

Welcome to Cal Maritime

At this very moment, Cal Maritime graduates are shaping the afloat and shoreside industry in new and meaningful ways. Whether they are circumnavigating the globe carrying humanitarian aid or managing the supply chain for a Fortune 500 company, the passion and commitment instilled by their time as students continues to fuel their efforts as a professional. We are excited to welcome you into this world-changing community of cadets, faculty, staff, and alumni.

As you think about the courses you plan to take this fall and the extracurricular activities you want to pursue here on campus, we want to assure you that there is no “best” way to experience a Cal Maritime education. We want to encourage you to consider how you will use your time here, where you will devote your talents, and what you might do to contribute to the Cal Maritime community. While it might be easy to continue familiar patterns in a new place, we want to remind you that your past does not define you. At Cal Maritime, you will author your own story, and in the process with your fellow cadets, you will help write the next chapter of Cal Maritime’s story as well.



Stan Hebert, III
Vice President, Student Affairs



David Taliaferro
Commandant of Cadets

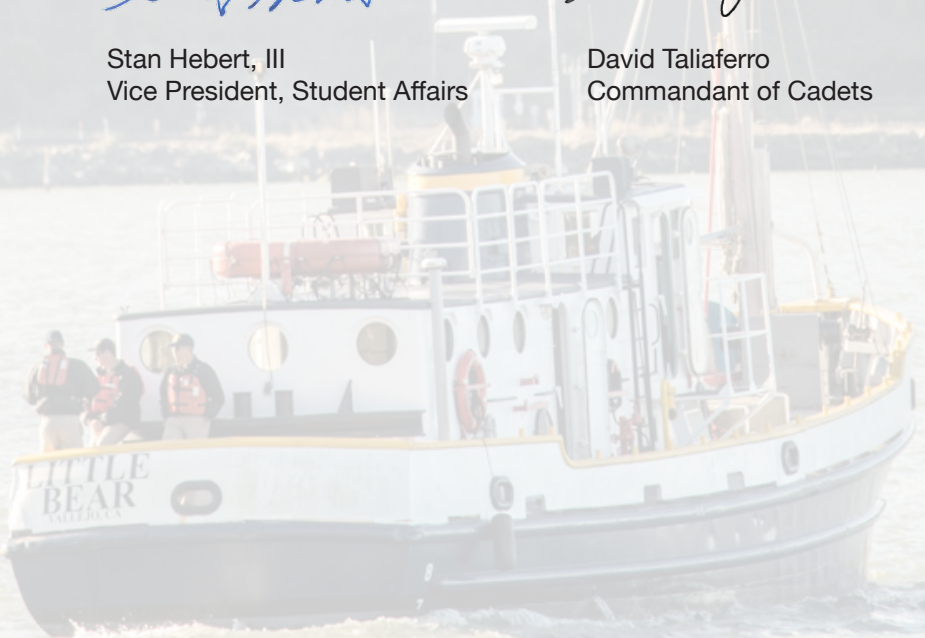


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Official Communication

Email is the official means of communication at Cal Maritime. It is each cadet's responsibility to maintain their Cal Maritime issued email account. Cadets are required to check their email frequently.



Chapter One General

Cal Maritime Mission, Vision, Beliefs & Values

Our Mission:

- 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.

Our Vision:

The California State University Maritime Academy will be a leading educational institution recognized for excellence in the business, engineering, operations, and policy of the transportation and related industries of the Pacific Rim and beyond.

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

Our 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

Cal Maritime 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 the zeal and dedication of Cal Maritime 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.

Cal Maritime History

Founded in 1929 as the “California Nautical School,” California State University Maritime Academy is in its ninth decade of service as a center for excellence in education and research in maritime trade and transportation.

In 1939, the school changed its name to California Maritime Academy. In 1940, with war looming, the Academy was relocated to San Francisco. In the midst of the war effort, a new permanent home for the academy was established in 1943 on a 67-acre site at Morrow Cove in Vallejo.

In 1973, California Maritime Academy became the first in the nation to enroll women in its licensed maritime program. In 1974, a four-year undergraduate program was established, laying the groundwork for accreditation by the Western Association of Schools and Colleges.

In 1995, Cal Maritime became a member campus of the California State University (CSU) system. The University has continued to expand its resources and enjoy growing support from the private sector to meet new challenges.

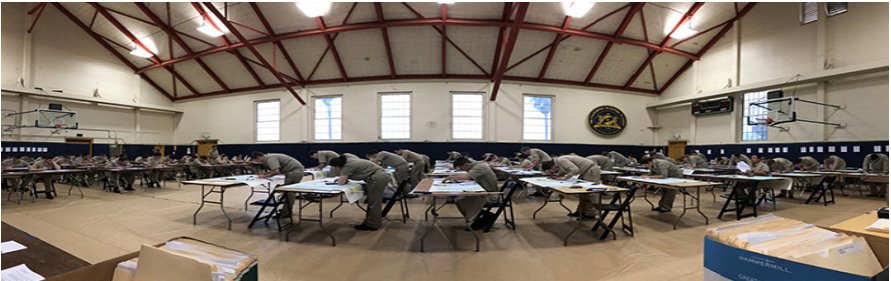
At the beginning of the 2018-2019 Academic Year, the University organized under 3 Schools: Maritime Transportation and Logistics Management, Engineering, and Letters and Sciences.

