline and uniform and grooming standards of his/her assigned company. The Company Executive Officer is second in command of the company and is the assistant to the Company Commander. The Company Executive Officer or his/her designee shall act as an assistant to the Company Commander while on the Training Ship.
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Company Executive Officer include but are not limited to:
- (a) Implement all duties of the Company Commander in his/her absence.
 - (b) Provide access to the "staff" function of the Company.
 - (c) Supervise the administration of the Company system and the activities of the Company staff.
 - (d) Maintain company files including phone lists, special requests, and while on the Training Ship, liberty lists. On campus, company files will be retained in the Corps office.
 - (e) Review and post liberty lists by division, while on the Training Ship.
 - (f) Supervise the Division Executive Officers in their leadership and training within their respective divisions.
 - (g) Serve as a member of Conduct Review Board.
 - (h) Oversee the Company's participation in the Honor Division competition.
 - (i) Maintain Corps uniform, grooming, and disciplinary standards.
 - (j) Supervise all other Company Officers in the performance of their assigned duties and functions.
 - (k) Coordinate and oversee the work of the Division Executive Officers.
 - (l) Meet regularly with the Company Commander and keep him/her informed of the normal day-to-day operations of the Corps.
 - (m) Attend Company meetings as directed by the Company Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Company Executive Officer include but are not limited to:

- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (l) Maintain a 2.0 or higher grade point average.
- (h) **Company Chief Mate:** The Company Chief Mate is the highest-ranking cadet aboard the Training Ship in the Deck Department. The Company Chief Mate reports to the Company Executive Officer. While on cruise, the Company Chief Mate will report to the Chief Mate for all operational matters.
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Company Chief Mate include but are not limited to:
- (a) Under the supervision of the Chief Mate, organizes and carries out routine and special maintenance projects on the Training Ship prior to and during cruise.
 - (b) Meet with the Chief Mate on a regular basis to review maintenance progress.
 - (c) Design and maintain the Station Bill aboard the Training Ship.
 - (d) Ensure all deck watch bills are completed and posted in a timely manner.
 - (e) Act as the staff technical advisor to the Company Commander for all Deck matters.
 - (f) Responsible for the Shipboard Orientation Program for all Fourth Class Cadets.
 - (g) Responsible for the deck watch station training program for all cadets.
 - (h) Ensure all watch personnel are thoroughly indoctrinated in watch and log-keeping procedures.
 - (i) Oversee the administration of the Deck Skills Training Program. Working in conjunction with the Company Training and Academic Officer, ensure all divisions are completing the required modules in a timely manner.
 - (j) Oversee the performance of the academic year deck watches.
 - (k) Ensure Standing Orders are updated and available to all watch standers.
 - (l) Assist with all necessary preparations for all cruises during his/her one-year assignment.
 - (m) Supervise the Company Second and Third Mates.
 - (n) Serve as a liaison with the Chief Mate.
 - (o) Promulgate all information as directed by the Company Commander or Executive Officer.
 - (p) Attend weekly meetings with key Corps staff members.
 - (q) Attend Company meetings as directed by the Company Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Company Chief Mate include but are not limited to:
- (a) Must be a senior cadet in the Marine Transportation major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete two training cruises prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.

- (l) Maintain a 2.5 or higher grade point average.
- (i) **Company Second Mate:** The Company Second Mate is responsible for ensuring all charts and publications necessary for safe navigation are on board the Training Ship and in good order. The Company Second Mate reports to the Company Chief Mate. While on cruise, the Company Second Mate will report to the Second Mate for all operational matters.
 - (1) **Duties and Responsibilities:** The duties and responsibilities of the Company Second Mate include but are not limited to:
 - (a) Under the supervision of the Second Mate, ensure all charts and publications are fully updated from the Notice to Mariners.
 - (b) Maintain an accurate and complete inventory of all charts and publications.
 - (c) Ensure the proper operation and maintenance of the navigation equipment.
 - (d) Meet regularly with the Second Mate to discuss the planned cruise passage, navigation routes, and waypoints to be used.
 - (e) Responsible for the maintenance and cleanliness of the bridge and Navigation office.
 - (f) Assist the Company Chief Mate with the implementation of the Deck Skills Training Program.
 - (g) Carry out such duties as may be prescribed by the Second Mate.
 - (h) Carry out additional duties as prescribed by the Company Chief Mate.
 - (i) Assist with all necessary preparations for all cruises during his/her one-year assignment.
 - (j) Attend Company meetings as directed by the Company Commander.
 - (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Corps Administrative Officer include but are not limited to:
 - (a) Must be a senior cadet in the Marine Transportation major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete two training cruises prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Interface effectively with seniors, peers, and subordinates.
 - (g) Maintain a 2.0 or higher grade point average.
- (j) **Company Chief Engineer:** The Company Chief Engineer is the highest-ranking cadet aboard the Training Ship in the Engine Department. The Company Chief Engineer reports to the Company Executive Officer. While on cruise, the Company Chief Engineer will report to the Chief Engineer for all operational matters.
 - (1) **Duties and Responsibilities:** The duties and responsibilities of the Company Chief Engineer include but are not limited to:
 - (a) Under the supervision of the Chief Engineer, responsible for the proper operation of the ship's machinery spaces and provides the necessary hotel services when personnel are living aboard.
 - (b) Meet with the Chief Engineer on a regular basis to review maintenance progress.
 - (c) Ensure all engine watch bills are completed and posted in a timely manner.
 - (d) Act as the staff technical advisor to the Company Commander for all engineering matters.
 - (e) Responsible for the Engineering Orientation Program for all Fourth Class cadets.
 - (f) Responsible for the engineering watch station training program for all cadets.
 - (g) Ensure all watch personnel are thoroughly indoctrinated in watch and log-keeping procedures.
 - (h) Oversee the administration of the Engineering Skills Training Program. Working in conjunction with the Company Training and Academic Officer, ensure all divisions are completing the required modules in a timely manner.
 - (i) Oversee the performance of the academic year engineering watches.
 - (j) Ensure Standing Orders are updated and available to all watch standers.
 - (k) Assist with all necessary preparations for all cruises during his/her one-year assignment.
 - (l) Supervise the Company First and Second Assistants.
 - (m) Act as an assistant to the Chief Engineer and First Assistant Engineer.

- (n) Promulgate all information as directed by the Company Commander or Executive Officer.
 - (o) Attend weekly meetings with key Corps staff members.
 - (p) Attend Company meetings as directed by the Company Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Company Chief Engineer include but are not limited to:
- (a) Must be a senior cadet in one of the engineering licensed academic majors at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete two training cruises prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (l) Maintain a 2.5 or higher grade point average.
- (k) **Company First Assistant Engineer:** The Company First Assistant Engineer is the second highest-ranking cadet aboard the Training Ship in the Engine Department. The Company First Assistant Engineer reports to the Company Chief Engineer. While on cruise, the Company First Assistant Engineer will report to the First Assistant Engineer for all operational matters.
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Company First Assistant Engineer include but are not limited to:
- (a) Carry out such duties as prescribed by the Chief Engineer and First Assistant Engineer.
 - (b) Coordinate and schedule watches, day work, and practical training during the cruise.
 - (c) Review all watch round sheets, watch summary reports, and practical training sheets daily.
 - (d) Assist the Company Chief Engineer with the Engineering Orientation program.
 - (e) Assist the Company Chief Engineer with the engineering watch station training program.
 - (f) Assist the Company Chief Engineer with ensuring all watch personnel are thoroughly indoctrinated in watch and log-keeping procedures.
 - (g) Assist the Company Chief Engineer in overseeing the administration of the Engineering Skills Training Program.
 - (h) Assist with all necessary preparations for all cruises during his/her one-year assignment.
 - (i) Attend Company meetings as directed by the Company Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Corps Administrative Officer include but are not limited to:
- (a) Must be a senior cadet in one of the engineering licensed academic majors at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete two training cruises prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Interface effectively with seniors, peers, and subordinates.
 - (g) Maintain a 2.0 or higher grade point average.
- (l) **Company Training and Academic Officer:** The Company Training and Academic Officer is responsible for all aspects of training for the Corps within the assigned company including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will ensure the highest level of training readiness for all cadets participating in upcoming Training Ship and commercial cruises and internships. The Training and Academic Officer reports to the Company Executive Officer. (This is not an assigned cruise position (1))

Duties and Responsibilities: The duties and responsibilities of the Corps Training and Academic Officer include but are not limited to:

- (a) Coordinate with Division Training and Academic Officers to ensure the completion of all required training on schedule.
 - (b) Attend all meetings of a specified academic department, as assigned by the Company Training and Academic Officer.
 - (c) Track the completion rate for the training program by Division.
 - (d) Ensure oversight of study halls and study habits of the freshmen.
 - (e) Ensure oversight of the tutor program.
 - (f) Track cadet retention data by Division.
 - (g) Track the academic average by Division.
 - (h) Oversee the Division Training and Academic Officers.
 - (i) Ensure all divisions are meeting the training expectations for the upcoming Training Ship and commercial cruises and internships.
 - (j) Meet periodically, as needed, with the Cadet Chief Mate and Cadet Chief Engineer to ensure progress and completion of all shipboard training programs. Ensure Division Training and Academic Officers are aware of any cadets within their assigned division not meeting the minimum training standards in a timely manner.
 - (k) Attend Company meetings as directed by the Company Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Company Training and Academic Officer include but are not limited to:
- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Effectively manage the training programs for deck, engine, and campus skills.
 - (h) Participate in improving the Academy and solving problems.
 - (i) Ensure balance between organizational and personal/team requirements.
 - (j) Identify and adapt to change and lead in view of those changes.
 - (k) Work within a team to develop positive vision, direction, and results.
 - (l) Interface effectively with seniors, peers, and subordinates.
 - (m) Maintain a 2.0 or higher grade point average.
- (m) **Company Administrative Officer:** The Company Administrative Officer is responsible for the overall administrative management of the assigned company. The Company Administrative Officer reports to the Company Executive Officer. (This is not an assigned cruise position.)
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Company Administrative Officer include but are not limited to:
- (a) Coordinate with Division Administrative Officers to ensure all attendance and formation report sheets are completed in a timely fashion.
 - (b) Ensure reports of absentees during scheduled formations, inspections, and meetings are submitted by the Division Administrative Officer to the Student Conduct Coordinator in a timely manner.
 - (c) Ensure the timely completion and posting of all divisional watch bills. Supervise the Divisional
 - (d) Administrative Officers in the ensuring an equitable rotation of all watch stations.
 - (e) Oversee the administration of the watch tracking system for the Company.
 - (f) Oversee watch tracking system administration for reporting purposes. Ensure each cadet stands the minimum required number of watches.
 - (g) Assist the Corps Executive Officer with Company administrative matters.
 - (h) Promulgate all information as directed by the Company Commander or Executive Officer.

- (i) Attend Company meetings as directed by the Company Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Company Administrative Officer include but are not limited to:
 - (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (l) Maintain a 2.0 or higher grade point average.

- (n) **Associated Students Liaison Officer:** The Associated Students Liaison Officer is a position assigned by the Associated Students, Inc. He/she is directly responsible for the general welfare of the student body within his/her company.
 - (1) **Duties and Responsibilities:** The duties and responsibilities of the Associated Students Liaison Officer include but are not limited to:
 - (a) Act as the official voice of the student body within the company.
 - (b) Serve as a liaison between the Company and the student body.
 - (c) Prior to the training cruise:
 - (d) Coordinate with the Associated Students, Inc. for funding for morale events throughout the cruise.
 - (e) Research and promote alcohol-free alternatives during all port calls.
 - (f) Coordinate all morale events during the cruise.
 - (g) Assist with planning and implementation of shipboard barbecues.
 - (h) Attend Company meetings as directed by the Company Commander.
 - (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Associated Students Liaison Officer include but are not limited to:
 - (a) Must be a senior cadet participating in the upcoming training cruise at the Academy.
 - (b) Complete two training cruises prior to selection.
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Work within a team to develop positive vision, direction, and results.
 - (h) Maintain a 2.0 or higher grade point average.

- (o) **Division Commander:** The Division Commander exercises the command function in the assigned division of the Corps. The Division Commander reports to the Company Commander. While on cruise, the Division Commander or his/her designee will report to the Company Commander for all administrative matters.
 - (1) **Duties and Responsibilities:** The duties and responsibilities of the Division Commander include but are not limited to:
 - (a) Responsible for the proper organization and administration of the Division.
 - (b) Supervise the Division in all matters pertaining to discipline and the coordination of the daily routine.
 - (c) Responsible for the overall appearance of his/her division and shall ensure the standards established for the Corps are upheld.

- (d) Instill a high level of morale and esprit-de-corps.
 - (e) Responsible for the timely posting of watch bills.
 - (f) Ensure every watch position is filled during their duty day. If need be the Division Commander will stand the watch him or herself if the watch cannot be filled.
 - (g) Ensure the continued indoctrination of underclass cadets.
 - (h) Ensure the good order and discipline and proper appearance of the division during formation at the Academy and on the Training Ship GOLDEN BEAR.
 - (i) Ensure accurate reports of absentees, infractions of regulations, damage to public property, or any other discrepancies are made promptly.
 - (j) Ensure inspections of the sections are carried out as directed.
 - (k) Ensure communication throughout the division by means of meetings, bulletin boards, etc.
 - (l) Report to the Company Commander as to the status of the Division. While on cruise, report the division's status to the Company Commander.
 - (m) Promulgate all information as directed by the Company Commander or Executive Officer.
 - (n) Lead the Division at all Corps formations, inspections, and other events.
 - (o) While on cruise, ensure the cleanliness of all assigned division berthing and common areas by daily inspection.
 - (p) Ensure division and individual collateral functions are completed as assigned.
 - (q) Responsible for the accountability of all assigned cadets.
 - (r) Conduct division staff meetings as necessary to appraise the status of their assigned work and offer any necessary assistance as needed.
 - (s) Carry out such other duties as may be assigned by the Company Commander.
 - (t) Attend weekly meetings with key Corps staff members.
 - (u) Attend company meetings as directed by the Company Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Division Commander include but are not limited to:
- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (l) Maintain a 2.5 or higher grade point average.
- (p) **Division Executive Officer:** The Division Executive Officer is responsible for the training, discipline and uniform and grooming standards of his/her assigned division. The Division Executive Officer is second in command of the division and is the assistant to the Division Commander. The Division Executive Officer or his/her designee shall act as an assistant to the Division Commander while on the Training Ship.
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Division Executive Officer include but are not limited to:
- (a) Implement all duties of the Division Commander in his/her absence.
 - (b) Provide access to the "staff" function of the Division.
 - (c) Supervise the administration of the Division system and the activities of the Division staff.
 - (d) Maintain division files including phone lists, special requests, and while of the Training Ship, liberty lists. On campus, division files will be retained in the Corps office.
 - (e) Review and post liberty lists by division, while on the Training Ship.
 - (f) Supervise the Section Leaders in their leadership and training within their respective sections.

- (g) Maintain Corps uniform, grooming, and disciplinary standards.
 - (h) Assist the Company Executive Officer with Division administrative matters.
 - (i) Oversee the Division's participation in the Honor Division competition.
 - (j) Supervise all other Division Officers in the performance of their assigned duties and functions.
 - (k) Meet regularly with the Division Commander and keep him/her informed of the normal day-to-day operations of the Corps.
 - (l) Attend Division meetings as directed by the Division Commander.
 - (m) Carry out such other duties as may be prescribed by the Division Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Division Executive Officer include but are not limited to:
- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (l) Maintain a 2.0 or higher grade point average.
- (q) **Division Training and Academic Officer:** The Division Training and Academic Officer is responsible for all aspects of training for all cadets within the assigned division including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will ensure the highest level of training readiness for all cadets participating in upcoming Training Ship and commercial cruises and internships. The Training and Academic Officer will report to the Division Executive Officer. (This is not an assigned cruise position.)
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Division Training and Academic Officer include but are not limited to:
- (a) Coordinate with Company Training and Academic Officer, Chief Mate, and Chief Engineer to ensure the completion of all required training on schedule.
 - (b) Attend all meetings of a specified academic department, as assigned by the Corps Training and Academic Officer.
 - (c) Track the completion rate for the division's training program.
 - (d) Oversee study halls and study habits of the freshmen.
 - (e) Track cadet retention data within the Division.
 - (f) Track the academic average within the Division.
 - (g) Oversee the Section Training and Academic Officers.
 - (h) Ensure all divisions are meeting the training expectations for the upcoming Training Ship and commercial cruises and internships.
 - (i) Attend Division meetings as directed by the Division Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Corps Training Officer include but are not limited to:
- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.

- (f) Maintain confidentiality of sensitive information.
 - (g) Effectively manage the training programs for deck, engine, and campus skills.
 - (h) Participate in improving the Academy and solving problems.
 - (i) Ensure balance between organizational and personal/team requirements.
 - (j) Identify and adapt to change and lead in view of those changes.
 - (k) Work within a team to develop positive vision, direction, and results.
 - (l) Interface effectively with seniors, peers, and subordinates.
 - (m) Maintain a 2.0 or higher grade point average.
- (r) **Division Administrative Officer:** The Division Administrative Officer is responsible for the overall administrative management of the assigned division. The Division Administrative Officer reports to the Division Executive Officer. (This is not an assigned cruise position.)
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Division Administrative Officer include but are not limited to:
- (a) Ensure all attendance and formation report sheets are completed in a timely fashion.
 - (b) Submit reports of absentees during scheduled formations, inspections, and meetings to the Student Conduct Coordinator in a timely manner.
 - (c) Complete and post the divisional watch bill in a timely fashion.
 - (d) Ensure an equitable rotation of all watch stations.
 - (e) Ensure each cadet stands the minimum required number of watches.
 - (f) Promulgate all information as directed by the Division Commander or Executive Officer.
 - (g) Attend Division meetings as directed by the Division Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Division Administrative Officer include but are not limited to:
- (a) May be a senior cadet of any academic major at the Academy.
 - (b) Must have one full year of academic standing remaining prior to graduation.
 - (c) Complete one training cruise prior to selection.
 - (d) Complete all requirements for advancement within the Corps.
 - (e) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (f) Maintain confidentiality of sensitive information.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (l) Maintain a 2.0 or higher grade point average.
- (s) **Section Leader:** The Section Leader is ranking Second Class cadet and exercises the command function in the assigned section. The Section Leader reports to the Division Executive Officer. (This is not an assigned cruise position.)
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Section Leader include but are not limited to:
- (a) Ensure all underclassmen in the section fulfill their responsibilities.
 - (b) Ensure proper training for the Section's cadets.
 - (c) Responsible for the proper organization and administration of the Section.
 - (d) Supervise the Section in all matters pertaining to discipline and the coordination of the daily routine.
 - (e) Responsible for the overall appearance of his/her section and shall ensure the standards established for the Corps are upheld.
 - (f) Instill a high level of morale and esprit-de-corps.
 - (g) Ensure the good order and discipline and proper appearance of the section during formation at the Academy.
 - (h) Ensure accurate reports of absentees, infractions of regulations, damage to public property, or any other discrepancies are made promptly.

- (j) Ensure inspections of the sections are carried out as directed.
 - (i) Ensure communication throughout the section by means of meetings, bulletin boards, etc.
 - (k) Report to the Division Commander as to the status of the Section.
 - (l) Lead the Section at all Corps formations, inspections, and other events.
 - (m) Responsible for the accountability of all assigned cadets.
 - (n) Coordinate efforts of the squad leaders.
 - (o) Promulgate all information as directed by the Division Commander or Executive Officer.
 - (p) Attend meetings as directed by the Division Commander.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Section Leader include but are not limited to:
- (a) May be a junior cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection (exceptions can be given to non-licensed program cadets).
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Ensure balance between organizational and personal/team requirements.
 - (h) Identify and adapt to change and lead in view of those changes.
 - (i) Work within a team to develop positive vision, direction, and results.
 - (j) Interface effectively with seniors, peers, and subordinates.
 - (k) Maintain a 2.0 or higher grade point average.
- (t) **Section Training and Academic Officer:** The Section Training and Academic Officer is responsible for all aspects of training for all cadets within the assigned section including indoctrination, health, safety, ethics, core values, diversity awareness and harassment and all other leadership development training. The Training and Academic Officer will ensure the highest level of training readiness for all cadets participating in upcoming Training Ship and commercial cruises and internships. The Training and Academic Officer will report to the Section Leader. (This is not an assigned cruise position.)
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Section Training and Academic Officer include but are not limited to:
- (a) Coordinate with Division Training and Academic Officer to ensure the completion of all required training on schedule.
 - (b) Ensure proper training for the Section's cadets in shipboard familiarity, functions, and activities (i.e., cleaning bunks, fire stations, etc.)
 - (c) Ensure proper training of the Section's cadets in systems tracings, shipboard watch standing procedures, and the execution of Engineering Skills training Programs (Applicable to Engineering Sections only).
 - (d) Ensure proper training of the Section's cadets in shipboard watch standing procedures and the Deck Skills Training Program (Applicable to Deck Sections only).
 - (e) Track the completion rate for the section's training program.
 - (f) Ensure the section is meeting the training expectations for the upcoming Training Ship and commercial cruises and internships.
 - (g) Attend meetings as directed.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Section Training Officer include but are not limited to:
- (a) May be a junior cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection (exceptions can be given to non-licensed program cadets).
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.

- (f) Effectively manage the training programs for deck, engine, and campus skills.
 - (g) Participate in improving the Academy and solving problems.
 - (h) Ensure balance between organizational and personal/team requirements.
 - (i) Identify and adapt to change and lead in view of those changes.
 - (j) Work within a team to develop positive vision, direction, and results.
 - (k) Interface effectively with seniors, peers, and subordinates.
 - (l) Maintain a 2.0 or higher grade point average.
- (u) **Section Administrative Officer:** The Section Administrative Officer is responsible for the overall administrative management of the assigned section. The Section Administrative Officer reports to the Section Leader. (This is not an assigned cruise position.)
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Section Administrative Officer include but are not limited to:
- (a) Ensure all attendance and formation report sheets are completed in a timely fashion.
 - (b) Submit reports of absentees during scheduled formations, inspections, and meetings to the Division Administrative Officer in a timely manner.
 - (c) Assist the Section Training and Academic Officer in the completion of the training program.
 - (d) Promulgate all information as directed by the Section Leader.
 - (e) Attend meetings as directed.
- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Section Administrative Officer include but are not limited to:
- (a) May be a junior cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection (exceptions can be given to non-licensed program cadets).
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Ensure balance between organizational and personal/team requirements.
 - (h) Identify and adapt to change and lead in view of those changes.
 - (i) Work within a team to develop positive vision, direction, and results.
 - (j) 2.0 or higher grade point average.
- (v) **Squad Leader:** The Squad Leader is the ranking third class cadet and exercises the command function in the assigned squad. The Squad Leader must be thoroughly familiar with all members of the Squad and must maintain an accurate accountability of their Squad's watches and duty rotations. The Squad Leader reports to the Section Leader on campus.
- (1) **Duties and Responsibilities:** The duties and responsibilities of the Squad Leader include but are not limited to:
- (a) Educate all members of the squad of their responsibilities and how to fulfill them.
 - (b) Ensure all members of their Squad fulfill their responsibilities.
 - (c) Notify all member of the squad with watch updates weekly.
 - (d) Diligently promulgate all information as directed by the Section Leader or any higher ranking officer.
 - (e) Organize and maintain order of the Squad during formation and other mandatory meetings.
 - (f) Responsibility for the proper appearance of the squad during inspections and formations.
 - (g) Assist the Section Training and Academics Officer with all training and skills test.
 - (h) Report to the Section Leader for the proper procedures for the training and accountability of the Squad.
 - (i) Attend all meetings as directed by the Section Leader or any higher raking officer.
 - (j) Ensure his/her squad upholds the highest standards to the Code of Conduct and Core Values.
 - (k) Instill and maintain a high level of morale and esprit-de-corps.

- (2) **Knowledge, Skills and Abilities:** The knowledge, skills, and abilities of the Squad Leader include but are not limited to:
- (a) May be a sophomore cadet of any academic major at the Academy.
 - (b) Complete one training cruise prior to selection (for licensed majors only).
 - (c) Complete all requirements for advancement within the Corps.
 - (d) Maintain the highest standard of personal appearance, ethical behavior, diversity awareness, and adherence to the Core Values. Set an example for all other cadets to emulate.
 - (e) Maintain confidentiality of sensitive information.
 - (f) Participate in improving the Academy and solving problems.
 - (g) Ensure balance between organizational and personal/team requirements.

C. UNIFORM REGULATIONS

(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. The appearance of the Corps of Cadets is a reflection of CMA. 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.

(3) UNIFORM REGULATIONS

- (a) Uniform Standards - Initial uniforms required by students should be purchased through the campus Bookstore. Uniforms may be purchased elsewhere, but shall conform in quality, material, and style to uniforms sold through the Bookstore. When buying khaki uniforms, cadets should not mix differing shades of khaki. Both shirt and trousers should match in color.
- (b) Standards of Correct Wear and Appearance
 - (1) Backpacks: When in a dress uniform, backpacks shall not be worn over the shoulders, but must be carried.
 - (1) Belts and Brass Buckles: The belt is worn with only the brass end clip exposed. Belts should not be frayed or stained.
 - (2) Covers: Covers, including the CMA baseball cap, the combination cover, the garrison cap, and the watch cap are worn squarely on the head. CMA baseball caps may be worn on campus or on the ship, and are not to be worn backwards or be modified in any way. Caps are to be removed in all buildings.
 - (a) The Garrison Cap is an optional uniform item for all cadets and may be worn in lieu of the CMA ball cap. When worn the Garrison Cap shall have the Corps insignia device indicating department centered on the left side of the cap. No other insignia shall be worn on the cap.
 - (b) Except during formation and inspection, the CMA knit watch cap may be worn, as an option to the CMA ball cap, with the khaki or working blue uniform of the day from 01 November to 01 April.

- (c) Bandanas are never authorized as headgear.
- (3) Gloves: Gloves (other than work gloves) shall be black.
- (4) Jewelry: Jewelry is not permitted except as follows: One necklace to be worn for medical or religious purposes only, but shall not be worn exposed. Only medical alert bracelets are authorized. Watches and rings shall be conservative in size, so as not to hinder the cadet's work performance or constitute a safety hazard. Only female cadets are authorized to wear small, plain gold or silver post earrings while in uniform (white posts may be worn with the dress blues, tropical white or salt and pepper uniform). Only one earring is permitted for each ear lobe. Body piercing is not authorized on body parts visible when in uniform.
- (5) Misc. Articles: Articles carried in pockets must not be visible upon the uniform.
- (6) Name Tags: Nametags shall be worn centered 1/4 inch over the right shirt pocket. Nametags shall be black with white lettering. Velcro nametag is to be worn on the left breast of the U.S. Navy pullover sweater.
- (7) Outerwear: Any outerwear worn with the uniform of the day shall be free of stains, rips, paint, grease or any other non-authorized markings. Jackets will be zipped up (3/4 of the zipper) and the sleeves will not be pushed up.
- (8) Pants: Pants shall be hemmed so that the bottom of the trouser is no less than 1 inch off the ground or more than 1 inch above the top of the shoe. Pants shall be worn squarely on the waist.
- (9) Raingear: All raingear shall be yellow. Ponchos are not authorized.
- (10) Shirts: Shirts are worn tucked in with all buttons, including pockets, buttoned. Long-sleeve shirt may be worn with the sleeves rolled up above the elbow.
- (11) Shoes:
- (a) Black dress shoes, plain toe, laced, rounded toe oxfords, no stitching, leather only, polished.
 - (b) Black or brown safety work boots, suitable for shipboard work.
 - (c) White tennis shoes, plain, leather or canvas (at sea only).
 - (d) Pumps, plain black, less than 2" heel, polished.
- (13) Shorts: Shorts shall have an inseam of at least 4 inches and the length shall be at least 1 inch above the crease of the knee. Khaki shorts should not have cuffs nor be 'cargo' or board type shorts. Cut-off shorts are never authorized.
- (14) Skateboards/Scooters: Skateboarding or Scooters are not allowed if the rider is in any uniform. Additionally, they are never allowed in or around the Quad.
- (15) Skirts: Skirts are worn with a length range of 1 inch above or below the crease in the back of the knee.
- (16) Socks: Socks shall be black, U.S. Navy style. White socks are only authorized for wear with work uniforms or with tennis shoes at sea.
- (17) Sunglasses: Conservative sunglasses, with frames being metal, or black, or brown in color are permitted, except during formations. Lenses are to be black, brown or gray in color/tint. Mirrored lenses are prohibited. Retainer straps, if worn, shall be plain, and black. When not be worn square on the face, sunglasses must be stored out of view.
- (18) Undershirts: Undershirts may be worn underneath uniform shirts, but shall be short sleeve, plain, white crew-neck style without any writing or emblems. Undershirt sleeves must not extend beyond the bottom of any uniform sleeves. (Dark blue or black is acceptable under coveralls for engineers.)
- (19) Women's Uniforms: Women may wear men's uniforms, but may not mix or match men's and women's shirts and pants. They shall wear either one or the other.
- (20) The campus is a professional work and academic setting. As such, the Public Displays of Affection,(PDA) while in uniform is not appropriate in this environment and is prohibited.

(c) Uniform Composition

(1) Dress Blues:

- (a) Men: Dark blue coat and trousers, white dress shirt, black four-in-hand tie, black web belt with brass buckle, black plain toe dress shoes, black socks, and white combination cover.
- (b) Women: Dark blue coat and trousers, white dress shirt, black bow tie, black web belt with brass buckle, black plain toe dress shoes, black socks, and female style white combination cover. In lieu of trousers, socks and shoes, a blue skirt, hosiery and plain black pumps may be worn.

