



California State University Maritime Academy 2018- 2019 Student Handbook

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CHAPTER 1 GENERAL

A. ABOUT

The Student Handbook is produced to assist Cadets in campus life. This information was current at the date of printing (August, 2018). The most current campus information can be found on the Cal Maritime website at <http://www.csum.edu/campus-life/student-handbook>. The policies, procedures, and deadlines presented in the Handbook supersede all previous publications. Cal Maritime 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 Cal Maritime student e-mail, the campus web portal, the Corps of Cadets formation, as well as on the Cal Maritime official website at <http://www.csum.edu/campus-life/student-handbook>.

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, csum.edu, Student Portal, and the Fantail.

People — Division of Student Affairs/Campus Life, Faculty, Administrative Offices, Residence Hall Officers, Corps Officers, and A.S. Officers.

Places — Student Center (Campus Events Calendar), Library, Dining Center, Boathouse, Student Engagement and Academic Support (SEAS), recreational facilities, bulletin boards, laundry rooms, and the quad.

Whenever possible, Cal Maritime attempts to publish changes to the Student Handbook to take effect at the beginning of the Academic year. The policies, regulations, conduct standards, and other pertinent information will be reviewed annually by the Dean of Students, Commandant of Cadets, and Vice President for Student Affairs. At Cal Maritime, cadets are encouraged to participate in decision making. Students have much to offer and their participation enhances the Academy and allows students the opportunity to develop leadership skills. Suggested changes and/or questions should be submitted to the Dean of Students for future consideration.

B. THE PURPOSE OF A STUDENT HANDBOOK

The Cal Maritime Student Handbook contains information to aid cadets in being successful at Cal Maritime. The handbook sets cadet expectations and guidelines, details campus history and systems, and publishes required policies in compliance with federal, state and California State University requirements. Cadets are expected to familiarize themselves with its contents and use it as a reference throughout the course of their academic career at Cal Maritime.

C. CAL MARITIME'S MISSION

The mission statement for Cal Maritime 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.

For more than eighty 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 / International Business and Logistics, Marine Engineering Technology, Mechanical Engineering, and Facilities Engineering Technology, and a Bachelor of Arts degree in Global Studies and Maritime Affairs. Students may apply to the Strategic Sealift Officer Program leading to a commission as an officer in the U.S. Naval Reserve or the Maritime Academy Graduate, Select Reserve and Auxiliary University programs leading to a commission as an officer in the U.S. Coast Guard.

D. CAL MARITIME'S BELIEFS AND CORE VALUES

California State University Maritime Academy is defined, in part, by the system of beliefs that make us unique as an institution of higher education. They are:

- Experiential Learning
- Ethics Development, both Personal and Professional
- Small Residential Campus Environment
- Student Centered Learning
- Professional Orientation
- Having a Niche to Focus on in Higher Education
- Campus Civility and Collegiality
- Diverse Living/Learning Community

Values influence how we make and carry out decisions, and how we interact with our internal and external constituencies. At Cal Maritime they are:

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

E. Diversity at Cal Maritime

California State University Maritime Academy is committed to promoting an environment that supports every member of our community in an atmosphere of mutual respect, fairness, cooperation, professionalism and leadership. Cal Maritime expects that every campus member will practice the following **Principles of Community**.

- We reject all forms of prejudice and discrimination. We take individual and collective responsibility for helping to eliminate bias and discrimination and through leadership increase our own understanding of these issues through education, training, and interaction with others.
- We affirm each individual's right to dignity and strive to maintain a climate of justice marked by mutual respect for each other.
- We are a community comprised of individuals with multiple cultures, lifestyles and beliefs. We celebrate this diversity for the breadth of ideas and perspectives it brings.
- We applaud all efforts to foster and enhance the quality of campus life.
- We affirm the right to freedom of expression at California State University Maritime Academy. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, confidentiality and respect.
- We believe that active participation and leadership in addressing the most pressing issues facing our local and global communities are central to our educational mission.
- We affirm the right of each person to express thoughts and opinions freely. We encourage open expression within a climate of civility, sensitivity, confidentiality and mutual respect.
- We embrace open and equitable access to opportunities for learning and development as our obligation and goal.
- We acknowledge that our society carries historical and divisive biases, and we promote awareness of these biases through education and constructive strategies for resolving conflict.
- We celebrate the spirit of diversity in pursuit of academic excellence.
- We are committed to the highest standards of civility and decency toward all. We are committed to promoting and supporting a community where all people can work and learn together in an atmosphere free of bias or demeaning treatment

G.CAL MARITIME'S 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"



California State University 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.

H.MARITIME TRADITIONS

Cal Maritime is steeped in the maritime tradition. As you learn more about Cal Maritime and our ways of doing business, whether it is on the Bridge, in the Engine Room, inside a Board 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 the 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.

I. CHANGES IN RULES AND POLICIES

Although every effort has been made to ensure the accuracy of the information in this Student Handbook, students and others who use it should note that laws, rules, and policies change from time to time, and that these changes may alter the information contained in this publication.

To prepare its students to pass licensing examinations, Cal Maritime modifies its curriculum to include the most recent changes in U.S. Coast Guard requirements. Changes may also come in the form of statutes enacted by the Legislature, rules and policies adopted by the Board of Trustees of the California State University, by the Chancellor or designee of the California State University, or by the President or designee of Cal Maritime. Furthermore, it is not possible in a publication of this size to include all of the rules, policies and other information that pertain to students, the institution, and the California State University. More current or complete information may be obtained from the online Student Handbook, online catalog, the Cal Maritime website, and the appropriate department, school, or administrative office.

Nothing in this Handbook shall be construed as, operate as, or have the effect of an abridgement or a limitation of any rights, powers, or privileges of the Board of Trustees of the California State University, the Chancellor of the California State University, or the President of Cal Maritime. The Trustees, the Chancellor, and the President are authorized by law to adopt, amend, or repeal rules and policies that apply to students. This Handbook does not constitute a contract, or the terms and conditions of a contract, between the student and Cal Maritime or the California State University. The relationship of the students to Cal Maritime and the California State University is one governed by statute, rules, and policy adopted by the Legislature, the Trustees, the Chancellor, the Presidents and their duly authorized designees.

J. NON-DISCRIMINATION POLICY

It is the CSU's policy to provide equal opportunity for every person regardless of the person's protected status. Protected statuses include age, disability, gender, genetic information, gender identity or expression, nationality, marital status, race or ethnicity, religion, sexual orientation, and veteran or military status.

K. TITLE IX: NOTICE OF NON-DISCRIMINATION ON THE BASIS OF GENDER OR SEX

The California State University does not discriminate on the basis of gender, which includes sex and gender identity or expression, or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of gender or sexual orientation in employment, as well as in all education

programs and activities operated by the University (both on and off campus). The protection against discrimination on the basis of gender or sexual orientation includes sexual harassment, sexual misconduct, and gender based dating and domestic violence and stalking. For more information, please visit: <https://www.csum.edu/web/title-ix/home/notice-of-non-discrimination>

L. TITLE IX: RIGHTS AND OPTIONS FOR VICTIMS OF SEXUAL MISCONDUCT, DATING AND DOMESTIC VIOLENCE, AND STALKING

The University is committed to creating and sustaining an educational and working environment free of sexual misconduct, dating and domestic violence, and stalking. If you experience any of these forms of misconduct, you are strongly encouraged to utilize the various on and off campus resources described below. Your safety and well-being is the University's priority. For more information, please visit: http://bit.ly/rights_and_options

What You Can Do To Help Stop Sexual Misconduct

- Sexual contact requires mutual and Affirmative Consent. An incapacitated person (for example, a person under the influence of drugs or alcohol) may be incapable of giving consent. Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments.
- No one deserves to be sexually assaulted, stalked or victimized in any way.
- Don't engage in any behavior that may be considered Sexual Assault, Domestic Violence, Dating Violence, Stalking or any other form of Sexual Misconduct or violence.
- Never use force, coercion, threats, alcohol or other drugs to engage in sexual activity.
- Take responsibility for your actions.
- Avoid alcohol and other drugs.
- Remember "no" means "No!" and "stop" means "Stop!"
- Report incidents of violence (including coercion) to law enforcement and campus authorities.
- Discuss Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking with friends—speak out against non-consensual sex or violence and clear up misconceptions.
- Don't mistake submission or silence for Affirmative Consent

What You Can Do To Help Minimize Your Risk of Becoming a Victim

- Be aware. Does your partner: Threaten to hurt you or your children? Say it's your fault if he or she hits you and then promises it won't happen again (but it does)? Put you down in public? Force you to have sex when you don't want to? Follow you? Send you unwanted messages and gifts?
- Be assertive. Speak up.
- Stay sober and watch out for dates and/or anyone who tries to get you drunk or high.
- Clearly communicate limits to partners, friends, and acquaintances.
- Never leave a party with someone you don't know well and trust.
- Trust your feelings; if it feels wrong, it probably is.
- Learn all you can and talk with your friends. Help them stay safe.
- Report incidents of violence to law enforcement and campus authorities.

What You Can Do If You Are a Victim, in General

- Go to a safe place as soon as possible
- Preserve evidence
- Report the incident to University Police or local law enforcement.
- Report the incident to your Title IX Coordinator.
- Call or visit the campus Sexual Assault Victim's Advocate
- Call a Domestic Violence, Sexual Assault, or Stalking hotline
- Call a family member or friend for help.
- Know that you are not at fault. You did not cause the abuse to occur and you are not responsible for someone else's violent behavior.

ON & OFF CAMPUS RESOURCES:

Cal Maritime Title IX Coordinators

Vineeta Dhillon, Director Title IX

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1181 vdhillon@csum.edu

Ingrid C. Williams, AVP of Human Resources, Diversity and Inclusion, and Administration

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1135 or iwilliams@csum.edu

Deputy Title IX Coordinators

Brigham Timpson, Director of University Affairs

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1181 btimpson@csum.edu

Emily Busquaert, Staff Employment and Compensation Manager

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1139 ebusquaert@csum.edu

Eric Cooper, Director of Alumni Relations and Annual Giving

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1299 ecooper@csum.edu

Pat Hollister, Associate Athletic Director

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1052 phollister@csum.edu

Wendy Higgins, Director of Career Services

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1194 whiggins@csum.edu

University Police

Donny Gordon, Chief of Police

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1175 dgordon@csum.edu

Emergencies: 911 or (707) 654-1111 Non-Emergencies: (707) 654-1176

Vallejo Police Department

111 Amador Street Vallejo, CA 94590 VallejoPD@cityofvallejo.net

Emergencies: 911 or (707) 552-3285 Non-Emergencies: (707) 648-4321

Medical & Counseling Services

Ian Wallace, Ph.D., Licensed Psychologist

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1174 or iwallace@csum.edu

Bruce Wilbur, M.D.: Director and Chief Medical Officer of Student Health Center

200 Maritime Academy Drive Vallejo, CA 94590-8181 (707) 654-1170 or healthcenter@csum.edu

Community Resources: <http://www.csum.edu/web/health-services/mental-health-resources>

U.S. Department of Education, Office for Civil Rights:

Regional Office: 50 Beale Street, Suite 7200, San Francisco, CA 94105
415.486.5555 or ocr.sanfrancisco@ed.gov

National Office: 400 Maryland Avenue, SW, Washington, DC 20202-1100
800.421.3481 or ocr@ed.gov | www.ed.gov/ocr

If you wish to fill out a complaint form online with the OCR, you may do so at:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

The White House Task Force to Protect Students from Sexual Assault

<https://www.notalone.gov/>

Cal Maritime is committed to maintaining an inclusive community that values diversity and fosters tolerance and mutual respect. The University is committed to creating and sustaining an educational and working environment free of sexual misconduct. Because of these beliefs, each member of our community is required to complete annual online training. Any student who does not complete this training will have a hold placed on his/her account.

CHAPTER 2

Student Services

A. STUDENT SERVICES

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

1). Dean of Students

The Dean of Student's Office is responsible for facilitating holistic learning that happens outside of the classroom, including that of Residence Life. 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. The Dean manages the Student Center, chairs the Instructionally Related Activities Fee Committee, supervises the "Student Development" spoke for the Edwards Leadership Development Program, and coordinates revisions to the Student Handbook. The Dean serves as the Conduct Administrator and oversees all aspects of Judicial Affairs. The Dean chairs the Behavioral Intervention Team for Cal Maritime.

2). Associated Students

The Associated Students are a fully incorporated auxiliary of the California State University Maritime Academy. The purpose of the Associated Students (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 a voice for the students, coordinating and funding student activities, allocating funds to student organizations, and serving as liaison between students, faculty, and administration.

The A.S. has five executive officers: Executive President, Executive Vice President of Student Affairs, Executive Vice President of Finance, Executive Vice President of Programming, and the Chief of Staff. Along with the executive officers, two representatives from each class (President and Vice President) and the Ex-Officio Officers comprise the A.S. Board. Elections for the offices occur in the spring. Every student registered at Cal Maritime automatically becomes a member of the A.S. through the payment of the mandatory A.S. fee. Meetings are held weekly on campus, and dates and times of the meetings are posted in advance. Every member of the Board may submit proposals or issues for consideration.

3). 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 A.S. Campus clubs and organizations may be extra-curricular, recreational, or related to academic interests.

Activities, Camaraderie & Entertainment (ACE) / Adventures Recreation Center (ARC)

ACE/ARC sponsors a very active social calendar on campus under the direction of ASCMA. To name a few, events have included weekly Movie Nights, Comedy Nights, Coffee Houses, Hypnotist Shows, Friday Night Rocks, Game Nights, as well as trips and excursions to local areas of interest such as San Francisco, Lake Tahoe, Berkeley, Napa Valley, professional athletic events, 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.

4). Student Health Services

I. General

Health can have a large impact on academic performance and personal success. Our mission is to promote and maintain optimal health of California State University Maritime Academy students and help students reduce or remove health-related barriers to learning. Students can develop skills for better health throughout life and enhance their lives as members of both the campus and local communities. The Student Health Center provides confidential, high quality, and accessible health care- offering clinic based primary care services to all current Cal Maritime students. Services are available Monday–Friday from 8:30am to 5:00pm (closed 1:00pm-2:00pm). Students utilize the Health Center for their medical needs by scheduled appointments or drop-in visits for illness, injury, prevention, and physicals.

During the annual training cruises, medical care is available in the sick bay onboard the Training Ship GOLDEN BEAR. Sick bay 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. The Training Ship is equipped with basic lab and x-ray equipment as well as medical supplies and medications to provide health care at sea. Whether on campus or at sea, certain illnesses, injuries or conditions may require a referral for hospitalization or services beyond our scope of care. In these instances, a student will be referred to local community medical facilities for additional care. Off campus health care is at the student's expense.

I. Mandatory Health Insurance

Due to the special nature of the educational experience at Cal Maritime (which includes a training cruise or international travel program participation), students are required to be covered by adequate health insurance. All matriculated Cal Maritime students are automatically enrolled in and charged for a "Student Health Insurance Plan" unless approved for a Medical Insurance Waiver. To be considered for an insurance waiver, an Insurance Waiver Form documenting comparable coverage must be received by the waiver deadline. Medical Insurance Fee Waiver information and deadline dates are available on the Student Health Center website during the waiver period. Students are also informed of the waiver deadline by email and postcard. **Please feel free to contact us with any questions or concerns at (707) 654-1170 or healthcenter@csum.edu.**

II. Services Available

The following basic services are available to all current Cal Maritime students:

- Primary care of medical conditions, illnesses, injuries, and USCG licensing physicals; family planning and STD prevention; vaccine counseling; and health education.
- **24 Hour Nurse Advice Line- available after hours by calling the Student Health Center main phone number (707-654-1170) and following the phone prompts.**
- Evaluation and counseling for individual health problems.
- Maintenance of confidential medical records consistent with state and federal laws.
- Medical liaison services with other community health providers.
- Consultative services in health related issues involved in other campus programs, such as the annual training cruise.
- 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.

III. Counseling and Psychological Services

Counseling and Psychological Services (CAPS) is staffed by a licensed psychologist who is located in the Student Health Center. CAPS offers individual, couples, and group counseling as well as consultations, mental health assessments, crisis intervention and support, education, prevention, outreach, and linkage to community resources. There are no additional charges to Cal Maritime students for these CAPS services. CAPS provide assistance to students experiencing personal, educational, interpersonal/relationship, family, social, and psychological difficulties. All students currently enrolled are eligible for services. Consultation services are available to faculty and staff who may have questions or concerns regarding students. **To make an appointment or to reach the psychologist, please visit Student Health Services or call (707) 654-1170.**

Common student concerns during college include anxiety, stress, and depression, as well as improving academic performance, family or relationship concerns, career counseling, consultation and referral to area resources, concerns about family or friends, abuse (sexual, emotional, or physical), grief or loss, general concerns about emotional well-being.

All interactions with CAPS at Cal Maritime are confidential, including scheduling and attendance for appointments, content of your sessions, and your records. Confidentiality is protected by federal (i.e., FERPA/HIPAA) and state laws, as well as professional codes of ethics. No record of personal counseling sessions is contained in any academic, educational, or job placement file. You may request in writing for specific information to be released to the person you designate

IV. Student Counseling Services

Psychological counseling is available to Cal Maritime students and their significant others from the Student Counseling Service. Licensed psychologists provide individual and couples counseling. Counseling sessions at Cal Maritime 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.

5). University Police Department



The Cal Maritime Police Department is empowered as a full- service state law enforcement agency pursuant to section 830.2 (b) of the California Penal Code and fully subscribes to the standards of the California Commission on Peace Officer Standards and Training (POST). Officers receive the same basic training as city and county peace officers throughout the state, plus additional training to meet the unique needs of a campus environment.

The University Police Department is located at the entrance of campus on Maritime Academy Drive. University Police personnel are the first responders to campus emergencies and handle all patrol, investigation, crime prevention education, emergency preparedness, and related law enforcement duties for the campus community and operates 24 hours a day, seven days a week. We provide Safety Escorts, Building Access Control, Bicycle Registration, and Lost and Found Services.

Mission- CSU Maritime Police Department will work in concert with the diverse citizenry and campus community to protect the people and their property. We will safeguard the rights of our constituents with undying dedication. We will never waiver from our Core Values and always strive to be an innovative and ethical law enforcement agency.

ALL EMERGENCIES - DIAL 911

In an EMERGENCY, from a cell phone or on campus, dial 707-654-1111

NON-EMERGENCY, Service Requests, dial 707-654-1176, 24 hours a day

Station Hours: 24 hours a day, 7 days a week

Office Hours: Monday – Friday 8:30 a.m. to 5 p.m.

Phone: 707-654-1179

Email the police- policedepartment@csum.edu

Webpage: <https://www.csum.edu/web/police-services/home>

6). Student Mail and Package Service

All residential students must maintain a mailbox on campus. Mailboxes are located in the Student Center. Mailboxes are assigned and keys distributed when you check into your residence hall room. When you receive a U.S. postal package, Certified, Registered or Insured letter, you will be notified by an email to your campus email. Bring your I.D. card to the service window during posted hours. For residential students, your campus mailing address noted in PeopleSoft is your official mailing address.

All mail to be delivered to campus for residential students should be addressed as follows:

Name
1 Morrow Cove, Box # ____
Vallejo, CA 94590-0111

Off-campus students may not have mail delivered to the Cal Maritime student mailroom -- it will be "Returned to Sender " at the students' expense. Off-campus students are required to maintain their up-to-date local physical and mailing addresses in PeopleSoft.