In the fall of 2020, Cal Maritime will launch its new Oceanography degree program, capitalizing on the Academy’s location and emphasis on experiential learning. The future looks strong and bright with continued support from alumni, industry, and friends.

United States Coast Guard Licensing

California State University Maritime Academy offers a variety of degrees grounded in the maritime tradition. Three majors (Marine Engineering Technology, Marine Transportation, and Mechanical Engineering-License Track) are structured such that the student will receive a Bachelors' degree and USCG credential endorsed as a 3rd Mate or 3rd Assistant Engineer upon the successful and timely completion of the curriculum, to include application for and passing of the appropriate United States Coast Guard (USCG) licensing exams. The USCG Licensing Office ensures that all required Standards of Training, Certification and Watchkeeping, (commonly referred to as STCW) established by the United States Coast Guard are implemented and executed by students in these programs. Students in each program must exhibit competence in all Standards of Training, Certification and Watchkeeping and complete the sea service requirements of our USCG program.

For details visit: <https://www.csum.edu/web/coast-guard-licensing/home>



NON-DISCRIMINATION AND TITLE IX

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.

CSU prohibits discrimination, harassment & retaliation, sexual misconduct, dating & domestic violence, and stalking against students. Systemwide policies and procedures for addressing such complaints by students can be found at: www.csum.edu/title-ix

Non-Confidential Resources:

Title IX Coordinator

Office: 707-654-1283

Discrimination, Retaliation, Harassment Administrator

Office: 707-654-1135

Confidential Resources:

Counseling and Psychological Services: 707-654-1170 <https://www.csum.edu/web/health-services/counseling-services>

After Hours line: 707-654-1170 Ext. 1 or Text HOME to 741-741

Employee Assistance Program: 800-227-1060

<https://www.csum.edu/web/hr/eap>

Victim Advocacy: SafeQuest Solano 866-487-7233

<https://www.safequest.org>

YOU CAN COUNT ON US.



School of Engineering

The mission of the School of Engineering is to provide each student with a world class education and experiential training in engineering and applied technology. The School of Engineering prepares students for a lifetime of learning and successful careers in engineering and maritime related fields while instilling the values, vision, and skills to enable them to become future leaders and problem solvers in order to advance the science and technology of the engineering profession.

Department of Mechanical Engineering



For information on ME faculty, visit csum.edu/faculty-ME

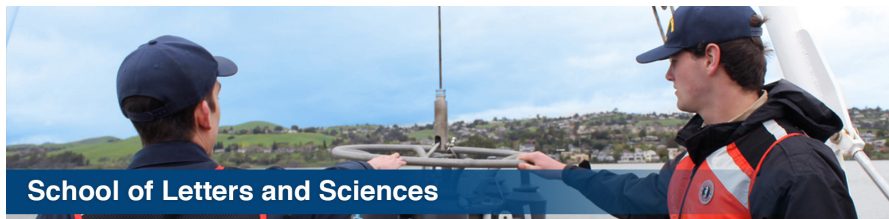
Department of Engineering Technology



For information on ET faculty, visit csum.edu/faculty-ET



Engineering
Accreditation
Commission



School of Letters and Sciences

The mission of the School of Letters and Sciences is to play a formative role in every student's baccalaureate degree. As the intellectual foundation of the university, our programs encourage intellectual, professional and ethical growth in each student. We seek to cultivate habits of inquiry through collaboration, creativity, and discovery in and beyond the classroom. We view environmental stewardship, cultural awareness and political responsibility as essential to developing the problem-solving skills, scientific reasoning, and leadership qualities vital to student success in an ever changing, global community.

Department of Culture & Communications



For information on CC faculty, visit csum.edu/faculty-CC

Department of Global Studies & Maritime Affairs



For information on GSMA faculty, visit csum.edu/faculty-GSMA

Department of Sciences & Mathematics



For information on SM faculty, visit csum.edu/faculty-SM

WISC



The mission of the School of Maritime Transportation, Logistics and Management is to instill students with the necessary knowledge, practical skills, judgement and character needed to broaden their horizons and become ethical leaders in the global maritime marketplace. Students will learn through a balance of theoretical knowledge and experiential learning and benefit from unique educational platforms and experienced faculty who are recognized experts in their fields.

Department of International Business & Logistics



For information on IBL faculty, visit csum.edu/faculty-IBL

Department of Maritime Transportation



For information on MT faculty, visit csum.edu/faculty-MT

Department of Naval Science



For information on NS faculty, visit csum.edu/faculty-NS



STUDY SKILLS

Planning For Success - Success is a result of setting goals and working to achieve them. Don't procrastinate. Good intentions will not help you succeed, but following the tips below can be a great start:

- **Organization:** Remember YOU are responsible for completing assignments & special projects. Create a schedule for class, homework assignments, extra-curricular & community activities and any other responsibilities. Be sure to carve out time for essentials like meals, sleep and hygiene.
- **Time Management:** Time is fleeting, especially when you are having fun! Manage your time wisely to balance things you need to do and the things you want to do. Organize your time in the need and want categories and then COMMIT yourself to the plan.
- **Set Priorities:** When you have a lot to do, which will happen all the time, prioritize!! Make a list of your things to do and rank them in order of importance and/or due dates. Start with the top priority without getting overwhelmed by the total number on your list. Check-off and reward yourself as you go down the list. Reprioritize often and remove optional items when time is of the essence.
- **Set Goals:** Create specific, time-bound and relevant goals. Commit to the goals you set. Write them down, create a step-by-step plan of action to accomplish each goal, share them with others who can encourage you in your endeavors, remain positive through any setbacks and finally, reward yourself when you reach your goals.