(2) Khaki Uniform:

- (a) Men: Khaki trousers, khaki short-sleeve or long sleeve shirt, khaki web belt with brass buckle, black plain toed shoes, black socks, appropriate collar devices and name tag. Covers must be worn when outdoors and shall be the khaki combination cover, garrison cap or the CMA baseball cap.
- (b) Women: Khaki trousers, khaki short-sleeve or long sleeve shirt, khaki web belt with brass buckle, black plain toed shoes, black socks, appropriate collar devices and name tag. In lieu of trousers, socks and shoes, a khaki skirt, hosiery and plain black pumps may be worn. Covers, must be worn when outdoors and shall be the female style khaki combination cover, garrison cap or the CMA baseball cap.

(3) Salt and Pepper:

- (a) Men: Black trousers, black web belt with brass buckle, white short-sleeve shirt, hard shoulder boards, black socks, black plain toed shoes, and white combination cover.
- (b) Women: Black trousers, black web belt with brass buckle, white short-sleeve shirt, soft shoulder boards, black socks, black plain toed shoes, and white combination cover. In lieu of trousers, socks and shoes, a black skirt, hosiery and plain black pumps may be worn.
- (c) Outerwear: In inclement weather, only the campus black jacket or the yellow raingear may be worn. N-1 jackets, khaki jackets, and dress blue jackets are not authorized with this uniform. Approved sweaters may be worn. Jackets will be zipped up (3/4 of the zipper) and sleeves will not be pushed up.

(4) Work Uniforms:

- (a) Khaki Uniform: Khaki uniform with black or brown safety work boots. Watch cap or CMA baseball cap may be worn with this uniform. At sea, when authorized, khaki shorts may be worn in lieu of trousers.
- (b) Blue Work Uniforms: Dark blue work trousers, dark blue work shirt (short or long sleeve), black web belt with brass buckle, and black or brown safety work boots. Watch cap or CMA baseball cap shall be worn with this uniform.
- (c) Boiler Suit: Approved 100% cotton navy blue boiler suit. Suit must remain zipped or buttoned at all times. Black or brown safety work boots must be worn with this uniform. CMA ball cap or watch cap shall be worn with this uniform.
- (d) Work Jacket: Authorized for wear as a work uniform. The black, fleece-lined CMA jacket is not authorized for wear with a work uniform.
- (e) Safety Gear: Hard hats, safety glasses, hearing protection and safety work boots must be worn when safety requirements so indicate.
- (f) Uniform Item Appearance: Coveralls, work jackets, hard hats and other work uniforms shall not be painted, covered with stickers or otherwise decorated.
- (g) Knives:
 - (i) For all students enrolling after Fall 2008, the only authorized knife is the Rothco (model 3427) Samurai II – Black Skeletal Handle Hunter Lockback with a 3 ½ inches stainless steel serrated blade or pending the future unavailability of this model whatever knife is subsequently specifically approved by the Academy in writing as the officially allowed standard instrument.
 - (ii) For all students enrolling before Fall 2008 - Folding knives with blades up to 4 inches long are allowed on the Training Ship and waterfront area although the Rothco

- Samurai II is the preferred instrument.
- (iii) Fixed blade knives are prohibited.
- (h) Approved Divisional Patches: Students are authorized to wear their approved divisional patch on work uniforms. The patch shall be worn as follows:
- (i) Sewn on the right sleeve of work uniforms and boiler suits only with the top of the patch 1 ¼ inches from the seam of the shoulder.
- (ii) No modifications are allowed to the authorized patch.
- (iii) The wearing of divisional patches is prohibited on any other uniform item.
- (5) Outer Garments:
- (a) The black, CMA fleece-lined jacket may be worn with the uniform of the day if it is clean, neat and free from paint and stains. No insignia will be worn on the jacket.
- (b) The issued work jacket may be worn with the work uniform or uniform of the day by personnel on watch.
- (c) The black raincoat may be worn with the uniform of the day during inclement weather or for warmth. It must conform to the Naval Officer Style Raincoat if it is not standard issue. This raincoat may also be worn over the dress blue uniform.
- (d) The U.S. Navy Surface Warfare Officer sweater may be worn as an outer garment when wearing the khaki uniform. Soft shoulder boards and the approved name patch are required.
- (e) During inclement weather, the yellow foul weather gear may be worn with the uniform of the day, with the work uniform and by personnel on watch. Multi colored or non-yellow raingear is not authorized.
- (f) The Navy pea coat is not authorized for wear at any time.

(4) UNIFORM POLICY

It is the policy of The California Maritime Academy that uniforms be worn at all classes (day and night), formations, meals, watches, and on any CMA watercraft (excluding team and club events).

(a) Uniform of the Day

- (1) Unless otherwise specified, the uniform of the day while in class and on campus, shall be the khaki uniform, as described in Section 4.C.(3)(c)(2).
- (2) As noted in Section 4.C.(3)(b)(7), any outerwear worn with the uniform of the day shall be free of stains, rips, paint, grease or any other non-authorized markings.
- (3) The CMA baseball cap may be worn with the uniform of the day except when Khaki Long is the uniform of the day. Watch caps are not authorized with the uniform of the day. The khaki combination cover may be required with this uniform at times.
- (4) The Uniform of the Day is required until 1630 each day and during all on-campus classes, formations, and meals. It must be worn when conducting business on campus at any time.
- (5) During the day, proper civilian attire may be worn in the Student Center provided the cadet is not on watch or acting in an official capacity. Cadets, while in civilian attire, must transit directly to/from Student Center and may not proceed through the internal campus area.

Khaki Uniform of the Day

- Khaki trousers, khaki short or long sleeve shirt
- Khaki web belt with brass buckle
- Black plain toed shoes, polished, with black socks
- Appropriate collar devices and nametag
- Combination Cover, Garrison Cap or CMA baseball cap
- Khaki combination cover or garrison cap (when prescribed)
- Khaki skirt, hosiery and plain black pumps (optional for women)

(b) Work Uniform

- (1) Work uniforms shall be worn during any laboratory classes on the Training Ship GOLDEN BEAR, CMA small craft, during Extra Duty, cleaning formations, work parties, and when specified.
- (2) The black CMA fleece-lined jacket is not authorized for wear as a work jacket.
- (3) When working in the Engine Room, long-sleeves and long pants are required at all times.

(c) Watch Uniform

- (1) On campus, the uniform for the quarterdeck watch is the khaki uniform of the day, with cover (CMA baseball cap or watch cap), nametag and collar devices. Clean work boots are authorized. The uniform for watch in the engine room is the long-sleeve dark blue work uniform or long-sleeve coveralls working uniform. Issued outer garments may be worn.
- (2) At sea, the uniforms shall be khaki on the bridge and appropriate working uniform for the engine room. Covers (Garrison cap or CMA ball cap) shall be worn when on any Deck watch.

(d) Mess Deck Uniform

- (1) The uniform of the day, with appropriate footwear is the only uniform allowed in the mess deck DURING meal hours, with the following exceptions:

- (a) Cadets on watch (1600-2000) or those just completing watch (0400-0800) may eat in the appropriate watch uniform.
- (b) At evening meals, First Class cadets may wear civilian clothing, as specified in this section.
- (c) On weekends and Friday night meals, all cadets other than watch personnel may wear civilian clothing, as specified in this section, in the mess deck.
- (d) Athletes: Members of Intercollegiate sports teams or official athletic classes may eat in their athletic clothing under the following circumstances:
 - (i) The team must be in an official pre-season or in season. This policy does not apply to post-season practices or training sessions.
 - (ii) The game, official team practices, or class let out too late to allow time for the cadets to shower and change into the khaki uniform.
 - (iii) The cadet must be listed on the official team roster or class list.
 - (iv) The athletes may not enter the mess deck prior to 1830.
 - (v) The athletic clothing must meet the criteria for civilian clothing, as specified in this section, in the mess deck.
 - (vi) There must have been an official team practice or class on the day in which they are seeking this allowance.
 - (vii) Cadets who are working out or practicing on their own may not take advantage of this privilege at any time.
- (e) Cadets are authorized to eat in their work uniform from 0630 to 0750, Monday through Friday, provided that they are in the complete work uniform as described in the Section 4.C.(3)(c)(4).

- (2) Cadets who are on a break from a laboratory class or from the Training Ship GOLDEN BEAR may enter the mess deck in the appropriate work uniform for a coffee break. Coffee breaks occur in the morning or afternoon, but never during meal hours.

- (3) Cruise: The uniforms for cruise will be prescribed in the Section 7.D.

(e) Dress Uniforms - Dress Blues or the Salt and Pepper uniform may be prescribed as the uniform of the day or for special events.

(f) USCG Officer Trainees - Cadets who are enlisted in the United States Coast Guard will wear the uniform on the day as designated by the assigned Liaison Officer.

(g) Civilian Clothing

- (1) Civilian clothing, when worn on liberty or in the mess deck, shall be free of markings, patches, rips, paint or stains.
- (2) The following items are not authorized for wear: cut-off jeans or shorts, tie-dyed clothing,

clothing that is ripped, stained or in bad repair, white undershirts, and clothing that has words or pictures that are sexually explicit, profane, refer to drug or gang paraphernalia, or with negative connotations with regard to race, religion, color, ancestry, ethnicity, gender, or sexual orientation.

- (3) Tank tops or White Tee Shirts are never authorized for wear in the mess deck.
- (4) Sandals or Teva type shoes are authorized for wear in the mess deck on campus.
- (5) Civilian clothing may be prescribed as the liberty uniform by authorization of the Captain of the Training Ship. All liberty wear will be inspected and approved prior to leaving the ship by the Corps leadership, the Commandant of Cadets, and the licensed officer of the watch.

D. INSIGNIA AND RIBBONS

(1) TABLE OF INSIGNIA, SLEEVE, SHOULDER AND COLLAR DEVICES

Insignia consists of stripes or rank device to indicate rank and class and an emblem or device to indicate academic departments.

1	Corps Commander	Six (6) 1/4" horizontal stripes Six (6) track collar device.
4	Corps Executive Officer ASCMA Executive President Company Commander (2)	Five (5) 1/4" horizontal stripes Five (5) track collar device.
14	Corps Training & Academic Officer Corps Administrative Officer Company Executive Officer (2) Company Chief Mate (2) Company Chief Engineer (2) Division Commanders (6)	Four (4) 1/4" horizontal stripes Four (4) track collar device.
14	Company Training & Academic Officer (2) Company Administrative Officer (2) Company Second Mate (2) Company First Assistant (2) Division Executive Officer (6)	Three (3) 1/4 " horizontal stripes Three (3) track collar device.
16	Company Third Mate (2) Company Second Assistant (2) Division Training & Academic Officer (6) Division Administrative Officer (6)	Two (2) 1/4" horizontal stripes Two (2) track collar device.
	All Non-Officer First Class	One (1) 1/4" horizontal stripe One (1) track collar device
90	Section Leaders (30) Section Training & Academic Officer (30)	One (1) 1/4" horizontal yellow stripe with blue hash marks

	Section Administrative Officer (30)	One (1) silver collar device with blue hash marks
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	All Non-Officer Second Class	Two (2) 1/8" diagonal stripes Department device on each collar.
90	Squad Leaders	One (1) 1/8" diagonal stripes One (1) silver collar device with red hash marks
	All Non-Officer Third Class	One (1) 1/8" diagonal stripes Department device on left collar only.
	All Fourth Class	One (1) 1/8" diagonal stripes No collar devices.

(2) SHOULDER BOARDS

Worn on Salt and Pepper and U.S. Navy Surface Warfare Officer's sweater (soft shoulder boards only). In all cases, for Deck cadets, the anchor is placed with the crown facing the outer edge of the board with the unfouled arm of the stock facing forward. Women are issued soft shoulder boards and shall be worn in lieu of hard boards (unless women are wearing men's shirts).

(3) COLLAR DEVICES

Worn on Khaki uniforms. Devices consist of metal grade insignia devices indicating rank and corps devices to indicate department.

- (a) International Business and Logistics Department: A gold, crossed quills is worn.
- (b) Marine Transportation Department: A gold fouled anchor is worn, so that the unfouled arm of the stock is facing outboard of the shirt.
- (c) Engineering Department: A gold, three-bladed propeller is worn with one blade pointing down toward the tip of the collar.
- (d) Global Studies and Maritime Affairs Department: A gold globe is worn.
- (e) Placement: All devices are to be centered 1" from the front and lower edges of the collar and positioned with the vertical axis along an imaginary line bisecting the angle of the collar point.

(4) RANK DEVICES

Rank devices shall be worn by all cadets according to the Sleeve, Shoulder and Collar Device Table above.

(5) NAMETAGS

Nametags shall be worn on the khaki uniform centered 1/4 inch over the right shirt pocket. Nametags shall be black with white lettering. A Velcro nametag is to be worn on the left breast of the U.S. Navy pullover sweater.

(6) USNR, USCGR, AND MMR INSIGNIA

Cadets who are in the U. S. Naval Reserve, U.S. Coast Guard Reserve, and Merchant Marine Reserve

programs at CMA shall wear the authorized breast insignia denoting their participation in the program. Only those CADETS who have been sworn in may wear the insignia. The insignia shall be worn centered 1/4" above the left pocket on the Khaki and Dress Blues uniforms. The name badge worn with the U.S. Navy Surface Warfare Officer's sweater shall also have on it the appropriate insignia.

(7) RIBBONS

- (a) Wearing the Ribbons: CMA ribbons may be worn on the Khaki uniform of the day or any dress uniform. The ribbons are worn centered over the top of the left breast pocket, with the bottom edge of the ribbon 1/4" above the top of the pocket. A row consists of three ribbons lined up edge to edge. The ribbon with the highest order of precedence is worn on the upper row of ribbons, farthest to the left, or towards the middle of the uniform. The ribbon with the lowest precedence is worn on the bottom row, closest to the right, or towards the sleeve. Rows of ribbons should be affixed to the uniform so that the bottom edge of one row touches the top edge of the next row.
- (b) CMA Ribbons – Order of Precedence
- (1) Meritorious Service Award (awarded by the President for exceptional service above and beyond the normal course of duty, including acts of bravery, heroism, and courage by a cadet).
 - (2) President's List (awarded to those students whose semester Grade Point Average exceeds 3.75).
 - (3) Dean's List (awarded to those students whose semester Grade Point Average exceeds 3.25).
 - (4) Admiral's Leadership Award (awarded by the President to those students with exemplary performance as displayed through their self-discipline and service to the Academy. In that a cadet did not acquire any demerits; and did not have any proven disciplinary action, including demerits, warnings, extra duty, etc.; and acquired over 30 merits during the academic semester).
 - (5) GOLDEN BEAR Award for Outstanding Cadet Watch Standing during the Training Cruise (determined by faculty watch officers).
 - (6) Most Helpful Upper-Class Cadet Award: (awarded to the upper-class engineer and deck cadets who have helped and contributed the most in the preparation and training of the under-class cadets prior to and during cruise as determined by the voting of underclass cadets in their respective departments).
 - (7) Best Shipmate Award during the annual Training Cruise (determined by voting from fellow cadets).
 - (8) Good Conduct (for those cadets who complete a semester without acquiring demerits and having no proven disciplinary action, including demerits, warnings, extra duty, etc.) .
 - (9) Gold Medal Leadership Award (awarded to those cadets completing the annual requirements of the Gold Medal Certification Program) .
 - (10) Cruise Award (awarded to those cadets satisfying: (1) did not receive any form of admonition at Cruise Conduct Review Board; (2) successfully completed all STCW requirements: (3) never late to any assignment/duty/watch; (4) excelled in their performance of duties; (5) demonstrated leadership and proactive measures commensurate with their level: (6) maintained a good attitude throughout cruise. This award will be given to upper class and under class cadets. The award will additionally receive a Letter of Commendation signed by the Commanding Officer of the Training Ship GOLDEN BEAR, which the cadet may use as a letter of recommendation for employment. One nominee will be provided by each the Corps Commander, Corps Chief Engineer, Corps Chief Mate, Division Commanders, and Licensed Officers on cruise. The total number of awards will not exceed fifteen percent of the total class and department.).
 - (11) Corps Officer (awarded to first class cadets who serve as a Corps or Divisional officer).
 - (12) ASCMA Council Ribbon (awarded to all elected ASCMA officers and appointed positions limited to Executive Secretary, APB and OAP Directors).
 - (13) Resident Assistant (awarded to those who have been selected to be a Resident Assistant for the upcoming Academic year).
 - (14) Section Leader (awarded to second class cadets who serve as a Section Leader).
 - (15) Squad Leader (awarded to third class cadets who serve as a Squad Leader).

(16) Varsity Letter (for those cadets who are varsity lettermen on intercollegiate sports teams).

(17) Drill Team (awarded by the Drill Team Commander to members of the Drill Team).

(18) Color Guard (awarded by the Color Guard Commander to members of the Color Guard). Emergency Response Team (awarded to those cadets who have volunteered, completed one semester of formal classroom training, and a successive semester of service and training with the Emergency Response Team).

(c) **Military Ribbons and Medals:** Cadets who have prior military experience or are currently serving in the U.S. Military may wear approved military ribbons and medals on their CMA dress uniforms. U.S. Military ribbons take precedence over CMA ribbons and may be worn together on the same uniform.

E. GROOMING STANDARDS

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.

Men

(a) **Hair**

- (1) Hair will be neat, clean, and present a groomed appearance. Hair on the back of the neck will not touch the collar and will be trimmed by clippers or razor as necessary to maintain a neat appearance.
- (2) An evenly graduated appearance should be maintained above the ears and around the neck (no steps).
- (3) Hair will be no longer than four inches and will be styled and groomed so that it does not touch the outer rim of the ears or extend below the eyebrows when headgear is removed, nor interfere with the proper wearing of headgear.
- (4) Bulk of the hair shall not exceed two inches, graduated to a maximum of 1/4 inch at bottom. Bulk is defined as the distance the mass of hair protrudes from the scalp when groomed (as opposed to the length of the hair).
- (5) Hair may be colored a natural color only.
- (6) Varying hairstyles, including Afro, are permitted provided these styles meet the criteria of maximum length, bulk, and graduated appearance at the back and sides.
- (7) Hair must be conservative in style. Outlandish hairstyles are not permitted.

(b) **Shaving**

- (1) The face, except for sideburns and mustache, will be clean-shaven at all times. Cadets should always shave before watch.
- (2) Sideburns, if worn, should be neatly trimmed and evenly graduated. Sideburns will not extend below the middle of the ear, and will end in a clean- line.
- (3) Mustaches, if worn, will not extend below the lip line of the upper lip, nor will they extend more than 1/4 inch beyond the corners of the mouth.
- (4) Beards are not authorized.

Women

(a) **Hair**

- (1) Hair will be clean and neatly arranged. Back of hair may touch, but not fall below, the lower edge of the collar. Various contemporary styles are permitted, but exaggerated styles, including excessive fullness or height, or uneven lengths, are not authorized. The bulk of the hair shall not interfere with the proper wearing of headgear.

- (2) Hair ornaments, including ribbons will not be worn when in uniform. Pins, combs, or barrettes of a neutral color or similar in color to the individual's hair color may be worn. Plain colored rubber bands or cloth-covered rubber bands may be used with ponytails or braids, but must be of a color that is neutral or similar to the individual's hair color.
- (3) Hair may be colored a natural color only.
- (4) Hair must be conservative in style. Outlandish hairstyles are not permitted.

(b) Cosmetics

- (1) Cosmetics, if used, will be conservative and in good taste.

F. LIBERTY REGULATIONS

(1) REGULAR LIBERTY

- (a) Liberty is defined as that time in which a cadet may leave the campus or the ship, and is NOT required to participate in academy or shipboard functions. Upon expiration of liberty, cadets are required to be either on campus or on the Training Ship. Liberty at the end of the day is not automatic, nor is it a right. The ship always comes first.
- (b) For regulations and policy regarding liberty during dockside steaming and during the cruise, refer to the Section 7.F.(3). Liberty may be granted or revoked at any time at the discretion of the Captain of the Training Ship or the President.
- (c) During the school year, liberty is granted for cadets at all times, except during the following activities, for which attendance is required:
 - (1) Formations
 - (2) Watch
 - (3) 24-hour watch section for Campus Duty Officer, Night Mate, and Night Engineer
 - (4) Mandatory Meetings
 - (5) Assigned Extra Duty
 - (6) Other events as specified by Captain of the Training Ship or the President

(2) SPECIAL LIBERTY

- (a) Definition: Special Liberty is defined as liberty that is granted at a time when a cadet is required to participate in a required function, such as formation or mandatory meetings.
- (b) Criteria for Special Liberty or Emergencies: Special Liberty, which results in missing formation, duty, mandatory meetings, etc., will be granted for emergency reasons only. Emergencies are limited to the following:
 - (1) Medical Need: A signed order or appointment arranged by the Student Health Center or an appointment based on verified critical medical need scheduled by the cadet or the cadet's family. Such verification shall be in writing from the doctor involved. Routine medical or dental examinations are not considered emergencies. The Director of the Student Health Center signs medical special liberty request.
 - (2) Legal Need: Court-ordered appointment or appearance requires written verification. Payment of traffic fines does not constitute an emergency. The Commandant of Cadets or his/her staff shall sign this special liberty request.
 - (3) Family Emergency: Death or serious crises within the cadet's family.
- (c) Special Liberty Request Form: Cadets who wish to be granted Special Liberty may do so be completing a Special Liberty Request Form. This form must be filled out completely and signed before being submitted for final approval. Special Liberty Requests must be submitted and approved in order to avoid being put on report for missing a mandatory activity.
- (d) Watch Exchanges: Cadets who wish to be granted special liberty during watch must complete a Watch Exchange Form. (Refer to Section 4.G.(3)(c)(1))

(3) SPECIAL LIBERTY ON CRUISE

The policy for granting special liberty during cruise is stricter than during the school year. Special liberty is not granted for convenience reasons or recreational pursuits. There must be a compelling and verifiable reason for the special liberty request and it must be submitted well in advance. All requests for special liberty should be submitted to the Chief Mate, Chief Engineer, or Senior Faculty Member for other academic programs.

G. WATCH STANDING REGULATIONS

(1) PURPOSE OF WATCH TRAINING

- (a) STCW Requirements: As part of the training program to earn a Merchant Marine License, cadets are required to stand watch on the Training Ship. Every eight hours of watch stood on the ship represents a day of sea-time. According to Standards for Training, Certification and Watchkeeping (STCW) there is a minimum amount of sea-time each cadet must earn on the Training Ship to qualify for a Merchant Marine License. Every cadet participating in this program must stand watch in progressively more responsible duties aboard the ship.
- (b) Professional Training: It is the policy of The California Maritime Academy that all cadets stand watch on Campus and/or aboard the Training Ship, even if they are not pursuing a Merchant Marine License. By standing watch, cadets develop positive professional traits they will bring with them to any job, at sea and ashore. The classes attended by students, the practical training received, and the sum of all leadership skills comes to the test in standing watch. The ability to supervise and perform the day-to-day mundane activities on the Training Ship and campus, as well as the ability to react quickly and correctly to unpredictable or even life threatening situations which can occur without warning, are the measure by which students must train and discipline themselves as watch standers.

(2) GENERAL INSTRUCTIONS TO THE WATCH

- (a) Carry out all Orders: Standing Orders and Night Orders should be followed exactly. On the Training Ship, never informally deviate from these orders unless you have received permission to do so from the Captain, Chief Mate, or Chief Engineer. On the campus, never informally deviated from these orders without the permission of the Commandant of Cadets or his/her staff. Following orders is an important skill and requires each cadet possess a keen attention to detail. Orders promulgated by officers, senior cadets, and other persons of authority should also be followed. The exception to this rule is if an order would immediately jeopardize a person's safety.
 - (1) Standing Orders: Watch standers receive their orders directly from the Captain of the Training Ship or Commandant of Cadets via the Standing Orders. The Standing Orders are generally posted with the logbooks and will represent either in port standing orders or underway standing orders. The cadet should read these orders every time he or she assumes a watch, regardless of how many times they have read them before. In addition, the deck watch standers should read any orders left by the Chief Engineer, and the engine room watch standers should always read the standing orders left by the Captain.
 - (2) Night Orders: Night Orders are supplemental orders to the Standing Orders and may be posted on a daily basis by the Chief Mate, Chief Engineer, and Commandant of Cadets. Watch standers should read and carry out all night orders. If for some reason you are uncertain as to how an order should be carried out, ask a watch supervisor or call the Night Mate, Night Engineer, or Campus Duty Officer. Don't just fail to carry out an order because you don't understand what is being asked: find out what to do!
- (b) Conduct Yourself as a Professional: Cadet watch standers serves as representatives of the Captain and the Commandant of Cadets during their absence and act on his/her authority. Watch standers assume responsibility for the safety and security of the Training Ship and the campus and for the well being of the people. Therefore, cadets must hold themselves to the highest standards of conduct. Cadets need to be alert and aware of what is going on at all times. Cadet watch standers must exercise good judgment, be constantly vigilant, come to watch prepared for all situations, and do whatever is

necessary to acquire the technical knowledge needed to effectively stand a professional watch.

- (1) Know Emergency Procedures: The watch stander should know all emergency procedures as outlined in the Standing Orders. Be prepared to give the alarm in case of fire or other emergency and then stand by to help the watch supervisor or the senior watch stander present. Train yourself to react to emergencies. Learn how to use emergency equipment, fire extinguishers, safety gear, and first aid. Go over possible scenarios with your duty section. Know what your job would be in an emergency situation. Don't wait until something goes wrong to find out that you should have learned these things. Prepare yourself for all situations in advance.
 - (2) Never Sleep or Drink Alcohol on Watch: Sleeping on watch is strictly forbidden. Drinking alcohol while on watch is considered by the Academy to be a dismissal offense. Furthermore, watch standers should not consume any alcohol within eight hours of assuming a watch. Alcohol is not allowed aboard the Training Ship GOLDEN BEAR. If you suspect that another cadet has reported to watch intoxicated, or is sleeping, it is your responsibility to report the facts to the Night Mate, Night Engineer, or Campus Duty Officer immediately.
 - (3) Follow the Chain of Command: Industry standards require adherence to a formal chain of command. Normally, cadets should utilize this chain of command to their immediate superior who in turn consults their immediate supervisor and so on.
 - (4) Report Everything to your Superior: Violations of Academy regulations, any unusual occurrences, and fire or safety hazards will be reported to the watch supervisor without delay. If you are in doubt, call your watch supervisor. Do not hesitate to call and wake them up if necessary. In general, the Chief Mate, Chief Engineer, or Commandant of Cadets do not like to be the last ones to learn of something significant occurring.
 - (5) Stay Alert: Be diligent and stay aware of your surroundings. Monitor activities throughout the ship and know what is happening at the other watch stations. Watching television, reading non-study material, playing video games, listening to the radio and avoiding duty is not permitted. There are orders to be carried out, security rounds to be made, and training to be done during a four-hour watch.
 - (6) Maintain General Order and Cleanliness: The watch stander will maintain general order and cleanliness in the vicinity of the watch station. Take pride in how your area looks. Leave the watch station in better order and cleanliness than when you assumed the watch.
 - (7) Don't Eat or Smoke on Watch: Eating and smoking are not permitted on the quarterdeck or other watch stations. Eating and smoking are permitted only during the watch stander's mealtime and only in the areas designated for eating or smoking.
 - (8) Be Courteous: Treat your fellow watch standers with dignity and respect in the same way that you would want to be treated. Be courteous and polite to all visitors on the Training Ship and campus. Remember, the Golden Rule applies on board a ship just as it does on land.
- (c) Never Abandon your Watch until Properly Relieved: Cadets never abandon their watch until they have been properly relieved. Before relieving the watch you must read, understand, and sign the Standing Orders and Night Orders. You must then conduct a verbal exchange of information with the person you are relieving. Remember the person you are relieving may be tired, so ask questions about his or her watch in order to get all the right information. Cadets are properly relieved only when the relief has stated, "I relieve you." You must then report to the watch supervisor and receive permission to secure from watch. Only the Night Mate or Night Engineer can relieve a cadet from watch whose relief has not arrived. In general, cadets may have to remain on watch indefinitely if they have no relief.
- (d) Report for Duty on Time: Except where specifically stated otherwise, all watches will be relieved fifteen minutes before the hour. For example, if a cadet has the watch from 2000-2400, the reporting time is 1945. Reporting later than 1945 (less than 15 minutes before the hour) constitutes being late to watch. More than 30 minutes late constitutes a missed watch for STCW watch tracking purposes. Cadets are responsible for waking themselves in time for watch. No rouses or wake up calls will be made. Sleeping through your alarm clock or saying that your alarm did not go off are not acceptable reasons for being late to watch. Non-resident cadets must take special precautions to avoid traffic problems or other situations at home that might make them late.

(e) Come to Watch Prepared

- (1) Wear the Proper Uniform: All watch standers will be in the proper uniform, and the uniform will be clean and neat. Men should always be clean-shaven and women should always have their hair pinned up properly. It is the responsibility of the watch supervisor to ensure that all those on watch comply with Academy uniform and grooming standards. Refer to Section 4.C.(4)(c) for Uniform requirements on watch. All watch personnel will remain in uniform during their entire watch.
- (2) Bring the Proper Gear: A cadet on watch should always carry a flashlight, pocketknife, small notepad and a black pen. In addition, proper clothing should be worn to watch. If it appears that it will rain, bring a rain jacket. Not coming prepared to watch is not an excuse to be relieved of certain duties.
- (3) Have a Good Attitude: Come to watch well rested and prepared for any contingency on the ship. Take initiative, and ask questions. There is always something to learn when on the ship.