7). Student Engagement and Academic Support

Student Engagement and Academic Support (SEAS) supports student success at Cal Maritime. The mission of the SEAS is to increase retention and graduation rates of all students, as well as those with disabilities, through a variety of services focused on continuous improvement of learning. Our staff is dedicated to providing a broad base of quality services enhancing an interactive, student-centered learning environment. The SEAS provides comprehensive academic support leading to the acquisition of life-long learning skills. Student Engagement and Academic Support offers the following programs and services:

- Disability Services
- Tutoring Services
- Community Engagement
- Early Assessment Program (EAP)
- Early Opportunity Program (EOP)

C. **PRIVACY OF EDUCATIONAL RECORDS (FERPA)**

- 1). The Family Education Rights and Privacy Act of 1974 (FERPA), as amended (also sometimes referred to as the Buckley Amendment, is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational

institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. Directory Information is defined as that information contained in an education record of the student that generally would not be considered harmful or an invasion of privacy if disclosed. Under FERPA, education records are defined as records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. Education records can exist in any medium, including: typed, computer generated, videotape, audiotape, film, microfilm, microfiche and email, among others.

2). Education records DO NOT INCLUDE such things as:

- Sole possession records, i.e., records/notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person except a temporary substitute for the maker of the record (this might include notes an instructor makes while providing career/professional guidance to a student);
- Medical treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists;
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment;
- Records created and maintained by a law enforcement unit used only for that purpose, are revealed only to law enforcement agencies of the same jurisdiction, and the enforcement unit does not have access to education records;
- Post-attendance records, i.e., information about a person that was obtained when the person was no longer a student (alumni records) and does not relate to the person as a student.

3). Departments to contact regarding your Records:

Academic Records	Registrar
Conduct	Conduct Administrator
Financial Aid	Director, Financial Aid
Financial Records	Controller, University Bursar
Health Records	Director, Student Health Center

For the campus annual FERPA privacy notice see
<https://www.csum.edu/web/registrar/annual-notice-to-students-of-rights>.

Annual Notification to Students: Consistent with its obligations under FERPA, Cal Maritime annually notifies students of the rights accorded them by FERPA. In fulfillment of the University's obligation under the Family Educational Rights and Privacy Act, notice is hereby given to students of the University's FERPA policy and students' rights under the act. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA was designated to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or

misleading data through informal and formal hearings. Students also have the right to file a complaint concerning any alleged failure of the University to comply with the act. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Directory Information: FERPA identifies certain data as "directory information," which may be freely released to the public without written authorization of the student. Students may file a form with the Office of the Registrar requesting withholding of directory information. (Please email registrar@csum.edu to request the form.) The student's records will be kept confidential until the student requests in writing that the confidentiality hold be removed. Cal Maritime designates the following items as directory information:

Student's name, Addresses, University email address, Telephone number, Likenesses used in university publications including photographs, Major field of study, Class level, Dates of attendance, Enrollment status (part/full-time), Degrees and Dates earned, Awards and honors (e.g. Dean's Honor List) received, and Participation in University recognized activities and sports.

Contact the Registrar's Office to request the Request to Withhold Directory Information.

Access to Educational Records: The campus is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative, or service functions and who have reason for using student records under certain conditions (e.g., as part of the accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring). At Cal Maritime, these terms defined as "Campus official" is any person employed by the university in an administrative, supervisory, academic, research or support staff position, a student serving on an official university committee, or a person employed by or under contract to the university to perform a specific task. A "campus official" has a legitimate educational interest" whenever he or she is performing a task that is specified in his or her position, description, or by a contract agreement, performing a task related to a student's education, performing a task related to the discipline of a student, providing a service or benefit relating to the student (such as health care, advising, counseling, job placement or financial aid).

D. PRIVACY OF MEDICAL RECORDS (HIPAA)

Medical records at the Student Health Center (including records of Counseling and Psychological Services) are recognized as confidential, protected 'treatment' records under FERPA, California State medical information privacy laws, or the Health Insurance Portability and Accountability Act (HIPAA) (or other applicable federal law). Medical and psychological counseling records are kept confidential as described in the privacy practices on the Student Health Center website. Students may sign a release of information form giving permission to give specific information to a designated party at the student's request. For more information on patient privacy policies at the Student Health Center, please visit our web-site:<http://www.csum.edu/web/health-services/privacy-practices>

E. DRUG TESTING POLICY

All cadets must participate in the mandatory Drug Testing Program that includes; a Drug and Alcohol Testing program for reasonable cause/suspicion, post-accident, return-to-duty and follow-up and random testing. This program is consistent with the U.S. Department of Transportation (DOT) Drug Testing regulations. Specific procedures are available from the Office of the Commandant.

*New Academic Year 2018 – California State University Maritime Academy has added the use of drug testing swabs. Drug testing swabs can be used anytime of the day or night to test for the presence of drugs. Refusal of a swab drug test will be defined as a failed drug test.

**Additionally students who refuse a drug test, falsifies a drug test, or attempts to falsify a drug test (i.e. using a device intended to falsify a drug test, or intentionally missing a drug test) – if found responsible in a Disciplinary Hearing Board (DRH) will receive a minimum of a two year suspension.

F. ALCOHOL POLICY

It is the policy of Cal Maritime that the sale, disbursement, consumption, or possession of alcoholic beverages on campus during Cal Maritime sponsored events, as well as off-campus activities sponsored by Cal Maritime or any of its recognized clubs and organizations **is strictly prohibited** without prior written approval by the University's senior administration.

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 Cal Maritime.

The possession or consumption of alcoholic beverages on board the Training Ship GOLDEN BEAR is prohibited at all times. Exceptions are limited to dockside receptions sponsored by the President as part of the official business of Cal Maritime, and require prior authorization of the Cal Maritime President or Master of Training Ship GOLDEN BEAR.

Furthermore, 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.

And finally, the possession or use of alcoholic beverages by our Cadets in Cal Maritime's residence halls is strictly forbidden.

Please refer to the campus-wide Alcohol Policy for complete details.

Cal Maritime will impose disciplinary sanctions against any individual, group, or entity for violating this policy.

Sanctions may range from a warning to suspension/dismissal from the University 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.

Persons who unlawfully furnish alcoholic beverages to others who are not of legal drinking age may be liable for personal injuries or property damages resulting from misconduct committed by the underage persons.

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.

G. TOBACCO / NO SMOKING POLICY

Effective September 1, 2017, all California State University campuses shall be 100% Smoke Free and Tobacco Free. Therefore, smoking, the use or sale of tobacco products, and the use of designated smoking areas are prohibited at Cal Maritime. This applies to the Training Ship GOLDEN BEAR while docked at Cal Maritime. One designated smoking areas will be provided during Summer Cruise, and as instructed by the Captain.

Violations will be addressed through appropriate disciplinary channels. Notice shall be posted at or near the principal entrances of each campus or property calling attention to the existence of the rules.

H. OFFICIAL COMMUNICATION

Cal Maritime utilizes email as an official means of communication. It is each student's responsibility to maintain their issued Cal Maritime email account. Students are required to check their email frequently. A student's failure to check their email does not constitute a reason for failure to get the word.

I. PHOTOGRAPHY

Photos of students, faculty members, classes, staff members, and campus features often appear in materials used to promote Cal Maritime and its educational programs. If you would like to request that your photo does not appear in Cal Maritime's promotional materials, social media, or the website, please contact the director of public affairs and communications. Contact information may be found at www.csum.edu/publicaffairs

J. THE EDWARDS LEADERSHIP DEVELOPMENT PROGRAM

The Edwards Leadership Development Program is designed to offer all students a common leadership foundation with optional honors achievement levels.

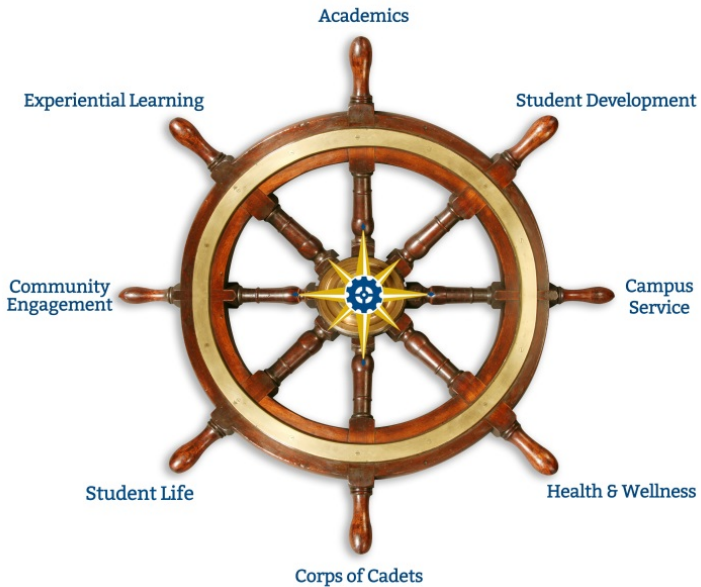
The Edwards Leadership Development Program at Cal Maritime is built on a "maritime model" embracing the history, tradition, and importance of the seafaring chain of command, while promoting active participation in modern team management practices. The foundation of the program promotes a maritime leader who at all times "does good for the greater good." The maritime leader is a "loyal shipmate" who is ethical,

responsive and goal-oriented, who strives for excellence, demonstrates integrity, and is confident, ever-learning, and adaptive.

The common foundation is required of all graduates and is delivered through a combination of academic courses, residential and off-campus programs, and participation in the Corps of Cadets. Honors levels of programming may be achieved through various pathways, such as additional academic coursework, athletics, Associated Students activities, and Corps of Cadets leadership positions.

The Edwards Leadership Development Program began in Fall 2014, and is required for all cadets. With their participation in this program, graduates of Cal Maritime will have a distinct leadership advantage in their careers and personal lives, and will be ready to meet leadership challenges today and into the future.

Edwards Leadership Development Program



CHAPTER 3

CORPS OF CADETS

The Corps of Cadets is an organization in which all cadets at California State University Maritime Academy are involved. The Corps exists to forge world-class maritime industry professionals through a process of rigorous leadership development. Through this organization the cadets at California State University Maritime Academy embody the motto of the academy:

“To work or fight, we are ready”

A. Introduction

California State University Maritime Academy has three primary student leadership groups as members of the Corps of Cadets charged with leadership and professional development, student advocacy, and student well-being. These groups include the Corps Staff, Associated Students, and Residence Life. Although the focus area for each of these groups is different, they work together to represent Cadets' issues and ensure concerns are addressed with faculty and staff at Cal Maritime.

Students may be appointed, elected, or selected to serve as a Cadet Officer within the three student groups. Students are allowed to serve in more than one position unless the bars add up to more than 8 bars. If a student wishes to serve as more than one position and the bars add up to more than 8 bars the student must appeal to the organization advisor(s). If the advisor(s) agree, then the appeal is forwarded to the Vice President of Student Affairs for a ruling. All decisions are final.

Definitions

Cadet: An undergraduate student at the California State University Maritime Academy (Cal Maritime).

Corps of Cadets: All students at Cal Maritime, with the exception of students participating in Open University and graduate degree program(s). Every Cadet is required to participate in the Corps of Cadets.

Cadet Campus Leadership: Any leadership position held by a Cadet in a supervisory position. This includes not only the traditional roles of structured student organizations, but also the non-traditional supervisory capacities that Cadets are placed in as an aspect of the work and duties they complete as a Cadet at Cal Maritime.

Corps Officer: A Cadet leader in the traditional role of an organization within the Corps of Cadets.

a. Purpose:

Each Cadet will demonstrate integrity, punctuality, the ability to follow orders, take initiative, attention to detail, teamwork, time management, patience, responsibility, and professionalism at all times. Cadets will develop the ability to lead others to accomplish

assigned tasks, thereby assisting every Cal Maritime graduate to excel with confidence in their future occupation, at sea or ashore.

1) Student Leadership Organizations

a. Corps Staff

1. **Description.** The Corps Staff is empowered to lead the Corps of Cadets under the leadership, mentoring and facilitation provided by the Office of the Commandant. The Corps organizational structure is based on academic majors within the Corps of Cadets and is organized into Companies, Divisions, Sections and Squads. Leadership is practiced through the use of delegation through the Corps chain of command structure which creates an opportunity for mentoring of underclass Cadets by upper class Cadets. Corps-level training is implemented at the Company, Division, Section and Squad level, as well as cross-Company, providing Cadets an opportunity to develop invaluable training skills necessary to develop into an effective leader. Personal leadership traits are developed through individual and team leadership role assignments, assuming greater responsibility, and by adhering to established conduct, uniform, and grooming standards. Specifically, leadership and technical competency development is strengthened through participation in attending formation, watchstanding, duties, and Corps organizational meetings. Advanced Leadership competencies are further developed for Cadets who are selected to Corps Staff positions as Corps Officers. The Corps Staff is selected to positions as outlined in the Corps Staff Selection Process.
2. **Organization.** The Corps of Cadets is organized into three Companies based on academic major: (1) Deck Company for the Marine Transportation major; (2) Engine Company for the Engineering Technology; and Mechanical Engineering majors, and (3) MPM Company for the Global Studies and Maritime Affairs, and the International Business and Logistics majors. Each Company includes four Divisions and each Division is made up of Sections that are further divided into Squads. The number of Sections and Squads is dependent on the number of Cadets in a Division. Squads consist of every class of Cadet and are the foundation for Corps leadership and professional development. Squads provide a direct and realistic means for mentoring between Cadets.
 - i. **Executive Staff.** The Executive Staff consists of The Corps Commander, Corps Executive Officer, Corps Master at Arms, Corps Information Technology Officer,, and three Company Commanders.
 - ii. **Company Staff.** The Company Staff consists of the Company Commander, Company Executive Officer, four Division Commanders/Executive Officers, Company Cadet Chief, and, depending on Company, 1st Assistant Engineer, 2nd Assistant Engineer, 2nd Mate and 3rd Mate, Purser, Assistant Purser, and Company Information & Technology Officer.
 - iii. **Division Staff.** The Division Staff consists of the Division Commander, Division Executive Officer, Division Master at Arms, Section leaders and Squad Leaders. Other positions may be created or removed as declared

by the Division Commander and the needs of the division (if approved by the Commandant Staff).

- iv. Division Support Staff. The Division Support Staff is comprised of roles that are created and designated for a specific task. These roles can be created or removed by the Divisional Staff for the needs of the division (with Commandant Staff approval).

b. Associated Students

1. Description. The Associated Students is under the advisement of the Executive Director. It is the organization within the Corps of Cadets that is responsible for student advocacy on campus with faculty and administration and off campus at state and federal levels. The A.S. has leading responsibility to sponsor, promote, and conduct activities related to the instructional program of the academy. The A.S. sponsor, promotes, and conducts social and extra-curricular activities. The A.S. provides leadership experience for the Cadets willing to participate in its Council, Officer Positions, Auxiliaries, Student Organizations and Clubs. This provides access for every class of Cadet to hold a position or gain enough experience to hold a position within the A.S. The A.S. officers and staff are appointed or elected as outlined in the A.S. Constitution and By-Laws.
2. Organization
 - i. Executive Staff. The Executive Officers of the A.S. shall be the Executive President, Executive Vice President of Finance, Executive Vice President of Student Affairs, Executive Vice President of Programming, and the Chief of Staff.
 - ii. Class Representatives. Class Representatives consist of a President and a Vice President for each Class voted into office by the student body.
 - iii. Officers. ASCMA Officer Positions include A.S. Chief of Staff, Environmental Officer, External Affairs Officer, Marketing Officer, Technology Officer, Veterans Liaison Officer, and Community Service Officer. Appointments to these are made following an interview process in order to support the A.S. Council.
 - iv. Auxiliaries. Auxiliaries of A.S. include Adventure/ Recreation Center (ARC), Adventure, Camaraderie, and Entertainment (ACE), and the Binnacle. Appointments to these positions are made following an interview process in order to support its Auxiliaries.
 - (A) Activities, Camaraderie, and Entertainment (ACE) is an organization incorporated with the A.S., dedicated to providing a well-rounded educational experience for the student body at Cal Maritime. This is done by developing, organizing, planning, and promoting on and off-campus activities. These programs are fun, safe, educational, and are provided at no or low cost to the students. ACE is dedicated to providing individuals at Cal Maritime opportunities toward more

positive use of leisure time while providing them with additional educational opportunities.

- (B) Adventure/Recreation Center (ARC) is an organization incorporated with the A.S., dedicated to providing exciting, outdoor-intensive activities for the student body of Cal Maritime. This is done by developing, organizing, planning, and promoting on and off-campus activities. These programs are fun, outdoors oriented, and adventurous, and are provided at no or low cost to students. ARC is dedicated to providing individuals at Cal Maritime active/outdoor opportunities toward more positive use of leisure time.

c. Housing & Residential Life (HRL)

1. Description.

The Office of Housing and Residential Life (HRL) is under the leadership of the Associate Dean of Student Engagement. HRL promotes student success, excellence, diversity, and responsibility through intentional and inclusive co-curricular activities, services, programs, and opportunities designed to support the missions of Student Affairs and Cal Maritime. HRL strives to utilize student development theories and practices to educate, encourage, and instruct Cal Maritime students in the basic principles of personal development including: managing emotions, establishing autonomy and identity, developing competencies, developing mature interpersonal relationships, and developing purpose and integrity. Leadership and professional development is offered to the residents in the form of programs that Residence Hall Officers and Living Learning Community Mentors provide to residents. The primary topics of concern include: Personal Safety, Physical Health, Diversity Education, Mental Health, Academic Partnership, Alcohol/Drug Education, Civic Education, Career Education, and Summer Activities Information. HRL also provides additional leadership and professional experience for the Cadets that are willing to participate in its programming for residents and direction of residence halls.

2). ORGANIZATION

- i. Professional Staff. The Office of Housing and Residential Life is led by full time, professional staff including the Director of Housing & Residential Life, the Lead Coordinator for Housing & Residential Life Coordinator for Residence Life and First Year Students, the Coordinator for Residence Life and Returning Students, and the Coordinator for Programming & Assessment (all live-in positions) ~~and an administrative assistant.~~
- ii. Student Hall Director (SHD). The SHD is a student who lives ion the TSGB and has experience as a Residence Hall Officer. The SHD has additional responsibilities as supervisor for the RHOs and active participant in various university administrative committees..
- iii. Residence Hall Officers (RHOs). RHOs are students who live in the residence halls and are part of the Housing & Residential Life staff. They offer leadership and programs for the residence halls to encourage

academic and personal growth in students. Cadets must generally be of 3/C standing prior to taking a position as a Residence Hall Officer.

3). Selection and Duties of Corps Officer

The selection process and detailed job descriptions are available on csum.edu starting in early December.

4). Removal of Corps Officer

Each student leadership area will make a recommendation to the Vice President of Student Affairs when it is deemed a student should be removed from a leadership position. The Vice President of Student Affairs will review the recommendation and make a decision. All decisions are final.

5) Ranking in Corps of Cadets

- a. Fourth Class (4/C): Freshmen Academic Year - 4/C are expected to become proficient in properly executing assigned roles, duties and watches onboard the Training Ship GOLDEN BEAR (TSGB) or in the Cal Maritime Waterfront as outlined through the port security plan, or on the Cal Maritime Campus throughout the academic year. 4/C will be proactive in learning about preparing to excel in the Maritime Industry to include successfully working in a shipboard or campus environment, becoming proficient in basic watch standing techniques, and correctly carrying out orders. The objective is to take a proactive approach which prepares yourself for your first TSGB cruise, if applicable, throughout the year.
- b. Third Class (3/C): Sophomore Academic Year - 3/C are the primary Cadets responsible for familiarizing the 4/C in basic ship and/or port security plan campus training and education requirements. 3/C are expected to assist 4/C becoming familiar with ship and port learning opportunities, learning the Rules and Regulations which govern the Corps of Cadets, train 4/C in their respective basic watch standing requirements. 3/C are expected to prepare for commercial cruise or their first TSGB cruise, international experience, or cooperative education training program.
- c. Second Class (2/C): Junior Academic Year - 2/C are expected to become future Corp of Cadets leaders at Cal Maritime. They will be expected to assume more responsible supervisory and teaching roles with the underclass. 2/C are expected to possess detailed knowledge of TSGB and/or the port, and the campus. 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 are expected to assume a TSGB, port, or campus watch and assume duties as the Night Mate, Night Engineer, or Campus Duty Officer. They will serve as officers in the Corps and throughout the campus. 1/C should hold themselves to the highest personal and professional standards. 1/C are expected to set the example for all other Cadets. Underclassmen should be able to look to 1/C for assistance with academic and practical problems.