Tips for Improving Your Memory:

- Preview course material prior to attending class. Skim the bold and italicized heading/subheadings, look at the graphs and other visuals in the chapter, and read the questions in the back of the chapter to familiarize yourself with the material. This will engage you in the lecture far more effectively than simply listening to new information.
- Write notes (or lists, journals, etc.) – it encourages active listening & reinforces what we hear. Hand-written notes are far more helpful in recalling information than typed notes
- Review notes immediately after class whenever possible or within 24 hours of writing them; rewrite or summarize them if possible
- Keep notes organized/chronological
- Classify notes in categories
- Reserve space (approx. 1/4 page) on each page of notes for follow-up information
- Look for patterns in the lecturer's teaching style
- Associate and/or link new information with what you know already
- Repetition is the key to memory - review and re-use information from notes

Tips for Taking Tests/Exams:

Listen to/read instructions carefully and concentrate on the test

- Pace yourself (for time allowed and number of questions) and work through the questions in order (if you don't have the answer for a question, mark it and come back back to it later)
- Multiple Choice: Read all the information provided, eliminate information that is clearly wrong and choose from the rest (words like 'always' and 'never' often signal false statements)
- Short Essay: create an outline of the important points and then flesh out the details for each key point
- It's okay to guess the answer - your hunch is likely right; avoid changing answers. When you think you are done, check answers to each question - look for any careless omissions or mistakes
- Use all the time allotted for the test!

Student Engagement and Academic Support (SEAS)

Tutoring Services: Trained peer tutors are available in multiple Tutoring Labs for FREE drop-in tutoring services in a multitude of subjects. Tutoring by appointment is also available for cadets who require more individualized support. For more information and current tutoring schedules, visit: <http://csum.edu/tutoring>

Disability Services: The Office of Disability Services is committed to supporting the academic success of Cal Maritime's cadets with disabilities. We provide support services and serve as an informational resource to cadets with disabilities. The California State University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination.

Community Engagement: Volunteering is an important aspect to community partnership and cadet development. Engaging in volunteer work during your time at Cal Maritime is an opportunity to give back to your community and stimulate a positive outlook on life. Opportunities to volunteer with peers are available throughout the year. For upcoming events visit: <https://www.csum.edu/web/seas/community-engagement>

Advising

Faculty Advisors (Program Advisors)

Every student is assigned a faculty program advisor who is an expert in their major and responsible for meeting with students and confirming they have a clear academic plan. Each term an advisor registration hold is placed on all student accounts, which prevents registration until the hold is lifted by the faculty advisor. This allows faculty advisors to confirm that students are planning to register for the courses that will keep them on track for graduation. Please check your PeopleSoft student center page to locate your advisor.

University Advisors

University Advisors, located in SEAS, support student success by helping cadets navigate university requirements, policies, and resources to achieve their academic goals. Areas of focus include:

- Developing a plan to complete all University requirements for graduation in an efficient and timely manner
- Guiding college management skills: goal setting, time management, etc.
- Informing cadets about campus resources and services
- Partnering together with Faculty/Program Advisors for academic and major course advisement
- <https://www.csum.edu/web/university-advising/tools>

Academic Technology

Academic Technology leads the campus in providing support and services for academically related technologies to foster student success. Academic Technology manages the campus' learning platform (Brightspace), its learning space technologies, and its academically related computer programs and applications. Software licensed by California State University Maritime Academy is available to cadets for free. For more information visit: <https://www.csum.edu/web/academic-technologies/home>.

Curriculum Sheets

Curriculum sheets are a road-map that students follow for their chosen major. This road-map lists all the courses required for graduation in four years. It is based on your admit term. E.g. students admitted in Fall 2019 are a member of the Class of 2023. These road-maps are available by major and division for each graduation year. Transfer students should work closely with their academic advisor to monitor their progress. For details visit: <https://www.csum.edu/web/registrar/curriculum-sheets-your-major-road-map>

Library

Cal Maritime's Library offers instruction and collections that support Cal Maritime's unique programs and develop savvy information users and life-long learners. The Library also provides a variety of spaces for quiet study and collaborative work. Its building, with views of the Carquinez Strait, offers an inviting environment. It is equipped with many tools to facilitate research and study, including laptop computers, iPads, charging stations, wireless printing, cameras, mobile white boards, and calculators.

Instruction Program: Faculty librarians play a key role in helping students develop information literacy. The Library's instruction program includes credit-based courses, class visits, online tutorials, research guides, and one-on-one consultations.

Information Resources: The Library's website, <http://library.csum.edu>, is a portal to its physical collection and digital subscriptions, including millions of articles and ebooks covering a wide range of disciplines. The print collection is particularly strong in maritime topics. Students may also borrow books and media from a shared collection of over 30 million titles via CSU+, a resource sharing service of the 23 California State University libraries. These materials are usually delivered to campus in two to four business days.

Research Assistance: Librarians and staff are available on a drop-in or appointment basis, or by email or phone. Students may also access customized research guides via the Library's website.