(f) Keep a Professional and Factual Log

A log is a permanent written record that constitutes the official account of the watch's activities aboard the ship. The log should be "a complete daily record, by watches, in which shall be described every circumstance and occurrence of importance or interest which concerns the crew and the operation and safety of the ship or which may be of historical value." In accordance with 46 CFR 4.05-15 and 35.07-10, the ship's logbooks are legal documents that may be used in an investigation or in court to reconstruct the events of an accident or marine mishap. Cadets must learn to keep a professional, factual log. Log entries shall be made in black ink, never pencil. The following guidelines are to be used in handling and keeping the ship's logs.

- (1) Chronological: Logs are intended to be a chronological record of watch activities and, therefore, each entry shall be preceded by the time of the reported activity. Time shall be logged based on the 24-hour clock. Log events as they happen.
- (2) Detail: Entries shall be of sufficient detail to permit later reconstruction of events by persons not on watch at the time. Particular emphasis must be afforded details of emergency medical situations, violations of security, fire, or disorders so that proper authorities can initiate corrective action.
- (3) Corrections: No erasures shall ever be made in any logs. When a correction is necessary, a single line shall be drawn through the original entry so that it remains legible, and the correct entry inserted. Corrections, additions, or changes in any log may be made only by the cadet required to sign the original log entry. The correction must be initialed in the log's margin by the individual making the entry.
- (4) Factual: All log entries should be based on fact. The use of logs for non-professional opinions or editorial comment is not authorized. Writing jokes, witty quips, stories, or drawing in a logbook is strictly forbidden.
- (5) Log Books

- (a) Deck Log: The Deck log will be kept on the quarterdeck when the Training Ship GOLDEN BEAR is docked at CMA and serves as the ship's official log. The Deck Department maintains this log.
- (b) Engineering Log: The Engineering log will be kept in the engineering control room.
- (c) Campus Log: The Campus log will be kept in the Corps office on campus.
- (d) Visitor's Log: The Visitors' Log will be kept on the quarterdeck. Any cadets, watch standers, visitors, contractors, or other persons not normally assigned to the ship must be logged in. Remember, the importance of this log lies in the fact that should there be a need to account for all personnel during an emergency. This log will be our only reliable source of information concerning who is onboard. Note what time a person checks in, what company they are with, and of whom they are visiting. The Quarterdeck watch is responsible for the upkeep of the visitor's log.

Cadet Sign-In Sheet: Sign-in sheets serve as proof a cadet stood a watch. Failure to sign-in constitutes a missed watch for STCW watch tracking purposes. No exceptions will

be made.

- (e) Night Order Log: The Chief Mate, Chief Engineer, and Commandant of Cadets fill out their daily night orders in this log. One is kept on the quarterdeck, the engine room, and the Corps office. The Night Mate and Night Engineer use similar logs for the cadet watch.
- (f) Refuse Disposal Log: Any garbage that is discharged from the ship while at sea must be recorded in this log. The Deck Department maintains this log.
- (g) Oil Record Book: Any loading or discharging or the pumping of bilges must be recorded in this book. The Engineering Department maintains this log.
- (h) Radio/GMDSS Log: All outgoing and in-coming radio transmissions while at sea must be recorded. The Deck Department or Radio Officer maintains this log.
- (i) Ship's Official Log: This is the official logbook for a ship and is maintained by the Captain.

(3) WATCH PROCEDURES

(a) Watch Assignments

- (1) Divisional Duty: Divisions assign watches to cadets. Each division has duty for a 24-hour period beginning at 0800. Weekend duty begins at 0800 on Friday and ends at 0800 on Monday. Every cadet within a division may be recruited for a last minute, emergency watch on their divisional duty day, and should plan for this accordingly. Divisional duty day assignments will be posted at the beginning of each semester. You must constantly check the watch bills for last minute changes. It is your responsibility.
 - (2) Cadet Watch Assignments
 - (a) It is the responsibility of each cadet to read the watch bills and report to an assigned watch.
 - (b) Watch Bills are prepared by Divisional Executive Officers and are approved by the Division Commander.
 - (c) Watch Bills should be posted at least two weeks in advance. Every cadet will be given a schedule of his or her watch assignments for the semester as soon as possible. The Division XO will prepare this schedule.
 - (d) Watch assignments will be made as fairly and equitably as possible. Due to STCW requirements, every cadet must stand a minimum number of watches.
 - (3) 24-Hour Duty: The Night Mate, Night Engineer, and Campus Duty Officer are required to remain on campus during the entire 24-hour duty day. Failure to remain on campus is a serious breach of conduct. A room will be provided on the Training Ship GOLDEN BEAR for those cadets living off campus.
- (b) Watch Tracking and Sign-In Sheets: In order to comply with STCW regulations, records of all watches and cadets who stood those watches must be maintained by The California Maritime Academy. Watch Sign-In Sheets will be used for this purpose and will be kept in the Corps office. All watch standers must sign the sheet when reporting for watch. The Company Executive Officers and Commandant of Cadets will use this log (Sign-In Sheet) as the official attendance log for all watches. If a cadet fails to sign the log, even if they stood the watch, then it will be considered to be a missed watch for STCW watch tracking purposes. It is the responsibility of the Night Mate to turn in the Sign-In Log to the Commandant of Cadets' office no later than 0800.
- (c) Watch Exchanges
- (1) Watch Exchange Form: Any cadet assigned a watch who desires to exchange his or her watch must do so by completing the Watch Exchange Form. Informal watch exchange, swaps, or selling watches are not authorized, and may result in being put on report for missing a watch.

(2) Watch Exchange Approval: Exchanging a watch requires the pre-approval from the Office of the Commandant of Cadets. The Watch Exchange Form also requires the signatures of the cadet taking the watch and a series of Corps officers depending on the watch. No completed form will be accepted after 0800 on the day of the watch. Watch exchanges on a Saturday or Sunday must be submitted no later than 0800 on Friday.

(3) Watch Conflicts: Inherent with standing watches is an individual responsibility to manage watch conflicts. The only authorized conflicts are evening or weekend classes or intercollegiate sporting events. Once you know your class schedule or intercollegiate schedule, it is your responsibility to inform the Division Officer (responsible for developing the watch bills) about any conflicts. In making the watch bills, division officers have a responsibility to resolve authorized conflicts, if they are made aware of them in a timely fashion. However, if a conflict remains after the watch bill has been approved, it is your responsibility to fill out and complete a watch exchange form. Watch exchange forms need to be completed prior to 0800 on the day of the watch (M-Th) and prior to 0800 on Friday's for weekend watches. Watch exchange forms are located in the Student Center and outside of the Corps Office in the Marine Programs Module. Once the watch exchange form has been approved, the following is the proper routing:

Pink Cadet filling out the Watch Exchange

Yellow Cadet Assuming the Watch

White TSGB watches – Quarterdeck

Campus watches – Corps Office

(d) Illness on Watch: In case of illness, it is the responsibility of the cadet who is assigned to a watch to notify the Night Mate, Night Engineer, or Campus Duty Officer as soon as it becomes apparent that he or she will not be able to stand a watch. It is therefore imperative to know their phone numbers and the Division Commander's phone number. Failure to appear for a watch, even if one is ill, may result in being put on report if the appropriate senior watch standers have not been notified before the watch in question. It is then the responsibility of the senior watch standers to re-assign the watch by notifying the Division Commander, and the Chief Mate, Chief Engineer, or Commandant of Cadets. The Division Commander is ultimately responsible for filling the watch, and if need be, standing the watch him or herself.

(e) Emergency Specials: In the event of an emergency that prevents a cadet from standing watch, the Commandant of Cadets, the Company Chief Mate or Company Chief Engineer may grant an Emergency Watch Exchange. It is then the responsibility of the Night Mate, Night Engineer, or Campus Duty Officer to re-assign the watch.

(4) CADET WATCH PERSONNEL

(a) Deck Department

(1) Night Mate (24-hour watch, required to stay on campus): The Night Mate will be a First Class Deck Cadet who has been qualified for this watch by the Chief Mate. In order to qualify, they must have completed a commercial cruise, passed the Changeover Exam and completed certain academic classes. The Night Mate is the senior watch stander aboard the Training Ship and, as such, may be relieved only by a faculty member. The Night Mate will communicate directly with the Senior Licensed Staff. The Night Mate is the watch supervisor for the Cadet Watch Officer and Quarterdeck Watch. The Night Mate is responsible for carrying out the Standing Orders and Night Orders, watch routines, training of the watch section, all log writing, and for the posting of all watch standers. The Night Mate is also responsible for submitting report sheets for all deck cadets who have violated conduct regulations while on watch. Both the on-coming and off-going Night Mate will report to the Chief Mate at 0700 to turn over the watch. Failure to show at the morning turn over will be considered a missed watch.

(2) Cadet Watch Officer: The Cadet Watch Officer (CWO) will be a Second Class Deck Cadet who has been qualified for this watch by passing the Changeover Exam and by completing the first training cruise. The CWO is responsible to the Night Mate and Chief Mate for the smooth and safe performance of the Quarterdeck Watch. The watch station is the ship and boat basin. The CWO is the watch supervisor for the Quartermaster and Security Watches. The CWO shall

carry out all Standing Orders and Night Orders and assist in the training of all cadets via the Deck Skills Training Program.

- (3) Quartermaster: A Third Class Deck Cadet will stand the Quartermaster (QM) watch. The QMs primary duty is to assist the CWO and assist in the training of new cadets.
- (4) Security: This watch will be assigned to two Fourth Class and/or two Third Class Deck Cadets. The Security Watch is supervised directly by the QM.
- (5) Deck Utility Watch: This watch will be assigned to Fourth Class Deck Cadets. Cadets report to this watch in the Engine Operating Station. They should report to the Watch Engineer who will oversee their training. Report to this watch in appropriate attire for the engine room. The primary purpose of this watch is to familiarize the deck cadet of the in-port watch routine of the engineering department.

(b) Engineering Department

- (1) Night Engineer (24-hour watch, required to stay on campus): The Night Engineer will be a First Class Engineering Cadet who has been qualified for this watch by the Chief Engineer. In order to qualify, they must have completed a commercial cruise and passed the Changeover Exam. The Night Engineer is directly responsible for all engineering watches occurring during the 24-hour period. The Night Engineer will be responsible for ensuring that all watch duties are properly carried out, maintenance is completed, log writing, training conducted by the watch personnel, and engineering watch personnel conform to uniform and grooming standards. The Night Engineer shall carry out all Standing Orders and Night Orders. The Night Engineer is also responsible for submitting report sheets for all engineering cadets who have violated conduct regulations while on watch. The off-going and on-coming Night Engineer shall meet each morning before 0800 to turn over the watch. Failure to show at the morning turn over constitutes a missed watch.
- (2) Watch Engineer: The Watch Engineer (WE) will be a Second Class Engineering Cadet who has been qualified for this watch by passing the Changeover Exam and by completing the first Training Cruise. The Watch Engineer is to follow the directions left by the Night Engineer in the Engineering Log. The Watch Engineer will be held accountable to perform watch standing duties for his or her watch. The Watch Engineer is directly responsible for the performance of the Junior Watch Engineer and Engine Utility Watch Standers. The Watch Engineer shall carry out all Standing Orders and Night Orders and assist in the training of all cadets via the Engine Skills Training Program.
- (3) Junior Watch Engineer: The Junior Watch Engineer (JWE) is to be stood by a Third Class Engineering Cadet who has qualified by passing the Changeover Exam. The JWE is to assist the Watch Engineer in the training of the Engine / Utility Watch Standers.
- (4) Engine Watch: This watch is to be stood by two Fourth Class and/or Third Class Engineering Cadets. The Engine Utility watch personnel are supervised by the JWE.
- (5) Engineering Utility Watch: This watch will be assigned to Fourth Class Engine Cadets. Cadets report to this watch on the Quarterdeck. They should report to the Cadet Watch Officer who will oversee their training. Report to this watch in appropriate attire for the quarterdeck. The primary purpose of this watch is to familiarize the engine cadet of the in-port watch routine of the deck department.

(c) All Cadets, All Departments

- (1) Campus Duty Officer (24-hour watch, required to stay on campus): The Campus Duty Officer (CDO) will be a First Class cadet who reports directly to the Commandant of Cadets and is responsible for all campus watch personnel including Assistant Campus Duty Officer, Gate Supervisor, and Gate Watch. The CDO watch is a 24-hour watch, and as such, you must remain on campus in case of an emergency. The CDO watch also encompasses the Master-at-Arms responsibility. A room on the ship will be made available for those CDOs who live off campus. This watch begins and ends at 0700. The CDO must be either making a round or in the Corps office until 2400 nightly. The CDO should also ensure cadets attending night classes are in the uniform of the day and attend all events, such as sporting events, lecture series, etc., after class hours to ensure all Rules and Regulations of the Corps are enforced. After that, the

CDO will be on call. The CDO must ensure conformance to the Standing Orders, Night Orders, and posted signs. The CDO is responsible to look after all campus property to ensure it is not vandalized, stolen, or destroyed.

As the MAA, the CDO shall carry out the following orders:

- (a) The Master at Arms will ensure that only the uniform of the day, with appropriate footwear, is allowed in the mess deck DURING meal hours, with the following exceptions:
 - (i) Cadets on watch (1600-2000) or those just completing watch (0400-0800) may eat in the appropriate watch uniform.
 - (ii) First Class cadets may wear appropriate civilian clothing at evening meals.
 - (iii) On weekends and Friday night meals, all cadets other than watch personnel may wear appropriate civilian clothing in the Dining Facility.
 - (iv) Cadets who are on a break from a laboratory class or from the Training Ship GOLDEN BEAR may enter the Dining Facility in the appropriate work uniform for a coffee break in the morning or afternoon, but never during meal hours.
 - (v) Athletes: Members of Intercollegiate sports teams or official athletic classes may eat in their athletic clothing under the following circumstances:
 - The game, official team practice or class let out too late to allow time for the cadets to shower and change into the khaki uniform.
 - The cadet must be listed on the official team roster or class list.
 - The athletes may not enter the Dining Facility prior to 1830.
 - The athletic clothing must meet the criteria for appropriate civilian clothing in the Dining Facility.
 - There must have been an official team practice or class on the day in which they are seeking this allowance.
 - Cadets who are working out or practicing on their own may not take advantage of this privilege at any time.
 - (b) You are never allowed to physically eject an individual from the Dining Facility.
 - (c) Do not allow any food, plates, trays, glasses, utensils or other mess deck items to be removed from the Dining Facility.
 - (d) If you have a class conflict with watch, go to class, but log the time of the conflict and the name of the class in the logbook.
 - (e) Check in with the Dining Facility Manager upon assuming the watch at 0630.
- (2) Assistant Campus Duty Officer: The Assistant Campus Duty Officer (ACDO) will be a Second Class Cadet and will supervise the Gate Supervisor and Gate Watch. The ACDO will be a four-hour watch from 1545 to 2400 on weekdays and from 1545 Friday to 0745 on Monday. The ACDO must ensure conformance to the Standing Orders, Night Orders, and posted signs. The ACDO should also ensure cadets attending night classes are in the uniform of the day and attend all events, such as sporting events, lecture series, etc., after class hours to ensure all Rules and Regulations of the Corps are enforced. With the CDO, the ACDO is responsible to look after all campus property to ensure it is not vandalized, stolen, or destroyed. The CDO and ACDO are to make hourly rounds of the campus. When not making a campus round, the ACDO will be stationed in the Corps office.
- (3) Gate Supervisor: The Gate Supervisor will be a Third Class Cadet and will supervise and train the Gate Watch. The Gate Supervisor will be a four-hour watch from 1745 to 2400 on weekdays and from 0800 to 2400 on Weekends. The Gate Supervisor will report to the Main Gate for duty. The Gate Supervisor must ensure conformance to the Standing Orders, Night Orders, and posted signs.

- (4) Gate Watch: The Gate Watch will be a Fourth Class Cadet. The Gate Watch will be a four-hour watch from 1745 to 2400 on weekdays and from 0800 to 2400 on Weekends. The Gate Watch will report to the Main Gate for duty. The Gate Watch must ensure conformance to the Standing Orders, Night orders, and posted signs.
- (5) **ON CALL WATCH**: The Divisional On-Call Team will be available to respond to maritime security level changes on Training Ship GOLDEN BEAR or the facility; urgent repairs and maintenance on Training Ship GOLDEN BEAR; and to vacancies in their specific watch bills. The Team may be recalled by the Captain of the Training Ship or their designee. Each On-Call Team will consist of four deck cadets, four engine cadets and four cadets in the campus/facilities watch rotation from the duty division. Each Team should consist of members from all four classes. Each oncoming On-Call Team cadet MUST report to the Corps Office between 0730 and 1230 to sign in as the On-Call Watch Stander. Signing in consists of the Watch Stander: 1) printing their name, 2) leaving a contact number where they will be available for recall during the entire period, in the On-Call Team Log. (Failure to sign the On-Call Watch Log constitutes being absent from watch) The On-Call watch stands relieved at 0730 the following morning and need not sign out of the log. For weekend watch, the On-Call Team is on duty from Friday through 0730 Monday. If the On-Call Watch Stander cannot provide a reliable contact number they may request a pager from a member of the Commandant's staff. If called, the On-Call Watch Stander MUST be able to return to the campus in less than two hours and be ready to assume watch duties. Upon being recalled, it is the recalled cadet's responsibility to advise of any delay in arrival due to commuting requirements. On-Call Team Standing Orders are posted under watch standing on the current students section of the csum.edu website.

CHAPTER 5

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A. HOUSING & RESIDENTIAL LIFE AT CAL MARITIME

(1) GENERAL

Welcome to living on campus at CMA!

The residence halls are an extension of the academic community and part of the living and learning environment. As a member of the residential community, you will have many opportunities to make friends and be involved in a positive group living situation.

This guide to on-campus living is designed to provide you valuable information about residence hall living and acquaint you with residence hall policies, regulations and services. In this guide you will read about your obligations and responsibilities as a resident in the halls. You are joining a community in which respect for the rights of others is expected. This guide is an extension of your Housing License Agreement (HLA). Violation of the policies described here constitutes a breach of your contract and may have serious consequences. Please read this guide and keep it for future reference.

The Housing & Residential Life staff is dedicated to creating an environment that supports your academic success and personal growth. We hope you will be an active participant in a cooperative effort by residents and staff to accomplish this outcome. We invite you to take advantage of the resources and staff available in the residence halls to help make this a productive and successful year.

Should you need assistance, please feel free to stop by the Office of Housing & Residential Life located on the first floor of Upper Residence Hall. We're glad you're here!

(2) LIVING ON CAMPUS

There are many advantages to living on campus at CMA. You will live among students who share similar interests, experience the camaraderie of various living areas, and have an opportunity to focus exclusively on your education and training without other distractions. Living on campus, you will develop lifelong friendships and gain the confidence that comes from independent living.

LIVING ON CAMPUS IS:

- **Convenient:** you'll be close to the Ship, Boathouse, classrooms, computers, deck facilities, labs, cafeteria, Student Center, library, and study areas. Living on campus also offers other conveniences - laundry facilities, vending centers, and recreation areas. And for those times when you need advice or help in solving problems, you will be able to talk with well-trained, sensitive staff members.
- **Economical:** On-campus living - including furniture, utilities, internet and cable television service - is typically less expensive than living off-campus in an apartment.
- **Fun:** Participate in social, cultural, recreational, and educational programs offered on campus throughout the academic year. Leadership opportunities abound on campus!
- **Healthy:** Residence halls offer a smoke-free environment.
- **Easier:** Avoid the commute to and from campus - you're free from daily parking hassles and commuting time.
- **Better:** Research indicates that college students who live on campus are more involved in campus life than those who live elsewhere and, therefore, are more satisfied with their collegiate experience and have higher retention rates.
- **And more...** :There are many more advantages to living on campus that you will experience when living on campus.

(3) CMA RESIDENCE HALLS

- (a) LOWER RESIDENCE HALL:The Lower Residence Hall (LRH) is actually a set of three separate complexes, each three stories tall. All of the rooms in LRH overlook the Carquinez Strait and have a southern exposure. There are four rooms on each floor and one suite-style bathroom. A laundry room is located within each complex. The Lower Residence Hall C-stack is home to our **24 Hour Quiet** living area. The **24 Hour Quiet** area is simply that, one in which community members have agreed to adhere to a standard of quiet on a 24-hour-a-day basis. It is expected that noise from a student's room will not extend beyond that room. For more information, please contact the Office of Housing & Residential Life.
- (b) UPPER RESIDENCE HALL:The Upper Residence Hall (URH) is so named because it is the older of the two facilities. It is built of red brick and is also three stories tall. Half of the URH rooms share a view of the Carquinez Strait, and the remaining rooms have a northern exposure. There are 45 rooms on both the 2nd and 3rd floors. Each floor is divided into an East and West wing with one large bathroom per wing.
There is a large laundry room on the 1st floor shared by all residents in this building. The Barber Shop, TV Lounge, Recreation Room, Office of Housing and Residential Life are located on the 1st floor. There are study areas on all three floors.
- (c) McALLISTER HALL:One hundred and thirty two students will live in the brick-faced building that boasts wireless connections, radiant heating, semi-private tiled bathrooms, furnished, double-occupancy rooms with views of Bodnar Field or the Carquinez Straits, and generous community rooms.
- (d) TRAINING SHIP GOLDEN BEAR:The Training Ship GOLDEN BEAR is our floating residence hall that is located on the waterfront portion of the campus. This hall is suite style with double occupancy rooms that share a common bathroom. Half of these rooms have a view of the Carquinez Strait, while the other half will have a view of the campus. There are two laundry rooms located on the 01 & 02 decks shared by all residents living on that deck. There is a gym located on the lower deck of the ship.

All of the residence halls at CMA are "smoke free." Smoking is allowed only in designated smoking areas.

(4) SERVICES, FACILITIES & STAFF

- (a) RESIDENCE HALL SERVICES
- Professional & Paraprofessional Housing and Residential Life staff
 - Recreational, social, and cultural activities
 - Educational programs and workshops
 - Custodial services for common areas and restrooms
 - Cable Television service
 - Port-per Pillow Data service
 - Barber services
- (b) RESIDENCE HALL FACILITIES
- Double & Single (limited availability) Occupancy Rooms
 - Laundry Facilities
 - Recreation Center (foosball, pinball, and video games)
 - Snack Center (food and beverage vending machines and microwave ovens)
 - Study Areas
 - Barber Shop
 - TV Lounge
 - Bike Racks

(c) RESIDENCE HALL STAFF

The Residence Halls at Cal Maritime are jointly staffed through CMA Services and the Dean of Students. CMA Services is responsible for the "Housing" operation to include facility planning, renovation, custodial services, room assignments, billing, and key control. The Residential Life component is responsible for educational and social programming, upholding community standards, and individual support of students through peer assistance. Housing and Residential Life staff members strive to create a community atmosphere in each residence hall which is both socially and academically stimulating. Student growth and development are encouraged and supported by the staff. Residents are expected to assume responsibility for their own actions, and to assist in maintaining a comfortable and safe living environment. It is important that everyone works toward making residence hall living a valuable experience for each resident.

Resident Assistants (RAs), who are trained student staff members, live throughout the residential communities and are there to address any concerns or problems you may have. The Office of Housing and Residential Life are professionally staffed by two Coordinators for Residence Life, a Director of Housing and Residential Life the Dean of Students, and the Director of CMA Services. In addition, the Office of Housing & Residential Life also employs many student assistants throughout the academic year.

(5) STUDENT ROOMS

- (a) GENERAL:As your college home, your residence hall room will be a reflection of you. The manner in which you decorate, furnish, and take care of your room is part of showing your uniqueness. The following is basic information about your room, ways in which it can be decorated, your responsibility as a roommate, and other ways of establishing a safe and enjoyable living environment.
- (b) ROOM DESCRIPTION:Most rooms at CMA are designed for double occupancy. Room sizes range from 12' X 13' to 12' X 16'. All rooms have heaters that are controlled by the occupant(s). Each double room is furnished with two beds, two mattresses, two desks, two desk chairs, two wardrobes with dresser inserts, two desk lamps, window blinds, two towel bars, and waste can. Residents are responsible for providing bedspreads, pillows, bed linens and blankets. All room furnishings are Housing property and must remain in the room for the entire academic year.
- (c) SINGLE ROOMS :Persons interested in obtaining a single room may inquire at the Office of Housing & Residential Life. There is an additional premium charged in addition to the annual housing fee. Single room requests are filled based upon class standing, date of request, and availability. There are a very limited number of single rooms available.
- (d) ROOM ASSIGNMENTS:Each spring, returning students select their living area, room, and roommate for the upcoming year. A small number of single room assignments are made during the spring room selection process. Students requesting single rooms who are not accommodated at the time of room selection will be kept on a waiting list for the remainder of the academic year.
- (e) ROOM CHANGES:If you desire to change rooms or switch roommates during the semester, you may obtain a Room Change Request Form at the Office of Housing and Residential Life. Room changes may not take place prior to the approval of your request. Moving without approval may result in returning to your originally assigned room. Room changes are permitted beginning the second week of each semester if you follow procedure and space is available. The steps for properly completing a room change include:
- Complete a Room Change Request Form.
 - Obtain the necessary approval.
 - Complete the necessary Room Inventory Forms.
 - Return your old room key.
 - A \$50.00 charge will be assessed to any student(s) who fail(s) to properly complete a room change.

(6) CHECK-IN AND CHECK-OUT

(a) CHECKING INTO YOUR ROOM

A signed Student Housing License Agreement (HLA) must be on file with our office prior to your being issued a room key. The License explains our expectations of you as a resident and what you can expect from us. Since the License is a legal contract, you are encouraged to read it carefully to ensure you understand all the terms and conditions completely. Questions concerning the License may be directed to the Office of Housing & Residential Life.

Residence hall staff will complete a Room Inventory Form (RIF). The form details the condition of your residence hall room and furnishings prior to your arrival. When you check into your room, you will be given a copy of the Room Inventory Form. You will be asked to inspect your room and assess its condition. It is your responsibility to look closely at all aspects of your room and furnishings. You should look for such things as holes in screens, marred furniture, nail holes, decals and damages. This form is also used as a way to make sure that you leave your room at the end of the year in the same condition as you found it upon check-in. If discrepancies exist, you must bring this to the attention of the Housing & Residential Life staff within 24 hours of checking into your room.

(b) CHECKING OUT OF YOUR ROOM

Checking out at the end of the semester is almost a reverse of the check-in process. You must sign up for a check-out appointment in advance with your Resident Assistant. Your room must be cleaned and all personal belongings removed before your scheduled check-out appointment. Instructions will be advertised at the end of each semester. You must be present at your room at your check out time.

At the time of check-out, a staff member will re-inspect your room using the Room Inventory Form completed when you checked in, to determine if any damage has taken place since you moved into the room. The cost for any damages and lost or broken furniture will be billed to you. ***Any damage not originally noted on the Room Inventory Form will be charged to you with the assumption that it occurred during the time of your occupancy. All rooms are subject to a final inspection and damage assessment after all occupants have checked out.***

After the Housing & Residential Life staff member has completed their inspection, you will return your room key and staff will lock the door. A list of estimated replacement/repair costs is available at the Office of Housing & Residential Life.

Checking Out of Your Room Requires:

- Scheduling a check-out appointment with your RA.
- Removing all personal belongings from your room.
- Cleaning your room prior to your check-out appointment.
- Reviewing and signing the Room Inventory Form with the staff member.
- Returning your residence hall room key to the staff member.

(7) KEYS

(a) ROOM KEYS

Keep your room key with you at all times. You will be issued a key to your room when you check into your residence hall. The key is for your personal use only and must not be loaned to another person. Also, keys must not be duplicated (in accordance with CMA policy). If you share a telephone with friends, other than your roommate, you need to make arrangements with them for access to these items during your absence. You and your roommate will be issued identical keys to the room. Any time a student moves out of the residence halls or changes rooms in the residence halls, all keys must be returned to a Residential Life staff member for collection and verification. Return of the keys will be noted on the Room Inventory Form.

If you lose your room key or your mailbox key, there is up to an \$80 charge to re-key the room or mailbox for security purposes. You should notify the Office of Housing & Residential Life immediately to report lost room keys and notify the mailroom attendant to report lost mail keys to ensure your safety and the security of your belongings. **Students must carry their keys with them at all times.**

Note: *Change of lock cylinder—There is no charge for repair or replacement of broken locks due to normal wear and tear. Contact Housing & Residential Life for repairs.*

(b) LOCK-OUT SERVICE FOR RESIDENCE HALL ROOMS

If students forget their room keys, they may go to the Office of Housing & Residential Life (M-F 8:00 a.m. - 4:30 p.m.) and obtain a loaner key. A \$5.00 charge will apply for each lock-out. The loaner key must be returned to the Office of Housing & Residential Life within (1) hour. If the student fails to return the loaner key to the Office of Housing & Residential Life within one (1) hour, a lock change will be initiated and the student will be charged \$80 for a lock change. If the room key is returned before a lock change has been completed, \$65 of the charge will be refunded. If the lock change has been completed, no refund will be given.