6). Advancement within the Corps of Cadets

Students are required to complete the Edwards Leadership Development Program (ELDP). Part of this program is to assume increasing duties and responsibilities as Cadets within the Corps. In order to advance within the Corps, the following requirements are to be completed.

- a. Advancement to Fourth Class
 1. Successful completion of the Freshmen Orientation program
 2. Successful completion of first 30 days of training.
- b. Advancement from Fourth to Third Class
 1. Successful completion of Change-over Assessment,
 2. Satisfactory completion of campus watches,
 3. Satisfactory completion of TSGB and/or campus familiarization and assessment, and
 4. Satisfactory completion of all academic requirements.
- c. Advancement from Third to Second Class
 1. Successful completion of Change-over Assessment, and
 2. Satisfactory completion of campus watches.
 3. Satisfactory completion of all academic requirements.
- d. Advancement from Second to First Class
 1. Successful completion of Change-over Assessment, and
 2. Satisfactory completion of campus watches.
 3. Satisfactory completion of all academic requirements.
- a. Graduation Requirement.
 1. Completion of all Baseline ELDP Requirements
- b. Remediation.
 1. Remediation assessments will be provided to those Cadets not passing the mandatory assessments listed above. These assessments will be provided once each semester. Advance notice will be provided to those Cadets required to complete the remediation.

7). Acceleration within the Corps of Cadets

If 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. Final Approval for Acceleration within the Corps resides with the Commandant of Cadets.

Step 1 - Successfully complete at least 12 watches at their assigned class level;

Step 2 – Receive a written recommendation from their Division Commander attesting to their ability to advance to a higher degree of responsibility;

Step 3 – Receive from their Academic Advisor, a statement to the Commandant's Office of the Cadet's expected graduation date; and

Step 4 – Successfully complete a changeover assessment to the next higher level, to include all ELDP requirements.

The Cadet desiring acceleration is responsible for ensuring 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.

8). Formation

- a. Definition: Formation is the official assembly of the entire Corps of Cadets on the quad or as designated in case of inclement weather. All Cadets are required to participate in formation. Note: Amplifying guidance to formation, liberty guidance, and other Corps requirements not specifically addressed in the Student Handbook are further delineated in Commandant of Cadets Memorandums on the csum website.
- b. Purpose: The purpose of formation is to instill responsibility, pride, attention to detail, and a strong work ethic in every Cadet. Personnel inspections are an important aspect of formation to ensure Cadets are adhering to proper uniform and grooming standards. Also, by providing general and group specific announcements, Cadets can stay informed about activities and events that are pertinent to campus life.
 1. Schedule: Formation is held three days a week on Monday, Wednesday, and Friday. Cadets must be formed up for muster, instruction, and inspection at 0720. Formation time is subject to change as directed by the Commandant of Cadets.
 2. Attendance: Attendance is mandatory for all students who are enrolled and all those students residing on campus. Students who cannot attend need to follow Special Liberty guidance issued by the Office of the Commandant.

B. UNIFORM REGULATIONS

1). Wearing the Cal Maritime uniform serves two unique purposes.

a. Federally Mandated

A uniform is federally mandated by the Maritime Administration for all maritime academies under the Code of Federal Regulations Title 46. The federal mandate delegates the decision of the uniform type to the State Maritime Academies. Cadets are required to wear uniforms while attending Cal Maritime. Within the Corps of Cadets, uniforms and insignia are used to identify class standing and individual assignments to positions of responsibility, authority, and trust.

b. Professional Development

Maintaining a neat, orderly appearance in uniform makes an outward statement about a Cadet's commitment to his or her professional development. 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 and taking pride in one's appearance says a great deal about a Cadet's willingness to take responsibility for much more difficult tasks. Of utmost importance is to maintain a professional appearance at all times as a Cadet.

2) Uniform Standards

I. Initial Issue:

- a. All initial issued uniforms must be purchased through the Campus Annex unless otherwise classified as an official exemption, Official Exemptions include and are limited to: Full Khaki uniforms from prior service in the United States Navy, Full Khaki or Dress uniforms from another Maritime Academy, and/or Grandfathered Uniforms from an immediate family member Alumni
- b. Any and all exceptions from initial uniform issue and purchase must have written approval from the Office of the Commandant

II. Uniforms

- a. *Khaki Uniform:* The Khaki Uniform is the default Uniform of the Day. The Khaki Uniform consists of: authorized cover, Khaki Short/Long Sleeve Shirt, Khaki Trousers, Khaki Belt with Shined Brass Buckle, Shined Black Bates, Plain White Crew Neck Undershirt, and Black Crew Cut Socks. This Uniform will be free of all stains, rips, wrinkles, and markings at all times. Authorized Khaki Uniform manufacturers include and are limited to: Flying Cross, Creighton, Patriot, and Carhartt. Shined black bates or presentable black work boots (free of rips, tears, paint, etc.) may be worn with the Khaki uniform.
- b. *Salt and Pepper Uniform:* The Salt and Pepper Uniform is the authorized Dress Uniform between March 1st and October 31st and as prescribed by the

Commandant of Cadets. The Salt and Pepper Uniform consists of: White Combination Cover, White Short Sleeve Dress Shirt, Black Dress Trousers or optional Black Dress Skirt (Females), Black Belt with Shined Brass Buckle (Males), Shined Black Bates, Plain White Crew Neck Undershirt, and Black Crew Cut Socks. When worn with the Black Dress Skirt, in lieu of Black Crew Cut Socks and Shined Black Bates, Black or Nude Stockings and Black Pumps with a heel no higher than 2 inches will be worn. This Uniform will be free of all stains, rips, wrinkles, and markings at all times

- c. *Dress Blue Uniform:* The Dress Blue Uniform is the authorized to be worn throughout the year. The Dress Blue Uniform consists of: White Combination Cover, Dress Blue Coat with proper Rank on sleeve, White Long Sleeve Dress Shirt, Black Tie tied in a Half or Full Winsor Knot for males and Black Tie-Tab for females, Black Dress Trousers or optional Black Dress Skirt (Females), Black Belt with Shined Brass Buckle (Males), Shined Black Bates, Plain White Crew Neck Undershirt, and Black Crew Cut Socks. When worn with the Black Dress Skirt, in lieu of Black Crew Cut Socks and Shined Black Bates, Black or Nude Stockings and Black Pumps with a heel no higher than 2 inches will be worn. This Uniform will be free of all stains, rips, wrinkles, and markings at all times
- d. *Boiler Suit:* Boiler Suits are only authorized for wear in working environments. Authorized working environments include and are limited to: Lab Classes, Cleaning Crew, Engine Watch, Extra Duty, Working aboard the *United States Training Ship Golden Bear*, and Working in port VLO-1. The Boiler Suit Uniform consists of: California State University Maritime Academy Baseball Cap, California State University Maritime Academy Watch Cap, or California State University Maritime Academy Hard Hat, Blue Boiler Suit, Plain White/Black/Navy Blue Crew Neck Undershirt, Black Crew Cut Socks, and Steel Toe Boots (Black or Dark Brown). A Navy Blue, Black or Grey Hooded Sweatshirt may be worn beneath the Boiler Suit but above the Plain White/Black/Navy Blue Crewneck Undershirt if the temperature falls below 45 degrees Fahrenheit
- e. Professional Dress Attire
1. Men: Dress slacks, Dress shirt (button down with collar), Blazer, suit, or sport coat, Tie, Belt or braces, Dress socks, Dress shoes, Waistcoat (vest), All normal grooming standards apply
 2. Women: Conservative, Professional Dresses, May not rise more than 2 inches above the knee, Blouse and Skirt, Skirt may not rise more than 2 inches above the knee, Pantsuits, Conservative hosiery (natural color), Blazer, Dress shoes (heels not to exceed 2 inches), Hair may be down, but must be pulled back.

f.. Appearance

All dress and khaki uniforms, including outerwear and covers, shall be free of stains, rips, paint, grease or any other non-authorized markings.

g. Conduct in Uniform:

1. With the exception of transiting in a motor vehicle, riding a bicycle, or motorcycle, all other personal modes of transportation in Uniform are strictly forbidden. Additionally, only pedestrian traffic is allowed on any sidewalk or walkway in or around the Quad or Classroom pedestrian walkways/sidewalks.
2. While a Cadet is in transit, the use or wearing of any listening device such as headphones/earphones/earbuds is not authorized on foot or driving a motor vehicle, bike or motorcycle on campus or off campus in uniform. If stationary such as sitting, eating, studying, or lounging while in uniform, and using a portable music device, the volume must not be so loud as to be heard by other Cadets, staff or faculty in the area.
3. The wearing and use of any electronic hearing device, or the use of a cellular phone for any reason (texting, calling, selfies, etc.) is not authorized while at formation unless specifically authorized by the Commandant of Cadets.
4. Public Display of Affection: Cal Maritime is a professional work and academic setting. As such, any Public Displays of Affection (PDA) is not appropriate in this environment and is prohibited.

III. Uniform Articles

- a. *Covers*: An authorized California State University Maritime Academy Cover will be worn at all times when a cadet is outdoors and in Uniform. Authorized Covers include and are limited to: California State University Maritime Academy Baseball Cap, Combination Cover, Garrison Cover, and California State University Maritime Academy Watch Cap
- i. The California State University Maritime Academy Baseball Cap will be worn on campus and onboard the *United States Training Ship Golden Bear*. The California State University Maritime Academy Baseball Cap will be worn straight and will not be modified in any way.
 - ii. The Combination Cover will be worn with the appropriate uniformed top. Khaki while in the Khaki uniform and White while in Salt and Pepper or Dress Blue Uniforms
 - iii. The Garrison Cover is an optional replacement for the California State University Maritime Academy Baseball Cap and will be worn straight with proper rank and insignia. The Company Insignia will be

worn centered on the left side of the cover and any Officer Rank will be worn centered on the right side of the cover

- iv. The California State University Maritime Academy Watch Cap is an optional replacement for the California State University Maritime Academy Baseball Cap from November 1st through February 28th/29th and/or when the temperature falls below 45 degrees Fahrenheit. The California State University Maritime Academy Watch Cap is not authorized for wear during formation
- b. *Shirts:* Cadets attending California State University Maritime Academy will be in the proper Uniformed Shirt Regulations depending on Uniform of the Day. Shirts will be tucked in and buttoned, pockets will be buttoned, and all buttons will be functional.
- i. The Khaki Shirt will be worn with proper Collar devices, Name plate, Ribbons, and Positional Devices.
 - ii. The Salt and Pepper Shirt will be worn with proper Name Plate, Hard Shoulder Boards (Males), Soft Shoulder Boards (Females), and Ribbons
 - iii. The Dress Blue Shirt will be worn with the proper Soft Shoulder Boards and Black Tie. Gold Bar Tie Clip is optional
- c. *Trousers:* Cadets attending California State University Maritime Academy will be in the proper Uniformed Trousers Regulations depending on Uniform of the Day.
- i. Khaki Trousers will be worn with the Khaki Belt and will be hemmed to at least 1 inch above the ground and no more than 1 inch above the shoes
 - ii. Black Dress Trousers will be worn with the Black Belt and will be hemmed to at least 1 inch above the ground and no more than 1 inch above the shoe with a pleat down the center of each leg spanning from the bottom of the trousers to the bottom of the zipper
 - iii. Black Dress Skirt will be no lower than 1 inch below the knees and no higher than half way up the knee
- d. *Belts:* Belts are to be fitted and worn securely and snug around the waist. Belts will not be frayed nor stained. Belts can be fitted by moving the brass buckle down the open end and cutting off excess belt. Only the brass tip will be exposed when buckled
- e. *Buckles:* Belt Buckles will not be scratched, dented, nor bent. Belt buckles should be routinely polished

- f. *Shoes:* Only Black Oxford Bates with a plain toe are authorized for wear while in uniform, apart from Boiler Suits. Bates will be shined and free of cuts, rips, dents, or frays. Boots will be Black, steel toed, and only authorize for wear in the Boiler Suit Uniform

Work boots: Effective 01 September 2016, the only acceptable color of boot to be worn by any cadet on campus and during formation is black. The wearing of a brown colored boot is only authorized on TSGB or inside the Port security area for classes entering before the Class of 2020. The Class of 2020 and beyond are only authorized to purchase black boots.

- g. *Shorts:*
1. Shorts shall be khaki in color, have an inseam of at least 4 inches, and the length shall be from 1 inch above to 1 inch below the crease of the knee. Khaki shorts shall not have cuffs nor be 'cargo' or board type shorts. Shorts shall be hemmed. Cut-off shorts are never authorized.
- h. *Skirts:* Skirts are worn with a length range of 1 inch above or below the crease in the back of the knee.
- i. *Socks:* Socks shall be of the crew variety. All black with no designs are to be worn with the uniform of the day or in any issued coverall, boiler suit. White socks are only authorized for wear in athletic gear or with an authorized track/fitness suit.
- j. *Sunglasses:* Effective 01 September, 2016, Conservative sunglasses, with frames being metal, or plastic black only, are permitted to be worn when in uniform, except during formation on campus.
1. Sunglasses are authorized for wear during formation at sea but not at formation in-port.
 2. Mirrored/reflective lenses are not authorized. Retainer straps, if worn, shall be black or blue.
 3. When not worn square on the face, sunglasses will be stored out of view or carried.
 4. Sunglasses cannot be worn on the brim of the cap, backwards, or on the neck.
 5. Sunglasses may be worn hanging on retainer straps around the neck in the colors described above.
- k. *Fitness Suit:* The Cal Maritime fitness suit is a blue and gold top with blue pants. The fitness suit has a Cal Maritime logo on the left side of the top. The only authorized fitness suit is one that is purchased through the bookstore or issued to members of athletic teams (with practice jersey). The fitness suit is to be worn with white socks, tennis shoes, and plain white or grey T-Shirt. White

or Grey shirts with approved Cal Maritime Logos purchased from the Bookstore are authorized. T-Shirts with logos not purchased from the Bookstore must be approved by the Commandant of Cadets.

- I. Undershirts: Undershirts must be worn at all times underneath all uniforms and shall be short sleeve, plain, white, cotton, crew-neck without any writing or emblems. Undershirt sleeves must not extend beyond the bottom of any uniform sleeves.

- m. *Outerwear*: Only official California State University Maritime Academy outerwear is authorized for wear while in uniform. Authorized outerwear includes and is limited to: California State University Maritime Academy Hooded Outer Jacket, California State University Maritime Academy Bomber Jacket, United States Navy V-Neck Pull Over Sweater, Yellow Foul Weather Gear, and Black Carhartt Working Jacket
 - i. California State University Maritime Academy Hooded Outer Jacket is to be zipped 3/4th to the top or fully zipped. Sleeves will not be rolled nor raised. The California State University Maritime Academy Hooded Outer Jacket is not to be worn while working aboard the *United States Training Ship Golden Bear* or Port VLO-1
 - ii. California State University Maritime Academy Bomber Jacket is to be zipped 3/4th to the top or fully zipped. Sleeves will not be rolled nor raised. The Cadet's last name will be embroidered on the right breast area in Academy Gold. The academy name will be embroidered on the left breast area in Academy Gold. The California State University Maritime Academy Bomber Jacket is not to be worn while working aboard the *United States Training Ship Golden Bear* or Port VLO-1 or while in the boiler suit
 - iii. United States Navy V-Neck Pullover Sweater is to be worn with the Cadet's proper soft shoulder boards and an authorized leather Velcro name plate on the left breast area.
 - iv. Yellow Foul Weather Gear will be worn only when working aboard the *United States Training Ship Golden Bear* or Port VLO-1 in inclement weather
 - v. Black Carhartt Working Jacket will only be worn when working aboard the *United States Training Ship Golden Bear*, Port VLO-1, or while in the Boiler Suit
 - vi. Dress Blue Coat is the only authorized outerwear while in the Dress Blue Uniform

- n. Name Plate: Name plates will be Black with White edge and lettering, 1/4th of an inch and centered above the right breast pocket

- o. Collar Devices: Collar Devices will be worn centered on each side of the collar with 1/8th of an inch of space between the edges of the collar and the device. Devices include and are limited to: Officer Bars, Company Devices, Squad/Section Leader Pins
- p. Positional Devices: Positional Devices will be worn 1/4th of an inch and centered above the left breast pocket. If worn with Ribbons Positional Devices will be worn 1/8th of an inch and centered above the Ribbons. Positional Devices include and are limited to: Master at Arms Shield, Housing and Residential Life "HRL", and Associated Students of the California Maritime Academy "AS"

IV. Uniform Accessories

- a. *Gloves*: Only fully-fingered black gloves will be worn in Khaki, Salt and Pepper, and/or Dress Blue Uniforms. Working gloves are not limited to color but will only be worn in Boiler Suits
- b. *Jewelry*: One necklace may be worn but will not be exposed. Watches and rings will be conservative in size and color so as not to hinder Cadet work or constitute a safety hazard. Rings will not be worn while working onboard the *United States Training Ship Golden Bear*. Earrings will be small, tasteful, and post style of either silver or gold. Only female Cadets are authorized to wear earrings and are only authorized for one per lobe. Any and all facial piercings are not authorized for wear while in Uniform. This includes but is not limited to: Tongue, Lips, Nose, and Brow
- c. *Ribbons*: Ribbons are optional for wear. If worn Ribbons will be worn in meritorious order 1/4th of an inch and centered above the left breast pocket. Meritorious order is as follows:
 - i. Meritorious Service Award: Awarded by the President for exceptional service going above and beyond the call of duty. Acts of bravery, heroism, and courage.
 - ii. President's List: Awarded to Cadets with a Semester Grade Point Average higher than 3.75
 - iii. Dean's List: Awarded to Cadets with a Semester Grade Point Average higher than 3.25
 - iv. Golden Bear Award: Awarded by Faculty Watch Officers for Outstanding cadet Watchstanding during Golden Bear Cruise
 - v. Outstanding Upper-Class Cadet Award: Awarded to Upper-Class Deck and Engine Company Cadets who help and contribute the most in training the Under-Class Cadets for Golden Bear Cruise

- vi. Best Shipmate Award: Awarded to the Cadet voted best shipmate during Golden Bear Cruise
 - vii. Good Conduct Award: Awarded to Cadets who complete an academic year without being awarded Demerits
 - viii. Cruise Award: Awarded to Cadets who successfully complete Golden Bear Cruise with no disciplinary action taken.
 - ix. Rising Star Award:
 - x. Corps Officer: Awarded to Cadets serving as an Officer in the Corps of Cadets for at least one semester
 - xi. Support Staff: Awarded to Cadets serving as Support Staff in the Corps of Cadets for at least one semester
 - xii. Varsity Athlete: Awarded to Cadets serving on a qualified Varsity Team
 - xiii. Community Engagement: Awarded to Cadets who have served at least 15 hours of community service in one semester
 - xiv. Color Guard: Awarded by the Strategic Sealift Officer Program Commander to Cadets serving on Color Guard
 - xv. Prior Service Ribbons: Prior Service Ribbons Devices will be worn in accordance with the governing regulations of the respective branch
- d. *Military Devices*: Military Devices will be worn in accordance with the governing regulations of the respective branch
- e. Knives: Blade no longer than 3 ½ inches, with lock back. Fixed blade knives are prohibited.
- f. Insignia
- Insignia consists of stripes or rank device to indicate position, rank and class and an emblem or device to indicate academic departments. Table 1 provides the approved insignia, sleeve, shoulder, and collar devices for the Cal Maritime Corps of Cadets.