Campus History Collection: The Library preserves the heritage of the California State University Maritime Academy through documents, photographs, and artifacts in its Campus History Collection (CHC).

NEW

Makerspace



The new Makerspace Lab will consist of digital design, prototyping & measurement tools to support a variety of projects. Faculty and students can work on projects in a well-supported, centralized facility for:

Laboratory classes

Senior design classes

Research and scholarly work

Collaborative projects with other major research universities and industry

Development of intellectual property for the campus

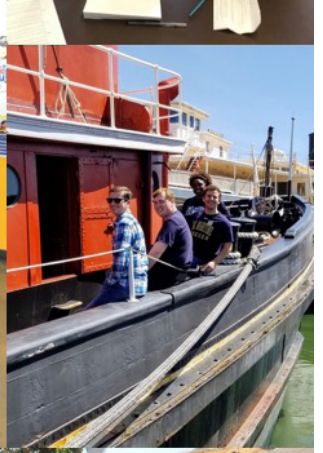
Self-taught experiential life-long learning



2019-2020 ACADEMIC CALENDAR

Fall 2019	Important Events
August 12	Academic Year Begins
August 19	First Day of Instruction --F.A. Refunds begin 8/20/19
August 30	Last Day to add/drop a class
September 2	Labor Day Holiday
September 16	Census Date (20th day of instruction)
October 4	Last day to remove Incomplete Grades
October 9	Graduate Writing Exam (GWE)
October 21	Academic Advising begins for Spring Semester
October 25	60% Point in the semester
November 11	Veterans Day Holiday (university closed)
November 4-14	Registration for Spring Semester --Spring Billing
October 26	Preview Day
November 25-29	Thanksgiving Holiday recess (University closed for students)
December 11	Last day of fall instruction
December 13,14,16,17	Final examination period --Spring Fees Due
December 19	Grades Due by noon
December 20	Official end of Fall Semester

Spring 2020	Important Events
January 2	Spring Semester Begins
January 6	First Day of Instruction
January 6-9	U.S. Coast Guard Examinations --F.A. Refunds begin 1/7/20
January 17	Last Day to add/drop a class
January 20	Martin Luther King Jr. Day Holiday (observed)
January 27-29	Summer Term Registration
February 3	Census Date (20th day of instruction)
February 19	Graduate Writing Exam (GWE)
February 21	Last Day to remove Incomplete Grades
March 8	60% point in the semester
March 9	Academic Advising begins for the Fall Semester
March 23-March 27	Registration by appointment for the Fall Semester (continuing students)
March 30-April 3	Spring Break (University closed for students)
March 31	Cesar Chavez Day Holiday
April 6 – 9	Registration for Fall Semester (Open to all continuing students)
April 18	Cal Maritime Day
April 22	Last Day of Instruction
April 24, 25, 27,28	Final Exam Period
April 30	Grades Due by Noon
May 2	Commencement / Academic Year Ends
Summer 2020	
TBD	TSGB Cruise begins (Cadets Only)
TBD	Cruise Orientation (Faculty begin)
May 3	Summer – First Day of Instruction
TBD	Cruise 2020
May 3 – August 9	Summer Term
August 11	Grades Due by noon



Chapter Two Residential Life

Residential Life at Cal Maritime

Cal Maritime is a residential campus - all cadets are required to live on campus and participate in a meal plan throughout the duration of their education at Cal Maritime. More information regarding this policy and exemptions can be found at <https://www.csum.edu/web/campus-life/off-campus-housing-policy-and-petition>

Residential Life is committed to creating inclusive communities and providing a residential living/ learning environment that directly supports the educational, social, and personal development of each cadet. The residence halls serve as an extension of the academic community and part of the living and learning environment. Our goal is to foster opportunities in tune with Cal Maritime's mission to provide each cadet with a college education combining intellectual learning, applied technology, leadership development, and global awareness.

Policies and Procedures

As a cadet at Cal Maritime, you are required to abide by the Cal Maritime Code of Conduct, and as a resident, by Residence Life Policies and Procedures. If found to be in violation of a Residence Life policy, you may be documented and receive demerits depending on the case and violation. Residential Life Policies and Procedures are available online at <https://www.csum.edu/web/campus-life/housing-and-residential-life/campus-housing>

Noise Pollution

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 (disturbance by another member of the community, voice, musical instruments (guitar, amps, drums, etc.), and stereos. Noise originating in student rooms shall not penetrate beyond the confines of a room.

- 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.
- 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.

Laundry

Washers and dryers are located in each residence hall. The cost is \$1.50 (min) per wash and \$1.00 (min.) per dry. If a machine malfunctions, please submit an Enterprise Services Work Order Request. Cal Maritime is not responsible for any damage caused by the washers and dryers.

Printing

Wēpa print kiosks are conveniently located at 7 locations on campus, including residence halls:

- URH Cove
- McAllister 2nd Floor study area

Printing costs include Black and white \$0.15 / Color \$0.50.

You can pay with:

- Wēpa Credit - Upload credit at kiosk or online at Wēpa's website.
- Credit Card - Pay with a credit or debit card.*

*Credit / debit card transactions carry an additional \$0.40 per print job convenience fee that is assessed by the credit card company.

All residence halls at Cal Maritime are alcohol and tobacco & vape free.

Residential Life Staff and Housing Operations

Housing Operations is responsible for facility planning, building renovation, custodial services, and key access and control.