If students are locked out of their rooms after regular business hours, they may contact the Resident Assistant on duty for admittance. A \$5 charge will apply for each lock-out. At no time will a student be admitted to another student's room without the occupant's written permission emailed to the Director of Housing & Residential Life.

(8) GENERAL HOUSING INFORMATION

(a) CARE FOR YOUR ROOM

It is your responsibility, in cooperation with your roommate, to keep your living environment clean and attractive. Certain standards of cleanliness need to be maintained, not just for personal comfort or attractiveness, but to adhere to fire, health and safety standards. Such things as food left lying around, overflowing wastebaskets and unclean floors attract insects. Although custodial services are provided in common areas and bathrooms, cleanliness is also a shared responsibility for those who use these facilities. For health, safety and security reasons, each room will be inspected periodically during the academic year.

Health and Safety Inspections of student rooms will be conducted a minimum of once per semester. Health & Safety Inspections are not room searches. Staff will be checking rooms for compliance with Housing & Residential Life policy. A minimum of 48 hours' notice will be given prior to Health & Safety Inspections. For further information, please see your Resident Assistant. Although Health & Safety Inspections are not room searches, Resident Assistants will document any visible policy violations.

(b) ROOM DECORATIONS - The use of highly combustible materials for decorations and displays may cause serious fire hazard conditions and is prohibited. For personal protection, you are urged to use good judgment in decorating your room. In the section entitled "Residence Hall Room Regulations" in this guide, there is a complete list of specific prohibited items due to fire safety reasons.

(c) WASHERS AND DRYERS - Washers and dryers are located in each residence hall. This equipment is card accessible and the cost is \$1.25 per wash and .75 per dry. If a machine malfunctions, please call Web Washer and Dryer Service at 1-800-824-7780. This number is posted in the laundry rooms. Cal Maritime is not responsible for any damage caused by the washers and dryers.

(d) STORAGE - CMA residence halls are not designed to provide storage. Storage is not available over the summer. All personal items must be removed from the residence hall at the end of each academic year or upon your check-out, if earlier.

(e) PHONE SERVICE - All residence hall rooms have phone jacks and have been wired for personal telephones. Students are responsible for providing their own telephones. Phone service may be arranged through CMA. Tampering with room telephone equipment is a violation of state and federal laws subject to campus disciplinary action and/or subject to civil legal action.

(f) CUSTODIAL SERVICE AND MAINTENANCE

The custodial and maintenance staffs are very important to your residence hall operation, since they keep the common areas of the buildings clean and in good physical condition. Maintenance personnel are available to repair Academy property. If something in your room, bathroom, corridor or lounge needs repair, it is your responsibility to notify the Office of Housing & Residential Life at 1400 to ensure that the repair can be made promptly. Contact the RA on duty with any after-hour emergencies (707-853-2896). Most repairs are made at no cost. Charges are made only when damage is determined to be malicious. Work Order forms are available from the Housing Office or your Resident Assistant. The cost to repair any common area damages deemed to be the result of vandalism with an unknown perpetrator will be charged to the entire floor/building.

Each resident is responsible for taking trash from his/her room to the dumpsters located outside the residence halls. There are separate dumpsters available for trash and cardboard recycling. Please do your part. If students fail to remove their garbage to the outside garbage receptacles and instead dispose in the restrooms or lobbies, the entire residential community will be charged if the perpetrator is unknown.

(9) COMMON AREA FACILITIES INFORMATION

(a) McALLISTER HALL AND THE UPPER RESIDENCE HALL RECREATION ROOM & TV LOUNGES

The lounges and recreation rooms in both residence halls are for your use. To schedule meetings, or other events, you must contact the Office of Housing & Residential Life for room reservations. As the host/hostess you must ensure that the event complies with CMA policies and state, local and federal laws. You are also responsible for the behavior of your guests in the reserved facility during the event.

For your convenience, the residence hall lounges and recreation rooms are potentially furnished with couches, chairs, tables, pool tables and athletic equipment. This furniture is for all the residents of a hall and must not be removed for private use. Students that remove lounge furniture for private use will be documented and fined.

(b) STUDY ROOMS - There are study rooms available for student use in both residence halls. Studying takes precedence over gaming and extracurricular activities.

B. RESIDENTIAL LIFE: SAFETY & SECURITY

(1) KEEPING OUR COMMUNITY SAFE - No matter where you are these days, it is important to have a sense of the community around you and remain mindful of your personal safety and the security of your possessions. Report suspicious people or activity to Public Safety/CMA PD as soon as possible. Public Safety may be reached at 654-1176/1111. We highly discourage propping your bedroom/suite/restroom doors open as this diminishes the safety of the entire community. Students may be charged for the following: tampering with room/suite/bathroom locks, disabling the locking function when students are not present in their rooms and/or propping doors open.

(2) THEFTS - Theft is usually not a problem at CMA, but you are encouraged to protect your property by labeling your belongings and always closing and locking your door. In the event that a theft has occurred, you should contact Public Safety to file a report. To protect yourself and your belongings, lock your room each time you leave and when you are sleeping. You should carry your key with you at all times.

(3) SECURITY AND INSURANCE - If you have any expensive items or equipment (computer, camera, stereo, CD player, watch, TV, etc.), you should have these engraved with your Social Security number. Public Safety and the Office of Housing & Residential Life have engravers that you may borrow at no cost. This identification is helpful in recovering stolen items. You may also consider keeping a personal inventory of items and their serial numbers. To prevent items from being stolen, you should keep your room door locked when you are not in the room, even if you are just down the hall visiting a friend. CMA does not provide insurance for any of your personal belongings as a result of theft, fire damage and/or water damage. Thus, you need to make your own arrangements to insure your personal belongings through an insurance agent or your family's homeowner's policy.

(4) EMERGENCIES

(a) GENERAL - On-campus emergencies should be reported immediately to campus officials. For assistance Monday through Friday during campus business hours, call or come to the Office of Housing & Residential Life in the Upper Residence Hall at 707-654-1400. At all other times, contact Public Safety (707-654-1176) and/or the RA on Duty for your building (numbers listed on posters outside of and within each residence hall).

- (b) POLICE EMERGENCIES - In an emergency situation requiring police response in a residence hall, you should first dial 9-1-1, then inform Public Safety/CMA PD at 654-1111 and report the situation to a residence hall staff member.
- (c) MEDICAL EMERGENCIES
When you or another student need emergency medical treatment, it is essential that you react quickly and efficiently. If you cannot leave the person, send someone to get help immediately. You should call 9-1-1 for all life-threatening emergencies. Vallejo is equipped with emergency 9-1-1 service. Public Safety, the Student Health Center and the Office of Housing & Residential Life should be informed of all medical emergencies as soon as possible. Students who are transported by the local rescue squad/ambulance service will be billed for the service.
- (d) PERSONAL EMERGENCIES - If you or a friend feels an immediate need to speak with a counselor, or you believe someone is in need of immediate psychological assistance, you have several options: You may contact the Counseling Center/ Student Health Center or the Housing & Residential Life Office at Cal Maritime during regular business hours. If it is after hours, you may contact the Resident Assistant on Duty, who will put you in touch with a Cal Maritime professional staff member on call. You may also call the Solano County Suicide Prevention number (707-428-1131) that offers 24-hour assistance every day.

(5) FIRE SAFETY AND EMERGENCY EQUIPMENT

(a) FIRE ALARMS AND EQUIPMENT

In the event of a fire alarm, you must assume that there is a fire and exit the building by designated routes as quickly as possible. You should close windows and doors, wear a coat and shoes and take a towel to aid in breathing in a smoke-filled area. You should remain outside of the residence hall until the reentry signal is given by fire staff or Residential Life Professional or Paraprofessional staff.

The fire safety equipment provided in the residence halls (alarms, extinguishers, and hall and room smoke detectors) is provided for use in an emergency situation. Tampering with this equipment is a serious matter that can result in ineffectiveness during an emergency. Tampering with safety equipment will lead to disciplinary action, which will generally result in severe sanctions and may also result in civil legal proceedings.

- (b) ROOM SMOKE DETECTORS - The residential fire alarm system includes smoke detectors in each student room that are hard wired into the centralized system. What this means is that the detection of smoke or tampering with the smoke detector in your room will automatically set off the alarm within your building. Moreover, the alarm system will print out the exact location of the tampering or smoke. Please check your room often to observe potential fire hazards. Encourage others to take steps to promote fire safety. Working together, we can prevent tragic fire losses. Read all fire safety material distributed by staff, and constantly be aware of the need for fire safety in the residence halls.

(c) FIRE PREVENTION

Fire can cause significant damage and threaten human life. Students must realize the important role that they play in fire safety. Listed below are suggestions to help prevent fires in the halls:

- Turn off and unplug all appliances immediately after use, including such items as curling irons, irons and popcorn poppers.
- Remain in your room when an electrical appliance is in use.
- The use of objects with open flames, including candles, oil lamps, etc. or the burning of incense, is prohibited in the residence halls at all times.
- Multiple-outlet connections are prohibited unless they have a built-in circuit breaker and carry an Underwriter's Laboratory (UL) approval.
- Locate multiple-outlet connectors away from high traffic areas. Check for frayed cords.
- Do not place electrical cords under rugs.
- Use of holiday and door decorations should be limited. Hallways and rooms may not be covered with decorations. Live cut trees are prohibited in student rooms. Consult the Office of Housing &

Residential Life for further details on decorations.

- Curtains must not be hung near the doorway.
- Furniture and other items must not be placed near the doorway so as to impede exiting the room.
- Report any fire safety hazards immediately to the Office of Housing & Residential Life.

(d) EARTHQUAKES

- Duck or drop down on the floor
- Take cover under a sturdy desk, table, or other furniture (or move against an interior wall, and protect your head and neck with your arms).
- If you take cover under sturdy furniture, hold on to it and be prepared to move with it.
- Hold your position until the ground stops shaking and it is safe to move.
- If it is safe to exit the residence hall room or building, put on your shoes, grab your keys and evacuate the building quickly. If it is safe to do so, bring essential items such as critical prescription medicine.
- If you have an Earthquake Emergency Kit, bring it.
- IF YOU CANNOT EXIT THE BUILDING, TIE AT LIGHT-COLORED SHIRT TO A BALCONY RAILING, WINDOWSILL OR DOOR HANDLE SO THAT IT CAN BE SEEN BY OTHERS.
- Move to the designated Evacuation Point taking care to keep away from downed trees, debris and electrical lines (maps are located on the back of residence hall doors and hallways).

(e) SHELTER IN PLACE - If there is an emergency requiring you to “shelter in place” (generally, staying where you are and taking precautions such as locking doors, closing and locking windows etc. CMA will make every effort to inform you of the need to do so. However, you are also responsible for you own safety and for gathering as much information as you can.

C. POLICIES & PROCEDURES

As a residence hall student, you are responsible for your behavior and the behavior of your guests. Specific policies and procedures are outlined in this section to provide a framework for group living standards. It is expected that every member of the residence hall community will assist fully in maintaining an appropriate living environment.

The preferred way to write a policy statement for an Academy community is to simply state the following: Each community member will conduct himself or herself in a way which does not negatively affect others. Instead, this policy section is composed of an extensive listing of policies with brief descriptions. While the justification for each policy is not provided because of space limitations, a more complete understanding of why the rules exist can be realized if you apply the policy statement above. If you consider all of the negative effects certain actions have on others, it then becomes easy to understand the reasons behind the policies listed below.

When in the residence halls, the following policies are in effect for all students, those who live on campus as well as those who live off campus—as well as their guests/visitors. Residential Life staff and students are responsible for the enforcement of residence hall policies and will enforce them at all times.

RH01 Alcohol

- 1.1 The sale, purchase, possession and transportation, storage and consumption of alcoholic beverages in residence halls are prohibited. Additionally, members of the Corps of Cadets may be charged in accordance with Section 3.C.(1)(a)(1)(e).
- 1.2 The possession of alcohol beverage containers including empty bottles or cans is prohibited. No “collections” of alcohol beverage containers are permitted.
- 1.3 Possession, usage, sale, distribution, brewing or being in the presence of alcohol anywhere within or on grounds immediately adjacent to the on-campus housing facilities is prohibited.
- 1.4 Possessing or using a common source of alcohol (e.g. keg, party ball, trash can, etc.) or participating in an event where a common source is present is prohibited.
- 1.5 Paraphernalia – Possessing, collecting, or otherwise displaying any containers, marketing materials, advertisements, or items bearing the name, logo or likeness to any alcoholic beverage is prohibited.
- 1.6 Violation of other university policies while under the influence of alcohol is a violation.
- 1.7 Inability to exercise care for one’s own safety and/or the safety of others (including drawing attention to oneself) due to intoxication is a violation.

- 1.8 Organizing or participating in activities where alcohol is present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption.

NOTE -- Identified items under this policy are subject to confiscation, disposal and/or destruction.

RH02 Appliances in Residence Hall Rooms

- 2.1 Items that are not allowed in students' rooms include, but are not limited to, air conditioners, space heaters, hot plates, immersion heaters, George Foreman grills, hot pots and open-coil toasters. In general, any appliance that has an exposed heating surface or draws a large amount of energy is not permitted. Use of all other appliances; popcorn poppers, curling irons, coffee pots, etc. must be in a safe manner so as not to cause a health or fire hazard.
- 2.2 All appliances and extension cords must be UL (Underwriters Laboratory) List-approved for the intended use.
- 2.3 Personally owned Mini-fridges and microwaves are not allowed. The university has supplied microfridges (small refrigerators with attached microwaves) for student use. These must remain in the residence hall rooms at all times.
- 2.4 Residents are encouraged to bring/use energy-efficient appliances while living on campus (e.g. appliances with the "energy star" label).

RH03 Barbecue Grills

- 3.1 Barbecue, hibachi, or other types of cooking devices are not allowed in or around the residence halls.

RH04 Bathrooms

- 4.1 Bathrooms are designated male or female depending on the suite. The use of opposite sex bathrooms is prohibited. Students found using opposite-gender bathrooms will be documented

RH05 Bicycles

- 5.1 Bicycle parking is limited to bike racks only. Parking a bicycle in any other area (i.e. building lobbies, stairwells, hallways, on handicap ramps, access ramps, etc.) is prohibited. Bicycles may not be stored in residence hall rooms due to the fire hazard.

RH06 Checking Out

- 6.1 When checking out of the housing facility, students must return the room to the original configuration and condition, turn in all keys and remove all personal property, etc.(Refer to Section 5.A.6.b. for further details regarding resident's responsibilities for checking out). Failure to complete a proper check out will result in a \$75.00 fine as well as additional fines for the condition of the room/furniture, etc.

RH07 Commercial Ventures

- 7.1 Students may not use their rooms for commercial purposes.
- 7.2 Engaging in door-to-door distribution, advertising, sales, promotion, commercial transactions and/or solicitation of any nature within residence halls, rooms, ledges, buildings and/or on grounds immediately adjacent to the on-campus housing facilities without the express authorization of the Dean of Students is prohibited.

RH08 Community Respect

- 8.1 Interfering with the attempts of others to study is prohibited. Failure to show respect for community members and professional and paraprofessional Housing & Residential Life staff is not permitted or tolerated. Behaviors or actions that interfere with others' normal use of facilities are prohibited. Community members are expected to comply with all reasonable requests for courtesy, including issues regarding noise, common area space, trash disposal, etc. Failure to exhibit appropriate behavior and respect will result in documentation.

RH09 Computer Use

- 9.1 The Recording Industry Association of America (RIAA) has begun an effort to subpoena information about individuals who are believed to have engaged in unauthorized peer-to-peer file sharing of copyrighted music and other works. Unauthorized downloading and uploading of copyrighted music, movies, and software constitutes as an illegal copyright infringement. Students should be aware that the unauthorized sharing of peer-to-peer file copyrighted works, including music, pictures, movies and software is a violation of campus computer use policy. It is also illegal and

may carry significant monetary and/or criminal sanctions. It is the responsibility of students who are downloading or uploading documents to make certain that they are not copyrighted works, or that the student has the permission of the copyright holder. **RH10 Damage to Property**

- 10.1 Residents will be held responsible for damage to their room or furnishings. Any damage by students to CMA property will be charged to the student.
- 10.2 Charges for damages to residence hall common use areas and furnishings therein will be assessed to the person(s) responsible. Common area damages which are not attributed to specific individuals will be shared among members of the community assigned housing in the area where damage was identified.
- 10.3 Common areas and property are for the use of residents only, thus they are the responsibility of every resident. This includes, but is not limited to, lounges, study rooms, living rooms, lobbies, stairs, recreation areas, laundry rooms, doors, walkways, fire extinguishers, exit signs and lights.
- 10.4 Any malicious damage or acts that result in additional clean-up in or around the housing buildings, grounds, other facilities or property is prohibited. Common area damage or clean-up charges not readily assignable to a particular individual may be charged to a group, floor or hall of residents.
- 10.5 All furniture and equipment in common areas must remain in its designated common area. Persons found removing furniture or equipment will be subject to disciplinary action and/or applicable costs for repair and replacement.
- 10.6 Equipment intended for checkout purposes (dollies, games, etc.) must be returned in a timely fashion and in proper working order and/or in the same condition in which the responsible resident received it, or financial responsibility for replacement or repair may be imposed.

NOTE: Violation of this policy is subject to charges.

RH11 Dangerous Behavior

- 11.1 Any activity or behavior that can be interpreted as endangering to or harming oneself, any community member or guest thereof is prohibited. This includes, but is not limited to, threats of physical harm to any person.

RH12 Decorations/Room Alterations

- 12.1 Students are not permitted to attach any object to their rooms or the halls by screw, nail or glue or alter the premises in any manner whatsoever without prior consent of the Office of Housing & Residential Life. Masking tape is permitted to hang posters. Exterior wires, signs or aerials are not allowed. Students who stack furniture do so at their own risk and students will be charged for damage and replacement of damaged furniture. Painting of rooms is not allowed unless student applies for and is permitted to utilize the Paint Your Own Room Policy. Please see the Office of Housing & Residential Life.
- 12.2 Adhesives of any kind are NOT permitted on the interior or exterior residence hall doors, to include stickers, double-sided or foam tape, etc. The only permitted adhesives are those on the door decs created by Residence Life paraprofessional staff.
- 12.3 Alterations, changes, modifications, remodeling and/or renovating, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas or installing a door or area lock without consent of the Office of Housing & Residential Life is prohibited. All fixtures that are installed become part of the premises and are therefore property of the Office of Housing & Residential Life.
- 12.4 Tampering with, or removal of blinds, windows or window screens from any part of the building is prohibited.
- 12.5 Licensees shall not install or place any equipment or construction of any type on the grounds or in the buildings.

RH13 Disorderly Conduct

- 13.1 Disorderly conduct is any behavior that disrupts the regular or normal function of the residential community including excessive noise, behavior that disturbs other residents, misuse of common areas or misuse of equipment.

RH14 Drugs

- 14.1 Possession, usage, sale, distribution, manufacturing or being in the presence of controlled

substances (including paraphernalia for intended or implied use – i.e. pipes, hookahs) of any sort within or on grounds immediately adjacent to the on-campus housing facilities is prohibited.

- 14.2** Possessing or using any chemical or other dangerous substances, compound or container of such substances, which may cause injury or damages in a residence hall or university apartment is prohibited.

- 14.3 Paraphernalia – Possessing, collecting or otherwise displaying any containers, marketing materials, advertisements, or items bearing the name, logo or likeness to any drugs or controlled substances is prohibited.
- 14.4 Use of prescription medication, cleaning products or fumes other than for their intended and/or prescribed purposes is prohibited.
- 14.5 Use of products that resemble or smell like marijuana, including but not limited to beedies, types of herbal cigarettes, hookahs and types of incense is prohibited.
- 14.6 Violation of other university policies while under the influence of controlled substances is an additional violation.
- 14.7 Inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances is a violation.
- 14.8 Organizing or participating in activities where illicit drugs are present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption.

NOTE: Violation of this policy is subject to criminal charges and/or contract cancellation on first time offense. Identified items under this policy are subject to confiscation, disposal and/or destruction.

RH15 Entering and Exiting Residence Halls

- 15.1 At no time is a residence hall to be entered or exited except through a doorway.
- 15.2 At no time shall an individual compromise the security of others by attempting to force open or prop open an exterior residence hall door once it has been locked. Students may be documented for propping open exterior doors.
- 15.3 Residence halls must not be entered at any time when CMA is not in session or when a residence is closed unless entry is authorized by the Office of Housing & Residential Life.

RH16 Explosives/Fireworks

- 16.1 Possession or use of ammunition, explosives (firecrackers or fireworks), gasoline (or other highly flammable liquids), devices that resemble firearms, dangerous chemicals, or explosive materials is strictly prohibited in the housing facilities or on campus grounds.

RH17 Exterior of Residence Halls

- 17.1 Climbing, rappelling or any related activity is prohibited on residence halls.
- 17.2 Absolutely neither persons nor property are allowed on the ledges outside student rooms.
- 17.3 The use of the escape ladders in the LRH is strictly prohibited. The intent of the ladders is for emergency use only.
- 17.4 Using one's ledge to store unsightly articles, miscellaneous items, garbage, or university owned/leased furniture is not permitted.
- 17.5 Using one's ledge as a means of entry/exit, sitting/perching on and/or jumping off is prohibited. Residents doing so assume damage charges to ledge area.
- 17.6 Smoking, barbecuing or grilling on one's ledge is prohibited.
- 17.7 Unauthorized presence on rooftops, overhang, ledge, or areas marked for restricted access for any reason, including sunbathing, stargazing, or walking is prohibited.

RH18 Failure to Comply

- 18.1 Failure to comply with the directions of Academy officials or those appointed or selected to act on behalf of the Academy including Resident Assistants, Student Assistants or other students acting under provisions of the Housing & Residential Life policies and procedures or in the performance of their duties, is prohibited. This includes failure to give identity to Academy officials in situations concerning alleged violations of academy policies and failure to comply with an official order. (This also includes, but is not limited to, providing false information or failing to provide information to a staff member, interfering with staff while they are performing their duties, failing to complete assigned sanctions and being uncooperative or verbally abusive to staff.)

Note: *If you are ever instructed by an Academy official to do anything you feel is inappropriate or are dealt with in a manner you feel is inappropriate, you should advise the person's supervisor of your specific concerns. Just because you dislike the approach an Academy official uses in handling a problem does not justify any rule violation on your part. You should cooperate with the instructions given by the Academy official and report concerns later unless the instructions are*

personally deemed unsafe or put you in danger.

RH19 False Alarms, Bomb Threats, Misuse of Fire Equipment and Fire Alarms

- 19.1 Persons who knowingly give or turn in a false alarm of fire by activating the fire alarm system or give any other common or recognized alarm of fire or bomb threat are guilty of endangering the lives of other people and may cause damage to the persons and/or equipment responding to such false alarms.
- 19.2 Tampering with building smoke or fire detectors located in student rooms, in hallways, or other common areas, and misuse of fire extinguishers or any other fire safety equipment is prohibited.
- 19.3 Failure to evacuate. Any person who fails to immediately evacuate a building during an alarm is subject to disciplinary action.
- 19.4 Tampering or misuse of the escape ladders in the LRH is prohibited.
- 19.5 The use of objects with open flames to include candles, oil lamps or the burning of incense is prohibited in residence halls.
- 19.6 Persons who turn in bomb threats via phone, messenger or in writing or give any other common or recognized signal for bomb threat may be found guilty of endangering the lives of other people.

RH20 Fire Safety & Hazards

- 20.1 Evacuation – All persons are required to evacuate the building immediately upon the sound of an alarm. Interfering with emergency services, procedures or failing to conform to established safety regulations and/or instruction given by emergency response staff is prohibited.
- 20.2 Fire Reporting & Equipment – Falsely reporting a fire, tampering with or misuse of any fire or reporting equipment (e.g. fire alarms, smoke detectors, fire sprinkler, fire extinguishers, “EXIT” signs, etc.) is prohibited.
- 20.3 Egress – Disabling, opening, damaging or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation). All hallways, exits, stairwells, doorway or area that may be deemed an “egress” (i.e. window) need to be free from garbage, bicycles, clutter, furniture or other items that may or have a potential to limit entry/exit (including tripping hazard). All doors and windows must have the ability to be fully opened.
- 20.4 Combustibles – Possessing or storing gasoline, fireworks, combustible chemicals and/or fuel-driven engines/appliances (e.g. motorcycles, mopeds, gas/propane grills, etc.) within residential housing apartments, rooms, ledges, buildings and/or on grounds immediately adjacent to the on-campus housing facilities is prohibited.
- 20.5 Open Flames (Candles) -- Candles, incense and/or any type of open flame within residential housing apartments, rooms, ledges, buildings and/or on grounds immediately adjacent to the on-campus housing is prohibited. Candles for any purpose (this includes but is not limited to decoration, religious rituals, etc.) are prohibited. If found, such items will be confiscated.
- 20.6 Heat Sources -- Open-coiled electric or heating appliances, including but not limited to space heaters and sun lamps within residential housing apartments, rooms, ledges or buildings are prohibited. Curling irons, glue guns, irons or any other “heat source” equipment must be attended to at all times. Leaving such equipment “on” unattended is a violation of this policy.
- 20.7 Lamps & Lights – Halogen lamps and neon lights are prohibited. Open top lamps, regardless of lamp/bulb type, must have a metal screen fully covering light/heat source.
- 20.8 Plugs & Extension Cords – Extension cords, multi-plugs and plug-in air fresheners are not permitted under state fire marshal regulations. Power strips / surge protectors with UL rating are permitted. “Piggy-backing” power strip is not permitted.
- 20.9 Cooking Equipment – Cooking in residential hall rooms or ledges is prohibited. Cooking and/or cooking equipment such as toasters, grills, etc. are permitted ONLY in student lounges in the New and Upper Residence Halls. Barbecuing on ledges is prohibited. Barbecues/hibachis are not allowed to be stored in or around student rooms. Residents interested in barbecuing should use the Robert Hammaker Memorial BBQ area located on the waterfront.

20.10 Decorations – All decorations must be non-combustible (e.g. made from fire-proof material) and be UL list-approved for the intended use. Hanging flammable materials on ceilings or exterior doors such as posters, flags or nets is prohibited. Door decorations should not cover more than 20% of the surface and be limited to nametags and memo boards. Fresh cut trees (i.e. Christmas trees) are prohibited.

Note: *Violation of this policy is subject to criminal charges, fines and/or contract cancellation on first time offense. Identified items under this policy are subject to confiscation, disposal and/or destruction.*

RH21 Furniture

21.1 All furnishing provided in the buildings is considered State property and is to remain in students' assigned room and cannot be stored on or off campus. Furniture may not be disassembled. Lofts and/or bed risers may be constructed with Office of Housing & Residential Life approval and with use of proper university-issued lofting equipment.

RH22 Gambling

22.1 Illegal gambling (i.e. activities played for money, checks, credit or other representative value) anywhere on State property is prohibited.

RH23 Harassment

23.1 Verbal, written, electronic (i.e. "My Space," e-mail, Facebook, Twitter, etc.), physical and/or any other types of harassment is prohibited. This is defined as any behavior by any member of the community or guest towards an individual or group which seriously threatens or alarms a person or group. This shall include, but is not limited to posted materials; harassment related to race, gender, sexual orientation, or of a sexual nature; other Title VII claims of unlawful harassment; abusive behavior identified as threats, malicious deeds, intimidation, heckling, badgering, abusive name calling and/or hazing. All policies under RH40 apply.

RH24 Identification Card (Port Pass)

24.1 In the residence halls, students are required to have ready access to their ID and to identify themselves upon request by an Academy official.

24.2 Residents and their guests are required to carry and provide appropriate photo identification (e.g. driver's license, school ID) upon request by a university staff member performing his/her duty. Failure to present ID; presenting fabricated, falsified, or misrepresentative ID; permitting others to use IDs for the purpose of improperly gaining access to residence hall, rooms, use of equipment or any other service or facility is prohibited.

RH25 Keys & Locks

25.1 Keys are for use by residents only; lending a key to a non-resident is not allowed. Residents must carry their room key with them at all times.

25.2 Each Licensee is issued a key and/or keycard to his/her unit and mailbox. All keys and key cards remain the property of the Office of Housing & Residential Life. Each Licensee is responsible for his/her keys. Should a key be lost/missing/stolen, Licensee is required to report lost/missing/stolen key to the Office of Housing & Residential Life within 24 hours of it being lost/missing. A non-refundable charge will be assessed for any replacement key(s) issued to the Licensee during occupancy and/or any key(s) lost or not returned upon Licensee's checkout.

25.3 Under no circumstances should a Licensee duplicate, sell, transfer or lend his/her key to another individual. Permitting others to use a room key for purpose of improperly gaining access to a residence hall, room or any other building or facility is prohibited.

25.4 The installation of any door or area lock other than those provided by the university is prohibited.

25.5 Bypassing or tampering with the locking mechanism for any door is prohibited.

Lost Key: *In the event a room key is lost, an \$80.00 charge is levied to cover the cost of a lock change.*

RH26 Lewd Conduct

26.1 Lewd, indecent or obscene behaviors, whether through conduct or expression, which are not civil or respectful and which breach the peace within or on grounds immediately adjacent to the on-campus housing facilities or at any CMA-related function are not permitted.

RH27 Pets

- 27.1 Pets of any kind, except fish in an aquarium up to a 10 gallon capacity, are not allowed to reside on campus with the exception of the Professional Housing & Residential Life Staff.