Table 1 - Approved Insignia, Sleeve, Shoulder and Collar Devices

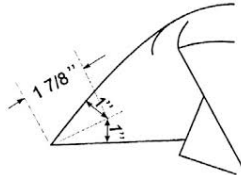
Corps Commander ASCMA President	Six (6) 1/4" horizontal stripes
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Senior Hall Director	Six (6) track collar device.
Corps Information & Technology Officer Corps Operations Officer Corps Chief of Staff ASCMA Executive Vice President ASCMA Vice President of Finance	Five (5) 1/4" horizontal stripes Five (5) track collar device.
Company Commander Company Executive Officer Company Chief Mate Company Chief Engineer Company Chief Purser	Four (4) 1/4" horizontal stripes Four (4) track collar device.
Division Commanders Division Executive Officer Company Second Mate Company First Assistant Engineer Company Third Mate Company Second Assistant Engineer Company Assistant Purser Resident Hall Officers	Three (3) 1/4 " horizontal stripes Three (3) track collar device.
Living Learning Community Mentors Division Training & Academic Officer	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
Section Leaders	One (1) 1/4" horizontal yellow stripe with blue hash marks One (1) silver collar device with blue hash marks
All Non-Officer Second Class	Two (2) 1/8" diagonal stripes Department device on each collar.
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.

g. Collar Devices

Collar devices are worn on Khaki uniforms and consist of metal grade insignia devices indicating rank and corps devices to indicate department.

1. International Business and Logistics Department: A gold, crossed quill and lightning bolt is worn.
2. Marine Transportation Department: A gold fouled anchor is worn, so that the unfouled arm of the stock is facing outboard of the shirt.
3. Engineering Department: A gold, three-bladed propeller is worn with one blade pointing down toward the tip of the collar.
4. Global Studies and Maritime Affairs Department: A gold globe is worn.
5. 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.



h. Rank Devices

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

i. USNR, USCGR, and SSOP Insignia

Cadets who are in the U. S. Naval Reserve, U.S. Coast Guard Reserve, and the Strategic Sealift Officer Program at Cal Maritime 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.

V. Uniform Guidance

a. Uniforms in the Dining Center

1. The uniform of the day or Cal Maritime Fitness suit, with appropriate footwear is the only uniform authorized in the dining center during meal hours, with the following exceptions:

- i. Cadets assigned to the Engineering watch of 1600-2000 may eat in the appropriate watch uniform.
- ii. At evening meals, First Class Cadets are authorized to wear civilian clothing, as specified in this section. All students may wear the fitness suit to the evening meal. Any Cadet in violation of dress code during evening meal are eligible to have their civilian attire privilege revoked for the semester. Repeat Offenders who wear unauthorized civilian attire will be awarded demerits and have their civilian attire privilege revoked for a time to be determined by the Commandant of Cadets.
- iii. On weekends and Friday night meals, all Cadets other than watch personnel are authorized to wear civilian clothing, as specified in this section, in the Dining Center.
- iv. Athletes: Members of Intercollegiate sports teams or official athletic classes may eat in their athletic clothing under the following circumstances:
 - (A) The team must be in an official pre-season or in season. This policy does not apply to not in season practices or training sessions.
 - (B) 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.
 - (C) The Cadet must be listed on the official team roster or class list that is provided to the Commandant by the Cadet's head coach.
 - (D) The athletes may enter the Dining Center in athletic clothing only for the evening meal.
 - (E) The athletic clothing must meet criteria for civilian clothing as specified in this section.
 - (F) There must have been an official team practice or class on the day in which they are seeking this allowance.

b. Civilian Clothing

1. Civilian clothing, when worn on liberty or in the Dining Center, shall be in good taste, free of 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.
2. The following items are not authorized for wear while on campus or at Cal Maritime functions: cut-off jeans or shorts, clothing that is ripped, stained or in bad repair.

3. Tank tops or cut off shirts are not authorized in the dining center.
4. Sandals or Teva type (with back straps) shoes are authorized for wear in the Mess Deck on the ship. Flip Flops are not authorized for wear in the Dining Center.
5. During Cruise, Civilian clothing may be prescribed as the liberty uniform by authorization of the Captain of the Training Ship (COTS). All liberty wear shall be inspected and approved prior to departing the ship by the Corps Leadership, the Cruise Commandant(s), or Company Commandant.

VI. Grooming Standards Male

1. **Haircut:** Male haircuts will be conservative in style and professional in appearance. Haircuts will not exceed two inches in bulk with a taper of no longer than 1/4th of an inch. All haircuts must have an even fade. Hair will not touch the collar. Haircuts with an angled cut will have an even graduation and will have a difference no greater than two inches. Only hair dye of natural color will be permitted.
2. **Shave:**
 - a. *Facial Hair:* Beards are not permitted for wear at any time while in uniform. Moustaches will not fall below the upper lip and will not extend past the corners of the mouth.
 - b. *Sideburns:* Sideburns will not fall below the center of the ear and will have a straight cut.

VI. Grooming Standards Female

1. **Haircut:** Female haircuts will be conservative in style and professional in appearance. Haircuts that fall below the collar must be pulled into a neat bun while in uniform. Buns must rest low enough as to allow all uniform covers to fit properly. Only hair dye of natural color will be permitted.
2. **Braids:**
 - a. *Multiple Braids:* Multiple braids consist of more than 2 braids and encompass the whole head. When a hairstyle of multiple braids is worn, each braid will be of uniform dimension and no more than 1/4 inch in diameter.
 - b. *Two individual braids:* One braid will be worn on each side of the head and will be uniform in dimension and no more than one inch in diameter. Each braid will extend from the front to back of the head near the lowest portion of the hair line to allow all uniform covers to fit properly. A single

French braid is authorized for wear. French braids will begin near the top of the head and be braided to the end of the hair. The end of the braid must be secured to the head and braid placement shall be down the middle of the back of the head.

- c. *Corn Rows*: Must be in symmetrical fore and aft rows, and must be close to the head, leaving no hair unbraided. They must be no larger than 1/4 inch in diameter and show no more than approximately 1/8 inch of scalp between rows. Corn row ends shall not protrude from the head. Rows must end at the nape of the neck and shall be secured with rubber bands that match the color of the hair. Corn rows may end in a bun conforming to the guidelines listed herein, if hair length permits.
 - d. *Rolls*: Two individual rolls, one on each side of the head, must be near the lower portion of the hair line. Rolls must be of uniform dimension and no more than one inch in diameter.
 - e. *Hair Accessories*: All hair accessories must be consistent with wearer's hair color. No more than two small barrettes may be used to secure the hair to the head. Authorized bun accessories will be completely concealed within the bun. Hairpins, bobby pins, small rubber bands, and/or small thin fabric elastic bands will be used to hold hair in place only if necessary.
 - f. **All braids will be tightly interwoven to present a neat, professional, well-groomed appearance. Foreign material shall not be braided into the hair. All braids will be pulled back into a bun.**
3. **Cosmetics:**
- a. *Make-up*: Make-up will be conservative in style, professional in appearance, and complement the skin tone of the wearer.
 - b. *Nail Polish*: When worn, nail polish will be conservative in style and complement the skin tone of the wearer. All nails will be painted the same color. French-tip nails are the only authorized multi-color designs. Only white tips are authorized while wearing French-tips.
 - c. *Ear Rings*: Women are authorized to wear white pearl or synthetic pearl earrings, as well as round cut white diamonds or white synthetic diamond earrings with their dress blue uniform. The earring must be 4 millimeters to 6 millimeters in size. Earrings are worn only on the earlobe, maximum number of earring on each ear is one (1). While in working uniform and in Salt and Peppers, only gold posts will be worn, 4 millimeters to 6 millimeters in size.

CHAPTER 4

STUDENT CONDUCT STANDARDS

SECTION A: CALIFORNIA STATE UNIVERSITY STANDARDS OF CONDUCT

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 Cal Maritime as a forum for the free expression of ideas. Therefore, conduct which violates California State University and/or Cal Maritime policy is considered a detriment to the learning environment and the members of Cal Maritime. Conduct in violation of the offenses listed shall be punishable by expulsion, suspension/dismissal, probation or other sanctions as outlined in Section 3.C.(J).

California State University and Cal Maritime are committed to maintaining a safe, healthy living and learning environment for students, faculty, and staff. Each member of the Cal Maritime campus community is expected to choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

1). Student Authority for Student 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/dismissal where necessary in order to protect lives or property and to ensure the maintenance of order. Education Code Section 69810, et seq. governs 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 and govern all student discipline matters system wide.

2). Definitions

- II. **Affirmative Consent** means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that Affirmative Consent has been obtained from the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent nor does silence mean consent.
- Affirmative Consent can be withdrawn or revoked. Affirmative Consent cannot be given by a person who is incapacitated.
 - A person with a medical or mental Disability may also lack the capacity to give consent.
 - Sexual activity with a minor (under 18 years old) is never consensual because a minor is considered incapable of giving legal consent due to age.

- III. **Campus or University** means the California State University, including its 23 campuses and the Office of the Chancellor.
- IV. **Complainant** means in individual who is eligible to file a complaint to report a violation of a policy. It also includes any person who is reported to have experienced a violation of this policy in cases where some other person has made a report on that person's behalf. A complainant may also be referred to as a party to the complaint.
- V. **Disability**, as defined in California Education Code §66260.5, Government Code § 12926 and the federal Americans with Disabilities Act (ADA), 2008 Amendments, means:
- Having a physical or mental condition that limits a major life activity. "Limits" means making the achievement of a major life activity difficult. "Limits" is determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity. A "major life activity" is broadly construed and includes physical, mental, and social activities (such as walking, talking, seeing, hearing) and working; or
 - Having a known history of a qualifying impairment; or
 - Being regarded or treated as having or having had a qualifying impairment; or
 - Being regarded or treated as having or having had such an impairment that has no presently disabling effects but may become a qualifying impairment in the future.
 - Disability includes HIV and AIDS. Disability is a Protected Status.
- VI. **Discrimination** means Adverse Action taken against a Student by the CSU, a CSU employee, another Student because of a Protected Status.
- VII. **DHR (Discrimination, Harassment, and Retaliation) Administrator** means the Management Personnel Plan (MPP) Employee at each Campus who is designated to administer this Executive Order and coordinate compliance with the laws prohibiting Discrimination, Harassment and Retaliation. The DHR Administrator may delegate tasks to one or more designees, provided that any designee shall be a MPP Employee or an external consultant, and the DHR Administrator retains overall responsibility and authority.
- VIII. **Executive Order 1095** is the system-wide implementation of Title IX, VAWA/Campus SaVE Act, and Related Sex Discrimination, Sexual Harassment and Sexual Violence Legislation.
- IX. **Executive Order 1097** is the System-wide Policy Prohibiting Discrimination, Harassment and Retaliation against students, and Systemwide Procedure for handling Discrimination, Harassment, and Retaliation Complaints by Students.
- X. **Executive Order 1096** is the Systemwide Policy Prohibiting Discrimination, Harassment and Retaliation Against Employees and Third Parties and Procedure for Handling Discrimination, Harassment and Retaliation Allegations by Employees and Third Parties

- XI. Gender means sex, and includes Gender Identity, Gender Expression, and transgender. It also includes sex stereotyping.
- Sex includes, but is not limited to pregnancy, childbirth, breastfeeding or any related medical conditions.
 - Gender Identity means a person's identification as male, female, a gender different from the person's sex at birth or transgender.
 - Gender Expression means a person's gender-related appearance or behavior whether or not stereotypically associated with the person's assigned sex at birth.
 - Sex stereotype means an assumption about a person's appearance or behavior or about an individual's ability or inability to perform certain kinds of work based on a myth, social expectation, or generalization about the individual's sex.
 - Transgender is a general term that refers to a person whose gender identity differs from the person's sex at birth. A transgender person may or may not have a gender expression that is different from the social expectation of the sex assigned at birth. A transgender person may or may not identify as transsexual.
 - Gender is a Protected Status.

XII. Harassment means unwelcome conduct, based on the Complainant's Protected Status, that is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting her/his ability to participate in or benefit from the services, activities or opportunities offered by the University.

XIII. Sexual Harassment, a form of Sex Discrimination, is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes but is not limited to sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:

- Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a Complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or
- The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the University; or
- The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework.

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on Gender or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Executive Order 1097 covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to this policy.

Claiming that the conduct was not motivated by sexual desire is not a defense to a complaint of harassment based on Gender.

XIV. Sexual Misconduct: All sexual activity between members of the CSU community must be based on Affirmative Consent. Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity is Sexual Misconduct, whether or not the conduct violates any civil or criminal law.

Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical sexual acts, such as unwelcome sexual touching, Sexual Assault, Sexual Battery, Rape, and Dating Violence. When based on Gender, Domestic Violence or Stalking also constitute Sexual Misconduct. Sexual Misconduct may include using physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be victims of these forms of Sexual Misconduct. Sexual activity with a minor is never consensual when the Complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

- **Sexual Assault is a form of Sexual Misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's Gender or sex.**
- **Sexual Battery is a form of Sexual Misconduct and is any willful and unlawful use of force or violence upon the person of another because of that person's Gender or sex as well as touching an intimate part of another person against that person's will and for the purpose of sexual arousal, gratification, or abuse.**
- **Rape is a form of Sexual Misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute Rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical Disability renders a person incapable of giving consent.**

The Respondent's relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant.

- Acquaintance Rape is a form of Sexual Misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website

XV. Dating Violence is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to self or another. Abuse does not include non-physical, emotional distress or injury.

XVI. Stalking means engaging in a repeated Course of Conduct directed at a specific person that would cause a Reasonable Person to fear for the safety of self or others' safety or to suffer Substantial Emotional Distress.[27] For purposes of this definition:

- Course of Conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through Third Parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;
- Reasonable Person means a reasonable person under similar circumstances and with the same Protected Status(es) as the Complainant;
- Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

XVII. Investigator means the person tasked by a Campus with investigating a Complaint. All Investigators shall receive annual training regarding such issues as the laws governing Discrimination, Harassment and Retaliation; Title IX and VAWA/Campus SaVE Act; as well as other related state and federal laws prohibiting Discrimination, Harassment and Retaliation based on Gender or Sex, including Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating and Domestic Violence, and Stalking; Complainant, Respondent, Employee, and witness privacy rights; and the Family Educational Rights and Privacy Act of 1974 (FERPA). For matters involving Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating or Domestic Violence or Stalking, the Investigator shall also receive annual training on how to conduct an investigation process that protects the safety of the Complainant(s) and the University community. (See also Executive Order 1095 regarding required training for Sexual Harassment and Sexual Misconduct investigations.)

- If delegated, the DHR Administrator or the Title IX Coordinator (for Complaints alleging Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating or Domestic Violence, or Stalking) shall monitor, supervise, and oversee the investigation to ensure that it is

conducted in accordance with the standards, procedures and timelines set forth in Executive Order 1097.

- The Investigator shall not be within the administrative control or authority of any Respondent CSU Employee. The Investigator may be the DHR Administrator, the Title IX Coordinator, or their designee, provided that any designee shall be an MPP Employee or an external consultant.

XVII. MPP Employee means an employee who has been designated as a “management” or “supervisory” employee under the provisions of the Higher Education Employer-Employee Relations Act.

XVIII. Preponderance of the Evidence means the greater weight of the evidence; i.e., that the evidence on one side outweighs, preponderates over, or is more than, the evidence on the other side. The Preponderance of the Evidence is the applicable standard for demonstrating facts and reaching conclusions in an investigation conducted pursuant to this Executive Order.

XIX. Protected Status includes Age, Disability (physical or mental), Gender (or sex), Genetic Information, Gender Identity (including transgender), Gender Expression, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion or Religious Creed, Sexual Orientation, and Veteran or Military Status.

XX. Remedies mean actions taken to correct allegations and/or reported violations of Discrimination, Harassment, Retaliation, Sexual Misconduct, Dating or Domestic Violence or Stalking as set forth in Executive Order 1097. Remedies can include Discipline or other corrective action.

- **Interim Remedies** shall be offered prior to the conclusion of an investigation in order to immediately stop any wrong-doing and/or reduce or eliminate any negative impact, when appropriate. Persons reporting that they have been the victim of Sex Discrimination, Sexual Harassment, Sexual Misconduct, Dating or Domestic Violence or Stalking must be provided reasonable and available Interim Remedies, if requested, regardless of whether the person chooses to report the conduct to Campus police or local law enforcement, and regardless of whether an investigation is conducted under Executive Order 1097. Examples may include offering the option of psychological counseling services, changes to academic or living situations, completing a course and/or courses on-line (if otherwise appropriate), academic tutoring, arranging for the re-taking of a class or withdrawal from a class without penalty, and/or any measure as appropriate to stop further alleged harm until an investigation is concluded or a resolution is reached. The Title IX Coordinator shall assist and provide the Complainant with reasonable Remedies as requested throughout the reporting, investigation, appeal, and disciplinary processes, and thereafter.

XXI. Retaliation means Adverse Action taken against a Student because the Student has or is believed to have:

- Exercised rights under Executive Order 1097;

- Reported or opposed conduct which was reasonably and in good faith believed to be in violation of Executive Order 1097;
- Assisted or participated in a policy-related investigation/proceeding regardless of whether the Complaint was substantiated; or,
- Assisted someone in reporting or opposing a violation of Executive Order 1097, or assisted someone in reporting or opposing Retaliation under Executive Order 1097.
- Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

XXII. Student means an applicant for admission to the CSU, an admitted CSU Student, an enrolled CSU Student, a CSU extended education Student, a CSU Student between academic terms, a CSU graduate awaiting a degree, a CSU student currently serving a suspension or interim suspension, and a CSU Student who withdraws from the University while a disciplinary matter (including investigation) is pending.

XXIII. Student Conduct Code means 5 California Code of Regulations Section 41301 et seq.

XXIV. Title IX Coordinator means the Campus MPP Employee appointed by the Campus president to coordinate compliance with Title IX; VAWA/Campus SaVE Act; and other related state and federal laws prohibiting Discrimination, Harassment and Retaliation based on Gender or sex, including Sex Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking.

XXV. University Property means:

- Real or personal property in the possession or under the ownership or control of the University; and
- All University facilities whether utilized by a Campus or a Campus auxiliary organization.

XXVI. Working Days are defined as Monday through Friday, excluding all official Campus holidays or Campus closures at the Campus where the complaint originated or at the CO where an Appeal is reviewed.

3). General Provisions

I. Student Conduct Administrator

- a. Each campus President shall assign an MPP Employee to be the student conduct administrator, who is responsible to perform duties as prescribed in these procedures.
- b. All student conduct administrators shall receive appropriate training regarding: (a) the student discipline process (including investigation skills and procedures); (b) the law governing Discrimination, Harassment and Retaliation; (c) student and witness privacy rights; and (d) the Family Educational Rights and Privacy Act of 1974 (FERPA).
- c. All student conduct administrators shall receive annual training on issues related to: (a) Title IX, VAWA/Campus SaVE Act, and other related state

and federal laws prohibiting Discrimination, Harassment and Retaliation based on Gender, including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking; and (b) how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

II. Hearing Officers

- a. 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.
- b. 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.
- c. All hearing officers shall receive appropriate training regarding: (a) the student discipline process; (b) the law governing Discrimination, Harassment and Retaliation; (c) student and witness privacy rights; and (d) FERPA.
- d. All hearing officers shall receive annual training on issues related to: (a) Title IX, VAWA/ Campus SaVE Act, and other related state and federal laws prohibiting Discrimination, Harassment and Retaliation based on Gender, including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking; and (b) the duties of the hearing officer (including impartiality, confidentiality and the duty to conduct hearings in a manner that protects the safety of victims and promotes accountability).