Office of Residence Life is responsible for educational and social programming, upholding community standards, and individual support of cadets through peer assistance.

Residence Hall Officers (RHOs) are trained student staff members that live throughout the residential communities to assist in creating a safe and secure residential community, serve as a resource for their residents, address any concerns or problems, and connect them to campus resources.

Residence Life Coordinators (RLCs) are full-time professional staff members who reside within the residence halls year-round and provide oversight for the daily operations for a particular residence hall and manage the RHO staff who work in each building. They ensure that each hall is safe, secure, and conducive to learning and growing.

Housing License Agreement (HLA)

Check-In

Prior to each cadet's arrival, Residence Life staff inspects each room. Any damages and issues within the room are recorded via the Room Inspection Form (RIF). The RIF is uploaded to each resident's StarRez account via the portal - my CalMaritime. Once each cadet officially checks into the room assignment, cadets have 72 hours after their check-in to review and either accept or report any issues with their RIF. After 72 hours, the RIF will automatically be accepted and the cadet will be responsible for any damages not reported on the RIF.

Check-Out

At the end of the fall and spring semesters, residents are required to check out of their assigned space no more than 24 hours after their last final or by the official residence hall closure. Details regarding checkout and residence hall closures will be sent during the last month of each semester.

Housing During Breaks

All halls close during Winter Break and residents must vacate their space. Residents have the option to submit a Winter Break stay request form and pay for break housing accommodations. The Office of Residence Life distributes the form during the last month of the fall semester.

Room Changes

Room change or roommate switch may be possible upon written request. For cadet safety and security, all such changes must be approved by Residence Life professional staff. Requests for changes are reviewed and permitted after 'census date' (approx. the fifth week of the semester). Residents may contact their coordinators with room change requests.

Housing Charges

All rooms are inspected during "check-out" periods. Any damages to the rooms are assessed and charged to the student checking out of the respective room. Cal Maritime also assesses fines for damages to common spaces like lounges and bathrooms. These charges are called Community Billing. All charges related to residence halls (lost room/ mail keys, room damages, lockout fees) are charged to the cadet's account.

Keys

Room keys must remain with the resident at all times. This key is for the resident's personal use only and must not be loaned to another person. It shall never be duplicated. Occupants of a room are issued identical keys to the room. There is a fee of \$80.00 billed to the cadet's account for a lost room key and \$25.00 for a lost mailbox key.

Lock-Out Service for Residence Hall Rooms

Residential Life Office business hours are Monday through Friday, 0800-1700. In case of a lock-out, cadets may obtain a loaner from the Residence Life Office (located in Upper Residence Hall) or request an in-person unlock by available housing student staff. A \$5.00 charge will apply for each lock-out. The loaner key must be returned to the Residence Life Office within one hour. Failure to return the loaner key to the Office of Residence Life within one hour will result in a \$80.00 lock replacement charge.

Care for Your Room

Cadets are responsible for keeping their living environment clean and safe. Optimal standards of cleanliness are required to keep pests, mold, and other pathogens at bay. Although custodial services are provided in common areas and bathrooms, cleanliness is also a shared responsibility for those who use these facilities.

Note: Health & Safety inspections are conducted to check for hazards and assess livable conditions. These are conducted once a semester in all halls and once a week on the TSGB. Office of Residence Life will notify residents in advance via email.

Duty Phones:

Upper Residence Hall – 707-853-2896
Training Ship *Golden Bear* – 707-334-7046
McAllister Hall – 707-319-6535
Maritime North – 707-752-7893
Lower Residence Hall – 707-853-6083

Residential Life Safety and Security

Emergencies

For Life & Safety Emergencies, immediately call 911.

All on-campus emergency and non-emergency incidents should be reported to campus officials as soon as possible. For general assistance Monday through Friday during campus business hours, call or come to the Residence Life Office in Upper Residence Hall at 707-654-1400. At all other times, contact Police Services at 707-654-1176 and/or the RHO on duty for your building. Contact information is listed on posters outside of and within each residence hall.

Keeping Our Community Safe

No matter where you are, 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. We highly discourage propping your bedroom/ suite/ restroom doors open, as this diminishes the safety of the entire community.

Renter's Insurance

Cal Maritime does not provide insurance for any of your personal belongings. We recommend you make your own arrangements to insure your personal belongings through an insurance agent or your family's homeowner's policy.

Emergency Preparedness

Fire and Alarm Equipment

In the event of a fire alarm, cadets must assume that there is a fire and exit the building by designated routes as quickly as possible. Cadets should close windows and doors, wear a coat and shoes and if possible, take a towel to aid in breathing in a smoke-filled area. Cadets should remain outside of the residence hall until the re-entry signal is given by fire staff or Residence 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.

Room Smoke Detectors

The residential fire alarm system includes smoke detectors in each student room that are hard wired into the centralized system. When this system detects smoke or tampering with the smoke detector in the room, it automatically sets off the alarm within the building. It also prints out the exact location of the tampering or smoke. It is the responsibility of the resident cadets to check for potential fire hazards and to encourage others to promote fire safety. Working together, we can prevent tragic fire losses. Read all fire safety material distributed by staff, and be mindful of the need for fire safety in the residence halls.