RH28 Quiet Hours & Courtesy Quiet Hours

- 28.1 Twenty-four hour quiet hours will be in effect at all times in the 24-Hour Quiet living area.
- 28.2 All students must abide by Quiet Hours. Quiet Hours are from 11pm – 8am Sunday through Thursday, and 12am (midnight) - 8am on Friday and Saturday in all residence halls. During quiet hours, sound from a room should not be audible outside of the unit door nor above, below or in adjacent rooms.
- 28.3 24-hour quiet hours are in effect during Finals Week. 24-hour quiet hours will begin the 8am on the last day of classes and last to the close of the semester.
- 28.4 All students must abide by Courtesy Hours. Courtesy Hours are in effect 24 hours per day. They refer to one's ability to occupy one's unit for the purpose of studying, sleeping or engaging in activities in an atmosphere where peace and quiet takes precedence over other activities. Engaging in unreasonably loud activities, which are defined as:
- A level of noise which may be deemed an undue disturbance by another member of the community, or
 - Creating noise, including but not limited to, voice, musical instruments (guitar, amps, drums, etc.), and stereos – which is audible outside of one's room during quiet hours, either inside or outside the residence halls-- are prohibited.

Note: *Interpretation of the Quiet Hours and Courtesy Quiet Hours policy shall be made by the staff using this criteria: Students should be able to sleep and study in their rooms undisturbed by the noise of others. Consistent with this concept, Courtesy Quiet Hours are in effect at all times. When Quiet Hours are in effect, noise originating in student rooms shall not penetrate beyond the confines of a room. When noise originates outside of a student room (hallways, lounges, lobbies, etc.), the noise shall not penetrate into student rooms, study areas or other common areas. When Courtesy Quiet Hours are in effect, noise – whether originating inside or outside of a student room - shall not be heard more than two doors away. At no time shall noise from a student room be heard outside of the building.*

RH29 Residence Hall Room Regulations

- 29.1 Students are responsible for the appearance, condition and cleanliness of their rooms/suites. Residents must remove personal garbage from their rooms and dispose of it in the dumpsters located outside of the residence halls, NOT in the restrooms or lobbies.
- 29.2 To keep all furnishings in the best possible condition, no Housing-owned furniture is to be painted or physically altered. Housing-owned room furniture may not be removed from the room.
- 29.3 Students are not to attach items to wood and painted surfaces unless a non-damaging adhesive is used. Nails are not to be used to attach items to the walls or moldings.
- 29.4 Screens are not to be removed from their window casings at any time. Removal of screen(s) will result in room residents being billed for screen replacement.
- 29.5 Waterbeds are not allowed in the residence halls.
- 29.6 Multiple-outlet connections and extension cords are prohibited unless they have a built-in circuit breaker, carry an Underwriters' Laboratory (UL) approval, and have a maximum load of 15 amps.
- 29.7 Furniture and other items shall not be placed near the doorway that might impede exiting the room. Curtains, hanging beds or other items shall not be hung near the doorway. No items (i.e., fishnets, flags, sheets, etc.) may be suspended from the ceiling of the room as to block the smoke detector within the room.

RH30 Resident's Responsibility

- 30.1 Students are responsible for all behavior that takes place in their room.

RH31 Room Capacities

- 31.1 The capacity for student rooms is limited to eight (8) people per room.

RH32 Room Change

- 32.1** Room changes are not permitted unless proper procedures are followed as outlined in this guide and pre-approved by the Office of Housing & Residential Life. Failure to complete the room change as directed will result in a \$50.00 fine and possibly the rescinding of your room change permission.

RH33 Sexual Assault

- 33.1** Sexual assault, sexual battery or rape of a community member or guest thereof is prohibited. This behavior is defined as any sexual activity that is carried out without the expressed consent of the parties involved.

Note: *Violation of this policy is subject to criminal charges and/or contract cancellation on first time offense.*

RH34 Smoking

- 34.1** Smoking is prohibited at all times in student rooms, residential common areas and restrooms. Smoking is permitted only in designated smoking areas.

- 34.2** The possession or use of hookahs or other tobacco burning water pipes is prohibited.

RH35 Sports Related Activities

- 35.1** Riding bicycles, skateboards, roller blades, scooters, skates, etc. within any housing facility, including hallways and lobbies is not permitted.

- 35.2** Playing any physical games in a common area (lounge, lobby, hallway) is prohibited. This includes, but is not limited to, the use of Frisbees, balls, water guns, darts, bicycles, skateboards, roller blades or inappropriate use of a laser pointer.

RH36 Student Housing License Agreement

- 36.1** All CMA residential students are required to complete a Student Housing License Agreement as part of the enrollment process. The agreement is a binding contract between you and CMA. It defines the terms and conditions of on-campus. By signing the Agreement, you agree to adhere to all Housing & Residential Life policies, procedures and regulations and that you understand you are responsible for all information thereof.

RH37 Student Right to Privacy in Residence Halls

- 37.1** The responsibilities of the Academy require the reservation of a reasonable right to enter student rooms to ensure proper upkeep, to provide for the health and safety of all residents living in a residence hall and/or to investigate when reasonable cause exists to believe that a violation of residence hall or other Cal Maritime regulations is occurring within student rooms.

- 37.2** Room Inspections by Staff and Maintenance Personnel: Housing & Residential Life and Maintenance Staff will enter student rooms under the following guidelines: for the purpose of requested or normal maintenance, inspection of conditions potentially harmful to the safety and/or health of residents, to ensure room preparedness for occupancy, health and safety inspections and when a fire alarm sounds. Inspections for maintenance purposes may be expected routinely during vacations and when a resident moves out of a room. Health and safety inspections will be conducted a minimum of once per semester. Except during vacation periods or after the sounding of a fire alarm, every effort will be made to schedule room entry at times when the resident(s) have an opportunity to be present. Residents need not be present during Health & Safety Inspections.

- 37.3** Entry into Student Rooms for Purposes Other Than Room Inspections:

Administrative Staff may enter a room:

- a) When there is a clear or apparent emergency, such as fire, serious illness or injury or where danger threatens persons or property.
- b) When a staff member has reasonable cause to believe that a violation of residence hall or Academy regulations is occurring within that room.
- c) At the request or invitation of one or more residents of the room. Staff may not enter a room without knocking and may not enter for the purpose of searching the personal belongings of students.

- 37.4** Entry into Student Rooms by Other Students:

Students may enter the rooms of other students only at the invitation of a resident of that room or as a Resident Assistant.. The invitation must be made at the time of entry. Staff is not allowed to

admit a resident to a room that is not that resident's room.

37.5 Admission of Any Law Enforcement Officer to Residence Hall Rooms:

Entry and search of residence hall student rooms by any law enforcement officer shall be conducted within the boundaries of such laws.

RH38 Theft

38.1 Theft is prohibited.

38.2 Theft of University property or to other property on University grounds, willfully or negligently caused by a resident or guest is prohibited.

NOTE: Violation of this policy is subject to criminal charges and fines.

RH39 Throwing Objects/Projectiles

39.1 Throwing any object or item from or to a building or down a hallway is prohibited.

39.2 Throwing, dropping or projecting objects from a window, roof or balcony/ledge, including but not limited to bottles, cans, garbage or water is prohibited.

RH40 Verbal Abuse, Threat of Physical Abuse and Harassment

Students will be held accountable for verbal abuse, harassment, threat of physical abuse, endangering conduct and physical abuse as those terms are defined below.

40.1 Verbal Abuse is the intentional use of obscene, profane or derogatory language or the intentional use of an abusive tone or manner directed toward an individual or individuals.

40.2 Harassment is any action, verbal or nonverbal, directed against an individual or individuals, with the intent to berate, humiliate or torment that individual or individuals. This may include a single incident or series of incidents. At Cal Maritime, there is a zero tolerance policy for harassment of any person(s) at any time.

40.3 Threat of Physical Abuse is conduct that indicates, or reasonably could be understood to indicate, either through speech, actions or a combination of both, an intent to physically injure an individual or individuals.

40.4 Endangering Conduct is any act that imperils or jeopardizes the health or safety of any person or persons.

40.5 Physical Abuse is any action that physically injures or inflicts physical discomfort on an individual or individuals. Causing physical harm or threatening physical harm to any person will result in disciplinary action and possible dismissal from the Academy.

RH41 Visitation

CMA students may have personal guests in their rooms within the following guidelines:

41.1 Guests are defined as a resident or non-resident who is not assigned to that room.

41.2 Prior to inviting an overnight guest, residents should discuss the situation with their roommate and obtain their approval.

41.3 It is the responsibility of the student to obtain a day use parking permit.

41.4 No overnight guests are permitted during finals week.

41.5 Residents are responsible for the conduct of guests and visitors. Residents are subject to disciplinary action for the misconduct of their guests and are liable for any damages caused by them.

41.6 Persons who are guests of residents for more than two days (three day holiday weekends excepted) without permission granted by Housing & Residential Life are considered non-approved guests. The resident will be charged a fee for each night their guest stays in the community, and may be subject to disciplinary action.

41.7 Guests may stay, with prior approval, no more than two nights in any two-week period. Exceptions may be requested from the Office of Housing & Residential Life.

RH42 Weapons

42.1 Possession or use of firearms, knives (except pocket knives or ship-related tools), water guns, paint ball guns, and/or any related materials, other weapon-like instruments, including air, water or gas-propelled guns, any dangerous devices capable of casting a projectile or other lethal weapons are

not allowed on the campus. Storage should be arranged off campus.

D. STUDENT HOUSING LICENSE AGREEMENT: TERMS & CONDITIONS

I. AGREEMENT AND FEES

This License Agreement is entered into between the Trustees of The California State University through the California Maritime Academy (CMA), Office of Housing & Residential Life, and the person whose name appears on the Student Housing License Agreement, hereinafter called "Licensee." In consideration for the right to occupy an assigned bed space within the housing facilities at CMA, Licensee hereby agrees to make payments to CMA in accordance with CMA policy.

II. OCCUPANCY

- (a) CMA hereby grants to Licensee permission to occupy a bed space within the housing facilities as a licensee for the fee period beginning the day immediately preceding the first day of fall semester classes and ending the day immediately following the last day of spring semester final exams, unless sooner terminated under the provisions of this License Agreement. This License Agreement **does not** grant Licensee permission to occupy the assigned space during Winter Recess, commencing at 12:00 p.m. on the day following fall final exams and ending 12:00 p.m. on the day immediately preceding the first day of spring semester classes.
- (b) Specific assignment of a bed space shall be made by CMA and may be changed from time to time in the interest of health, discipline, vacations, recess, management and/or general welfare of the Licensee(s).
- (c) Failure of the Licensee to move in prior to 4:00 p.m. on the day before classes commence in any given term may constitute cancellation of this License Agreement with penalties and conditions of Section VI of the License Agreement will apply.
- (d) Entering freshman contracts will be extended to include Orientation (subject to Orientation Fee).

III. ENHANCEMENT OF EDUCATIONAL EXPERIENCE

- (a) CMA shall maintain a professional staff to work with students to develop a community concept within the housing facilities to enhance Licensee's educational experience at CMA. CMA shall establish guidelines for facilitating resident input into the governance of the housing facility. The facility shall be operated to enhance the educational, social, and recreational opportunities available to Licensee.
- (b) Licensee agrees to recognize the importance of maintaining the housing facility as an environment that is conducive for fellow students to study, live, and sleep. Licensee agrees to not disturb this environment.

IV. TERMS AND CONDITIONS

- (a) This License Agreement is subject to the regulations contained in Title 5 of the California Code of Regulations, Sections 42000- 42101. A copy of those regulations is available at the Housing & Residential Life Office during normal business hours.
- (b) Licensee agrees to comply with all Regulations, Policies and Procedures written in the STUDENT HANDBOOK/Guide to On-Campus Living and included as part of this agreement, and any subsequent amendments.
 - (b1) Possession or use of alcohol or drugs in the residence hall is a violation of the License Agreement by the Licensee. CMA reserves the right of the Director of Housing & Residential Life and/or Coordinator for Residence Life to meet with the Licensee and may assess the following penalties:
 - (1) Monetary fine: first offense \$100, second offense \$150, third offense \$300
 - (2) Alcohol/Drug Education, in the form of on-line classes, educational papers, or counseling
 - (3) Community Service hours
 - (4) Student Conduct Hearing
 - (5) Forfeiture of License Agreement

- (b2) Fire Safety in the residence halls is of the utmost priority. Any STUDENT HANDBOOK violations regarding fire safety (i.e. candles, smoking in a residence hall room, tampering with a smoke detector) will be deemed a violation of the License Agreement by the Licensee. If this occurs, Licensees will meet with the Director of Housing & Residential Life or Coordinator for Residence Life and may be assessed the following penalties:
 - (1) Monetary fine: \$100 for each infraction
 - (2) Fire Safety Education, in the form of on-line education, educational papers, or counseling
 - (3) Community Service
 - (4) Student Conduct Hearing
 - (5) Forfeiture of License Agreement
- (b3) Threats or violence toward fellow Licensees, Resident Assistants, or CMA officials is considered a violation of this License Agreement. Violations will result in a meeting with the Director of Housing & Residential Life or Coordinator for Residence Life and may be assessed the following penalties:
 - (1) Community Service
 - (2) Violence Education, in the form of on-line classes, educational papers, or counseling
 - (3) Student Conduct Hearing
 - (4) Forfeiture of License Agreement
- (c) This License Agreement shall not be transferred except as permitted in Section IX.
- (d) It is understood and agreed to by Licensee and CMA that no lease nor any other interest in real property is created by this Agreement.
- (e) CMA assumes no responsibility for any property of the Licensee that is stolen, damaged or destroyed in the housing facility at any time, including periods when the Licensee is not in occupancy or after the term of the occupancy has expired.
- (f) During the break periods, repair and/or construction projects may be necessary and may require entry into Licensee's room. Licensee will be responsible for safeguarding personal belongings to the extent that removal of the belongings may be necessary.

V. MAINTENANCE OF PREMISES

- (a) CMA shall provide Licensee with the furnishings and Licensee will maintain them in the condition noted on the Room Inventory Form. Licensee agrees to give reasonable care to the assigned living unit and its furnishings and to make payment for any damage or loss promptly upon demand by CMA. In the event Licensee fails to maintain the living unit in good order and repair, Licensee shall pay CMA the reasonable costs incurred in returning the living unit to a condition of good order and repair. As a part of such reimbursement, Licensee's housing deposit, or a portion thereof, may be expended for the purpose of payment of such costs.
- (b) Licensee shall make no alteration to the housing facility without the permission of CMA. Any structural addition or alteration is prohibited without written permission of CMA.
- (c) Licensee shall not possess or use any highly flammable material, firearm, ammunition, fireworks, explosives, weapons or any other material or instrument which, in the opinion of CMA authorities, poses an unreasonable risk of damage or injury. Doing so is a violation of the License Agreement and could carry with it the following penalties:
 - (1) Monetary fine: \$50 for each infraction
 - (2) Community Service
 - (3) Student Conduct Hearing
- (d) Licensee agrees to be jointly responsible with other residents for the protection of the residence hall, its furnishings and equipment. Licensees will be jointly responsible for maintaining the common areas in good order; all of this section will apply should Licensees fail to maintain good order and repair.
- (e) Vandalism to furnishings, student rooms, or common areas is considered a violation of the CMA License Agreement. If deemed responsible Licensees could be subject to the following penalties:
 - (1) Monetary fine: Amount equal to restoration of the vandalized item or items

VI. CANCELLATION BY LICENSEE PRIOR TO OCCUPANCY

- (a) Licensee may cancel a reservation for a space in the housing facility by giving written notice to CMA at least 30 days prior to the beginning of the occupancy period.
- (b) A request to cancel a reservation less than 30 days prior to the beginning of the occupancy period shall include Licensee's statement of reasons. CMA shall grant or deny the request based on the following standards with **appropriate verification**: 1) end of Licensee's student status; 2) approved petition for Off Campus Housing.

VII. CANCELLATION AFTER OCCUPANCY

- (a) Any Licensee who requests to vacate the housing facility shall give at least 30 days' WRITTEN notice of intention to vacate and the reason therefore.
- (b) CMA may grant or deny a request to vacate submitted pursuant to subsection (a). The determination will be based on the following standards with **appropriate verification**: 1) end of Licensee's student status; 2) approved petition for Off Campus Housing.
- (c) Licensee's withdrawal from CMA sequent revocation of this Agreement may result in a 30-day charge starting the date of Licensee's vacating the facility. All other Licensees requesting release will be held to this Agreement.
- (d) Revocation of this Agreement or the Licensee's abandonment of the facility shall not release the Licensee from paying any obligation due CMA.

VIII. REVOCATION OF THE LICENSE AGREEMENT

- (a) CMA may revoke this License Agreement upon the following conditions:
 - (1) In the event of misconduct listed in the STUDENT HANDBOOK/Guide to On-Campus Living.
 - (2) Failure of Licensee to maintain status as a student at CMA.
 - (3) Licensee's breach of any term or condition of this License Agreement, including failure to pay required fees.
 - (4) Administrative necessity of CMA. Administrative necessity exists when any condition, not reasonably foreseen at the time of signing by CMA occurs which prevents CMA from making a housing facility available to the Licensee.
 - (5) CMA shall provide Licensee not less than three days' notice in the event of an occurrence described in subsections 1), 2), or 3) and not less than 14 days' written notice in the event of an occurrence described in subsection 4), except in cases of emergency.

IX. ABANDONMENT OR TERMINATION BY LICENSEE

Except as permitted in Section VI or VII, termination of this License Agreement or abandonment of the premises by Licensee shall not release Licensee from paying any obligation due CMA for so long as CMA does not terminate Licensee's right to possession.

X. DESTRUCTION OR UNAVAILABILITY

In the event that bed space is destroyed or becomes unavailable as the result of conditions not reasonably foreseen at the time this License Agreement is made, Licensee shall be entitled to a pro rata refund of any fees applicable to periods after Licensee was required to vacate. Such conditions include but are not limited to damage caused by floods, slides, fire, earthquake, other natural disasters, vandalism, civil disorder, compliance with state or federal law; interruption of basic services because of labor strife; a drop in the rate of cancellations not reasonably foreseen by CMA, if such a drop results in an overbooking of available housing facilities.

XI. REFUNDS

CMA shall authorize refunds only as provided for in the California Code of Regulations, Title 5, and this License Agreement.

XII. VACATING THE HOUSING FACILITY

Licensee shall vacate the housing facility on the expiration of the license period or upon revocation of this License Agreement, whichever occurs first.

XIII. TREATMENT OF INDEBTEDNESS

Failure of licensee to satisfy the financial obligations of this License Agreement may result in the following:

- (a) Imposition of a late fee, in accordance with the fee schedule.
- (b) Revocation of the License Agreement.
- (c) Eviction.
- (d) Withholding of CMA services including: 1) Withholding official transcripts, 2) Denial of registration, 3) Diploma.
- (e) Offset of paychecks, loans, grants, or scholarship payable through CMA, or tax refunds or rebates.
- (f) Legal action to collect unpaid obligations.

XIV. RIGHT OF ENTRY

CMA shall have the right to enter the premises occupied by Licensee for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, for any other lawful purpose, or as deemed necessary by CMA. CMA shall exercise these rights reasonably and with respect for Licensee's right to be free from unreasonable searches and intrusions into study or privacy.

XV. INSURANCE

CMA has no insurance to cover the personal or property damage of Licensee. CMA highly encourages students to purchase insurance for their items.

XVI. VISITORS AND GUESTS

Licensee shall permit no visitors or guests to enter CMA housing facilities except as permitted by Housing & Residential Life policies and regulations as stated in the STUDENT HANDBOOK/Guide to On-Campus Living.

XVII. NON WAIVER

The waiver of any breach of a term or condition of this License Agreement shall not constitute a waiver of any subsequent breach.

XVIII. TAXABLE POSSESSORY INTEREST

It is the position of CMA that this License Agreement does not create a taxable possessory interest in real property. However, pursuant to Revenue and Taxation Code § 107.6, Licensee is hereby notified that a taxing authority may take a contrary view and may assess Licensee property taxes based on this License Agreement.

Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at www.meganslaw.ca.gov. Depending on an offender's criminal history, this information will include the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

CHAPTER 6

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ACADEMIC POLICIES

For a general overview of the Academic Policies, which most affect students, please see the Academic Section of the Student Handbook. For a complete listing, see the most recent CMA Catalog.

(A) POLICY ON ALCOHOL

In compliance with the Federal Drug Free Schools and Communities Act of 1989, the California Maritime Academy prohibits the use, sale or distribution of alcohol by students, faculty, and staff on its property, training vessels, or as part of any Academy sponsored activities. This prohibition extends to any off-campus activities that are sponsored by CMA or any of its recognized clubs and organizations. Cal Maritime cadets, faculty, staff, and visitors are responsible for their own citizenship. They are expected to abide by all campus policies, federal, state, and local ordinances and are answerable to law enforcement authorities for law violations.

The purpose of this policy is to provide faculty, staff, campus organizations, and their invited guests with a clear understanding of the conditions under which alcoholic beverages are permissible at the Academy or at CMA sponsored events, regardless of location. Off-campus individuals and organizations contracting for use of campus facilities are also subject to this policy. The use of alcoholic beverages is a privilege that carries the expectation that its use will be consistent with the academic and training mission of the institution, and that its consumption will be incidental to the event at which it is served. This privilege is revocable, in whole or in part, at any time by the President of the California Maritime Academy.

- (1) The lawful possession, sale, dispensing, and consumption of beer and wine on campus are permitted with the prior approval of the President, CMA, or the President's designee.
- (2) The possession or consumption of distilled spirits on campus is prohibited at all times.
- (3) The possession, licensed sale, dispensing, and consumption of alcoholic beverages of any kind off-campus at CMA-sponsored events or activities is permitted only with the prior approval of the President, CMA, or the President's designee.
- (4) The possession and use of alcoholic beverages is strictly limited by State law to those persons 21 years of age or older; at no time may alcoholic beverages be served to persons under the legal drinking age at any event sponsored by CMA.

Covered Employees/Cadets/Others:

(1) All CMA employees and cadets are affected by the Federal Drug Free Schools and Communities Act of 1989, as well as, Faculty/Staff Organizations, Alumni Association, Auxiliary Support Groups, Off-Campus Individuals/Groups, or Clubs and Organizations.

Alcoholic Beverage Approval Process

Requests for the use of alcoholic beverages must be submitted reasonably in advance of the planned activity to the President. Administrative responsibility for reviewing and approving requests for conditional use of alcoholic beverages is assigned as follows:

- (1) Requests from On-Campus Student Organizations, ASCMA, or Corps of Cadets. Requests from student organizations, ASCMA, or Corps of Cadets to sell, distribute, or use alcoholic beverages on campus must receive prior approval from the President.
 - a. Alcoholic beverages may not be financed from ASCMA funds.
 - b. Alcoholic beverages may be served only in areas where food is served.

(2) Requests from Staff/Faculty or Staff/Faculty Organizations, Alumni Association, Auxiliary Support Groups, or Off-Campus Groups. Requests to sell, use, or distribute alcoholic beverages on campus must receive prior approval from the President, CMA, or the President's designee.

On-Campus Sale of Alcoholic Beverages

Beer or wine may not be sold on campus by any student, faculty, or staff organization, or by off-campus individuals or organizations, except under the following condition.

The sale of alcoholic beverages requires a special event permit issued by the Alcoholic Beverage Control Department of the State of California. "Selling" alcoholic beverages in California includes an exchange for money, tickets, tokens, donations, or anything else of value.

Prior approval by the President for such sale of alcoholic beverages must be obtained.

Responsibilities of Sponsoring Organization

In sponsoring a function where alcoholic beverages are served, the organization and its officers accept the following responsibilities and conditions:

- (1) To observe all applicable state laws and CMA policies.
- (2) To assume responsibility for all damages incurred during the activity.
- (3) To clean and restore the event facility to its original condition.
- (4) To maintain decorum appropriate to the Academy.
- (5) To limit participation in a sponsored event to the membership of the sponsoring organization and their invited guests.
- (6) To refrain from advertising to the public or campus community the availability of alcoholic beverages or otherwise using alcoholic beverages as an event inducement.
- (7) To provide for the distribution of non-alcoholic beverages and these must be served in the same manner as alcoholic beverages.
- (8) To assure that no minor or intoxicated person is served alcoholic beverages. It is the responsibility of the organization to ensure that only those of legal drinking age consume alcoholic beverages.
- (9) A specific individual must be designated as a server who must also verify the proof of age of those being served. Self-service is prohibited. The server must be at least 21 years of age.
- (10) Food must be served at all events at which alcohol is available.
- (11) Alcoholic beverages may not be removed from the room within which the service of alcoholic beverages has been approved.
- (12) The use of common containers of alcoholic beverages (such as punch bowls, trash cans, etc.) is prohibited.
- (13) Drinking games of any kind are prohibited.
- (14) For off-campus events, transportation to and from the event site must be provided by the sponsoring organization, such as, designated drivers.

Consumption of Alcohol Aboard Training Ship

CMA is required to comply with U.S. Coast Guard regulations regarding the consumption of alcohol and the operation of maritime vessels (35 CFR Part 95). These regulations apply to all crewmembers, including licensed officers, pilots, faculty, staff, cadets, and any watchstanders.

- (1) The possession or consumption of alcoholic beverages on board the Training Ship is prohibited at all times. Exceptions are limited to dockside receptions sponsored by the President as part of the official business of the California Maritime Academy, and require the prior authorization of the CMA President or Master of Training Ship GOLDEN BEAR (TSGB).
- (2) No person shall perform or attempt to perform any scheduled duties within four hours of consuming any alcohol or be intoxicated at any time while on board the Training Ship.
- (3) The U.S. Coast Guard has established an alcohol blood limit of .04 percent by weight for any person operating a maritime vessel. Any crewmember returning to the ship who is having difficulty walking, talking, behaving inappropriately will be required to take a chemical test.* If the results of that test indicate that the individual is above the 0.04 standard, shipboard disciplinary action will be taken. The decision to test or not to test shall be made by the faculty officer on watch.
- (4) A crewmember who refuses to undergo a timely chemical test, or fail the test, may be separated from the Training Ship, after appropriate disciplinary action, and returned to Vallejo at their own expense.

*Chemical test means a scientifically recognized test which analyzes an individual's breath, blood, urine, saliva, bodily fluids or tissues for evidence of intoxication. Test must be administered by a trained individual.

Alcohol Testing

Alcohol screening tests can be done by saliva or breath testing. They are conducted in two steps: first the screening test and then the confirmation test, if needed. If the Academy is using a saliva test and is notified that the individual being tested has not provided a sufficient amount for testing, the Academy must arrange for breath testing. Positive alcohol screening tests conducted by saliva testing are confirmed by breath testing. Positive screening breath tests are confirmed by administering another breath test. These alcohol test results are available immediately. Individuals testing negative return to their duties. An acceptable blood alcohol is if the individual's test result is lower than 0.02%, no further action is required. If an individual test result is between 0.02-0.039, he/she is temporarily removed from safety sensitive duties. The individual can not be returned to duty until he/she tests less than 0.02% but not less than 8 hours following a test. If the test result is 0.04 or greater, the crewmember will be removed from duty and referred to appropriate administrator; such as COTS or designee and/or the Director, Human Resources as well as a Substance Abuse Program for assessment and counseling. If an individual can not supply a sample, he/she will be asked to get a medical evaluation within five days. If there are no medical explanations it is a refusal to test.

At Sea:

All crewmembers are reminded that the Federal blood alcohol standard for intoxication is 0.04%. The training ship is equipped with a saliva and/or breath-testing device. Any crewmember who is in a duty status and suspected of intoxication will be tested. Non-duty personnel may be tested for cause. In addition, alcohol is not to be consumed or carried on to the training ship with the exception of in port functions approved by the President, CMA. All appropriate action will be taken against anyone who is found to exceed the above-stated standard.

SUMMARY OF CALIFORNIA STATE LAW PERTAINING TO ALCOHOL

- (1) No person may sell, furnish, give, or cause to be sold, furnished or given away, any alcoholic beverage to a person under age 21 or to any obviously intoxicated person.

(2) No person under age 21 may purchase alcoholic beverages or possess alcoholic beverages on any street or highway or in any place open to public view.

(3) It is illegal to sell alcohol without a valid license or permit.

(3) It is unlawful for any person to drink while driving, to have an open container of alcohol in a moving vehicle, or to drive under the influence of alcohol (note: intoxication is presumed at blood levels of .08% or higher, and may be found with blood alcohol levels from .05% to .08%). It is also illegal to operate a bicycle, water vessel, water ski, or aquaplane while intoxicated.

(4) Penalties: Penalties for a first drunk-driving conviction include attending an alcohol education program, fines up to \$1,000, up to six months in jail, and a driver's license suspension up to six months. Second offenses are punishable by fines up to \$1,000, imprisonment up to one year, driver's license suspension up to 18 months, and/or a required alcohol rehabilitation program of up to 30 months. Third and fourth offenses carry similar sanctions, plus three and four year license revocations, respectively. Driving privileges are suspended for six months for refusing to submit to a blood alcohol test, for two years if there is a prior conviction within seven years, and for three years with three or more convictions within seven years.

In compliance with the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. § 1145g), the California Maritime Academy prohibits the unlawful possession, use, sale, or distribution of alcohol and illegal drugs by students, faculty, and staff on its property, training vessels, or as part of any Academy-sponsored activities. This prohibition extends to any off-campus activities that are sponsored by CMA or any of its recognized clubs and organizations.