III. Advisors

- a. Both the Complainant and the Student charged may elect to be accompanied by an advisor to any meetings, conferences, interviews or hearings. The advisor's role is limited to observing and consulting with, and providing support to, the Complainant or Student charged; an advisor may not speak on a Student's or Complainant's behalf. The advisor must sit in the place designated for the advisor and may not do anything that would disrupt the proceedings. Witnesses who are alleged to be victims of Discrimination, Harassment or Retaliation, including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking, may also elect to be accompanied by an advisor on these same terms.

IV. Attorneys

- a. Student conduct proceedings are not meant to be formal court-like trials. Although University-related sanctions may be imposed, the process is intended to provide an opportunity for learning.
- b. Each Campus President determines by Campus directive whether attorneys are permitted to be present in all or some Student conduct proceedings. Any person who has a license (active or inactive) to practice law is considered an attorney for purposes of this Executive Order. The President's determination regarding the presence of attorneys applies to the Student charged; Complainant; any witnesses who are alleged to be victims of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking); and the Campus, but not to the hearing officer, who may be an attorney in any case. If the Student charged is permitted to have an attorney present, the Complainant, any alleged victims of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking), and the Campus shall also be permitted to have an attorney present.
 1. Any party may consult attorneys outside of the actual proceedings irrespective of the President's directive.
 2. Notwithstanding any Campus directive, attorneys may attend hearings: (a) where there are pending criminal (felony) charges arising out of the same facts that are the subject of the disciplinary proceeding; or (b) where the recommended sanction is expulsion.
- c. If authorized by the President's directive, attorneys may participate (if at all) only as advisors, and may not speak on behalf of their clients. Any person who wishes to have an attorney present at the hearing must notify the student conduct administrator in writing of the attorney's name, address and phone number at least five Working Days prior to the hearing.
 1. In the absence of a President's directive, attorneys shall be excluded from disciplinary conferences and hearings, subject to the two exceptions set forth above.

V. Confidentiality

- a. Information provided to University employees shall be considered private and shall be shared with other University employees and law enforcement exclusively on a "need to know" basis. University employees shall endeavor to honor any Complainant's or alleged victim's request for confidentiality; however, the University shall also weigh requests for confidentiality against its duty to provide a safe and nondiscriminatory environment for all members of the Campus community. Confidentiality, therefore, cannot be ensured. Executive Orders 1095 and 1097 identify those categories of University employees who are required by law to

maintain near or complete confidentiality (for example, in connection with allegations of Sexual Misconduct). Questions about rights and options with respect to confidentiality should be directed to the Title IX Coordinator.

VI. Correspondence

- a. The student conduct administrator, or when on Cruise, the Cruise Commandant, shall deliver all correspondence to Students (including the Student charged) at the University-assigned, or other primary, email address linked to the Student's account in the registrar's office. While cadets are aboard the TS Golden Bear, all correspondence is delivered in person. Email is not the primary communication method while aboard.

VII. Other Student Conduct Code Violations Related to Incidents of Sexual Violence

- a. Alleged 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, alleged victims of Sexual Violence shall not be subject to discipline for related violations of the Student Conduct Code.

VIII. Interpretation of the Student Conduct Code and Executive Order 1098

- a. All issues regarding the hearing described in Executive Order 1098, Article IV.D, except those specifically noted, are within the purview of the hearing officer for final determination. Questions of interpretation of the Student Conduct Code or this Executive Order are outside the purview of the hearing officer and are determined by the Campus Vice President for Student Affairs or designee.

IX. Delegation of Duties

- a. The duties of the President in these proceedings may be delegated to a VPSA.

X. Timelines

- a. The Campus may (but is not required to) extend timelines set forth in this Executive Order. Extensions shall be determined by the Campus President, Vice President for Student Affairs, or a designee. The student conduct administrator shall notify the Student charged, Complainant, witnesses and involved Campus administrators of any revised timeline.

XI. Parallel Judicial Proceedings

- a. Student Conduct Code proceedings are independent from court or other administrative proceedings. 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 Student Conduct Code. The Campus may proceed before, simultaneously with, or after any judicial or other

administrative proceedings, except in cases involving Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking). In such cases, the Campus shall proceed without delay pursuant to Executive Order 1098, Article IV.A.4.a, below.

XII. Cases Involving Academic Dishonesty

- a. 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 promptly notify the Vice President for Student Affairs (or designee) and the student conduct administrator of the matter 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.

4). Demerit Limits and Disciplinary Probation

- I. The conduct code at California State University Maritime Academy utilizes a merit/demerit system. The semester, academic year, and tenure demerit limits are 75, 125, and 350 demerits respectively. Cadets will receive a Warning Notice when they exceed 50 Demerits. Upon reaching any one of these demerit totals, the Cadet will be automatically put on Discipline Probation and noted on Cadets transcripts. While under Discipline Probation a cadet may not be eligible to:
 - a. Participate in TSGB cruise, Commercial Cruise, Co-Op, or International Experience.
 - b. Participate in athletics for Cal Maritime.
 - c. Hold office or positions in Corps, ASCMA, Housing & Residential Life or recognized clubs or represent the campus in any manner.
 - d. Disciplinary Probation will normally last for the current semester and will be maintained until the completion of the following semester, to include any TSGB cruise, Commercial Cruise, Co-Op, or International Experience.
- II. Cadets exceeding these limits will be subject to a Discipline Review Hearing to show cause why said cadet should not be suspended for a period of not less than one calendar year. A Standard Sanction will be presented to the Cadet in lieu of going to a hearing.
- III. A cadet can also be placed on disciplinary probation by the result of a hearing board sanction.
- iv. A student who has been found responsible for three or more suspensions will be subject to a DRH for Expulsion.

5). Organization and Jurisdiction of Hearing Officers and Boards

I. Authority of the President

- a. The President 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.
- b. The President shall annually appoint faculty and staff to the hearing and appeals boards defined below.
- c. During periods of campus emergency, as determined by the President, 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.
- d. The duties of the President in these proceedings may be delegated to another campus official.
- e. At California State University Maritime Academy, the Vice President of Student Affairs will serve as the designated appeal coordinator.

II. Student Conduct Administrator

- a. Appointment: The Student Conduct Administrator shall be assigned by the Vice President of Student Affairs through the authority of the President.
- b. 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 Chapter 3 of the Standards of Conduct for Students.
- c. 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).
- d. 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.
- e. The Student Conduct Administrator serves at the pleasure of the President.

III. Student Conduct Facilitator

- a. Appointment: The Student Conduct Facilitator shall be appointed by the Vice President of Student Affairs.

- b. Decision to Initiate Disciplinary Action: In consultation with the Student Conduct Administrator, the Student Conduct Facilitator shall make the decision as to whether disciplinary action shall be taken on all other violations.
- c. Scheduling of Hearings: The Student Conduct Facilitator shall make the physical and scheduling arrangements for hearings held under these procedures.
- d. Campus Representative: The Student Conduct Facilitator shall represent the campus in all hearings.
- e. 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.
- f. The Student Conduct Facilitator shall track the students' conduct records providing regular reports to the Student Conduct Administrator.

IV. Hearing Boards

- a. Discipline Review Hearing Officer(s) (DRH) have jurisdiction over all violations of the Standards of Conduct for Students that have been referred to a DRH and can impose disciplinary sanctions. The DRH Officer(s) is selected from members of the university. DRH Officer (s) can be Faculty, Staff, or Administration. 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.
- b. An Administrative hearing with the Conduct Administrator hearing the case may be requested by the student. If requested the student acknowledges there is no appeal. The Student must request this Administrative Hearing and the Conduct Administrator must agree to hold the hearing outside of the normal proceedings.
- c. Due to the mission of the Training Ship Golden Bear and the unique status of the ship being underway, in foreign ports, and away from the campus; while cadets are onboard the Training Ship GOLDEN BEAR, Captain's Mast has jurisdiction over all serious disciplinary violations, including but not limited to violations of the Standards of Conduct for Students. The Captain of the Training Ship (COTS) will preside over all these violations and can impose appropriate disciplinary sanctions. 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 the United States. Additionally, the Captain may make a determination to refer the violation to a DRH hearing.

1. 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 Cruise Commandant onboard the TS GOLDEN BEAR to determine the appropriate Hearing Board on the Training Ship.
 2. 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.
 3. 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 Class III Violations.
 4. Decisions of the Captain's Mast are not subject to an appeal.
- d. 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.

V. Suspension of Procedures and Appointment of Hearing Officers and Boards.

- a. Each campus President shall appoint one or more persons to serve as hearing officers. They may be California State 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.

- b. 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.

SECTION B: STUDENT MISCONDUCT PROCEEDINGS

1). Complaint Intake/Investigation

- I. Complaint: Whenever it appears that the Student Conduct Code has been violated, an oral or written complaint should be directed to the student conduct administrator as soon as possible after the event takes place.
- II. Investigation: Subject to section 4 below, the student conduct administrator shall promptly: investigate each complaint submitted; determine whether it is appropriate to charge a Student with violation of the Student Conduct Code; and consider whether the University should implement an interim suspension (pursuant to Article VI), withdrawal of consent to remain on Campus, no contact orders concerning one or more members of the University community, or other Interim Remedies for the protection of any Complainant/victim or witnesses.
- III. Timelines: Investigations shall be concluded within 40 Working Days after a complaint has been made. (In cases alleging DHR, investigations shall be concluded within 60 Working Days.)
- IV. Cases Involving Allegations of Discrimination, Harassment or Retaliation.
 - a. Complaints by Students alleging Discrimination, Harassment or Retaliation including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking against other Students shall be filed and investigated according to the procedures set forth in Executive Order 1097. The DHR Administrator (or the Title IX Coordinator, where the allegations involve Sex Discrimination, Sexual Harassment or Sexual Violence) 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), so that the student conduct administrator may determine whether to initiate student conduct proceedings.
 - b. Complaints by CSU employees or Third Parties, as defined in Executive Order 1096 (e.g., vendors, auxiliary employees or Campus visitors), alleging Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking) against Students shall be filed and investigated according to the procedures set forth in Executive Order 1096. The DHR Administrator (or the Title IX Coordinator, where the allegations involve Sex Discrimination, Sexual Harassment or Sexual Violence) 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), so that the student conduct administrator may determine whether to initiate student conduct proceedings.

2). Notice of Conference

- I. Within ten (10) Working Days after the investigation is complete (or in cases involving Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking). Judicial Affairs shall notify the Student in writing that a conference has been scheduled or that the Student is directed to promptly schedule a conference with the student conduct administrator.
- II. The Notice of Conference shall include the following information:
 - a. The sections of the Student Conduct Code and other Campus policies that are the subject of the charges;
 - b. A factual description of the Student's alleged conduct that forms the basis for the charges;
 - c. The proposed sanction or range of sanctions, including in cases involving allegations of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking), sanctions designed to provide protection/Remedies to the Complainant/victims;
 - d. The location on the Campus where the Student can view his or her discipline file, including the location (or copies) of the Campus policies that were violated;
 - e. Notification of any immediate, interim suspension (see Article VI) and/or withdrawal of consent to remain on Campus;
 - f. Notification of the Student's right to be accompanied at the conference by a support person/advisor and the Campus policy regarding use of attorneys; and
 - g. A copy of this Executive Order or notice of where the Student may obtain a copy. If an interim suspension has been imposed or consent to remain on Campus has been withdrawn by the time the Notice of Conference is sent, a copy of this Executive Order shall be enclosed, along with any other Campus policy referenced in the notice of hearing.
- III. In cases involving allegations of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking), the student conduct administrator shall offer the Complainant/victim the opportunity to meet with the student conduct administrator separately, prior to the conference. The conference and any meetings with the Complainant/victim shall occur within 20 Working Days after the student conduct administrator receives the report and findings pursuant to Article IV.A.4 of this Executive Order.

- IV. The conference with the Student charged and any meeting with the Complainant/victim shall be conducted as follows:
 - a. The conference and/or meeting shall not be recorded.
 - b. The student conduct administrator controls the conference/meeting and may exclude any advisor who materially disrupts the conference or meeting.
 - c. The conference requirement is waived if the Student or Complainant/victim fails to attend the conference or otherwise declines to cooperate.
- V. The Student shall respond to the charges of misconduct at the conference. The student conduct administrator shall determine which cases are appropriate for resolution (via settlement agreement), taking into consideration the results of the investigation and any additional information provided by the Student charged and the Complainant/victim during any conferences. If agreement can be reached with the Student as to an appropriate disposition, the matter shall be closed and the terms of the disposition shall be put in writing and signed by the Student charged and the University after the Student charged has been given a reasonable opportunity to review the proposed settlement agreement with a support person/advisor of the Student's choice. Suspension of one academic year or more or expulsion shall be entered on the Student's transcript permanently without exception; this requirement shall not be waived in connection with any settlement agreement.
- VI. If the Student admits violating the Student Conduct Code, but no agreement can be reached with respect to the sanction, the Student may request a hearing on the sanction only.
- VII. In cases involving allegations of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking), the student conduct administrator shall promptly notify the DHR Administrator or the Title IX Coordinator of the outcome of the conference with the Student charged. If the case does not proceed to hearing, the DHR Administrator (or the Title IX Coordinator) shall at that time:
 - a. Notify the Complainant/victim of the outcome of the conference, including any sanction that relates directly to the Complainant. Victims of crimes of violence, including sex offenses, shall also receive notice pursuant to Article IV.F.3.
 - b. Take any appropriate further steps to address the effects of any hostile environment resulting from the Discrimination, Harassment or Retaliation.
 - c. Identify and address any remaining systemic or other patterns of Discrimination, Harassment or Retaliation at the Campus.
- VIII. 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 be required. The Complainant must be notified of the right to end any such informal process at any time.

- IX. Nothing in this Executive Order shall prevent the Student and the University from entering into a voluntary resolution of an actual or anticipated student disciplinary case at any time, provided that the Student is first given a reasonable opportunity to review any proposed settlement agreement with an advisor/support person of his/her choice.

3). Notice of Hearing

- I. Judicial Affairs shall issue a notice of hearing promptly after the conference. In cases involving allegations of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking), notice shall also be provided to the Complainant and the DHR Administrator or the Title IX Coordinator. The notice of hearing shall be issued within five Working Days after the conference has concluded.
- II. The notice of hearing shall be issued under the following circumstances:
- a. If the Student fails to attend the conference or otherwise declines to cooperate;
 - b. If the matter is not closed or the disposition is not memorialized in writing promptly after the conference; or
 - c. If the Student admits violating the Student Conduct Code, but no agreement can be reached with respect to the sanction.
- III. The notice of hearing shall include the following information:
- a. The sections of the Student Conduct Code and other Campus policies that are the subject of the charges;
 - b. A factual description of the Student's alleged conduct that forms the basis for the charges;
 - c. The proposed sanctions, including in cases involving allegations of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking), sanctions designed to provide protection/Remedies to the Complainant/victim;
 - d. Notification that neither the hearing officer nor the President is bound by the proposed sanction and that the hearing officer may recommend, and/or the President may set, a more severe sanction;
 - e. The date, time and place of the hearing;
 - f. The location on the Campus where the Student may view his or her discipline file, including the location (or copies) of the Campus policies that were violated;
 - g. Notification that the Student may be accompanied at the hearing by an advisor, and the Campus policy regarding use of attorneys. In cases of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking), if the

Student charged brings an attorney, the Complainant/victim shall also be notified of the right to bring an attorney. If attorneys are allowed, notification shall be given that any person who intends to bring an attorney must inform the student conduct administrator of the attorney's name, address and phone number at least five Working Days before the hearing:

- h. Notification that the Student can waive the right to a hearing by accepting the proposed sanction;
- i. Notification of any immediate, interim suspension (see Article VI) and/or withdrawal of consent to remain on Campus;
- j. A copy of this Executive Order or notice of where the Student and/or Complainant may obtain a copy. If an interim suspension has been imposed or consent to remain on Campus has been withdrawn by the time the notice of hearing is sent, a copy of this Executive Order shall be enclosed, along with any other Campus policy referenced in the notice of hearing.
- k. The student conduct administrator shall 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.
- l. A notice to appear at hearing shall be sent to any University-related witnesses at least 10 Working Days before the hearing at the University-assigned or other primary e-mail addresses linked to these persons' University accounts.
- m. 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 a hearing is underway, the hearing officer may (but is not required to) postpone the hearing for a reasonable period of time.

4). Hearing

- I. The hearing is closed to all persons except the student conduct administrator; the Student charged; the Complainant/victim in cases of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking); their respective advisors; appropriate witnesses while they are testifying; a support person to accompany alleged victims of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking) while they are testifying; the hearing officer; and one person to assist the hearing officer in recording the hearing. The Student charged, any Complainant, and any witnesses shall attend the hearing in person unless the student conduct administrator permits an exception (e.g., participation via video conference or telephone). A police or security officer may also be present if deemed appropriate or necessary by the Vice President for Student Affairs or hearing officer. The University will cooperate in providing University witnesses wherever possible, provided that they are identified at least five Working Days before the hearing.

- II. Hearings are intended to be educational rather than adversarial. The hearing officer controls the hearing. Except as provided in section 4 below, the student conduct administrator and the Student charged each put on the evidence in their case and may each ask questions of the witnesses in whatever manner the hearing officer deems appropriate.
- III. The hearing officer may ask questions of any witness, the Student charged, the Complainant, or the student conduct administrator.
- IV. In cases involving allegations of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking):
 - a. The Complainant/victim may be present while evidence is being presented concerning the charges that relate to him/her, unless the hearing officer grants a request of any Student or other witness that the Complainant/ victim be excused during that Student or witness's testimony to protect privacy rights and/or pursuant to FERPA.
 - b. The DHR Administrator (or the Title IX Coordinator, where the allegations involve Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, or Stalking) may attend the hearing in its entirety.
 - c. Questions may not be posed to an alleged victim, including any Complainant who is an alleged victim, about his or her past sexual behaviors involving any persons other than the Student charged.
 - d. The hearing officer shall ask any questions of the alleged victims (including the Complainant if he/she is an alleged victim) 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.
 - e. The hearing officer shall ask any questions of the Student charged and other witnesses on behalf of the alleged victim (who shall give the hearing officer a written list of any such questions), unless the victim in question expressly waives this requirement.
 - f. The investigation report and any Chancellor's Office Response prepared pursuant to Article IV.A.4 of this Executive Order and Executive Order 1096 or 1097 shall be entered into evidence at the hearing. Any report or response shall be redacted to protect private (e.g. contact) information concerning the Complainant or other witnesses.
- V. Formal rules of evidence applied in courtroom proceedings (e.g., California Evidence Code) do not apply in the hearing. All information that responsible persons are accustomed to rely upon in the conduct of serious affairs is considered. Hearsay may be considered and will be given the weight appropriate under all of the circumstances. Unduly repetitive information may be excluded. The hearing officer's report shall be based only on the information received at the hearing. The hearing officer shall not, prior to preparing the report, have substantive communications about the facts of the case with the student conduct administrator, the Complainant,

- the Student charged, the witnesses or DHR Administrator (or the Title IX Coordinator), unless both the student conduct administrator and the Student charged are present.
- VI. The judicial officer assigned shall make an official audio recording of the hearing (with assistance, at the hearing officer's discretion). The recording is University Property. No other recording of the hearing is permitted. The audio recording shall be retained by the student conduct administrator in accordance with the Campus records/information retention and disposition schedule.
 - VII. If the Student charged or Complainant fails to appear at the hearing without good cause, the hearing shall nevertheless proceed. The Student charged may not be found to have violated the Student Conduct Code solely because he or she failed to appear at the hearing. Nor may the Student charged be found not to have violated the Student Conduct Code solely because a Complainant or witness failed to appear at the hearing.
 - VIII. The hearing officer is responsible for maintaining order during the hearing and makes whatever rulings are necessary to ensure a fair hearing. Abusive or otherwise disorderly behavior that causes a material disruption is not tolerated. The hearing officer may eject or exclude anyone (including the Student charged and advisors) whose behavior causes a material disruption.
 - IX. The hearing officer's decisions regarding procedural issues are final.
 - X. Where there is more than one Student charged with misconduct in connection with a single occurrence or related multiple occurrences, the student conduct administrator and the Students charged may agree to a single hearing. A Student may request consolidation of his or her case with others, or the student conduct administrator may initiate the consolidation (subject to FERPA and other applicable privacy laws). The student conduct administrator makes consolidation decisions, which are subject to review by the hearing officer and thereafter are final.
 - XI. 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.
 - XII. At any time a student can choose to have an Administrative Hearing with the Conduct Administrator in lieu of a Hearing Board.
 - XIII. If a student decides to take a leave of absence for any reason while charged with a conduct violation, the hearing procedures will still be followed and the hearing will take place. A student with a leave of absence will not delay or stop the hearing procedures.
 - XIV. To the best of the campus's ability, all hearings will take place in the academic year the offense occurs. In the event a hearing cannot be scheduled due to semester closing or lack of a hearing officer, the student can agree to an Administrative Hearing with the Conduct Administrator. If an Administrative Hearing with the Conduct Administrator is chosen, the appeal will go directly to the Vice President of Student Affairs.