Fire Prevention

Fire can cause significant damage and threaten human life. Cadets must realize the important role that they play in fire safety. Suggestions for fire prevention:

- Remain in your room when an electrical appliance is in use and turn off and unplug all appliances immediately after 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 there is a built-in circuit breaker with an Underwriter's Laboratory (UL) approval.
- Use multiple-outlet connectors away from high traffic areas. Check for frayed cords. Never place electrical cords under rugs.
- Use of holiday and door decorations should be limited. 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 Residence Life for details on decorations.
- Keep doorways clear of furniture and other items
- Report any fire safety hazards immediately to the Office of Residence Life.

Shelter in Place - If there is an emergency requiring “shelter in place” (generally implies taking refuge in the current location and taking precautions such as locking doors, closing and locking windows, etc.), Cal Maritime will make 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.

Earthquakes

- Duck or drop down to the floor and 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). When taking cover under sturdy furniture, hold on to it and be prepared to move with it
- Do not move until the ground stops shaking and it is safe to do so
- If it is safe, exit the residence hall room or building. If possible, grab critical items like prescription medicines, emergency kit, shoes and keys, and evacuate the building quickly and safely.
- IF EXITING THE BUILDING DOES NOT SEEM POSSIBLE, TIE A LIGHT-COLORED SHIRT TO A BALCONY RAILING, WINDOWSILL OR DOOR HANDLE SO THAT IT CAN BE SEEN BY OTHERS.
- Finally, 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).



Off-Campus Life

Once your off-campus housing petition has been approved, it is time to find a place to live. Housing in the Vallejo & neighboring areas can be expensive and challenging to find, the following resources may be helpful:

Local Property Managers:

Krystle Properties: 707-554-6696

<https://www.krystleproperties.com/>

Delgado Property Management: 707-297-6800

<http://www.delgadomanagement.com/>

Solano Property Management: 707-745-4700

<https://solanopm.com/>

Useful websites:

Zillow: https://www.zillow.com/homes/for_rent/94590_rb/

Trulia: https://www.trulia.com/for_rent/Vallejo,CA/

Apartments.com: <https://www.apartments.com/vallejo-ca/>

Considerations for renting in Vallejo and neighboring areas:

- Identify whether you are a short-term or long-term renter. Pricing can vary between the two options.
- Check out the commute between the campus and the rentals on your list. Often you will have watches at odd hours and formation at 0720 three days a week
- Carefully read and fully understand the contract/lease before signing
- Plan to have a clear set of expectations with any housemates who may be sharing the space with you.
- Use this link or similar sites to formulate questions to ask when selecting a roommate - <https://www.rentcafe.com/blog/apartment-search-2/tips-tricks-renters/top-10-questions-ask-potential-roommate/>
- For your safety, check the local crime statistics around your ideal rental.

Please remember, as outlined in the Off-Campus Housing Agreement, that Cal Maritime reserves the right to revoke off-campus housing status at any time due to disruptive or otherwise unsatisfactory behavior at the rental.

Please contact housing@csum.edu with any questions about living on or off campus.

DISCLAIMER

CAL MARITIME PROVIDES INFORMATION REGARDING HOUSING IN THE AREA FOR YOUR CONVENIENCE ONLY. THE UNIVERSITY MAKES NO REPRESENTATION AS TO THE CONDITION OR SUITABILITY OF ANY OF THE LISTED RESOURCES OR ESTABLISHMENTS, NOR DOES IT ASSUME RESPONSIBILITY FOR THEIR CONDITION OR RELIABILITY, OR FOR ANY AGREEMENTS YOU ENTER INTO WITH THEM.

Chapter Three Support Services

Health Services

The Student Health Center provides confidential, high quality, and accessible clinic-based health care to all enrolled students. We help cadets get and stay healthy and work together to prevent or manage health-related barriers to learning. The Health Center offers medical guidance to cadets planning on USCG licensure as well as for cadets traveling internationally.

Services are available Monday–Friday from 0830-1700 (closed 1300-1400), walk-in hour for counseling from 1400-1500. The Student Health Center is closed weekly from 1600-1700 on Thursdays for staff meetings and training.

Contact the Health Center staff at (707) 654-1170 or healthcenter@csum.edu
<https://www.csum.edu/web/health-services/>

During the annual training cruises, medical care is available in the sick bay onboard the Training Ship *Golden Bear*. The sick bay is staffed with medical providers and a counselor. It is equipped with basic lab and X-ray equipment plus medical supplies needed for providing health care at sea.

Health insurance is mandatory for all matriculated students due to the special nature of the educational experience at Cal Maritime. All cadets are automatically enrolled in and charged for a “Student Health Insurance Plan” unless approved annually for a medical insurance waiver using your own insurance.

Counseling and Psychological Services (CAPS) is staffed by licensed psychologists and offers confidential individual, couples, and group counseling for cadets. CAPS also offers consultations, mental health assessments, crisis intervention and support, education, prevention, outreach, and linkage to community resources. There are no additional charges to Cal Maritime cadets for on-campus CAPS services.

Privacy of Medical Records (HIPAA/FERPA)

Medical records, including counseling and psychological records, are recognized as confidential, protected “treatment” records under Family Educational Rights & Privacy Act (FERPA), state medical information privacy laws, the Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws. Cadets may sign a release of information form giving permission to give specific information to a designated party. For more information, please visit <http://www.csum.edu/web/healthservices/privacy-practices>.