(B) DRUG TESTING POLICY

It is the policy of the California Maritime Academy (CMA) to establish an environment free from the adverse effects of alcohol and substance abuse. The Academy will annually notify all cadets of its drug and alcohol program. The CMA standard of conduct requires all cadets not to use illegal drugs, abuse alcohol and/or prescription drugs. To combat the misuse and abuse of alcohol and other chemical substances all cadets must abide by this policy. The Academy will conduct drug and alcohol testing in compliance with the Federal Drug Free Schools and Communities Act of 1989 (20 U.S.C. § 1145g, commonly referred to as Part 86 of EDGAR), the Omnibus Transportation Employees Testing Act of 1991, and Title 46 and 49 of the Code of Federal Regulations. The Academy will conduct mandatory drug testing as required under the auspices of the Department of Transportation, United States Coast Guard for , cadets and crewmembers.

A credentialed crewmember is defined as an individual who holds:

A License

A Merchant Mariners Document, or

A Certificate of Registry

A crewmember is an individual who is:

(1) On board a vessel acting under the authority of a license, Certificate of Registry or a merchant mariners document regardless of whether the individual is a member of the vessel's crew
OR

(2) Engaged or employed on board a vessel owned in the U.S. that is Required by law to engage, employ or be operated by an individual holding a license, certificate of registry, or merchant mariner's document.

CMA provides training, education and other assistance to cadets to help them understand their responsibilities in achieving a safe and drug-free environment. Non compliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or dismissal. The Federal Drug

Free Schools and Communities Act of 1989 states that institutions receiving federal funds under any federal program must certify that they have adopted and implemented a program to prevent the unlawful possession, use of, or distribution of illicit drugs by cadets

CMA is a zero tolerance campus which prohibits the unlawful possession, use, sale, manufacture, or distribution of alcohol and illegal drugs by students, faculty, staff and visitors on its property, training vessels, or as part of any Academy-sponsored activities. This prohibition extends to any off-campus activities that are sponsored by CMA or any of its recognized clubs and organizations. CMA cadets, faculty, staff, and visitors are responsible for their own citizenship. They are expected to abide by all campus policies, federal, state, and local ordinances and are answerable to the Academy and law enforcement authorities for law violations.

Covered Cadets:

All CMA cadets must comply with the Federal Drug Free Schools and Communities Act of 1989.

In the interest of safety, The Federal Omnibus Transportation Employees Testing Act of 1991 requires employers to conduct alcohol and controlled substance testing on all individuals assigned to positions requiring a commercial driver's license (CDL) or an endorsement to a Class C License. This law was expanded to cover colleges and universities in regulations published by the Federal Highway Administration and the US Department of Transportation in the Federal Register Rules and Regulations – Part 383- Controlled Substances and Alcohol Use and Testing (February 15, 1994).

Prohibited controlled substances include: cocaine, marijuana, opiates, amphetamines and phencyclidine.

In addition to the Drug Free Schools & Communities Act of 1989 and the Omnibus Transportation Employees Testing Act of 1991 the Academy must follow the federal Department of Transportation Drug Testing Regulations as stated in CFR 49, Part 40 and CFR 46, Parts 4 and 5. Under the auspices of the U.S. Department of Transportation (DOT); the U.S. Coast Guard (Homeland Security) has issued regulations establishing mandatory drug testing and drug abuse education programs (46 CFR Parts 4,5, and 16). The purposes of these regulations are to:

Minimize the use of intoxicants

Promote a drug free and safe work environment, and

Prescribe minimum standards, procedures, and means to be used to test for the use of dangerous drugs.

Covered Cadets:

The drug testing regulations are applicable to the marine transportation industry, cadets in all majors (licensed and non-licensed), and students from visiting programs .

Under this regulation the following tests are required: random, reasonable suspicion, return to duty, follow-up, post accident and other. Random drug testing begins the first week of the Fall semester and continues through the end of cruise. The following drugs are routinely tested by analyzing a urine specimen: marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

() (1) Random Testing

“Random drug testing” means that every individual has a substantially equal chance of selection on a statistically valid basis through their enrollment at CMA. The random selection process is conducted and managed by an off-campus Third Party Administrator (TPA) in compliance with DOT guidelines. Approximately one-half (50 percent) of the cadets enrolled during a given academic year will be tested on the basis of random selection. Random drug testing will continue throughout the academic year and cruise period. During cruise drug testing will extend to include all crewmembers (faculty, staff, cadets, licensed officers.)

() (2) Periodic testing.

Whenever a person is required to have a physical examination under Coast Guard regulations, a drug test must be included.

() (3) Reasonable cause.

CMA is required to drug test any cadet/employee who is reasonably suspected of using a dangerous drug. The following elements are grounds for "reasonable cause:"

(a) Direct observation of drug use or physical evidence of such use;

(b) Physical, behavioral, or performance indicators of use or intoxication. This may include slurred and incoherent speech, lack of coordination and balance, nodding or dozing off on watch, frequent absences from assigned duties or class, mood or attitudinal changes, general appearance, evidence of drug paraphernalia, and smoke or body odors.

() (4) Follow-up testing.

The Medical Review Officer (MRO) for CMA may direct a cadet/employee to take a drug test when a previous test was failed or refused, when a previous test indicated a "dilute negative" result, when a retest of the original specimen is requested by a cadet, or to determine whether a cadet is drug free and the risk of subsequent use of dangerous drugs is sufficiently low to justify "return to work" status.

() (5) Marine casualty, accident, or serious incident.

U.S. Coast Guard requires the chemical testing (drug and alcohol) of any individual directly involved in a serious marine incident, or marine casualty or accident. This includes vessel groundings, collisions, heavy weather damage, fires, explosions, failure of gear and equipment, loss of life, injury requiring medical treatment and which renders a person unfit to perform routine duties, significant property damage, and the discharge of oil or hazardous substance into the environment. Any individual failing a drug test in accordance with this policy and procedures will be presumed to be a user of dangerous drugs. Following a serious marine incident a drug test must be performed within 32 hours of the incident. Thereafter, the following actions will be carried out by COTS or designee:

(a) The cadet shall be offered campus support services, including education and training, counseling, and referral to off-campus agencies appropriate to the nature of the drug abuse problem.

(b) The cadet shall be removed from all duties, which affect the safe operation and security of the Training Ship and campus, including, but not limited to, watch standing, operation of equipment or handling of dangerous chemicals, and assumption of command responsibilities.

(c) Cadets shall be referred to the Discipline Review Hearing for disciplinary action.

You have refused to take a drug test if:

You fail to appear for any test within a reasonable amount of time after being directed to do so.

You fail to remain at the test site until the test process is complete.

You fail to provide a sufficient amount of urine for the collection.

You fail to cooperate with any part of the testing process.

Summary of Drug Testing Procedures

Drug testing is conducted in the Student Health Center, during the academic year, and in the TSGB Medical Treatment Facility during the annual Training Cruise, under carefully regulated conditions prescribed by DOT (49 CFR Part 40). After collection, specimens are picked up by courier and delivered to a federally-certified drug testing laboratory. Test results are reported to CMA within 48-96 hours of receipt. The following summarizes the procedures followed by CMA.

(1) Preparation for Testing

A standard laboratory drug testing custody and control form will accompany a specimen collection. A urine specimen container will be presented to the donor wrapped (or unwrapped in the presence of the donor) by the collection site person. A tamperproof system designed to ensure against any undetected opening will be used to secure the specimen bottle. The specimen must be transported, along with associated paperwork, from the collection site to laboratory in a shipping container, which can be sealed and initialed to prevent undetected tampering. All collection site personnel will be certified DOT urine collectors, trained in DOT procedures, and responsible for the following safeguards: a) maintaining the integrity of the specimen

collection and transfer process, b) ensuring the modesty and privacy of the donor during the collection, and c) avoiding any conduct or remarks of an accusatorial, offensive, or inappropriate nature.

(2) Specimen Collection

A specimen collection site will be identified that has an enclosure for urinating in private, a toilet, a source for washing hands (preferably in a separate location), and a surface suitable for completing required paperwork. Donors will be afforded privacy when providing a specimen except when:

- (a) The donor presents a specimen that is outside the accepted temperature range (in this case the donor must provide specimen under direct observation),
- (b) The collector observes the donor attempting to adulterate or substitute the specimen (in this case the donor must provide specimen under direct observation),
- (c) The donor's last specimen was determined to be diluted, (in this case collection site personnel may require a direct observation of the collection), or
- (d) The donor has previously had a verified positive test ((in this case collection site personnel may require a direct observation of the collection).

Specific procedures will be followed during specimen collection, including:

- (a) positive ID of the donor,
- (b) removal of donor outer garments only,
- (c) washing hands prior to specimen collection,
- (d) securing water sources in the collection site,
- (e) adding bluing agent to the toilet tank and bowl,
- (f) collector will remain outside the enclosure,
- (g) donor may flush toilet only after releasing the specimen to collector, and
- (h) the specimen should contain at least 30 ml of urine.

If unable to produce a sufficient specimen, donors will be provided up to 24 oz. of fluids. If the donor is still unable to provide 30 ml for a single specimen after two hours, the collection will be discontinued. The COTS or designee shall be notified of the discontinued collection and the MRO shall arrange for the donor to be medically evaluated. Medical and non-medical personnel may serve as collectors for both male and female donors except when direct observation is required. A same sex collector is required for all direct observation collections. Collector and donor must complete the collection process together, including:

Sealing and labeling the specimen bottle,
Initialing the bottle label or seal by the donor, and
Signing and dating the custody and control form.

(3) Refusal to Test

As per 49 CFR Part 40, "you have refused to take a drug test if":

- (a) Fail to appear for any test within a reasonable time after being directed to do so
- (b) Fail to remain at the testing site until the testing process is complete
- (c) Fail to provide a urine specimen for any drug test
- (d) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
- (e) Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (f) Fail or decline to take a second test the collector has directed you to take
- (g) Fail to undergo a medical examination or evaluation, as directed by the MRO
- (h) Fail to cooperate with any part of the testing process (e.g. refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process).

(4) Reporting and Review of Laboratory Test Results

The MRO conducts the final review of all drug test results. The MRO will be a licensed physician and have knowledge of substance abuse disorders. In reviewing positive test results reported by the laboratory, the MRO will examine alternative medical explanations for any positive test result, including a) conducting a medical interview (in person or by telephone) to solicit a medical history and other relevant biomedical factors, and b) reviewing all medical records made available by the donor when a confirmed positive could have resulted from legally prescribed medication. Prior to verifying a test result as positive, the MRO must give the donor an opportunity to discuss the test directly with the MRO. The MRO must confidentially contact the donor (either directly or through a staff person under the MRO's supervision) to determine whether the donor chooses to discuss the test result. If, after making a reasonable effort to contact the donor, and the MRO is unable to talk with the donor, the MRO shall inform the Student Health Center or designee who shall contact the donor, and direct the donor to contact the MRO as soon as possible.

If these efforts to contact the donor prove unsuccessful, the MRO may verify a positive test result without having communicated directly with the donor when:

- (a) The donor refuses to discuss the test result,
- (b) The Student Health Center or designee has contacted and directed the donor to contact the MRO, and more than 5 days have passed, or
- (c) Other circumstances occur as provided for in the DOT Operating Administration testing regulations.

If a positive test is verified without direct communication with the MRO, the donor may present to the MRO information documenting a valid reason for failing to contact the MRO within 5 days; on the basis of such information the MRO may reopen the verification process. If the donor presents documentation of a legitimate explanation for the positive result, and the MRO concludes the explanation is legitimate, the MRO shall declare the test negative and so inform the Student Health Center. Upon verification of a positive test result, the MRO shall notify the Student Health Center. Any donor who tests positive may not return to duty until the MRO determines the donor is drug-free and the risk of subsequent use of dangerous drugs is sufficiently low to justify a return to duty. In making this determination, the MRO will obtain from a CMA counselor or other substance abuse specialist an assessment of:

- (a) The nature and degree of the donor's past substance abuse history,
- (b) Progress in any rehabilitation effort, and
- (c) Prognosis and recommendations concerning recommended after-care services.

After reviewing these results but before making a return-to-duty recommendation to the Student Health Center, the MRO also must:

- (a) Verify that the donor is drug-free based on a drug test that shows no evidence of any current drug use;
- (b) Be satisfied that the donor demonstrates compliance with any rehabilitation conditions or requirements imposed by the treating professional; and
- (c) Establish an unannounced drug testing program, up to 60 months in duration, for the donor.

Disclosure of any medical information provided by the donor to the MRO as part of the test verification process is prohibited except when:

- (a) A DOT regulation requires such disclosure,
- (b) The MRO believes the information could result in the donor being medically disqualified for a USCG license or document, or
- (c) The MRO believes the information indicates that continued performance by the donor, even when not subject to physical disqualification, could pose a significant safety risk. In these circumstances, disclosure of any medical information is limited to the Chief Medical

Officer and/or the Captain of the Training Ship, any other CMA official or licensed officer with a legitimate need to know, USCG or other federal safety agency, or another physician responsible for determining the medical qualifications of the cadet under applicable USCG standards. (Note: Before obtaining any information from the donor, the MRO must inform the donor of the above conditions of disclosure and identify the parties to whom such information may be disclosed.)

Record Keeping and Reporting Requirements

CMA is required to maintain records of positive drug tests for a period of no less than five years, and records of negative test results for a period of no less than one year. All such records are maintained in secure files located in the Student Health Center. Tests, which are reported as positive by the MRO, may be subject to review by the US Coast Guard (Homeland Security). CMA is also required to report the occurrence of a serious marine incident, and persons involved, to appropriate federal agencies, as specified by 46 CFR 4.06.

Summary of legal sanctions under local, state, and federal laws for possession/distribution of illegal drugs:

No person may possess any controlled substance as defined by the California Health and Safety Code.

No person may possess or purchase any controlled substance for the purpose of sale.

No person may transport or import into this state any controlled substance for the purposes of selling, furnishing, administering or giving away.

No person shall possess items known as drug paraphernalia, knowing or under circumstances where one reasonable should know, that it will be used to plant, propagate, cultivate, grow, harvest, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance.

Actions when a Cadet Violates Policy:

Violation of the policy by cadets will be adjudicated in accordance with the Standards of Conduct for Students. Cadets in violation of this policy shall at a minimum expect an immediate disciplinary suspension; surrender of merchant mariner documents and forwarding of a positive drug finding to the U.S. Coast Guard for entry into their record; and denial of access to campus for the period of the suspension.

(C) COMMERCIAL CRUISE POLICY

COMMERCIAL CRUISE GENERAL PROCEDURES & RULES

All cadets scheduled to participating in Commercial Cruise must have passed all prerequisites designated by the General Catalog. This includes all academic classes and any disciplinary sanctions. Cadets intending on completing prerequisites during summer courses will not be allowed to select a vessel until they have completed the prerequisite. Additionally cadets must be fully registered for commercial cruise with all fees paid by March 1st.

All cadets interested in participating in Commercial Cruise must follow directions from the Commercial Cruise

Coordinator. Failure to show for Mandatory Meetings without written consent will result in being lowered to the bottom of the Commercial Cruise Pick List. Failure to turn in required documentation by the due dates will result in being lowered to the bottom of the Commercial Cruise Pick List.

The Commercial Cruise Pick list is a formula based on Conduct and Campus grade point average. The grade point average is taken after the Fall semester. The number of demerits/merits is generated from your freshman year up to March 1st of your Commercial Cruise year.

Upon selecting a vessel for commercial cruise cadets must still complete all prerequisites in order to sail aboard that vessel. Failure to meet a prerequisite will result in being removed from the vessel or put on hold until the course is complete. Commercial cruise must be a minimum of 60 days assigned to a vessel or 90 days for a Tanker vessel. Failure to complete commercial cruise successfully result in repeating the course and being lowered to the bottom of the pick list.

COMMERCIAL CRUISE QUALIFICATIONS

In Order for a student to be eligible for commercial cruise they must meet the minimum requirements for GPA, Prerequisites, Corps of Cadets Conduct and Required Documentation

Cumulative Grade Point Average of 2.0 or better.

Complete all prerequisites as detailed in their General Catalog.

Must be in Good Conduct with the Corps of Cadets: no probation or suspension within one year.

Required Documentation:

Passport

Merchant Mariners Document

TWIC Card

Proof of Medical Insurance

Basic Safety Training

Recent Physical

Drug Free Certificate

Medical Release Form

Cadet Data Sheet

Failure to meet any of the required qualifications will result in being dropped from Commercial Cruise.

Failure to comply with the Career Centers rules & regulations will result in being dropped to the bottom of the cruise pick list.

(D) COMPUTER & ELECTRONIC MAIL USAGE AGREEMENT

The purpose of CMA's computers & email system is to provide a setting and opportunity for members of the academic community to express and explore ideas openly, respectfully, and freely, and to develop the skills of intellectual inquiry.

Use of the computers & email system is a privilege granted to faculty, staff and students of the California Maritime Academy. All actions relating to these resources must be in accordance with applicable national and international laws and in accordance with policies of the California Maritime Academy, the California State University System and the State of California.

Users may not transmit unsolicited information that contains obscene, threatening or discriminatory material to another individual, mailing list, news group or to any public folders.

CMA email is for business use only. Minimal personal use is permitted, but must be limited and secondary to all intended uses of the email system. Any unauthorized access including unsuccessful logon attempts, use, tampering, alteration, destruction, or theft of these resources is strictly prohibited.

Any violation of copyright, patent, or license agreements is strictly prohibited. Any individual in the CMA community who does not comply with this policy will be treated with disciplinary action up to and including dismissal and/or legal prosecution.

CMA maintains the ability to monitor any computer activity made on its own network. Users should not assume that information stored on or transmitted through computers are confidential or that access by the Academy or its designated representative will not occur.

(E) FEE POLICY

For information about the University's fee policy, refund policy, payment information, and Schedule of Fees, refer to the Cal Maritime website at www.csum.edu. The Cal Maritime Undergraduate Catalog 2011-2012 and 2012-13 Academic Years can be found at <http://www.csum.edu/web/faculty-and-staff/academic-catalog>.

Additional information is available at the Student Financial Services page at http://www.csum.edu/web/faculty-and-staff/student-services_

(F) HEALTH INSURANCE

Due to the special nature of the educational experience at Cal Maritime, which includes a training cruise often involving international travel, **students are required to be covered by health insurance**. All matriculated Cal Maritime students are automatically enrolled in and charged for the endorsed "Student Accident and Sickness Insurance Plan" unless a completed Medical Insurance Fee Waiver Form certifying comparable required coverage is received by the semester deadlines (September 15 for Fall and January 25 for Spring*). Medical Insurance Fee Waiver Forms are available in the Student Health Center.

Please feel free to contact us with any questions or concerns regarding this matter at (707) 654-1170 or healthcenter@csum.edu.

*dates are subject to change

(G) ID CARD – PORT PASS

The California Maritime Academy uses the BlackBoard One Card - Port Pass as the official identification card for the campus. The Port Pass is used for the following purposes:

- (1) To dine in the cafeteria, the Port Pass is required for those on a meal plan
- (2) To check out books and materials from the library
- (3) To enter certain restricted areas on campus (e.g. computer lab, front gate, etc.)
- (4) For identification at campus events (if identification is required by the event)

The Port Pass is the property of the California Maritime Academy and is non-transferable. The Port Pass may be deactivated and/or retained when presented by any Cardholder making inappropriate or illegal use of it.

(H) NEW CARDS, LOST, OR STOLEN CARDS

New students are issued a card during Orientation Week. Report lost or stolen cards immediately to the IT office. The card will be deactivated. If you find a card, please turn it into the IT office. Note: If you later find your card, it will not be usable and should be turned into the IT office. There is a \$10 replacement charge for a new card. The payment for replacement is made to Accounting. The receipt must be presented to IT to obtain a replacement card.

(I) MEAL PLAN POLICY

Policy Statement:

It is the policy of the California Maritime Academy that all campus resident students participate in a student meal plan available through the Cal Maritime Food Service Department.

Principles:

The Food Service Department offers two meal plans:

- (1) The 19-meal plan provides breakfast, lunch and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday.
- (2) The 15-meal plan provides any 15-meals a week from the following offerings: breakfast, lunch and dinner Monday through Friday and brunch and dinner Saturday and Sunday.

Resident students must select one of the meal plans offered during the enrollment procedure at the start of each semester.

(J) RESIDENTIAL POLICY

Policy Statement

It is the policy of the California Maritime Academy that students enrolled in its baccalaureate degree programs maintain residence on campus and participate in a meal plan.

Off-Campus Housing

All completed Off-Campus Housing Petition Forms and required documentation must be submitted to the Housing & Residential Life Office. All requests to live off campus must include appropriate documentation to verify circumstances. The petitioning student must be in good standing; i.e., not on academic probation or conduct probation or possessing any outstanding alcohol violations. A final condition of approval is that all CMA accounts must be paid in full or accounts must be in good standing as verified by the Accounting Office. Any abuse of the off-campus process will result in immediate revocation of off-campus privileges.

Principles

Generally, exceptions will be considered for the following circumstances:

(1) Age – Students who are 24 years of age or older prior to start of fall semester only. Must submit a copy of a driver's license or government ID with petition.

(2) Medical - A student must provide current (one year or less) documentation from appropriately licensed medical professional describing the student's disability/medical condition, basis for diagnosis, how the disability/condition impacts the student's ability to live in campus housing and recommended accommodations. All medical petitions will be reviewed by the Off-Campus Housing Review Committee. The Campus Health Center may advise the committee.

(3) Military Veteran – Students who have served at least two years of continuous active military duty. –Must submit a copy of a driver's license or government ID and copy of DD-14 papers or discharge papers.

(4) Maritime License: Students holding a Third Mate or Third Assistant Engineer maritime license. – Must submit a copy of your maritime license.

(5) Marital Status: Students who are married or head of household as defined by the Internal Revenue Service; students who are domestic partners and can qualify according to Academy policy –Must submit a copy of your marriage license and/or completed tax return.

(6) Financial Hardship- Students must complete and submit a FAFSA by March 2nd and have accepted all University Aid offered, including loans. Student must still show 20% unmet need. Include a copy of your income tax return as well as other documents supporting your claim, and the "Budget Worksheet". All financial hardship petitions will be reviewed by the Off-Campus Housing Review Committee. The Financial Aid Office may advise the committee.

(7) Fifth Year Senior- Students that have completed eight semesters at California Maritime Academy.

(8) Lottery- Within five business days of denial, students denied off-campus approval may submit in writing that they would like to be placed in the lottery for an off-campus approval. There will be two rounds of the lottery. Seniors will have first priority and all other students will have second priority. The Petitions must be submitted prior to the April 1st deadline. To be eligible for the Lottery, a student must have three semesters of residency on Cal Maritime's campus (defined as completed Housing License Agreement, moved into residence hall, picked up and returned key in appropriate time, completed room check in and out properly, attended mandatory floor meetings, good academic, disciplinary and financial standing and have completed a minimum of 50 credit hours at time of application. The Lottery will take place in the middle of April. The approval for off-campus housing status may be given as late as August. Students will be informed via their Cal Maritime email address if any changes have been made to their lottery status.

(K) CMA HARASSMENT POLICY

(1) CMA POLICY STATEMENT

It is the policy of the California Maritime Academy to provide a work and study environment free from any form of harassment directed at any departmental employee, student, or member of the public while engaged in business activities for or with the California Maritime Academy.

California Maritime Academy employees are expected to adhere to a standard of conduct that is respectful and courteous to all employees, students and the public we serve. Students are expected to adhere to the same standards as other members of the CMA community.

The Academy cannot function unless each member of the community is accepted as an individual and treated civilly and respectfully, without regard to their assignment within the Academy. Every member of the Academy community must recognize that harassment compromises the integrity of the institution and the tradition of intellectual freedom, as well as the trust placed in the Academy and its members.

It is the position of the Academy to take appropriate and necessary measures to prevent or correct any occasions of harassment. This action will be taken in a timely manner, but must allow adequate time for procedural requirements to ensure compliance with federal and state law, including the due process rights of any accused persons. Violation of CMA's harassment policy is grounds for discipline and termination.

(2) SEXUAL HARASSMENT

Sexual harassment in the workplace is defined as unsolicited and unwelcome sexual advances, requests for sexual favors and other verbal, physical, or visual conduct of a sexual nature which occur under any of the following circumstances:

- (a) Submission is made either explicitly or implicitly a term or condition of employment.
 - (b) Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
 - (c) Such condition has the potential to affect an employee's work performance negatively and/or create an intimidating, hostile, or otherwise offensive working environment.
- For the purpose of further clarification, sexual harassment also includes, but is not limited to:**
- (d) Making unsolicited written, verbal, physical, and/or visual contact with sexual overtones. (Written examples: suggestive, sexual or obscene letters, notes, or invitation. Verbal examples: derogatory comments, slurs, jokes, and epithets with sexual overtones. Physical examples: leering, and displaying of sexually suggestive objects, pictures, cartoons, or posters.)
 - (e) Continuing to express sexual interest after being informed that the interest is unwelcome.
 - (f) Making reprisals, threats of reprisal or implied threats of reprisal following a negative response. For example, either implying or actually withholding support for an appointment, promotion or change of assignment; suggesting a poor performance report will be prepared or suggesting probation will be failed.
 - (g) Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, and/or work or learning environment of another employee or student.
 - (h) Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors. Offering inflated grades or other academic credit or advantage in exchange for sexual favors.

Sexual harassment conducted by students or against students is also prohibited and subject to this policy. Sexual harassment involving students would include the same kinds of offensive behavior described above.

(3) ANTI-DISCRIMINATION

Discrimination is explicitly prohibited with regard to the following areas: age, veteran status, disability, gender, marital status, national origin, race, religion and sexual orientation and gender identify. It is the position of the Academy to take all steps necessary to prevent or correct any discriminatory actions inflicted upon students, faculty or staff.

(4) RETALIATION PROHIBITED

No member of the CMA community, student or employee, shall take reprisal action against a person who files a complaint or provides information on an incident of alleged harassment.

(5) RESOLUTION

Members of the CMA community have the obligation to immediately report any acts of harassment that they are aware of. Whenever possible, it is preferable to resolve complaints at the informal level, before moving to the formal level. Every attempt will be made to keep the nature of any investigations as confidential as possible.

Employees may report harassment to their supervisor, contact the Director of Human Resources, or follow appropriate procedures outlined in their collective bargaining contracts. Supervisors or managers who receive reports of harassment should contact the Director of Human Resources.

For employees not covered by a collective bargaining unit, Executive Order 928 offers a complaint procedure to address these issues. The Director of Human Resources may be contact at (707) 654-1135: the Human Resources office is located in the administration building.

Students should report incidents of harassment or discrimination to any Cal Maritime faculty or staff. If students initially report such harassment or discrimination to a Residence Life staff, Student Affairs staff, Leadership Development staff or Public Safety staff member, that staff member should take a report and refer the issue to the Human Resource Department. A designee from Human Resources will then confer with the appropriate people on campus to determine if the complaint should be informally handled, mediated, referred,

or formally investigated. If a faculty or another member of staff initially hear a complaint, that staff or faculty member should assist the student in referring the issue to the Human Resource's Department, or a member of the Residence Life staff, Student Affairs staff, Leadership Development staff, or Public Safety staff as appropriate.

All complaints which involve staff, faculty, student members should be referred to the Director of Human Resources to follow up on. The Human Resource's Department will be responsible for ensuring that all copies of all complaint forms are maintained, followed up on, and have a final disposition. Complaint forms can be found on line at:

<http://www.csum.edu/HumanResources/Forms/Internal%20Complaint%20Form%20w%20form%20fields.doc>

(L) ANTI-DISCRIMINATION/HARASSMENT POLICY TRAINING SHIP GOLDEN BEAR

This policy is supportive of and supplementary to the CMA Anti-Discrimination/Sexual Harassment Policy.

CRUISE PERIOD DECORUM

It is important that all persons embarked on the Training Ship recognize the many unique conditions on cruise that may exacerbate otherwise minor problems. It is, therefore, essential that all hands ensure that their shipmates are neither intentionally nor unintentionally exposed to unlawful discrimination or harassment of any nature. Sometimes innocent conduct can be misinterpreted and injure the reputations of shipmates.

While on board the ship, we must be particularly sensitive to the fact that, because a large number of people are confined to a relatively small space, even a slip of the tongue can be misinterpreted as intentional harassment.

If one feels that he or she has become the subject of unlawful discrimination or harassment, such action should be promptly and respectfully brought to the attention of the offending person or persons. A respectful and non-emotional statement describing the offending comment(s) and/or action(s) should also be received respectfully and, where appropriate, followed by an apology, such as "I am sorry that my action(s) have upset you." This open approach between shipmates, where neither side is attacked, should normally lead to a quick and lasting resolution.

In many cases, faulty perceptions are interpreted as factual. It is important to recognize that even innocent actions can sometimes be misinterpreted. Student and faculty interactions should be conducted with discretion and professionalism at all times. This is particularly significant when such interaction occurs in staterooms or in berthing areas.

The Captain of the Training Ship will promulgate specific rules, as needed, to ensure that the cruise environment is kept free of unlawful discrimination and harassment.

DISCRIMINATION/HARASSMENT PREVENTION PROCEDURES

The following procedures are established to implement this policy:

(1) The Academy will ensure that a trained Discrimination and Harassment Advisor is on board during the cruise period. The Captain of the Training Ship will have access to a trained advisor to monitor conditions and/or assist in any situation deemed appropriate. The Captain of the Training Ship may also contact the AAO/HR Director at CMA if needed.