5). Standard of Proof; Report and Recommendations of the Hearing Officer

- I. After the hearing, the hearing officer shall make findings of fact and conclusions about whether the Student charged violated the Student Conduct Code. The standard of proof the hearing officer shall use 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 Student Conduct Code.
- II. The hearing officer shall submit a written report of findings and conclusions to the Vice President of Student Affairs, along with any recommended sanctions, including, in cases involving allegations of Discrimination, Harassment or Retaliation (including Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking), 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.
- III. In cases where the DRH Officer has found a student not responsible for a Class II offence that lead to a DRH for excessive demerits; the case will be considered closed and there is not a review from the Vice President of Student Affairs.

6). Final Decision/Notification

The Vice President of Student Affairs shall review the hearing officer's report and issue a final decision.

- I. The Vice President may impose the recommended sanctions, adopt a different sanction or sanctions, reject sanctions altogether, or refer the matter back for further findings on specified issues. If the Vice President adopts a different sanction than what is recommended by the hearing officer, the Vice President must set forth the reasons in the final decision letter. The Vice President's final decision letter shall be issued within 10 Working Days after receipt of the hearing officer's report.
- II. The Vice 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.
- III. In cases involving crimes of violence, including Sexual Violence, Domestic Violence, Dating Violence, or Stalking, both the Complainant-victim and the Student charged shall be simultaneously informed in writing of:
 - a. The outcome of any disciplinary proceedings that arise from such allegations;
 - b. Any change to the results that occurs prior to the time that such results become final; and
 - c. When such results become final.

This information is given only to the Student charged and Complainant/victim, and includes the name of the Student charged, any violation found to have been committed, and any sanctions imposed on the Student charged. The University may also notify any other alleged victim of the final results regardless of whether or not the charges are sustained.

- IV. In cases involving other allegations of 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.
- V. In cases involving Discrimination, Harassment or Retaliation (including Sexual Violence, Domestic Violence, Dating Violence or Stalking), the President shall also send his/her final decision to the DHR Administrator or the Title IX Coordinator 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.
- VI. In cases involving crimes of violence and/or Discrimination, Harassment or Retaliation (including Sexual Violence, Domestic Violence, Dating Violence or Stalking), if the Complainant/victim requests a copy of the transcript of the hearing, the University shall provide the portions of the transcript that relate to the requestor and concern whether a violation of the Student Conduct Code occurred.

7). Sanctions

- I. The following sanctions may be imposed for violation of the Student Conduct Code:
 - a. Restitution. Compensation for loss, damages or injury. This may include appropriate service and/or monetary material replacement.
 - b. Loss of Financial Aid. 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. Educational and Remedial Sanctions. Assignments, such as work, research, essays, service to the University or the community, training, counseling, or other remedies intended to discourage a repeat of the misconduct or as deemed appropriate based upon the nature of the violation.
 - d. Denial of Access to Campus or Persons. A designated period of time during which the Student is not permitted: (i) on University Property or specified areas of Campus; or (ii) to have contact (physical or otherwise) with the Complainant, witnesses or other specified persons.
 - e. Disciplinary Probation.

A designated period of time during which privileges of continuing in Student status are conditioned upon future behavior. Conditions may include 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.
 - f. Suspension. Temporary separation of the Student from active Student status or Student status.

- i. A Student who is suspended for less than one academic year shall be placed on inactive Student (or equivalent) status (subject to individual Campus policies) and remains eligible to re-enroll at the University (subject to individual Campus enrollment policies) once the suspension has been served. Conditions for re-enrollment may be specified.
- ii. A Student who is suspended for one academic year or more shall be separated from Student status but remains eligible to reapply to the University (subject to individual Campus application policies) once the suspension has been served. Conditions for readmission may be specified.
- iii. Suspension of one academic year or more shall be entered on the Student's transcript permanently without exception; this requirement shall not be waived in connection with a settlement agreement.
- iv. A student who has been found responsible for three or more suspensions will be subject to a DRH for Expulsion.

g. Expulsion.

Permanent separation of the Student from Student status from the California State University system. Expulsion shall be entered on the Student's transcript permanently without exception; this requirement shall not be waived in connection with a settlement agreement.

h. Multiple Sanctions.

More than one sanction may be imposed for a single violation.

i. Good Standing.

A Student is not considered to be in good standing for purposes of admission to the University while under a sanction of suspension/dismissal or expulsion, or while his or her admission or re-admission has been qualified.

j. 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 written notice of a pending investigation or disciplinary case concerning that Student, and may withhold awarding a degree otherwise earned until the completion of the process set forth herein, including the completion of all sanctions imposed.

k. Record of Discipline.

A record of disciplinary probation or suspension/dismissal is entered on a Student's transcript, with beginning and end date, for the duration of the sanction. A record of expulsion or suspension/dismissal for one academic year or more shall note the effective date of discipline and remains on the transcript

permanently, without exception. This requirement shall not be waived in connection with any settlement agreement.

I. Interim Suspension.

1. Grounds

A President may impose an interim suspension pursuant to 5 Cal. Code Regs. § 41302 where there is reasonable cause to believe that separation of a Student is necessary to protect the personal safety of persons within the University community or University Property, and to ensure the maintenance of order.

2. Notice and Opportunity for Hearing

A Student placed on interim suspension shall be given prompt notice of the charges pending against him or her as enumerated in 5 Cal. Code Regs. § 4130; a factual description of the conduct alleged to form the basis for the charges; and the opportunity for a hearing within 10 Working Days of the imposition of the suspension. Where a timely request is made, a hearing is held to determine whether continued suspension is required to protect personal safety or property and to ensure the maintenance of order. This hearing may also serve as the disciplinary hearing in accordance with the procedures outlined in Article IV, provided that proper notice has been given and, in cases involving Discrimination, Harassment or Retaliation (including Sexual Violence, Domestic Violence, Dating Violence or Stalking), that an investigation report has been completed. The hearing is conducted pursuant to the provisions of Article IV.D of these procedures. The President shall review the hearing officer's report and shall promptly issue a final decision regarding interim suspension. Notice to the Student charged shall be given pursuant to Article IV.F.2. Victims of Discrimination, Harassment or Retaliation (including Sexual Violence, Domestic Violence, Dating Violence, or Stalking) or other crimes of violence shall be notified pursuant to Article IV.F.3 and 4. In such cases, a copy of the final decision shall also be provided to the DHR Administrator or the Title IX Coordinator pursuant to Article IV.F.5 of this Executive Order. If the University establishes that there is reasonable cause for the interim suspension to continue, it shall remain in effect until the University closes the disciplinary matter, whether by settlement, final decision or dropped charges, but in no case longer than the President has determined is required to protect the personal safety of persons within the University community or University Property and to ensure the maintenance of order.

3. Denial of Presence on Campus

During the period of an interim suspension, the Student charged may not, without prior written permission from the Campus President, enter any Campus of the California State University other than to attend the hearing regarding the merits of his or her interim suspension. The President may also restrict the Student's participation in University-related activities on a case-by-case basis, such as attending off-Campus activities and/or

participating in on-line classes. Violation of any condition of interim suspension shall be grounds for expulsion.

8). Admission or Readmission

Applicants for admission into any University program are subject to appropriate sanctions for violations of the Student Conduct Code, including qualification, revocation or denial of admission or readmission. Any such sanction shall be determined by a hearing held pursuant to Article IV. All students seeking readmission must first have approval from the Provost in cases of academic suspension and the Vice President of Student Affairs in disciplinary suspension. It is the student's responsibility to know when and how to reapply; info available at www.csum.edu.

9). Violation of Cal Maritime's Drug Testing Policy and Procedure

Violation of Cal Maritime's Drug Testing Policy by a cadet may result in the surrendering of the cadet's merchant mariner documents as appropriate and forwarding of a positive drug finding to the U.S. Coast Guard for entry into the cadet's record.

SECTION C: CONDUCT VIOLATIONS

California State University Maritime Academy, in accordance with the Maritime Administration's regulations governing Maritime Academies and The California State University 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 listed below are prohibited by the California State University Maritime Academy and the Corps of Cadets. 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 President, Vice President of Student Affairs, Student Conduct Administrator, Student Conduct Facilitator, Student Conduct Officer, Cruise Commandant, or Captain of the Training Ship GOLDEN BEAR. Sanctions for conduct violations generally include warnings, demerits, extra-duty, community service, or other actions appropriate for the offense, such as writing assignments, etc.

Complicity Statement: 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). Reporting Procedures

Incident Reports are filed through the Maxient software system located on line on the Portal. Anyone can log into Maxient to file an Incident Report Form. The Maxient Incident Reports are forwarded to the Conduct Facilitator who assigns the incident to a particular board, for adjudication. If a cadet is documented as violating an Academy or Corps rule or regulation, said cadet will be informed of the date, place and time of the appropriate board. If a cadet is reported for merits they will also be notified if merits are awarded.

2). Extra Duty

Extra Duty by the definition is the assignment of work in addition to regular duties. Extra Duty may be assigned during the week or on the weekend, usually on a Saturday on the Cal Maritime campus but may also be assigned on Sundays during summer cruise aboard TSGB.

The completion of Extra Duty when assigned is mandatory. For graduating cadets, failure to complete all Extra Duty hours no later than the first weekend of April will result in a "Conduct Hold" status. A Conduct Hold will result in a cadet not being able to conduct any official business; including holding license, diploma, college transcript, etc. until the Extra Duty is successfully completed.

The following demerit totals and extra duty hours apply:

Demerit Totals in Semester	Extra Duty Hours
05	.5
10	1
20	2
Etc.	

Extra duty may be assigned on a per demerit basis or as an independent sanction by the hearing officer.

Any conduct violation will include appropriate extra duty award as indicated above. When a cadet reaches a total of 20 demerits, they will then be scheduled for an Extra Duty Assignment. On reaching a total of 20 Demerits, the Extra Duty recipient has 30 working days to complete their Extra Duty assignment. Failing to complete Extra Duty will result in the cadet being charged with a Class I Violation for failing to follow orders. Additionally, a "Conduct Hold" will be placed on the student's record until the Extra duty has been completed.

3). Meritorious Conduct

- I. General. Merits are awarded for acts of courage, exceptional behavior, and significant contributions to the Academy and quality of life of cadets. Merits are not generally awarded for actions performed as part of an assigned work project, required functions, or activities counted as Campus Stewardship. Any member of the Corps of Cadets, Staff, or Faculty may recommend a cadet to receive merits.
- II. Merit Levels.
 - a. Class I Meritorious Acts. Meritorious acts of distinguished or significant service to the Academy that has a lasting positive effect for the Academy and life of cadets. Also include meritorious acts above and beyond the normal course of duty, including acts of bravery, heroism, and courage by a cadet.

Merits

Acting above and beyond the call of duty in the face of imminent danger:

- Responding to emergency situations on board the Training Ship
- Responding to or rendering assistance to a serious injury on campus

Demonstration of Meritorious Service:

- Volunteering and serving on student committees (When not counting hours as Campus Stewardship)
 - Volunteering and completing a significant campus or ship beautification project (When not counting hours as Volunteer or Campus Stewardship)
- b. Class II Meritorious Acts. Meritorious acts that display exceptional professionalism, unrelenting perseverance, and loyal devotion to duty that reflects credit upon the cadet and are in keeping with the highest traditions of the Academy.

Merits

Being a good Shipmate

- Helping a sick, injured, or distressed Cadet

Volunteering for service during a function (When not counting hours as Volunteer or Campus Stewardship).

Volunteering for additional duty or watch

- Reporting in place of the on-call watch when not actually assigned the watch
- Standing double watches when not required. (When not receiving compensation, extra duty hours, or campus stewardship hours) 5-20
- Giving blood during a blood drive. 10
- Bone Marrow Screening. 10

Service to the Academy

- Picking up trash, providing ad hoc tours to guests, etc. (when not counted as stewardship). 5-10

Assistance to Faculty/Staff (submission must be by the faculty/staff member)

- Classroom setup: Teacher Assistant (Unpaid). 10

- III. Procedure. All nominations are reviewed by the Company Commandant to determine whether a nomination meets the criteria for a meritorious act, and if so, a determination of merits is determined. The Company Commandant will then determine the merits awarded. The Company Commandant may work with Company Staff if time allows.

If a student wishes to appeal the Company Commandant's determination of merit award, the appeal goes to the Commandant.

IV. Recognition for Merits.

Incentives. Cadets can receive rewards for merits two ways; Automatic Rewards or Merit Exchanges as outlined below.

1. Automatic Rewards for Merits. Automatic rewards occur for all cadets' when they have reached the required amount of merits. Automatic rewards do not reduce the cadet's total merit count and require no action by the cadet to redeem the reward. Automatic rewards include:

Automatic Merit Rewards	Merits
Priority Housing Registration	10
Priority Commercial Cruise Selection	10
Priority International Experience Selection	10

- i. Priority Housing Registration. Housing & Residential Life may include merits as part of the calculation for determining students' room selection time during the spring Room Selection Process. Every merit earned increases a cadet's registration slot for housing. Registration slots are based on a student's academic year, credit hours completed, GPA and conduct.
- ii. Priority Commercial Cruise Selection. The Career Center includes merits as part of the calculation for determining priority for cruise selection. For every 10 merits earned, a cadet is moved up one position on the selection list.
- iii. Priority International Experience Selection. The Maritime & Policy Management Department includes merits as part of the calculation for determining priority for International Experience selection. For every 10 merits earned, a cadet is moved up one position on the selection list.

IV. CONDUCT BOARDS

1) CONDUCT REVIEW BOARD

The Conduct Review Board will hear all non-Title IV Class I violations and all appeals of Class II violations occurring on campus and the Training Ship.

a. COMPOSITION

- i. On campus, the Conduct Review Board shall consist of three cadets drawn from the Senior Corps Officers, Residence Hall Officers (or an at large if an RHO is not available), and an at large student from ASCMA. CRB's conducted after changeover and on the training cruise will consist of Company CO's, XO's and Senior Corps Officers. CRB's held after the last scheduled CRB of the semester will be held by the Company Commandant.

A cadet may choose to participate in a CRB that consists of fellow cadets or a cadet may choose to request a hearing with the Conduct Administrator. It is the cadets choice as to whether they attend a CRB or they attend an administrative

hearing. On cruise, if a cadet did not want to attend a CRB the administrative hearing would occur with the acting judicial officer (usually the commandant).

- (A). In order to serve, the cadet must not have been on probation or suspension/dismissal 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.
- (C). The Student Conduct Facilitator or his/her representative, in conjunction with Student Affairs, will assign cadets to the board.
- (D). Attendance at Conduct Review Board on campus is voluntary.
- (E). Attendance at Conduct Review board on the Training Ship Golden Bear is mandatory.
- (F). A Cadet may request a board member be removed for potential bias.
- (G). The hearing board may proceed with only two members or may be rescheduled for hearing on the next available date.
- (H). 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.
- (I). On the Training Ship GOLDEN BEAR, the Cruise Commandant or a Company Commandant shall be present at the Conduct Review Board.

b. HEARING PROCEDURES

- i. A Conduct Review Board is held weekly starting the 2nd week of the Semester until the week before finals. There is no CRB Thanksgiving Week in the Fall and Spring Break week in the Spring.
- ii. 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.
- iii. 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. The cadet who is unable to make the hearing can also take a standard sanction or ask the student conduct facilitator to plead their case for them.
- iv. The Board may delay or reschedule a hearing should further investigation or witnesses be needed.

- v. The board members will vote on each case. Should the members split in a vote, the Chair shall also vote.
 - vi. 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.**
- c. RIGHTS OF THE ACCUSED
- i. The accused cadet has the right to request that the accuser be present at the hearing. In cases of sexual assault / harassment / discrimination, or other cases as deemed appropriate by the Conduct Administrator or Director of Human Resources, the accused does not have to be present.
 - (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. In this event, the hearing will take place without the accuser present.
 - (C). Questions must be submitted to Judicial Affairs by the charged student 24 hours prior to the hearing.
 - ii. The accused has the right to bring in a witness to the alleged offense.
 - iii. Any case that is postponed must be heard at the next scheduled meeting of the board.
- d. APPEALS
- i. Any decision or sanction made by the Conduct Review Board may be appealed to the Student Conduct Administrator.
 - ii. Any appeals must be submitted to the Student Conduct Facilitator within five working days of the hearing.
 - iii. A student who does not appeal the hearing outcome within five working days of the hearing, cannot appeal the outcome after. (Example: if a student does not appeal and then later in the semester/year the student is charged with excessive demerits, the initial charge cannot be appealed in a DRH because the five days appeal time has lapsed.)

IV. Residence Hall Review Hearing

The Residence Hall Review Hearing will hear all Class V Residence License Violations

- a. The Residence Hall Review Hearing Officers is selected from Residence Life Pro Staff.

- b. Residence Life Hall Review Hearing Officers are required to go through Judicial Board Training with the Conduct Facilitator before they can serve as hearing officers.
- c. The Student Conduct Facilitator will assign the case to the appropriate Residence Life Staff. Residence Life Staff will pick up the Case Folder from the Judicial Office before the hearing and return it after the hearing.

Appeals

Any decision or sanction made by the RHRH may be appealed to the Student Conduct Administrator within 5 working days.

V. CAPTAIN OF THE TRAINING SHIP GOLDEN BEAR

The Captain of the Training Ship GOLDEN BEAR is the Master of the Ship and has jurisdiction over all cadet conduct aboard the ship. His or her decisions are final concerning all appeals and Captains Masts. If a student received conduct violations that lead to excessive demerits a Captains Mast may be heard to determine if a student is fit to continue cruise. A DRH for excessive demerits will be held once the cadet returns to campus.

VI. ADMINISTRATIVE HEARING

A student may request an administrative hearing with the Conduct Administrator in lieu of a CRB or DRH. The cadet must make this request in writing and the Conduct Administrator must grant the request. If an Administrative Hearing is held, the decision is final.