Career Services

Career Services seeks to complement the academic mission of Cal Maritime by educating and empowering students to take ownership of their professional development as lifelong learners; while functioning successfully in a global society.

- In partnership with students and alumni, career services will facilitate career exploration, career decision-making, and provide guidance towards career selections.
- In partnership with faculty and university staff, career services will provide information, programs, and consultations to help address the career-related needs of students.
- In partnership with employers, career services will maintain and develop new relationships that align with the employment/careers needs of students and alumni.

Parking on campus

Freshmen are advised to not bring their car to campus. This allows them to immerse fully in their campus living-learning experience. For exceptions and permit requirements, visit - <https://www.csum.edu/web/police-department/parking-permits/student-parking-and-permits>

Student Mail Services

Students receive their mail in their assigned boxes located in the Student Center. Mail boxes are assigned each Fall after room selections are finalized. Details on the the mail room operation can be found at: <https://www.csum.edu/web/campus-life/student-center/mail-room>

Student Employment

Working on campus as a student employee is a great way to engage with the campus community. It affords students the opportunity to earn a competitive wage, develop career related skills and gain professional experience. Students may work on campus up to a total of 20 hours a week during the academic year and up to 40 hours during Academic Break Periods.

Student employment classifications on campus currently include:

- Student Assistant - work in a variety of settings that typically require the use of manual, clerical, public contact and/or analytical skills
- Instructional Student Assistant (ISA) – perform supervised teaching, grading or tutoring duties

For more information, visit <https://www.csum.edu/web/hr/careers>

Barber

Cal Maritime provides barber services to all resident cadets at no additional cost. The barbershop is located in Upper Residence Hall and is open Monday- Friday, 0900-1500.

Food Security Project

To offer comprehensive and ongoing sustenance to all cadets, a dry goods pantry is available in Mayo Hall as a supplemental source of food. For more information to give or receive food, please visit <https://www.csum.edu/web/campus-life/food>.

Enterprise Services

Enterprise Services manages all dining and retail operations on campus. Dining options for cadets include the Dining Center, The Cove, The Bistro and Keelhauler Café. Details on each of these locations can be found at <https://dineoncampus.com/csumaritimeacademy>.

Keelhauler Shops Campus Store provides all of your on-campus needs, including textbooks, uniforms, school and dorm supplies, technology, health and beauty, snacks and drinks, and Keelhauler pride and spirit clothing and gifts. Locations include The Outlet, PEAC Fitness Bar, Maritime North Lounge, and Pirates Cove aboard the Training Ship Golden Bear. Details on each location, including promotions and sales events, can be found on our website www.csum.edu/shop.

Photography

Photos of cadets, 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.



Chapter Four Corps of Cadets

At California State University Maritime Academy, we believe it is an honor to be a cadet and that honor carries with it pride and responsibility. A Cal Maritime cadet is asked to do more, is held to higher standards of personal conduct and professionalism, and is given more responsibility than a traditional college student.

Every matriculated undergraduate is a member of the Corps of Cadets. The Corps of Cadets is an essential component of the leadership and professional development at Cal Maritime. Cadets develop within the core values of the University that will help them excel on campus and in their future careers.

Cal Maritime has three primary cadet groups charged with leadership and professional development. These groups include the Corps Staff, Associated Students, and Residence Life. Although each of these groups has a different focus, they work together to represent all cadets to foster a respectful, professional learning environment.

Cadets may be appointed, elected, or selected to serve as leaders within the three cadet groups. Cadets are allowed to serve in more than one position.