(2) That adequate standards and monitoring procedures are implemented. These directives may be promulgated, as necessary, during the cruise period.

(3) All persons embarked on the Training Ship will receive training in this policy and in the specific directives issued by the Captain of the Training Ship.

PROCEDURES FOR RESOLUTION

The Academy's procedures for handling incidents of unlawful discrimination and/or harassment place a strong emphasis on resolving complaints informally.

(M) NO SMOKING AND USE OF SMOKELESS TOBACCO POLICY

Smoking and smokeless tobacco is prohibited throughout the campus, including in vehicles used for official business and in spaces used for off-campus activities, except in areas specifically designated for smoking.

1. The Director of Facilities will identify, and have the flexibility to adjust, designated smoking areas on campus
2. Violations will be addressed through appropriate disciplinary channels, i.e., the corps regulations and the Faculty/Staff Personnel system.

Notice shall be posted at or near the principal entrances of each campus or property calling attention to the existence of the rules. Smoking aboard the Training Ship will be in compliance with the TSGB Standing Orders.

Smokers must be aware of the fire and sanitation hazards of improperly disposing of cigarette and cigar butts.

(N) Parking and Alternative Transportation

The following changes to Parking and Alternative Transportation Policies and Regulations are effective commencing July 1, 2012:

Parking at the California Maritime Academy is a privilege extended to students, faculty, staff, and campus guests. Operators of motor vehicles (including motorcycles and motor-driven bikes) are required to be in possession of a valid driver's license and to comply with applicable laws pertaining to vehicle registration, operation, insurance and safety equipment.

Pursuant to state codes, all traffic and parking is subject to regulations and fees. Compliance with these regulations is MANDATORY (sections 42200 and 42201, Title V, California Code of Regulation; and Section 21113(a), California Vehicle Code. The California Vehicle Code, Vallejo Municipal Code, and the following regulations are enforceable at all times. The Chief of Police will be responsible for the supervision and enforcement of parking regulations. The Chief of Police or designee will hear appeals. Vehicles parked on Academy property in violation of these regulations will be issued a parking citation, booted and/or towed at the owner's expense. Any questions regarding payment of citations should be directed to: Parking Management Bureau, 1 University Circle, Turlock, CA 95382. Phone: (800) 700-4417. Web page: www.pmbonline.org.

Specific parking lots have been designated for faculty, staff, students, and visitors. Parking on state property is at the risk of the individual. Neither the Academy nor the State of California assumes liability for any loss or damage to any vehicle, personal property, or the owner or occupants of any motor vehicle while on campus.

1. PARKING PERMITS:

- 1.1 Paid parking.** All students, faculty, staff and visitors who park on this campus must display a valid permit. VALID PERMITS MUST BE DISPLAYED AT ALL TIMES IN FACULTY AND STAFF PARKING LOTS A, C, D AND DAY PERMIT SPACES IN LOT B. PERMITS ARE REQUIRED BY 0600 ON THE EIGHTH CALENDAR DAY OF EACH SEMESTER IN STUDENT PARKING LOTS B, E, F, G, J and K.

The fee schedule has been promulgated by the Trustees of the California State University. Information and payment is handled by the Cashier's Office in the Administration Building.

1.1.1 Student Parking Fees

\$72.00 per semester – payable in lump sum only

1.1.2 Faculty/Staff Parking Fees *

\$192.00 per year (12 months)

\$144.00 per year (9 months)

*CSUEU and CFA will remain \$144.00 per year (12 months) and \$108.00 per year (9 months). Please refer to CBA agreements.

1.1.4 Daily/Hourly Permits

\$3.00 for four (4) hours

\$3.00 evening (1800 to 2359)

\$5.00 daily

\$5.00 weekend (Sat. 1800 to Mon. 0600)

\$8.00 weekend (Fri. 1800 to Mon. 0600)

1.1.5 Conference Parking

Contact Police Administration: 707-654-1176, option 2

1.2 Permit parking. The purchase of a standard parking permit does not guarantee a parking space on campus.

1.3 Visitors, shoreline users, and individuals not purchasing a semester or permanent permit may purchase a daily/hourly permit from the ticket dispensers located in lots B & D. These permits are valid in lots B, D, E, F, G, J, or K on the day the purchase is made. Daily permits expire at midnight on the day of purchase. The permit should be displayed face-up on the driver's side of the dash. Unreadable permits are subject to citation. The shoreline is open to the public from sunrise to sunset, daily.

1.3.1 Campus guests and visitors are required to obtain a permit when parking on campus. Please refer to section 1.3 above. For large events, please see 1.1.5.

1.4 Student motorcycle permits. Two-wheel vehicles (including mopeds, motor scooters, or any motorized bicycle) required to be licensed by the State Department of Motor Vehicles, are charged \$18.00 per semester for parking permits, and are required to park in designated motorcycle spaces located in lots A, B, C, D, E and G. Permit is to be displayed on the rear fender or on a front fork.

1.5 Boat and Trailer- No private boats or trailers are allowed to park on campus.

1.6 VALID TEMPORARY PERMITS:

1.6.1 Temporary paper hang tags are issued in the Administration Building and Admissions Office to campus guests for short campus visits (up to two hours). These permits are valid on the date(s) indicated and in the lot(s) indicated. Employees with valid parking permits may request a single day permit from the Administration Building if they have forgotten their permit. Single Day permits should not be requested for more than 5 consecutive days. Employees who have lost their permit or had it stolen should report this to Police Services and purchase a replacement permit. Students needing temporary replacement permits should request them from the Chief of Police or designee.

1.6.2 Special parking permits. Student authorized special parking access will be issued passes reflecting their access parking lot.

1.6.2.1 Temporary Disabled Parking Permit may be granted to disabled/handicapped students for special parking privileges by the Police Services Department. These permits are to fill a temporary gap until the injured student can acquire a state handicap permit. The following rules will apply:

- Student must provide a note from the primary treating physician requesting accommodations
- Student must have a valid CMA parking permit
- Student temporary permit will expire after 3 weeks
- Student will be assigned to the closest lot for classes and housing
- Any special circumstances will need the review and consideration by the Chief of Police
- Injured person must show a copy of the permit receipt to Police Services personnel when requested

1.6.3. USE OF PERMITS

1.6.3.1 All permits must be visible and legible through the windshield:

- Sticker permits (e.g. student semester permits) must be attached to the glass of the lower driver's side section of the windshield and are not transferable to another vehicle.
- Hang tag permits (e.g. faculty and staff permits, conference permits, etc.) must be hung from the rear view mirror and may be transferred to another vehicle.

1.6.3.2. PERMITS ARE NOT TRANSFERABLE

1.6.3.2.1 No person who has been issued a parking permit shall sell, give, lend, or otherwise allow any other person to use such permit to obtain parking privileges.

1.6.3.2.2 Fraudulent Use of a Permit

No person shall use, display, or have in his/ her possession any copied, counterfeit or altered permit, or permit belonging to another person.

2. SPEED LIMITS: The speed limit on campus is 15 MPH except where otherwise posted. All violations of the California Vehicle Code are subject to citation, disciplinary action and/or revocation of campus driving privileges as determined by the Chief of Police.

3. STUDENT AND EMPLOYEE PARKING: Specific parking areas have been designated for students and employees. Student parking is restricted to lots E, F, G, J, K, and part of lot B. Employees with a valid employee permit may park in all lots. SPEL students will park in lots I or G. SPEL students may park in lots A and D when using lower campus facilities.

4. VISITOR PARKING: Visitors have the following options:

- If campus visit is two hours or less, see 1.6.1.
- If campus visit is more than two hours, a visitor should purchase a permit via a permit dispenser machine (located in lots B and D).
- Visitors, displaying a valid permit, may park in lots B, D, E, F, G, J and K. Exceptions are spaces marked "RESERVED" or "STAFF" in D Lot.
- A visitor may park in a green time zone without a permit for the time indicated.

4.1 Participants in Academy sponsored programs are to park in lots A, D or I.

5. PROHIBITED OR RESTRICTED PARKING: A person shall not stop, stand, or park a vehicle:

5.1 Where an official traffic control device indicates that it is prohibited.

5.2 To cause a vehicle to be abandoned on campus. Non-operational vehicles parked on campus continuously for 72 hours or more will be presumed abandoned. These may be towed to a public garage for storage. Section: 22669 CVC.

5.3 On any campus road except upper Faculty Drive in front of residents with their permission.

5.4 Outside of parking space markers.

5.5 In any space that requires a special permit, in accordance with signs posted at each lot.

5.6 To sleep overnight in a vehicle without special authorization from the Chief of Police or President.

5.7 Except for an emergency, in any red zone.

5.8 In any loading zone, except while in the process of loading or unloading passengers or materials. There is a 30 minute maximum time for such loading or unloading.

5.9 In any green limited-time parking space for a time exceeding the posted limit.

5.10 In any parking space marked "**RESERVED**" or with white painted curb, that have been designated for specific faculty, staff, or special visitors.

5.11 In such a manner that any part thereof extends into any traffic lane or pedestrian sidewalk, whether marked or unmarked.

5.12 On any off-street public property unless a traffic control device indicates that such action is permitted and then only in accordance with the directions of such traffic control device.

5.13 In any area of the campus, which is not posted or improved and marked for parking.

6. DISABLED PARKING: Spaces reserved for disabled persons can be found in A, C, D, F, H, G, I and J lots.

7. OTHER TRAFFIC REGULATIONS:

7.1 Motor vehicle travel is restricted to the roadways and parking areas of the campus. Individuals requiring the use of sidewalks for vehicular movement shall obtain advance permission from the Department of Police Services.

7.2 It shall be unlawful for any driver of a vehicle to fail to obey any sign or signal erected or maintained by the Academy to regulate the flow of traffic.

7.3 No person shall, without lawful authority, deface, injure, attach any material or substance to, knock down, or remove any traffic control device, traffic guidepost, or traffic post erected by the Academy.

8. BICYCLE REGULATIONS and ALTERNATIVE TRANSPORTATION:

- 8.1 Bicycle riding, while on roadways, at the Academy, is subject to the same laws as any other vehicle. (CVC sec. 21200 – 21210). Bicycles used in the line of duty by Academy Police and Public Safety personnel are exempt from the Academy bicycle regulations.
- 8.2 The speed limit for bicycles, when in close proximity to pedestrians, is 5 MPH.
- 8.3 Bicycles may be stored and secured at the racks provided for that purpose. Bicycles will not be parked inside buildings, classrooms, on stairways or any place where they may impede pedestrian traffic or create a hazard, i.e. parked across a sidewalk or secured to lampposts, trees, etc.
- 8.4 Bicycles found left unused or impounded and unclaimed for a period of six months may be disposed of or sold through auction by the Academy.

9. PENALTIES: Fines will result for violation of the campus parking regulations. Repeated violations or unsafe operation of a motor vehicle may result in the loss of campus parking or driving privileges.

10. APPEALS:

- 10.1 Any person may file an objection to a citation in writing through the Parking Management Bureau web site, www.pmbonline.org, within 21 days of being issued a notice of a parking violation. The contestant must submit a written explanation of reasons for taking exception to the parking violation. The Chief of Police or designee shall review the objection. The contestant is not held liable for the citation until a response to the appeal is received by email. If the person contesting is not satisfied with the results of the initial review (first level appeal), then there are several options:
 - 10.1.2 Within 21 days, pay the full amount due and avoid delinquent fines.
 - 10.1.3 Within 15 days, deposit the full amount due and request a review (second level dispute) with a hearing examiner. If not found liable by the hearing examiner, the deposit will be refunded.
 - 10.1.4 If dissatisfied with the hearing examiner's decision in the second level dispute process, an appeal may be filed with the Civil Court of Solano County. This third level dispute must be filed within 30 days of the hearing examiner's decision from the second level dispute. The court will require a \$25.00 filing fee plus any other applicable charges and fees.
- 10.2 The fact that a vehicle is unlawfully parked shall be prima facie evidence of the unlawful parking of such vehicle by the person in whose name the permit has been issued to, or, if no parking permit has been issued, then by the person in whose name the vehicle is registered with the appropriate Department of Motor Vehicles.

11. FINES: The following fines have been established for violations.

VIOLATIONS	REG. SECTION	PENALTY
No Valid Permit Clearly Displayed	CVC 21113 (A) 1.1	\$32.00
Control Device Prohibits	4.1	\$32.00
Parked on Campus Road	4.3	\$32.00
Outside Space Markers	4.4	\$32.00
Parked in Special Permit Zone	4.5	\$32.00
Parked in a Red Zone	4.7	\$32.00
Loading Zone Violation	4.8	\$32.00
Exceeding Time Limit	4.9	\$32.00
Reserved Parking Zone	4.10	\$32.00
Use of Fraud/Unauthorized Permit	4.11	\$350.00
Not Marked or Improved for Parking	4.13	\$32.00
Disabled Person Zone	CVC 22507.8 (A)	\$280.00
Disabled Person Zone/Hash Marks	CVC 22507.8 (C)	\$280.00
Parked on Sidewalk	CVC 22500 (F)	\$32.00
Parked in a Fire Lane	CVC 22500.1	\$35.00
Parking by a Fire Hydrant	CVC 22514	\$35.00

12. TOWING POLICY: A motor vehicle can be towed and stored at the owner's expense when any of the following situations occur:

12.1 It is parked within 15 feet of a fire hydrant or in a manner that may impede fire-fighting efforts.

12.2 It obstructs traffic or is parked in a roadway, driveway, loading zone, fire lane or handicapped parking area.

12.3 It is abandoned. Evidence of abandonment includes, but is not limited to such conditions as: flat tires, disassembly in whole or in part, etc.

12.4 It does not display valid state registration plates.

12.5 It is parked during vacation periods and has not been authorized to do so.

12.6 Five or more violations have been assessed and have gone unpaid for more than 21 days.

13. VEHICLE IMMOBILIZATION: When a vehicle is immobilized, such immobilization shall not exceed seven days. After this time the vehicle will be towed and stored at the owner's expense. A boot removal fee of \$50.00 will be charged to the owner.

All other provisions remain in effect.

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- 8.G. THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

A. THE DEPARTMENT OF MARINE PROGRAMS & LEADERSHIP DEVELOPMENT

(1) GENERAL

The Department offers experiences and services that differ from a traditional campus and are unique to CMA. A significant part of this experience takes place on and about the Training Ship GOLDEN BEAR both on campus and during its annual training cruise. Maritime Vocational Instructors in the Maritime Operations Department will teach students many of the hands on skills, which will allow them to run a ship and eventually become licensed officers. Through the Office of the Commandant and Corps of Cadets, students will receive leadership opportunities and training, further preparing them for their professional roles.

(2) UNITED STATES TRAINING SHIP GOLDEN BEAR

The Director of Marine Programs & Leadership Development serves as the general manager of the Training Ship GOLDEN BEAR and all Academy small craft. The Training Ship and the Academy small craft are full size operational vessels that take skill and great care to operate and maintain safely. The Director serves as the Commanding Officer of the Training Ship during the Academic year and aboard one of the Training Cruises. Under the direction of the Captain, the Marine Manager/Chief Mate and the Engineering Manager/Chief Engineer of the ship, coordinates the instruction, perform the training in safety, maintenance and operation of these vessels in coordination with a staff of Vocational Instructors. Students are involved with these individuals and their staff on a daily basis on the training cruise and also while on campus.

(3) ENGINEERING / WATERFRONT

Maintenance and training on board the Training Ship is coordinated by the Engineering Manager/Chief Engineer working in cooperation with the Chief Mate and Vocational Instructors. Students assigned to ships operations courses and on the training cruise will work under the guidance of the Chief Engineer and Chief Mate and will overhaul engines and pumps, operate cargo gear, launch lifeboats and perform routine maintenance on board the ship, small craft, and about the boat basin.

The boathouse and general waterfront areas are filled with activity and learning experiences. All boating and training ship operations start from here. Your first experience on the waterfront will probably be the lifeboat class. The Maritime Operations Department and the sailing staff provide boating opportunities for both instructional and recreational areas. Vessel maintenance and safety are the normal method of operation on the waterfront at Cal Maritime.

(4) BOATHOUSE

The Boathouse is the hub of much practical education and training on campus. In addition to the Training Ship where students have practical labs, the Boathouse is where the monomouy pulling boats are located, on which every cadet practices in order to become a certified lifeboatman. Additional training vessels are also located here, such as the LITTLE BEAR, the CUB, BLACK BEAR and the NUMBER 9 boat. These boats allow students to acquire shiphandling skills on single and twin-screw vessels. Academy sailboats are also provided in the harbor next to the GOLDEN BEAR and the Boathouse.

(5) STUDENT CONDUCT ADMINISTRATOR

The Conduct Administrator is responsible for the facilitation of the student conduct system and assuring due process when a student has been charged with misconduct. The Conduct Administrator is responsible for assessing charges, determining which hearing board shall hear the charges, meeting with students to assure they understand the procedures of the conduct system as well as their rights within the system, and to track conduct records. A Conduct Facilitator assists the Conduct Administrator in the disciplinary process. For further information regarding the conduct system, refer to Chapter 3.

(6) COMMANDANT OF CADETS

Cadets at CMA, in accordance with Federal Maritime Administration Regulations, are enrolled in the Corps of Cadets. The Corps of Cadets provides a structure by which functional duties on the ship and campus are performed, uniform and grooming standards are maintained, watch standing instruction and scheduling is managed, leadership and professional development instruction is performed, and conduct is controlled. The Commandant of Cadets, through his/her staff and appointed cadets, manages this program.

(7) CORPS OF CADETS

The Corps of Cadets offers cadets a wide range of training and leadership and professional development opportunities. For more information concerning the structure and regulations concerning the Corps, refer to Chapter 4.

(8) LEADERSHIP DEVELOPMENT PROGRAM

(a) GENERAL

As stated in the Mission Statement, leadership development is one of the four areas provided in every cadet's educational experience at CMA. The other three areas are intellectual learning, applied technology, and global awareness.

The Leadership Development Department, which includes the Commandant of Cadets, is responsible for implementing a vigorous, yet rewarding leadership development program. To achieve success with this program, the Department partners with many other facets of the Academy, including Campus Life, Academic Affairs, Athletics, and the Training Ship, to name a few.

Leadership, personal, and professional growth opportunities abound at CMA and one of the Department's purposes is to assist every student with locating their niche and discovering the reward of growing and learning both personally and professionally over the next four years.

The mandatory foundation of the leadership development program encompasses six components. They are Orientation, Corps of Cadets membership, Watch Standing, Academics, Professional Development Training, and Living and Learning Environment in Residential Housing. The benefits of this program are well documented through years of feedback from employers of past CMA graduates. However, to achieve the reward, cadets for years have made sacrifices their peers at other universities have not made.

To complete the **mandatory** Leadership Development Certification Program, cadet learning outcomes are:

- (1)** Member of the Corps of Cadets
 - Students will be able to understand the responsibility to be where they are suppose to be when they are suppose to be there.
 - Students will be able to understand the need to prepare for the dress requirements of one's work environment while presenting a professional appearance.
 - Students will be able to understand and maintain the norms of a professional person.
 - Students will be able to understand through dialog and discussion of a more theoretical approach to leadership skills and ethical values.
- (2)** Watch Standing - Students will be able to understand and participate in an increasing level of responsibility and accountability from followership as a Fourth Class to leadership as a First Class.
- (3)** Academics - Students will be able to understand the components of leadership theory and practice.
- (4)** Professional Development Training
 - Students will be able to understand issues pertinent to their professional and leadership development.
 - Students will be able to understand issues pertinent to their social responsibility.
 - Students will be able to understand issues pertinent to social justice.
 - Students will be able to understand issues pertinent to learning and training styles for today's students.

- Students will be able to identify their type indicator and understand how they relate to others.
 - Students will be able to understand their leadership potential and design and implement plans to improve.
- (5) Orientation
- Students will be able to understand the dynamics of participating and working within a team.
 - Students will be able to understand issues pertinent to their social responsibility.
 - Students will be able to understand issues pertinent to social justice.
 - Students will be able to understand and apply the requirements of the Corps of Cadets, including Corps organization, uniforms and grooming, watch standing, and the conduct system.
 - Students will be able to understand issues pertinent to their social and professional development.
- (6) Living and Learning Environment - Students will be able to learn tolerance in a communal environment; to respect others' rights and privileges; to live independently; to team build; and to live in a safe environment complete with socially stimulating activities.
- (7) Overall Leadership Learning Experience - Students will be able to display an improved understanding and ability with highly desired skills, including self-awareness, communication, critical thinking, motivation, and visioning and goal setting.

B. POLICE SERVICES

(1) THE STAFF

The California Maritime Academy Police and Public Safety Department provides 24-hour a day protection for the campus community. The California Maritime Police and Public Safety Department staff consists of the Chief of Police and Director of Public Safety, who is authorized to bear firearms and vested with full law enforcement powers and responsibilities, identical to the local police and sheriff in your home community. There are also eight non-sworn Community Services Specialists (CSS). These officers have received formal training in Arrest, Search and Seizure, California Penal Code Section 832, first-aid, CPR, and a minimum of 40-hours of campus security orientation.

All security officers receive annual recurring training in-house to maintain proficiency. Officers have the authority to perform a citizen's arrest if circumstances dictate. They also enforce parking regulations. There is a security officer on campus 24-hours a day, 7 days a week. Public Safety personnel are unarmed. They conduct foot, bicycle, and vehicle patrols on campus, to include interior patrols of the campus residence halls. They are the first responders to campus emergencies. The California Maritime Academy is within the jurisdiction of the City of Vallejo and works in conjunction with the Vallejo Police Department and other state and federal law enforcement agencies.

(2) DISABLED MOTORIST ASSISTANCE PROGRAM - Have you ever gone out to your car and found that the battery is dead. Your only option to get the vehicle started is to call the tow service, if you can find the phone number and your card. The Police and Public Safety Department can provide a jump start or help you contact a local tow company. Please understand that we provide these services based on availability. At times, other priority police business may delay services. We strive to answer all calls for service as quickly as possible. Call Police Services at (707) 654-1176.

(3) LOST AND FOUND - CMA's Public Safety Department maintains a Lost and Found Repository.

(a) Found Property - All CMA community members may turn in found property to the Public Safety Office. You may hand carry found property to the Public Safety Office and surrender it to on duty personnel or request a community service specialist at (707) 654-1176 to arrange the property transfer. The officer will assign the lost property a claim tag number. The Public Safety Office will periodically announce property retained in its repository to be claimed by owners. Property will be held for 180 days and then disposed of per CSU directives.

- (b) To Report Lost Property - To report a lost item, provide the following information:
 - (1) Brand name and/or description of the item;
 - (2) Model number;
 - (3) Serial numbers and any special identifying marks you may have added to the property prior to you losing it; and
 - (4) Time and location where you had the item last.
- (c) To Claim Lost Property - Lost property may be claimed at the Public Safety Office by contacting the on duty personnel at (707) 654-1176. To claim property, you must be able to establish ownership. You may do this by providing:
 - (1) Detailed description of the lost property (nomenclature, etc.);
 - (2) A receipt or bill of sale;
 - (3) The serial and model number; or
 - (4) Describing special identifying markings you may have added to the item.

(4) LIGHTING AND LANDSCAPE ASSESSMENTS - Police Services is constantly assessing the environment around campus to ensure safety. Members of our staff have received special training in lighting standards and lighting safety issues. Lighting safety surveys are conducted on a weekly basis to ensure installed lighting is working properly and existing lighting meets environmental needs. Police Services then works with other Plant Operations to make any repairs or enhancements that are needed. In addition, some of our staff have been trained to identify environmental issues, such as landscaping, that may adversely affect the safety of our community.

(5) PHYSICAL SECURITY ASSESSMENTS - Does the facility you live in have the proper doors, locks, and security devices in it to insure property and resources are properly protected. The security of employee workstations and campus facilities is of the utmost importance to all members of the CMA community. Unsecured items such as laptops or paper files may contain confidential information or items of monetary value. High value personal and State of California property that is easily taken requires special attention from our department. As custodians of state property, we are all responsible for using appropriate security in our workspaces. The Physical Security Assessment program is designed to help the students and employees of CMA identify practices in your workplace that place information, data, state or personal property at risk. You can call Police Services at (707) 654-1176 to request a Physical Security Assessment of your workspace or building.

(6) BICYCLE PATROL - With California Maritime's small footprint, a combined use of bike and vehicular patrols is ideal. The bicycle officer allows for more personal contact and opportunity for positive feedback of those contacted while on patrol. This program is seasonal and subject to campus demand.

(7) CAMPUS-ORIENTED PARTNERSHIP POLICING PROGRAMS (COPPS) EDUCATION AND PREVENTION PROGRAMS -This new program expands the community-oriented policing foundation by assigning specific officers to geographical areas throughout campus. These officers serve as liaisons with the campus community by providing a direct contact to campus constituents, conducting presentations, and providing immediate feedback to address problems or concerns.

(8) CRIME REPORTING PROCEDURES

(a) General

The Public Safety Department is located in the Special Projects and Extended Learning Center at the top of Faculty Road across from Bodnar Field. The department encourages all campus members to report all crimes, accidents, or incidents occurring on or near the campus. The individual making the report does not have to prove a crime has occurred; any suspicious activity is sufficient to warrant a report to the Community Service Officer on duty. Reports may be made in person, by phone, or in writing. A Community Service Specialist (CSS) is available 24-hours a day, 7 days a week and can be reached by calling 654-1176 or 654-1111 for any emergency.

Please be prompt in reporting all criminal incidents and medical emergencies to us. Potential criminal actions and any medical emergency on campus should be directly reported to the Public Safety Department by dialing ext. 1111 from any on campus phone. You may also dial 9-911 and

contact the Vallejo Police Department (VPD) Emergency Operator. Upon receipt of the call, officers will be dispatched to investigate and have the authority to make an arrest in some cases, and relinquish custody of the suspect to the VPD.

When you call Public Safety or the Vallejo Police, provide the following information:

- Your name;
- The location of the incident you are reporting;
- A description of the scene and suspects;
- A description of any vehicles involved in the incident, especially a license plate number; and
- The nature of the incident.

After a call or report is made to Campus Public Safety, a CSS will respond. The focus of the initial response will be the safety of all persons involved in the incident. The officer(s) will initially investigate each report and provide follow-up work as necessary to bring each incident to a final disposition. If outside assistance is needed (i.e., Vallejo Police, Fire, ambulance, etc.) the call will be placed by the security officer.

Serious crimes or life threatening emergencies should be reported to the Vallejo Police Department immediately. **When initial reports are made to Vallejo Police Department, notify CMA's Public Safety Department so timely warnings are made to the campus community.**

- (b) Reporting Crimes or Requests for Assistance
 - Emergency 911 from dorm or office phone
 - Vallejo Police non-emergency (707) 648-5293
 - Public Safety Emergency (707) 654-1111
 - Public Safety Office non-emergency (707) 654-1176
- (c) Reporting Crimes to Campus Community - Whenever crimes occur on or near the campus that may present a threat to the campus community, the Public Safety Department makes timely reports to the campus community. This is done through:
 - Weekly Bulletin notices
 - Crime Alert Notices posted on bulletin boards and kiosks on campus
 - E-mail
 - A daily activity crime log, which is available for review 24 hours a day at the Public Safety Department

Faculty, staff, and students should report crimes to Public Safety, which can be reached 24 hours a day. It is our goal to provide assistance to insure that we include the crime in our annual security report.

C. ATHLETICS

(1) QUICK FACTS

Nickname: Keelhaulers

Colors: Blue and Gold

Arena: Mayo Hall



(2) WHAT IS A KEELHAULER?

Keelhaul (v. i.) To haul under the keel of a ship, by ropes attached to the yardarms on each side. It was formerly practiced as a punishment in the Dutch and English navies.

Keelhauling was a form of corporal punishment that was formerly practiced as a punishment in the Dutch and English navies. It was used as a way to punish members of the crew who were guilty of serious breaches of the ship's code of conduct. Keelhauling involved tying the hands of a crewmember to a rope and hauling him under the keel of the ship. While the practice of keelhauling was formally abolished in 1853, the Keelhauler lives on as the official mascot of Cal Maritime athletics.

As you can imagine, Cal Maritime's Keelhauler is one of the most unique mascots in intercollegiate athletics. In fact, in years past, it has earned the distinction among national and regional media outlets as one of the top 25 nicknames in intercollegiate athletics.

(3) HISTORICAL OVERVIEW

The California Maritime's Academy Department of Athletics boasts a long history of competitive sports. Many of the athletic programs that are in existence today have primarily grown out of activities related to the training cruise. Take a look at some of the historical milestones of Cal Maritime Athletics.

1930's & 1940's

Baseball, crew, basketball and boxing were the sporting events that were conducted on campus and on cruise during this time period. As you might imagine, Crew was always a main attraction and event at the school, but whaleboats were used instead of racing shells.

The athletic facilities as we see them today went through an evolution. When the school moved to Vallejo in 1943, the athletic program moved along with it. The gymnasium was completed in 1946. It was the first permanent structure built at Cal Maritime, but it was finished after the campus moved to its current location.

The tennis courts where we see them today actually predate the completed gym. Before the gym was completed, the basketball team and tennis program shared the courts for practice. On the hill located in the student parking Lot E, commonly known as Egypt, was the old rifle range. Where the student center is located today was then the old handball courts.

The 1950's & 1960's

The basketball team (known then as the Seawolves) continued to be an extramural sport. Water polo was introduced as an intercollegiate sport in August of 1951, and by the mid-50s was the only Cal Maritime athletic squad to play Bay Area colleges (Cal Berkeley, UC Davis, and San Francisco State).