GROUNDS FOR APPEAL

- i. Grounds for appeal of the decision of 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/dismissal and expulsion, the grounds for appeal of the decision may also include the consideration of extraordinary personal circumstances in mitigation or extenuation.

5). **Procedures for Enforcing this Code**

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

Application of This Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code Section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

Note: Authority cited: Sections 66017, 66452, 66600, 69810, 89030 and 89035, Education Code. Reference: Sections 66450, 69813 et seq. and 89030, Education Code.

6). **Grounds for Student Discipline**

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

Violations of federal, state, or local laws/ordinances may result in disciplinary action(s).

The following are the grounds upon which student discipline can be based:

7). **Class I Violations (EDUCATIONAL CODE TITLE IV)**

Class I offenses are generally California Administrative Code, Title V, Section 41301 violations.

a. Dishonesty, including:

1. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage. Students involved in an Academic Integrity Case need to reference the Academic Integrity Policy found in Academic Senate Policy 547.
 - i. Copying from or viewing another person's work during an examination. (40 to 50 Demerits)
 - ii. Using any materials or resources not authorized by the instructor for use during an examination. (40 to 50 Demerits)
 - iii. Collaborating during an examination with any other person by giving or receiving information without specific permission of the instructor. (40 to 50 Demerits)

- iv. Facilitating or aiding in any act of academic dishonesty. (40 to 50 Demerits)
 - v. Collaborating on laboratory work, take-home examination, homework, or other assigned work when instructed to work independently. (40 to 50 Demerits)
 - vi. Submitting, without specific permission of the instructor, work that has been previously offered by the same student for credit in another course. (40 to 50 Demerits)
 - vii. Falsification of attendance and/or participation. (40 to 50 Demerits)
 - viii. Plagiarism. (40 to 50 Demerits)
 - ix. Buying, selling or otherwise obtaining or providing information about an examination not yet administered. (70 Demerits to suspension/dismissal)
 - x. Substituting for another person or permitting any other person to substitute for oneself to take an examination. (70 Demerits to suspension/dismissal)
 - xi. Submitting as one's own any theme, report, term paper, essay, computer program, speech, painting, drawing sculpture, or any written or creative work or project of any nature prepared totally or in large part by another. (70 Demerits)
 - xii. Submitting altered or falsified data. (70 Demerits)
 - xiii. Altering grades or official records. (Refer to Discipline Review Hearing for possible suspension/dismissal to expulsion.)
 - xiv. Falsifying or signing another person's name on any academically-related university form or document. (Refer to Discipline Review Hearing for possible suspension/dismissal to expulsion)
 - xv. Sabotaging another student's work. (Refer to DRH for possible suspension/dismissal to expulsion)
2. Furnishing false information to a University official, faculty member, or campus office. (20-50 Demerits to suspension/dismissal)
 3. Forgery, alteration, or misuse of a University document, key, or identification instrument. (20-50 Demerits to suspension/dismissal)
 4. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries. (20-50 Demerits to suspension/dismissal)
 5. Unauthorized recording, dissemination, or publication of academic presentations (Including handwritten notes) for a commercial purpose. (10-50 Demerits to suspension/dismissal)

6. Misuse of computer facilities or resources, including: (10-50 Demerits to suspension/dismissal)
 - i. Unauthorized entry into a file, for any purpose.
 - ii. Unauthorized transfer of a file.
 - iii. Use of another's identification or password.
 - iv. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University community.
 - v. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - vi. Use of computing facilities and resources to interfere with normal University operations.
 - vii. Use of computing facilities and resources in violation of copyright laws.
- b. Violations of Cal Maritime Policy on Use of Alcoholic Beverages unrelated to watch or the Annual Training Cruises may be charged as a 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 DRH or Captain's Mast. (20 to 50 Demerits to suspension/dismissal)

NOTE: 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.

- c. Unauthorized entry

Unauthorized entry into, presence in, use of, or misuse of University property.

1. Use of Academy Facilities either without permission or in violation of Academy Policy (20-50 demerits to suspension/dismissal).
2. Willful, material and substantial disruption or obstruction of a University related activity, or any on-campus activity. (30-50 Demerits to suspension/dismissal)
3. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community. (20-50 Demerits to suspension/dismissal)

4. 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 activity. (30-50 Demerits to suspension/dismissal)
- d. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community. (10-50 Demerits to suspension/dismissal)
- e. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, hate speech, or sexual misconduct. (10-50 Demerits to suspension/dismissal)
- f. Hazing or conspiracy to haze. 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 prospective 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 prospective 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, nor 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. (10 Demerits to suspension/dismissal)
- g. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
 1. 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. (50 Demerits to suspension/dismissal).
 2. Violation of other university policies while under the influence of controlled substances is an additional violation. (50 Demerits to suspension/dismissal).
 3. 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. (50 Demerits to suspension/dismissal)
 4. 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. (50 Demerits to suspension/dismissal)
 5. Any attempt to deceive a drug test (using a device, someone else's urine, no showing to a drug test, refusal to take a drug test etc) (Associated Demerits and a minimum of a two year suspension)

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.

NOTE: 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.

- h. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity. Violations of the California State University Maritime Academy Policy on the Use of Alcoholic Beverages may be charged as a violation of the Alcohol Policy while in a Non-duty or non-work status or a duty or work status.
 - 1. Violation of the Alcohol Policy while in a duty or work status (50 Demerits to suspension/dismissal)
 - 2. Violation of the Alcohol Policy while in a non-duty or non-work status.
 - i. The Conduct Review Board may hear a first offense. All others or warranted offenses will be heard by the DRH or Captains Mast.
 - ii. First Offense – 30-50 Demerits & Completion of Alcohol EDU
 - iii. Second Offense – 40-70 Demerits to Suspension & Counseling (Will be referred to DRH)
 - iv. Third Offense or More – 1 year suspension/dismissal & Counseling. (Will be referred to DRH)
 - 3. Violations of the Alcohol Policy include
 - i. The sale, purchase, possession and transportation, storage and consumption of alcoholic beverages in residence halls are prohibited. (30–50 Demerits to suspension/dismissal).
 - ii. The possession of alcohol beverage containers including empty bottles or cans is prohibited. (30-50 Demerits)
 - iii. 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. (30-50 Demerits to suspension/dismissal).
 - iv. 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. (30-50 demerits to suspension/dismissal).

- v. 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. (30-50 demerits to suspension/dismissal).
 - vi. Violation of other university policies while under the influence of alcohol is a violation. (30-50 demerits to suspension/dismissal).
 - vii. 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. If a student is transported to the hospital they have lost the ability to exercise care for one's own safety (50 demerits to suspension/dismissal).
 - viii. 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. (30-50 demerits to suspension/dismissal).
- i. Amnesty
 - i. Students who call for help for a shipmate in need will not normally be documented for an alcohol violation as long as they are assisting with the care of a shipmate and are cooperative, forthcoming, and not impeding assistance in any way.
 - ii. Any student who does not call for assistance when a classmate in need of medical assistance due to being impaired from alcohol or any other drug will be subject to 50 demerits to suspension/dismissal.

**** WHEN IN DOUBT A STUDENT SHOULD ALWAYS CALL FOR HELP****

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

NOTE: 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.

- j. Theft of property or services from the University community, or misappropriation of University resources. (20-50 Demerits to suspension/dismissal)
- k. Unauthorized destruction or damage to University property or other property in the University community. (20-50 Demerits to suspension/dismissal)
- l. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior

authorization of the campus President) on campus or at a University related activity. (40-70 Demerits to suspension/dismissal)

- m. 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. (30-50 Demerits to suspension/dismissal) May be referred to DRH or Captain's Mast
- n. Failure to carry out orders issued by a Corps officer, Residence Hall Officer or cadet acting in a supervisory capacity. (20 to 50 demerits to suspension/dismissal)
- o. Prank - Participation in pranks or practical jokes that may involve risks of injury to persons or damage to property. (30 to 50 demerits to suspension/dismissal)
- p. Food Service Violation of Food Service Regulations. (20 to 50 demerits)
- q. Any act chargeable as a violation of a 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 poses a significant threat of disruption or interference with University operations. (30-80 Demerits to suspension/dismissal)
- r. The use of social media to purposely demean, humiliate, bully, or disrespect any Cadet, Faculty, or Staff. (20-50 Demerits to suspension/dismissal)

8). Class II Violations (Corps of Cadets)

Class II Violations are generally heard by the Conduct Review Board (CRB). 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.

I. Watch & Duty:

Duty Status is defined as, "Anytime a cadet is assigned to a watch station position/role, attendance in class, appearance at formation, attendance at a mandatory meeting, Extra Duty (including on call watch) , or anytime conducting business anywhere on campus or on the TSGB."

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. The following applies:

More than thirty minutes late to a watch constitutes an absence from watch. The following applies:

1. Fourth class cadet, First Offense. (20 to 40 demerits) Subsequent offenses may be referred to DRH.

2. Third class and second class cadets, First Offense. (30 to 50 demerits) Subsequent offenses may be referred to DRH or Captain's Mast.
 3. First class cadet. (60 to 80 demerits to suspension/dismissal) An offense will be referred to DRH or Captain's Mast.
 4. Failure to sign the On-Call Log (20-40 Demerits)
- b. Late to watch, up to thirty minutes. (20 demerits) Second and first class cadets may be referred to DRH or Captain's Mast for watch violations.
 - d. 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 - 80 demerits to suspension/dismissal).
 - d. Improper Watchstanding: Failure to perform watch duties, negligence, or sleeping on watch. (25 to 80 demerits to suspension/dismissal)
 - e. 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 suspension/dismissal)
 - f. Failure to appear for assigned duties other than Watch bill assigned duties (i.e., Extra Duty, Support for Campus Events, etc.). (20 to 40 demerits)
 - g. Late to assigned duties or day work. (10 demerits)
 - h. Late to extra duty 5 minutes or less (10 demerits); late to extra duty more than 5 minutes, but less than 30 minutes (20 demerits). Late 30 minutes or more, failure to appear for extra duty, or leaving extra duty without authorization (doubling of Extra Duty Hours or additional disciplinary sanctions)

II. 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 DRH or Captain's Mast.
- b. Inappropriate conduct while at formation (excessive talking, vocal outbursts, non-compliance with formation procedures or use of unauthorized personal electronic devices while participating in formation. (10-30 Demerits)
- c. Violating sanctions or probation previously established by an Academy Hearing Board or Conduct Administrator. (20 to 50 demerits)
 1. Personal servitude, forcing others to perform unauthorized menial tasks or issuing unofficial punishments. (20 to 50 demerits)
 2. Excessive use of vulgar or profane language. (20 to 25 demerits)

3. Disrespect towards an officer, faculty/staff member, administrator, or cadet involving a display of discourtesy, rudeness, or contempt of authority either in language or deportment. (20 to 50 demerits)

III. Administrative Violations

- a. Failure to get the word, to include failure to read and comply with guidance provided via email, text, official Portal and / or written announcements, or failure to comply with watch bills, standing orders, Campus Bulletin, or other official campus notices (Commandant of Cadets or Corps Commander Memorandum) guidance (amplifying guidance to Student handbook), or publications. (10-50 Demerits)
- b. Failure to complete and/or hand in forms, muster sheets, watch bills, assignment reports or other required documents per established guidance. (10-50 demerits)
- c. Failure to properly complete divisional, company training assignments, or FYE assignments as directed or in prescribed timeframe. (10-50 Demerits)
- d. Failure to respond to official correspondence. (5-15 Demerits)
- e. Room cleanliness. All rooms will be maintained to standards set for individual rooming assignments (i.e. residence hall standards are different from ship standards). (10 Demerits)
- f. Not Carrying Chit – All students are required to carry an issued Chit at all times. (10 Demerits).
- g. The use of skate boards during normal work week and Academic class hours between 0700-2200 or in uniform at any time on campus is unauthorized. (10 Demerits)

IV. Health and Safety

- a. Operating any motor vehicle, forklift, or waterfront equipment/vessel on Cal Maritime grounds in an unsafe manner. (e.g., exceeding the speed limit, running stop signs, etc.) (30 to 50 Demerits)
- b. Parking
 1. Parking in a non-designated spot. (10-50 Demerits)
 2. Parking on Pier (40 Demerits)
 3. Misuse of Permit, allowing someone else to use your permit, duplication, etc. (40-80 Demerits, suspension to dismissal; refer to DRH)
- c. Violation of safe practices and shipboard policies involving highly probable personal injury, loss, or damage to property. (30 to 50 Demerits)

- d. 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)
- e. Riding of bicycles, hoverboards, skateboards, rollerblades, unicycle, or anything else with wheels across the quad area is strictly forbidden. (20-40 Demerits)
- f. Storage of hoverboards in or within 50 feet of any university building (including residence halls) is strictly forbidden.
- h. Improper disposal of refuse, cigarette butts, or food on Academy property. (10 to 20 Demerits)
- i. No Smoking / Tobacco (except as expressly permitted by University regulations).
 - 1. Violation of the Tobacco Free Policy while in a duty or work status (40 Demerits to suspension/dismissal)
 - 2. Violation of the Tobacco Free Policy while in a non-duty or non-work status.
 - i. First Offense – 10 Demerits
 - ii. Second Offense – 10-20 Demerits
 - iii. Third Offense – 20–30 Demerits
 - iv. Fourth Offense – 30–40 Demerits
 - v. Fifth or more – DRH for possible suspension
 - 3. Violations of the No Tobacco Policy also includes
 - i. Any student in the presence of someone smoking while on campus, or participating in a campus activity. (10 - 40 Demerits)

9). **Class III Violations (Uniform and Grooming / Formation and Inspection)**

Class III offenses are normally minor violations of regulations and conduct. A cadet who is documented for a class III violation will receive notice from the Student Conduct Facilitator that they have been documented and will receive the number of demerits assigned to that violation listed in the student handbook. If the cadet feels that the documentation of a class III regulation is in error, the cadet will have five working days from the notice being sent to appeal the decision to a Conduct Review Board. Upon receiving the appeal, the Student Conduct Facilitator will send notice to the cadet of the date and time of the next Conduct Review Board. If a Faculty, Staff, or Administrator writes a cadet up for a Class III violation the appeal will go to the Conduct Administrator; not Conduct Review Board.

I. Uniforms and Grooming

- a. Failure to pass uniform and/or grooming inspection. (10 demerits)

- b. Failure to conform to grooming standards. (10 demerits)
- c. Failure to conform to Academy uniform standards. (10 demerits)
 - 1. Wearing the incorrect uniform or improper wearing of the uniform. (10 Demerits)
 - 2. Failure to correct noted discrepancies when wearing the uniform or failure to correct grooming violations. (20 Demerits)
- d. Failure to appear as directed for re-inspection of uniform or grooming violations. (20 demerits)
- e. Failure to be in compliance with authorized Spirit Day clothing guidance. (10 Demerits)
- f. Wearing of any pin, magnetic or clip-on device on a uniform, cover, coveralls, jacket, etc., which is not authorized by the Commandant of Cadets or included as part of the official uniform issue at orientation. (10 demerits)
- g. Wearing of civilian attire when not authorized (Mess Deck, on Campus/TSGB, on/off Campus sponsored events. (10 demerits)
- h. Wearing of any listening device such as head-phones/earphones/earbuds, etc. while in uniform or indoors in class or any campus sponsored event) First Year Experience, ELDP event, etc.). (10 demerits)

II. Formation and Meetings

- a. Unauthorized absence from Inspection. (10 Demerits)
- b. Unauthorized absence from or failure to be present at re-inspection. (20 Demerits)
- c. Unauthorized absence from formation or other designated mustering requirement. (10 Demerits)
- d. Unauthorized absence from mandatory meetings. (10 demerits)
- e. Late to formation or mandatory meetings. (5 Demerits)
- e. Eating or drinking while at formation. (10 Demerits)

10). Class IV Violations – Training Ship & International Experience

Class III violations constitute behavior and conduct that are prohibited aboard the Training Ship GOLDEN BEAR or participating in International Experience. Sanctions may be a warning, loss of liberty, demerits, extra-duty, community service, or removal from the Training Ship or International Experience. All Class I, II, and III Violations also apply while on cruise or international experience.

If charged with an infraction while participating in Training Cruise or International Experience, the Captain, Commandant, or Trip Lead will hold a board to determine if the student is eligible to remain on the experience. If the sanction is serious enough to warrant a DRH for suspension/dismissal the Captain, Commandant, or Trip Lead will determine the student's eligibility to finish the experience, but the DRH will not occur until the student returns from the experience. The hearing must take place, if possible, before the student is eligible to begin classes the next semester.

The Commandant in conjunction with the Captain or Trip Lead in conjunction with the Director of International Programs have the authority to set rules, policies, procedures, and guideline that are directly for these programs. All effort will be made to post these changes to the Cruise handbook or Trip Guide. The Commandant in conjunction with the Captain or Trip Lead in conjunction with the Director of International Programs have the authority to make changes as necessary during the experiences to ensure the safety of participants and / or operational running of the programs. Students will be notified of changes in advance before changes are enforced.

I. Unauthorized Absence from Duty and/or Liberty

- a. Unauthorized Absence at expiration of Liberty: Cadet will take a mandatory Breathalyzer test upon return. (Captain's Mast or Conduct Review Board: Loss of Liberty, 10 to 75 Demerits to suspension/dismissal)
- b. Unauthorized Absence from Duty: Cadet will take a Breathalyzer test upon return to TSGB. (Conduct Review Board: Loss of Liberty, 10 – 75 Demerits to suspension/dismissal, loss of liberty)

II. Health and Safety

- a. Failure to comply with emergency signals. (15 to 50 Demerits to suspension/dismissal)
- b. Failure to maintain room or berthing area to Academy standards or failure to comply with berthing area policy. (10 to 25 Demerits)
- c. Violations of the Training Ship's trash disposal plan. (TSGB only) (10 to 50 Demerits)
- d. Violation of shipboard or International Experience practices. (10 to 50 Demerits)
- e. Violation of the Training Ship's or International Experience policy on visitation in rooms and berthing areas. (20 to 50 Demerits to suspension/dismissal)
- f. Failure to report to sick bay. (TSGB only) (30 Demerits to suspension/dismissal)
- g. Removing food, dishes, utensils, cups, etc. from the dining center. (10 to 25 Demerits)
- h. Violation of 24-hour courtesy quiet hours or Quiet Hours. (10 to 25 Demerits)
- i. Failure to pass re-inspection of any assigned spaces, berthing, head, passageways, stair tower or common areas. (10-20 Demerits)

III. Uniforms and Classes

- a. Uniform or grooming violations ashore during the cruise or on International Experience. (10 to 50 Demerits)
- b. Unauthorized use of civilian clothing. (10 to 50 Demerits)
- c. Wearing of Tennis Shoes or Shorts before being authorized by the COTS. (TSGB only) (10 to 25 Demerits)
- d. Absent from class. (10 to 40 Demerits)
- e. Late to class. (5 to 20 Demerits)

IV. Formation Violations

- a. Leaning or sitting on railing (TSGB only) (5 to 20 Demerits)
- b. Bring food to or eating while at formation (TSGB only) (5 to 20 Demerits)
- c. Failure to stand at attention or at ease in the proper manner. (TSGB only) (5 to 20 Demerits)

11). Class V (Residential Violations)

Class V violations are violations that occur in the Residence Hall that are University Residence Hall License Agreement Violations. Violations are heard by a Residence Hall Review Hearing. Residence Life Review Hearing Officers are composed of Residence Life Pro Staff.

I. Appliances in Residence Hall Rooms

Items that are not allowed in students' rooms include, but are not limited to, hoverboards, 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. (20-50 Demerits)

II. Barbecue Grills

Personal barbecues, hibachi, or other types of cooking devices are not allowed in or around the residence halls. Student can only use barbecues provided and maintained by campus; in accordance with rules, policies, and procedures. (30-50 Demerits to suspension/dismissal)

III. Bathrooms

Bathrooms are designated male or female depending on the suite or section of the floor. The use of opposite sex bathrooms is prohibited. Students found using opposite-sex bathrooms will be documented (20-50 Demerits). Students who identify as gender-fluid, transgender, or other; please meet with the Director of Housing and Residential Life for an accommodation.

IV. Students may not use their rooms for commercial purposes.

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. (20-50 Demerits)

V. Room Alterations

- a. 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. Blue 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. (20-50 demerits to suspension/dismissal).
- b. 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. (20-50 demerits to suspension/dismissal).
- c. Tampering with or removal of blinds, windows or window screens from any part of any building is prohibited. (20-50 demerits to suspension/dismissal).
- a. Licensees shall not install or place any equipment or construction of any type on the grounds or in the buildings. (20-50 demerits to suspension/dismissal).

VI. Exterior of Residence Halls

- a. Climbing, rappelling or any related activity is prohibited on residence halls. (20-50 demerits to suspension/dismissal).
- b. Absolutely neither persons nor property are allowed on the ledges outside student rooms. (20-50 demerits to suspension/dismissal).
- c. The use of the escape ladders in LRH is strictly prohibited. The intent of the ladders is for emergency use only. (20-50 demerits to suspension/dismissal).
- d. Using one's ledge to store unsightly articles, miscellaneous items, garbage, or university owned/leased furniture is not permitted. (20-50 demerits to suspension/dismissal).
- e. 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. (20-50 demerits to suspension/dismissal).
- f. Smoking, barbecuing or grilling on one's ledge is prohibited. (20-50 demerits to suspension/dismissal).

- g. Unauthorized presence on rooftops, overhang, ledge, or areas marked for restricted access for any reason, including sunbathing, stargazing, or walking is prohibited. (20-50 demerits to suspension/dismissal).

VII. False Alarms, Bomb Threats, Misuse of Fire Equipment and Fire Alarms

- a. 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. (20-50 demerits to suspension/dismissal).
- b. 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. (20-50 demerits to suspension/dismissal).
- c. Failure to evacuate: any person who fails to immediately evacuate a building during an alarm is subject to disciplinary action. (20-50 to suspension/dismissal).
- d. The use of objects with open flames to include candles, oil lamps or the burning of incense is prohibited in residence halls. (20-50 demerits to suspension/dismissal).
- e. 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. (20-50 demerits to suspension/dismissal).

VIII. Fire Safety & Hazards

- a. 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. (20-50 demerits to suspension/dismissal).
- b. 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. (20-50 demerits to suspension/dismissal).
- c. 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. (20-50 demerits to suspension/dismissal).

- d. 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. (20-50 demerits to suspension/dismissal).
- e. Open Flames (Candles) -- Candles, incense and/or any type of open flame within residential, 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. (20-50 demerits to suspension/dismissal).
- f. 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. (20-50 demerits to suspension/dismissal).
- g. 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. (20-50 demerits to suspension/dismissal).
- h. 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. (20-50 demerits to suspension/dismissal).
- i. 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. (20-50 demerits to suspension/dismissal).
- j. 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), wreaths, kissing balls, etc are prohibited. (20-50 demerits to suspension/dismissal).

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. (20-50 demerits to suspension/dismissal).

IX. Gambling

- a. Illegal gambling (i.e. activities played for money, checks, credit or other representative value) anywhere on State property is prohibited. (20-50 demerits to suspension/dismissal).

X. Keys & Locks

- a. 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. (20-50 demerits to suspension/dismissal).
- b. 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. Lock core changes are \$80 or more depending on how many keys must be cored. (20-50 demerits to suspension/dismissal).
- c. 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. (20-50 demerits to suspension/dismissal).
- d. The installation of any door or area lock other than those provided by the university is prohibited. (20-50 demerits to suspension/dismissal).
- e. 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 or more charge is levied to cover the cost of a lock change. (20-50 demerits to suspension/dismissal).

XI. Pets

- a. 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 Emotional Support / Service Animals as approved through the Disability Services Office and the Office of Housing & Residential life. Professional Housing & Residential Life Staff (full-time live-in staff) may have approved animals. (20-50 demerits to suspension/dismissal).

XII. Throwing Objects/Projectiles

- a. Throwing any object or item from or to a building or down a hallway is prohibited. (20-50 demerits to suspension/dismissal).

- b. Throwing, dropping or projecting objects from a window, roof or balcony/ledge, including but not limited to bottles, cans, garbage or water is prohibited. (20-50 demerits to suspension/dismissal).

XIII. Visitation

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

- a. Guests are defined as a resident or non-resident who is not assigned to that room. (20-50 demerits to suspension/dismissal).
- b. Prior to inviting an overnight guest, residents should discuss the situation with their roommate and obtain their approval. (20-50 demerits to suspension/dismissal).
- c. It is the responsibility of the student's guest to obtain a day use parking permit.
- d. No overnight guests are permitted during finals week. (20-50 demerits to suspension/dismissal).
- e. 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. (20-50 demerits to suspension/dismissal).
- f. Persons who are guests of residents for more than two days (three day holiday weekends accepted) 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. (20-50 demerits to suspension/dismissal).
- g. 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. (20-50 demerits to suspension/dismissal).
- h. Guests may only use appropriately gender-designated restrooms. You are subject to documentation if your guest uses an incorrect restroom. If the guest needs access to the restroom, please contact Housing & Residential Life Staff during business hours or the RHO Duty Phone after hours and on the weekends.

XIII. Residence Halls

- a. Bicycles

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. (20 Demerits)

b. Furniture

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. (20 Demerits)

c. Decorations

1. 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 decorations created by Residence Life paraprofessional staff hung with blue painter's tape.. (20 Demerits)

d. Entering and Exiting Residence Halls (20 Demerits)

1. At no time is a residence hall to be entered or exited except through a legal doorway.
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 and threatening the safety and security of the building and their shipmates..
3. Residence halls must not be entered at any time when Cal Maritime is not in session or when a residence is closed unless entry is authorized by the Office of Housing & Residential Life.

e. Identification Card (Port Pass) (20 Demerits)

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.
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.

f. Quiet Hours & Courtesy Quiet Hours – (20 Demerits)

1. Twenty-four hour quiet hours will be in effect at all times in the 24 hour quiet living areas.
2. All students must abide by quiet hours. Quiet Hours are from 2200 - 0800 Sunday through Thursday and 2400 – 0800 on Friday and Saturday in all

residence halls; sound from a room should not be audible outside of the unit door, above, below or in adjacent rooms.

3. 24 hour quiet hours are in effect during finals week. 24 quiet hours will begin at 0800 on the last day of classes and last until the close of the semester.
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:
 - i. A level of noise which may be deemed an undue disturbance by another member of the community, or
 - ii. 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 criterion: 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.

- g. Sports Related Activities
 1. Riding bicycles, skateboards, hover boards, roller blades, scooters, skates, etc. within any housing facility, including hallways and lobbies is not permitted.
 2. Playing any physical games in a common area (lounge, lobby, and 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.
- h.
 1. Violation of the No Tobacco Policy while in a non-duty or non-work status.
 - i. First Offense – 10 Demerits
 - ii. Second Offense – 10-20 Demerits
 - iii. Third Offense – 20–30 Demerits

- iv. Fourth Offense – 30–40 Demerits
 - v. Fifth or more – DRH for possible suspension
2. Violations of the No Tobacco Policy also includes
- i. Any student in the presence of someone smoking while on campus, or participating in a campus activity. (10 - 40 Demerits)

CHAPTER 5

RESIDENTIAL & OFF-CAMPUS LIFE

A. HOUSING & RESIDENTIAL LIFE AT CAL MARITIME

1). General

Welcome to living on campus at Cal Maritime!

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 are glad you're here!

2). Living on Campus

There are many advantages to living on campus at Cal Maritime. 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, Dining Center 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.

- **Economic:** On-campus living - including furniture, utilities, internet and cable television service - is typically less expensive than living off-campus in an apartment. Utilities, transportation, and food quickly add up!
- **Fun:** Participate in social, cultural, recreational, and educational programs offered on campus throughout the academic year. Leadership opportunities abound on campus!
- **Healthy:** The residence halls offer a tobacco-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). Cal Maritime Residence Halls

- I. **Lower Residence Hall:** Lower Residence Hall (LRH) is actually a set of three separate complexes, each three stories tall. Almost all of the rooms in LRH overlook the Carquinez Strait and have a southern exposure. There are four or five rooms on each floor and one suite-style bathroom. A laundry room is located within each complex. Lower Residence Hall B-stack is home to our **24 Hour Quiet 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.
- II. **Upper Residence Hall:** Upper Residence Hall (URH) 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 & Residential Life are located on the first floor. There are study areas on all three floors.

- III. **McAllister Residence 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 Strait, and generous community rooms.
- IV. **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 Cal Maritime are tobacco free.

4). Service, Faculty, and Staff

I. Residence Hall Services

- Professional & Paraprofessional Housing & 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

II. 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

III. Residence Hall Staff

Housing Operations is responsible for 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 & 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.

Professional Staff members reside on campus and within the residence halls year-round. Residence Hall Officers (RHOs, formerly Resident Assistants) are trained student staff members that live throughout the residential communities and are there to address any concerns or problems you may have during the academic year. The Office of Housing & Residential Life is professionally staffed by the Director of Housing & Residential Life and four Coordinators for Residence Life. In addition, the Office of Housing & Residential Life also employs many student assistants throughout the academic year and summer.

5). Student Rooms

- I. **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.
- II. **Room Description:** Most rooms at Cal Maritime 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, window blinds, two towel bars, one micro-fridge unit, and a 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. All furniture must be returned to original installation format when students check out.
- III. **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.
- IV. **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.
- V. **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 or more charge will be assessed to any student(s) who fail(s) to properly complete a room change, plus any damage billing.

6). Check-In and Check-Out

I. **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. You are also responsible for all information in this student handbook.

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. You will be held accountable for any damages and missing items not reported on your RIF and charges will be assessed during official checkouts.

II. 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 RHO. 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 by Housing & Residential Life Building Coordinators 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 RHO.
- 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

I. 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 Cal Maritime 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 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.

II. 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 one (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 RHO 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

I. 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 that present concerns including pests, mold, and other pathogens. 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 RHO. Although Health & Safety Inspections are not room searches, RHO will document any visible policy violations.

- II. **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.
- III. **Washers and Dryers** - Washers and dryers are located in each residence hall. This equipment is card accessible and the cost is \$1.50 (min) per wash and \$1.00 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.
- IV. **Storage** – Cal Maritime 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.
- V. **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 Cal Maritime. 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.
- VI. **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 through a Fix It request to ensure that the repair can be made promptly. Contact the RHO on duty with any after-hour emergencies (please see your building's duty phone number, listed on the exterior and interior of your residence hall.). Most repairs are made at no cost. Charges are made only when damage is determined to be malicious. 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 their 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. Garbage may not be placed outside of your residence hall room- it must be immediately taken to the dumpsters outside.

9). Command Area Facilities Information

I. **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 Cal Maritime 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.

- II. **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 Police Services as soon as possible. Police Services may be reached at 707-654-1176/1111. 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 Cal Maritime, 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 Police Services 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. 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. Cal Maritime does not provide insurance for any of your personal belongings. Thus, we recommend you make your own arrangements to insure your personal belongings through an insurance agent or your family's homeowner's policy.
- 4). **Emergencies**
 - I. **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 Upper Residence Hall at 707-654-1400. At all other times, contact Police Services (707-654-1176) and/or the RHO on Duty for your building (numbers listed on posters outside of and within each residence hall).

- II. **Police Emergencies** - In an emergency situation requiring police response in a residence hall, you should first dial 9-1-1, then inform Police Services at 654-1111 and report the situation to a residence hall staff member.
- III. **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. Police Services, the Student Health Center and the Office of Housing & Residential Life should be informed of all medical emergencies as soon as possible.
- IV. **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 Residence Hall Officer 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**

I. **Fire and Alarm 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 re-entry 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.

II. **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.

III. 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. No more than 75% of room walls can be covered with decorations, flags, and posters. Live cut trees, wreaths, kissing balls, etc 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.

IV. 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 A 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).

V. **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.). Cal Maritime makes every effort to inform you of the need to do so. However, you are also responsible for your own safety and for gathering as much information as you can.

6). Policies and Procedures

- I. 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 and the Conduct 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.
- II. 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.
- III. When in the residence halls, the following policies are in effect for all students, those who live on campus, those who live off campus—as well as their guests/visitors. Please also note additional policies present in the Student Conduct chapter of the Student Handbook. 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 regulations.

- 1.2 The possession of alcohol beverage containers including but not limited to: full or empty bottles, cans, shot glasses, decorative bottles, wine glasses, wine boxes, etc 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 mass consumption 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 Certain items are not allowed in students’ rooms. Please see the Conduct portion of the Student Handbook for further details
- 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.
 - a. Residents are encouraged to bring/use energy-efficient appliances while living on campus (e.g. appliances with the “energy star” label).
 - b. Air conditioners that are not provided by the university are not allowed.

RH03 Checking Out

- 3.1 When checking out of the housing facility, students must return the room to the original furniture configuration and condition, unbunk or unloft their bed, 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 \$50.00 fine as well as additional fines assessed for the condition of the room/furniture, etc.

RH04 Commercial Ventures

- 4.1 Students may not use their rooms for commercial purposes.
- 4.2 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.

RH05 Community Respect

- 5.1 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.

RH06 Computer Use

- 6.1 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.
- 6.2 The installation or use of a personal router is not allowed.

RH07 Damage to Property

- 7.1 Residents will be held responsible for damage to their room or furnishings. Any damage by students to Cal Maritime property will be charged to the student(s).
- 7.2 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.

- 7.3 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.
- 7.4 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.
- 7.5 All furniture and equipment in common areas must remain in its designated common area. Persons found removing furniture or equipment or found with common area furniture/equipment in their residence hall room will be subject to disciplinary action and/or applicable costs for repair and replacement.
- 7.6 Equipment or items that can be checked out from our office (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.

RH08 Decorations/Room Alterations

- 8.1 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. Blue painter's 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.
- 8.2 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. Damaged caused to the doors for failure to adhere to this policy will be charged to the student(s).
- 8.3 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.
- 8.4 Tampering with/ removal of blinds, windows or window screens from any part of the building is prohibited.
- 8.5 Licensees shall not install or place any equipment or construction of any type on the grounds or in the buildings.

- 8.6 Residents residing in Upper Residence Hall are not permitted to hang anything from, above, or near pipes running in the room.

RH09 Failure to Comply

- 9.1 Failure to comply with the directions of Academy officials or those appointed or selected to act on behalf of the Academy including Residence Hall Officers, Living Learning Community Mentors, Student Assistants or other students acting under provisions of Housing & Residential in the performance of their duties, is prohibited. This includes failure to give identity and identification 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.)

RH10 Fire Safety & Hazards

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 Combustibles – Possessing or storing gasoline, fireworks, combustible chemicals and/or fuel-driven engines/appliances (e.g. motorcycles, hoverboards, 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.
- 10.5 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.
- 10.6 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.

- 10.7 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.
- 10.8 Plugs & Extension Cords – Extension cords, multi-plugs and plug-in air fresheners that release a spray are not permitted under state fire marshal regulations. Power strips / surge protectors with UL rating are permitted. "Piggy-backing" of power strips is not permitted.
- 10.9 Cooking Equipment – Cooking in residential hall rooms or ledges is prohibited. 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.

RH11 Keys & Locks

- 11.1 Keys and Port Passes are for use by residents only; lending a key or Port Pass to anyone is not allowed. Residents must carry their room key and Port Pass with them at all times.
- 11.2 Each Licensee is issued a key and/or keycard to their unit and mailbox. All keys and key cards remain the property of the Office of Housing & Residential Life. Each Licensee is responsible for their 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.
- 11.3 Under no circumstances should a Licensee duplicate, sell, transfer or lend their 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.
- 11.4 The installation of any door or area lock other than those provided by the university is prohibited.
- 11.5 Bypassing or tampering with the locking mechanism for any door is prohibited.

Lost Key: In the event a room key is lost, a minimum \$85.00 charge is levied to cover the cost of a lock change.

RH12 Residence Hall Room Regulations

- 12.1 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. Garbage found in restrooms, lobbies, and community spaces will result in a community fine if the exact perpetrator is not identified.

- 12.2 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 including lofting kits.
- 12.3 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.
- 12.4 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.
- 12.5 Waterbeds are not allowed in the residence halls.
- 12.6 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.
- 12.7 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.

RH13 Room Capacities

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

RH14 Room Change

- 14.1 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 minimum \$50.00 fine and possibly the rescinding of your room change permission.

RH15 Smoking/Use of Tobacco

- 15.1 Smoking and the use of tobacco is prohibited at all times in residence halls and on campus. Students may store their non-prohibited smoking devices and/or tobacco products in their residence hall rooms. Any indication by staff that the items are being used on campus is subject to documentation and confiscation. Nicotine patches and smoking-cessation gums are permitted in the residence halls and on campus for storage and use. Please see the university policy for more information regarding the university smoking/tobacco policy.
- 15.2 The possession or use of hookahs or other tobacco burning water pipes is prohibited.

RH16 Sports Related Activities

- 16.1 Riding bicycles, skateboards, roller blades, scooters, skates, hoverboards, etc., etc. within any housing facility, including hallways and lobbies is not permitted.
- 16.2 Playing any physical games in a common area (lounge, lobby, and 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.

RH17 Student Housing License Agreement

- 17.1 All Cal Maritime 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 Cal Maritime. 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.

RH18 Student Right to Privacy in Residence Halls

- 18.1 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.
- 18.2 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. Students will be receiving either an email or a paper notification of failure of inspection and have 48 hours to remedy the failure. If the student does not remedy the failure in the 48 hours, they will be documented for Failure to Follow Orders.
- 18.3 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.
- d) Staff is permitted to enter rooms during fire drill inspections to check that all residents and guests have left the building and followed evacuation procedures.
- e) Staff is permitted to enter rooms when there is a wellness check requested for a resident(s).
- f) Staff is permitted to enter rooms for pest control visits. Staff member will escort any contracted service to resident rooms.
- g) Staff may not enter a room without knocking and may not enter for the purpose of searching the personal belongings of students.

18.4 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 Residence Hall Officer. 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.

18.5 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.

RH19 Throwing Objects/Projectiles

- 19.1 Throwing any object or item from or to a building or down a hallway is prohibited.
- 19.2 Throwing, dropping or projecting objects from a window, roof or balcony/ledge, including but not limited to bottles, cans, garbage or water is prohibited.

RH20 Visitation

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

- 20.1 Guests are defined as a resident or non-resident who is not assigned to that room.
- 20.3 For the TSGB, freshmen living aboard may not have visitors past 10pm and before 8am.
- 20.4 No students living aboard the TSGB may have visitors during secured watch periods.
- 20.5 All upper classmen living on the TSGB must have their visitors' information on the Overnight Guest List with the Coordinator for Residence Life, First Year Students.

20. It is the responsibility of the student to obtain a day use parking permit. All vehicles on campus must have a parking permit.
- 20.4 No overnight guests are permitted during finals week.
- 20.5 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.
- 20.6 Persons who: are guests of residents for more than the approved time granted by Housing & Residential Life, who do not fill out a Guest Form, who violate any policies, and/or are not approved 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.
- 20.7 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.
- 20.8 Guests may only use appropriately gender-designated restrooms. You are subject to documentation if your guest uses an incorrect restroom. If the guest needs access to the restroom, please contact Housing & Residential Life Staff during business hours or the RHO Duty Phone after hours and on the weekends.

CAMPUS MAP