The basketball and baseball teams during this time period typically played against military squads, as opposed to college teams. Mare Island was a constant athletic opponent for the Cal Maritime's baseball and basketball teams, with most of the games played and at the local Army-Navy YMCA in Vallejo.

1970's – 1980's

There was no distinction between intramural and intercollegiate athletics until the early 1970's when P.E. Instructor/Athletic Director Harry Diavatis began scheduling and coaching basketball and organizing other sports under intercollegiate guidelines. Cal Maritime's athletic mascot, the Keelhauler, was chosen by the students in 1974.

1990's to Present

Today, Cal Maritime has nine intercollegiate sports, four of which are affiliated with the National Association of Intercollegiate Athletics. Men's soccer, basketball, and golf are charter members of the California Pacific Conference. In 2004-2005, women's basketball completed its inaugural year as an intercollegiate program and is now a member of the Cal Pac. Women's water polo is the new addition to women's sports for the 2006-07 season. Rugby, sailing, crew, and water polo complete the roster of sports offered here at Cal Maritime.

The future of athletics at Cal Maritime is full of promise. Current sports continue to get stronger and participation is on the rise. The rugby team has made the play-offs two of the last three years. New sports are on the horizon with Women's Basketball leading the charge. One of the biggest additions will be the new gymnasium complex. This state of the art facility will feature full size basketball and volleyball courts, cardio and weight rooms, classroom and office space, full size pool with a water polo tank and also an STCW pool for marine survival training.

D. ASSOCIATED STUDENTS OF THE CALIFORNIA MARITIME ACADEMY (ASCMA)

The Associated Students, Inc. (ASI), a non-profit corporation, chartered with the California Secretary of State, utilizes student funds to create and operate programs to benefit the student community. It functions as a non-profit, student-run corporation. An Associated Student Body fee is paid by all students, making the Associated Students members eligible to vote in the annual elections of AS leadership.

A student Board of Directors, elected each year, governs the ASCMA. The Board is comprised of an Executive President, Executive Vice President, Vice President of Finance, and officers from each class. The Board meets throughout the fall and spring semesters.

The Associated Students' services and programs are designed to enrich campus life and to help support many campus organizations. The ASCMA officers also serve as the elected representatives of students and function to protect students' rights.

E. CAMPUS CLUBS AND ORGANIZATIONS

There are many opportunities to get involved in campus life at Cal Maritime. Perhaps the easiest way is to join a club or organization, or find students interests similar to your own and start a club.

Recognized clubs and organizations are funded by the ASCMA. Campus clubs and organizations may be extra-curricular, recreational, or related to academic interests. A partial listing of campus clubs and organizations are:

- American Society of Mechanical Engineers (ASME)
- Auto Club
- National Society of Black Engineers
- Sailing Club
- Circle K Service Club
- Society of Naval Architects and Marine Engineers (SNAME)
- Rugby Club
- Surf Club

F. STUDENT WELLNESS

(1) WHAT YOU SHOULD DO NOW TO KEEP YOURSELF HEALTHY

- (a) Avoid using any type of tobacco product. Try not to breathe second-hand cigarette smoke.
- (b) Get regular exercise. Find time to smile. Both are great stress relievers.
- (c) Eat a healthy diet.
- (d) Develop a regular sleep pattern.
- (e) Wash your hands often during cold and flu season, and always before eating.
- (f) Always use your seat belt.
- (g) Don't drink and drive, or get into a car with a driver who has been drinking alcohol or using drugs.
- (h) Wear protective headgear when riding a motorcycle or bike.
- (i) If you have sex, use condoms to avoid pregnancy and sexually transmitted diseases. (Remember, however, the "safest" sex is no sex.)

(2) TAKE CARE OF YOU

(a) Sleep

Lack of sleep is a major health issue among college students. In fact, according to a spring 2005 American College Health Association survey, sleep difficulties ranked third among students' top 10 impediments to academic performance. Sleep difficulties arise from many factors including, but not limited to, lack of time management, 24-hour media programming, mental illness, and anxiety. Seven to eight hours of sleep is ideal. Adequate sleep improves the ability to manage stress, boosts the immune system, helps in memory retention, and aids in concentration. It also enhances overall physical and emotional health.

Tips for Better Sleep

- Keep a regular bedtime and regular waking hours
- Exercise regularly
- Limit food and caffeine at least two hours before bedtime
- Use the bed only for sleeping (not for studying, work, eating, etc.)
- Keep up with your schoolwork
- Create a sleep-conducive environment that is dark, quiet, comfortable, and cool

(b) Stress

College can be an environment filled with excitement, anticipation, enjoyment, and fun. It can also be stressful. From moving away from parents, home, and leaving close friends, to entering into a new environment, making new friends, and taking on an increased academic workload, students often find themselves feeling anxious and stressed. Your living environment can also influence your stress level. Residence halls and off-campus housing can occasionally be noisy, and lack privacy. Under these circumstances, you may find it difficult to find a place to be alone and unwind. Developing ways to manage stress will enable you to endure the transition from high school to college and will help you succeed at Cal Maritime. Coping strategies include regular physical activity, adequate sleep, time management, and healthy eating.

(c) Nutrition: Freshmen 15 – Myth or Reality?

The existence of the "Freshmen 15" (gaining weight during your first year at school) is largely a myth. The important thing you should know is that gaining weight during your first year of college is NOT inevitable. So then, why do students fear the freshmen 15? Well, your diet and/or activity level may change while at school, which can lead to weight changes. Here's what we know about why this happens:

32% of students skip breakfast. Skipping breakfast is an unhealthy lifestyle choice and can lead to overeating later in the day (think late-night munchies). Try to eat something within 1-2 hours of waking up. Some suggestions: a wheat bagel with peanut butter; cereal and nonfat or low-fat milk; or a whole grain granola bar along with a drinkable yogurt. Low-fat cheese sticks and nuts, such as almonds and walnuts, are also good sources of protein. You could also grab a piece of fruit or some veggie sticks for when you get hungry between classes.

Only 19% of students exercise at a level that promotes weight management. Try to get 30-60 minutes of physical activity each day. Walking around campus may or may not be enough. Do you get 10,000 steps per day? Wearing a pedometer will help you measure this.

Pulling “all-nighters” to study for exams or write a paper affects eating and exercise habits. Sometimes you just can’t avoid pulling an “all-nighter.” If this happens, realize you will get hungry during the night, so try to eat every 3-4 hours. Focus on eating complex carbohydrates and protein. Some suggestions: low-fat popcorn, whole wheat pretzels; smoothies with low-fat milk or soy milk; low-fat yogurt (no sugar added); an apple with some cubes of cheddar cheese; a banana smeared with peanut butter; whole grain crackers; cottage cheese and fruit; or veggies with salsa dip. Practice portion control. Lastly, choose wisely in the “all-you-can-eat” dining facility. Practice portion control. Healthy eating and maintaining your weight are possible while at college. However, if you feel like you are struggling with your weight see someone at the Student Health Center.

(d) Homesickness

Since home is a place where one feels accepted and secure, being away from home can sometimes be challenging. Leaving home for an environment with few close personal relationships may make new and unfamiliar surroundings and challenges unbearable. Feeling this anxiety may impact your self confidence and may lead you to develop feelings of insecurity. These experiences can make your relationships with your family and friends feel even more important.

If you or your friends notice that you are experiencing signs of homesickness (calling home often, crying during phone calls and stating that you want to return home, expressing concern over lack of new relationships), here are some tips to help you through this adjustment period:

- Talk with your parents about what it is like to go away from home. It takes strength to accept the fact that something is bothering you and to confront it.
- Take familiar items from home to include in your new living space at school. Photos, plants, and even stuffed animals help to give one a sense of continuity and ease the shock of a new environment.
- When you come to campus, become familiar with the new surroundings. Walk around with your parents, your new roommate, or even new friends. This will make you feel more in control if you know where buildings, classes, and services are.
- Plan a date for a visit home with your family. This will help curtail any impulsive returns home. Try not to visit home every weekend, because beginning of the school year is an especially important time when social groups are forming and on-campus relationships are developing.

(e) Roommate Conflict

Having roommates requires an adjustment period for everyone. Roommate conflicts do arise and it is important for you to be proactive and to work hard to be open in working out differences.

If you have a roommate conflict, consider the following options:

- Find a middle ground. If your roommate wants to have friends over more than you like, try to find a middle ground that is acceptable to the both of you.
- Talk before problems become big. As conflicts come up, brainstorm with each other to find ways that can provide a compromise for both parties.
- Seek help on campus. Sometimes, when everyone has done all they can, you and your roommate may still conclude that you are incompatible. If this conclusion is reached, take time to meet with the Residence Life Coordinator, if you live in the halls. Meeting with this individual will provide you and your roommate with an objective third party to help you resolve your concerns in addition to providing you both with options for your living arrangements.

(Extract from Purdue University’s Student Survival Guide)

(3) FACTS ABOUT ALCOHOL

(a) General

A little word about drinking in college: College drinking is a lot different than high school drinking. It is still illegal as you are under 21, but now alcohol violations mean a little more...

- If you're 18 or over and get charged with violating an alcohol law, you will always have an arrest record. Even after the diversion class, that arrest record won't go away.
- Minor alcohol violations can impact your certification or licensure in your field, even future employment with the company of your dreams.

I think this needs to be removed as I understand it is a problem on campus.(b) Top Ten Guidelines for Low-Risk Alcohol Use

(Note: Zero drinks = Lowest risk)

- If you are of legal drinking age, or if you are underage and choose to participate in illegal activities,
- 10 As it is illegal to consume alcohol on campus unless at a sanctioned event, should you choose to consume alcohol off campus, please utilize a sober driver to return to campus.
 - 9 Be a friend-keep an eye on your friends and call 911 if they show any signs of alcohol poisoning.
 - 8 Avoid high-risk drinking-drinking games get people as drunk as possible in a short amount of time. If you are in that situation, please pay attention to #9 above.
 - 7 Delay sexual interaction until you can make an informed, sober and consensual decision. Alcohol doesn't give you that chance. Having intercourse with an intoxicated person can result in rape charges.
 - 6 Keep an eye on your drink-date-rape drugs can be tasteless, odorless and colorless.
 - 5 Limit your drinks-your body can only process about one standard drink per hour. One drink is a 12 ounce beer, 5 ounce glass of wine, or one shot of distilled spirits.
 - 4 Know that alcohol affects men and women differently.
 - 3 Alternate between alcoholic and non-alcoholic drinks. Alcohol dehydrates the body, so quench your thirst with something non-alcoholic, like water.
 - 2 This should be removed
 - 2 Know how alcohol interacts with prescriptions and over-the-counter drugs.
 - 1 Choose to remain sober and in control of yourself at all times.

(c) What to do for Alcohol Poisoning – The Symptoms

- Person passes out and cannot be awakened.
- Person has cold, clammy or bluish skin color.
- Person has slow or irregular breaths:
 - Less than 8 times per minute or
 - More than 10 seconds in between breaths.
- Person is vomiting and does not wake up.

If any of these symptoms exist, **call for help IMMEDIATELY!!**

(d) If your friend is intoxicated

- Get your friend to a safe place, such as their room.
- Do not leave your friend alone; monitor breathing.
- Turn your friend on his/her side to prevent choking on vomit.
- Check for signs of alcohol poisoning.

If you are not sure if your friend needs help, Call 911

(e) Alcohol Awareness Information Study Guide

(1) How Alcohol Travels Through the Body

- 5% is absorbed in the mouth
- Approximately 20% is absorbed through the stomach wall
- Approximately 80% is absorbed in the small intestine
- Once in the bloodstream, the alcohol then passes through cells and throughout the body

(2) Blood Alcohol Content (BAC) = The amount that has been absorbed into the bloodstream.

- The BAC allowed while operating a motor vehicle in California is 0.08.
- The BAC on Training Ship GOLDEN BEAR is 0.04.

- (3) Removing Alcohol from the Body – Only the liver can break down alcohol and does so at a constant rate of about one drink per hour. Consuming more will result in a buildup of alcohol in the bloodstream, raising BAC.
- (4) Drink Strength
 - Not all drinks are of equal strength.
 - Distilled liquor contains a larger percentage of alcohol by volume than does fermented liquor.
 - Proof = A measure of a liquor's strength or the percentage of alcohol it contains. The percentage of alcohol can be determined by dividing the proof by two.
 - Standard Measures for Drinks: 1 drink =
 - 5 ounces of wine
 - 12 ounces of beer
 - 1 ½ ounce of 80-proof liquor
 - 1 ounce of 100-proof liquor
- (5) How Physical Factors Affect BAC
 - Body Type – People with a high percentage of body fat are at a higher risk for intoxication than are leaner people
 - Gender – Women tend to become intoxicated with less alcohol.
 - Age – A senior citizen who drinks the same amount of alcohol as a younger guest will have a higher BAC.
 - Emotional State – An emotional person will have a higher BAC than a person who is calm.
 - Medications – Many medications can compound the effects of alcohol.
- (6) Physical and Behavior Signs of Intoxication
 - Relaxed Inhibitions
 - Impaired Judgment
 - Slowed Reaction Time
 - Impaired Motor Coordination
- (7) Tolerance to Alcohol – Ability to endure alcohol's effects without exhibiting the usual signs of intoxication.
- (8) Offer food and water to prevent others from becoming intoxicated. Food high in fat and/or protein is the best type to consume because it is digested more slowly. Offering water will reduce the effects of dehydration caused from drinking alcohol.

(Excerpt from ServSafe Alcohol)

G. THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Federal Family Education Rights and Privacy Act of 1974 (FERPA), as amended, which is commonly referred to as the Buckley Amendment, prohibits us from sharing information with individuals other than the student on issues such as academic records, financial aid, and disciplinary records. Without written permission from the student, the only information which may be released is "directory information," which includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

What does this mean? It means that if anyone calls the Academy asking for confidential information about students (even parents), we cannot release that information without signed consent from the student. Forms for release of this information are available in the Student Records Office. We cannot tell third parties your grade point average or what form of disciplinary sanctions you received.

We recognize that this limitation may cause some inconvenience to you and your family, but we are bound by the law to protect each student's right to privacy.

A. DAILY ROUTINE

	Monday. Wednesday, Friday	Tuesday and Thursday	Weekends and Holidays
Breakfast	0630 – 0830	0630 - 0830	None
Continental Breakfast	0830 - 1030	0830 - 1030	None
Morning Classes	0650 - 1140	Tuesday Only 0650 - 1040 Thursday Only 0650 - 1140	None
Night Mate/Night Eng Watch Reliefs	0700	0700	N/A
Campus Duty Officer Watch Relief	0730	0730	N/A
FORMATION - MANDATORY	0730	None	None
Morning Classes	0800 – 1200	0800 – 1100	None
Brunch	None	None	1030 – 1230
Leadership Development Hour – Mandatory	N/A	Tuesday 1100 – 1200	N/A
On-Call Pager Watch Reliefs	1100-1230	1100-1230	N/A
Lunch	1100 – 1330	1100 – 1330	None
Express Lunch – Morrow Cove	1130 – 1400	1130 – 1400	None
Afternoon Classes	1230 – 1620	1230 – 1620	None
Campus Watches Begin	1630	1630	N/A
Athletics	1630 - 1800	1630 - 1800	N/A
Dinner	1700 - 1900	1700 – 1900	1700 - 1900
Evening Classes	1900 - 2130	1900 – 2130	None

B. CAMPUS TELEPHONE NUMBERS

707-654-Ext.

Campus Emergency 1111

Campus Operator 1000

Public Safety 1176

ASCMA Office 1272

Campus Duty Officer 1195

Corps Office 1041

Mailroom 1183

Quarterdeck TSGB 1359

Academic Records 1200

Admissions 1330

Cashier 1031

Financial Aid 1275

Library 1090

Health Center 1170

Director, Marine Programs and Leadership Development,
Captain Bolton 1192

Susan Reynolds, Administrative Support Coordinator, 1211

Commandant of Cadets, David L. Buckley 1181

Deputy Commandant of Cadets, Roger Scranton 1236

Assistant Commandant of Cadets, Mick Walker 1180

Leadership Coordinator, R. Palin Wycoff 1739

Coast Guard Liaison Officer, LT Velasco	1722
Dean of Students, Dr. Deborah Hebert	1182
Bookstore	1186
24 – Hour Nurse Advice Line	800-977-0027
Sutter Solano Medical Center – Main Line	707-554-4444
Sutter Solano Medical Center – Emergency Department	707-554-5201
Kaiser Permanente Center – Main Line	707-651-1000
Kaiser Permanente Center – Emergency Department	707-648-1030 Ext. 3
Mental Health Crisis Line	707-428-1131
SafeQuest Solano-Rape Crisis Line	707-644-7273
Suicide Prevention	707-428-1131
CDC HIV/AIDS Information & Service	1-800-342-2437
Poison Control Center	1-800-342-9293
Office of Housing & Residential Life	707-654-1400
Director of Housing & Residential Life, Kate Kimble	707-654-1406
Coordinator for Residence Life, FYE John Buchanan	707-654-1411
Coordinator for Residence Life, Student Activities Stephanie Alvarez	707-654-1410
Resident Assistant Duty Phone	707-853-6083(LRH) 707-853-2896(URH)

C. HOURS OF OPERATION

Bookstore

Monday – Thursday 0800 – 1700
Friday 0800 - 1500

Dining Facility

Monday – Friday
Breakfast 0630 – 0800
Continental Breakfast 0830 - 1030
Lunch 1050 – 1330
Dinner 1700 - 1830

Saturday – Sunday

Brunch 0930 – 1100
Dinner 1700 - 1830

Morrow Cove Cafe

Monday – Friday 1000 - 1600
Evening TBD

Computer Lab (Classroom Building)

Open 24 hours a day

Computer Lab (Lab Building)

Monday – Friday 0800 - 1800

Gymnasium

Sunday – Friday 0630 – 2300
Saturday 0630 – 2100

Library

Monday – Thursday 0800 – 2200
Friday 0800 – 1630
Saturday 1030 – 1630
Sunday 1400 - 2200

Student Center

Sunday – Saturday 0700 – 2400

Student Health Center

Monday – Friday 0700 – 1530
Clinic Hours 0900 – 1300 & 1430 to 1700

D. TRAINING SHIP DATA AND SPECIFICS

Length Overall	499' 10" (152.35m)
Beam	72' 00" (21.95m)
Draft	30' 06" (9.29m) [loaded]
Displacement	15,928 long tons
Engine	Twin Diesels
Horsepower	17,000
Propeller	Single Screw, 5 blade, 18'07.5" (5.68) diameter
Type of Propulsion	Twin Medium Speed Diesel Enterprise R-5E
Speed	20 knots
Keel Laid	July 29, 1986
Launched	September 4, 1987
Delivered	March 31, 1989
Transferred to CMA	May 4, 1996

E. MARITIME TIME AND BELLS

0100	1 AM	1300	1 PM
0200	2 AM	1400	2 PM
0300	3 AM	1500	3 PM
0400	4 AM	1600	4 PM
0500	5 AM	1700	5 PM
0600	6 AM	1800	6 PM
0700	7 AM	1900	7 PM
0800	8 AM	2000	8 PM
0900	9 AM	2100	9 PM
1000	10 AM	2200	10 PM
1100	11 AM	2300	11 PM
1200	Noon	2400	Midnight

<u>Bells</u>	<u>Strokes</u>	<u>Time</u>
One	•	0030, 0430, 0830, 1230, 1630, 2030
Two	••	0100, 0500, 0900, 1300, 1700, 2100
Three	•• •	0130, 0530, 0930, 1330, 1730, 2130
Four	•• ••	0200, 0600, 1000, 1400, 1800, 2200
Five	•• •• •	0230, 0630, 1030, 1430, 1830, 2230
Six	•• •• ••	0300, 0700, 1100, 1500, 1900, 2300
Seven	•• •• •• •	0330, 0730, 1130, 1530, 1930, 2330
Eight	•• •• •• ••	0400, 0800, 1200, 1600, 2000, 2400

F. PHONETIC ALPHABET

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliect	W	Whiskey
K	Kilo	X	Xray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

G. GLOSSARY OF TERMS

Abaft - Towards the stern of a ship, relative to some other object or position.

Abeam - On a bearing or direction at right angles to the fore-and-aft line of a ship.

Aft - At or towards the stern or after part of a ship, as a word either of position or motion.

Aloft - Up from the highest deck.

Amidships - In the middle of the ship, whether longitudinally or laterally. Usually used as a helm order.

Ashore - On land, not on a ship or at sea.

At Ease - One foot remains firmly planted, but individual is allowed to glance around and not be in any particular position.

Athwart ships - From one side of the ship to the other.

Attention - Standing straight up, eyes and face are forward, hands are by the side, and feet are together with toes pointing slightly out creating a 45 degree angle. The position is held until told otherwise.

Attention On Deck - Command given to come to attention when the Captain or senior official is arriving.

Attention to Colors - Command given when colors are being raised on the flagpole. At the command, everyone present stands at attention until the command "carry on," "dismissed," "parade rest," or "at ease" is given.

Ballast: The seawater or any other substance carried in the deepest hold or tanks to keep positive stability.

Beam: The width of the ship at her widest point.

Below: Beneath the main deck. To go below means to leave the main deck and go anywhere below.

Bilge - That part of the floor of a ship on either side of the keel. Location where internal water collects and where the suction of the bilge pump is placed.

Binnacle - The wooden housing of the magnetic compass, and its correctors and illuminating arrangements. Also, the name of Cal Maritime's school newspaper.

Boards - Epaulets worn upon the shoulders of certain uniforms.

Bos'n, Boatswain - Sailor who has direct charge of all work on deck and the seamen who perform that work. He is under the direct supervision of the Chief Mate.

Bow - The foremost end of the ship.

Brass - A part of a ship or cadet's uniform that requires shining.

Bridge - Structure built above the deck, running athwart ships, from which the ship is navigated and from where all activities on deck can be controlled.

Bulkhead - Vertical partition, either fore and aft or athwart ships that divides the hull into separated compartments.

Bulwarks: Low metal walls built around the main and upper decks. Bulwarks help prevent waves from breaking over the decks. They also help keep people or objects from being washed overboard.

Celestial - Navigation method by heavenly body observations.

Chain of Command - The succession of officers through which command is exercised.

Chief - Name used for the Chief Engineer.

Colors - The flag of The United States of America.

Cover - Term describing any device worn on the head, such as a hat or ball cap.

Coxswain - The helmsman of a ship's boat and the senior member of its crew.

Deck - The horizontal platforms in ships that correspond to floors ashore.

Deckie - Slang term describing persons in the Deck Department on merchant vessels or deck students pursuing degrees and a U.S.C.G. Third Mate's License.

Demo's - (pronounced deemose) Slang term for demerits.

Div. Com. - Slang term for Divisional Commander.

Draft: The distance from the waterline to the bottom of the keel.

Leeward Side: The side of the ship away from the wind.

Engine Room - Main machinery space comprised of main engine room, auxiliary machinery room and shaft alley.

Ensign - The national flag as displayed by the ships of the U.S. Navy.

Extra Duty - Work detail that is assigned in addition to your regular duties as a result of accruing too many demerits.

Fall In - A command given, meaning to stop what you are doing and to stand in formation in an orderly manner, awaiting your next command.

Fantail: The weather deck area around the stern.

Forecastle: (Pronounced fohk shul) is a raised deck near the bow.

Forward: Means toward the front of the ship.

Freeboard: The distance between the waterline and the uppermost continuous main deck.

First - Name used for the First Assistant Engineer.

Flotsam - Any part of the wreckage of a ship or her cargo which is found floating on the surface of the sea.

Formation - Occurs during the day, when all cadets fall in, receive information from their Corps Officers and raise colors. Formation may occur at other designated times as well.

Forward - Towards the bow of the ship, or in the fore part of a ship. Used more in a relative or directional sense.

Foxtail - Small hand broom.

Galley - The ship's kitchen.

Gear Adrift - Any gear that is not properly stowed.

Gyro - Gyroscopic compass that indicates true north versus magnetic north from a normal compass.

Half Mast - When the Ensign is flown halfway down the mast to denote mourning or distress.

Hatch: An opening in the deck through which cargo is lowered into or hoisted out of a hold.

Hawsepipe - Aperture near the bow of a ship through which the anchor chain is let out. Term describing a licensed officer who did not attend an academy, but rather, worked their way up the ranks as in, "He came up the Hawsepipe." Also the name of Cal Maritime's Yearbook.

Heads - Name given to part of ship that is used as the lavatory.

Helm: The ship's wheel.

Holds: Areas below deck in which cargo is stored.

Jack - Blue field and white starred flag flown from the Jackstaff at the ship's bow.

Keel: The backbone of a ship. It is the ridge that runs along the lowest part of the hull from stem to stern.

Knot: Means one nautical mile per hour; measure of ship's speed. A nautical mile is 6,076 feet. A knot is equivalent to 1.15 miles per hour.

Ladder - The general nautical term for what on shore would be called a staircase.

Leeward Side: The side of the ship away from the wind.

Liberty - Designated time in which a cadet has free time and is not required in class, formation, on watch, etc.

Line - Nautical term used for what on shore would be called a rope.

Log book - Official and legal document that is kept by the ship's officers describing the daily events and activities on the ship. Log books are also kept ashore at Cal Maritime for campus watches and are to be treated with the highest degree of professionalism.

Keelhauler - Individual charged with carrying out the form of punishment known as keelhauling, which involved dragging a person underwater along the keel of the ship. Few people who were keelhauled actually survived. The Keelhauler is also the Cal Maritime school mascot.

Keema - Nickname for C.M.A.

Mast Board - Court consisting of Corps Leaders who are charged with judging offenses of cadets who have been put on report. The Board may either dismiss the charges or assign appropriate demerits.

Master - The usual name given to the Captain of a merchant vessel.

Mate - Rank in Merchant Marine next below that of Master who is in the deck department. Name also used for the Chief Mate.

Mess Deck - The area where meals are served and consumed. Called cafeteria ashore.

Moor: To keep a ship in place with lines tied to a pier, to a buoy attached to an anchor, or to another ship.

Muster - Assembling the crew and calling through a list of the complement.

Muster Sheet - Report submitted that indicates who was absent from a muster.

Muster Station - Place you are supposed to go when the emergency signal sounds.

Old Man - Slang term used for the Master, never used to his face.

Overhead - Nautical term used for what ashore would be called a ceiling.

Passageway - Nautical term used for what ashore would be called a hallway.

Port - The name of the left-hand side of a ship as viewed when facing the bow.

Quarterdeck - The part of the main deck reserved for honors and ceremonies and as the station of the Watch Officer when in port. The part of the ship where one first boards the ship whether in port or at anchor.

Rack - Nautical term used to describe what ashore is called a bed or bunk.

Reg Book - Slang term used to describe The Regulations Governing The Corps Of Cadets.

Rouse - To awaken an individual for an assigned duty or watch.

Scullery - Area on ship where eating utensils, dishes, and cups are washed.

Scuttlebutt - Drinking fountain on ship. Also the term used to describe the rumor mill.

Secured Weekend - Time when regular watch standing functions are suspended and individuals on the watch bill are granted liberty in lieu of standing watches.

Sextant - Instrument used to measure angles in celestial observations.

Shiftings - Term used at Cal Maritime to describe sailing on a commercial ship as a cadet for a short duration of time.

Special - Emergency Liberty granted to a cadet.

Starboard - The name of the right-hand side of a vessel as viewed when facing the bow.

Station Bill - A large matrix placard that lists everyone and their emergency duties.

Stem: The foremost part of a ship where the bow clears the water.

Stern - The after end of a vessel.

Superstructure: All of the structures on a ship that rise above the main deck.

Swab - Mop.

Ward Room - Officer's dining room.

Watch - Time when one is assigned duty on board a ship or ashore.

Watch Bill - List of people aboard ship or ashore that lists the stations and times to which each person is assigned for watch.

Waterline: The point on the hull that the surface of the water reaches.

Windward Side: The side of the ship from which the wind is blowing.

H. THE CHAIN OF COMMAND

In order to ensure the smooth operation of the Corps of Cadets, a chain of command has been established. The Corps leadership function is to handle problems affecting the Corps as a whole. With this policy, most problems can and will be handled within a squad, section, division, or company. For example, a squad member would not approach a member of the Corps staff without having first approached the next highest member in their chain of command.

The Chain of Command is as follows:

President	RADM Thomas A. Cropper
Captain, T.S. GOLDEN BEAR Director, Marine Programs & Leadership Development	Captain Harry Bolton
Commandant of Cadets	Capt. David L. Buckey
Deputy Commandant of Cadets	Mr. Roger Scranton
Assistant Commandant of Cadets	Mr. Michael T. Walker
Leadership Coordinator	R. Palin Wycoff
Corps Commander	Bekah Grossman
Corps Executive Officer	Andrew Kelly
Corps Training and Academic Officer	Andrew Hazell
Corps Administrative Officer	Steven Schreckengost
ASCMA Executive President	Ernest "Chaz" West

Please complete this section:

Company Commander	_____
Company Executive Officer	_____
Company Chief Mate	_____
Company Chief Engineer	_____
Company First Assistant Engineer	_____
Company Second Mate	_____
Company Training and Academic Officer	_____
Company Administrative Officer	_____
Division Commander	_____
Division Executive Officer	_____
Division Training and Academic Officer	_____
Division Administrative Officer	_____
Section Leader	_____
Squad Leader	_____