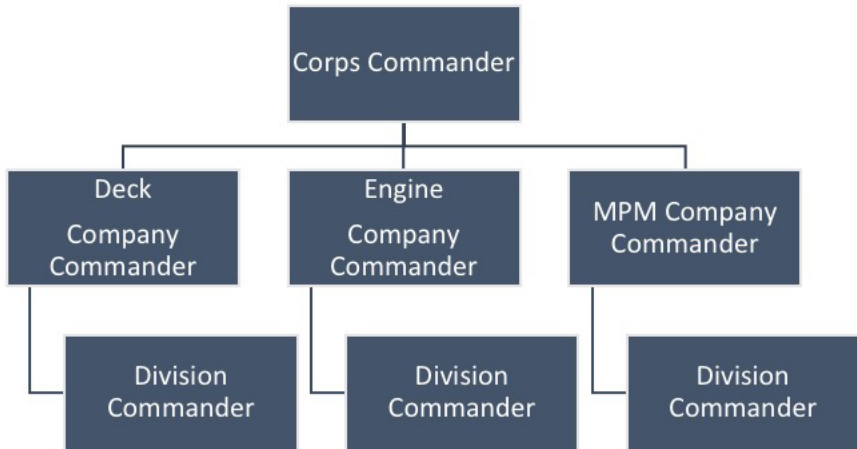


Triad Leadership Table

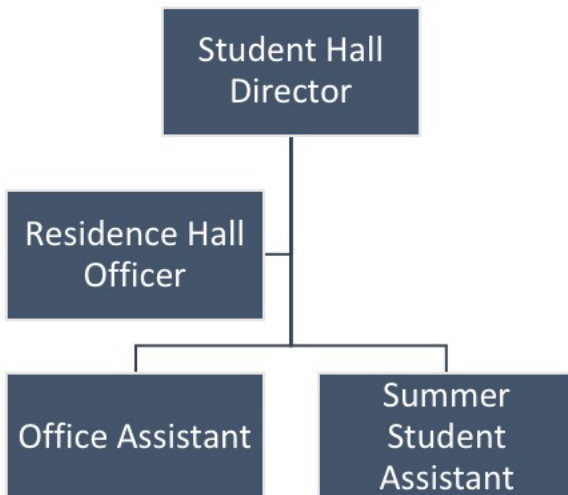
	Corps Staff Leadership	Student Government Leadership (ASCMA)	Residence Life Leadership
Mission	Develop in cadets traits of professionalism, teamwork, pride and self-discipline to become future leaders in maritime and other industries.	Provide leadership opportunities, high-quality campus life, and representation of the entire student body.	Promote cadet success, excellence, diversity, and responsibility through intentional and inclusive co-curricular activities, services, and programs.
Purpose	Corps leaders communicate and enact the day-to-day plans as well as inform the long-term campus goals by leveraging their insights and experiences.	Cadet-run organization that focuses on the needs of our peers.	Create & sustain residential communities that foster academic support, promote campus engagement & personal development of the residents
More information	www.csum.edu/corps	www.csum.edu/asgvo	www.csum.edu/reslife

Corps Leadership: Triad

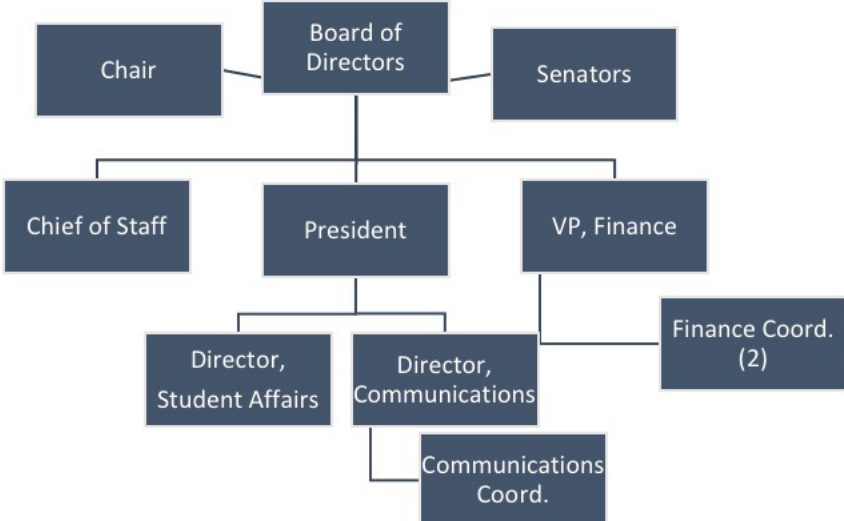
Corps Staff



Residence Life Leadership



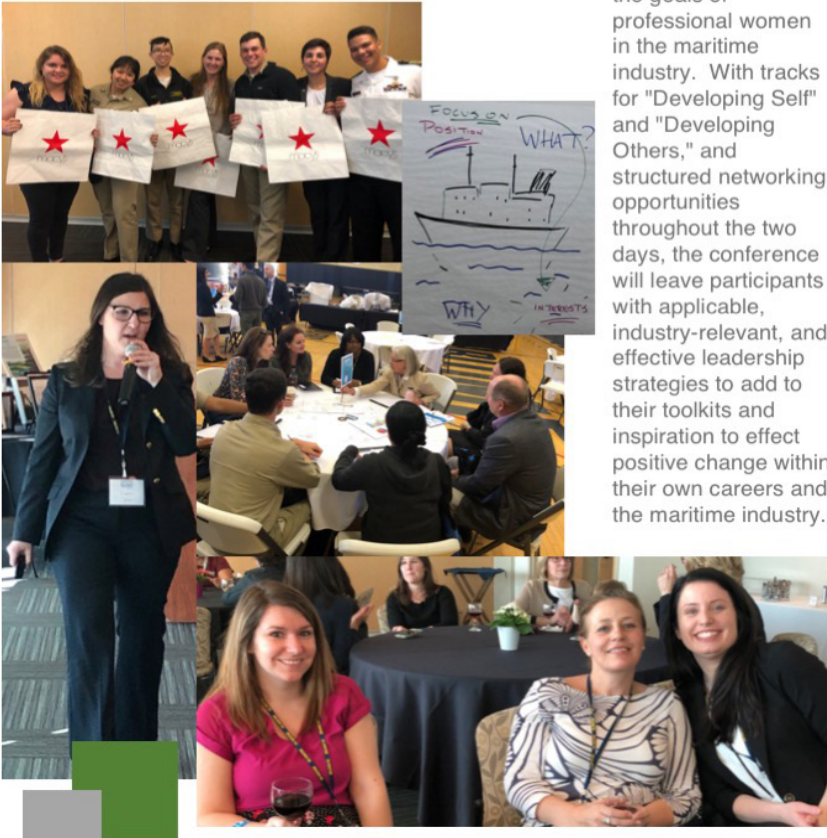
Student Government Leadership



TRANSPORTING WOMEN *Farther*

WOMEN IN MARITIME LEADERSHIP
CONFERENCE 2019

Cal Maritime's Women in Maritime Leadership Conference supports the success of women in maritime. The 2020 conference will focus on delivering a leadership development curriculum specific to the goals of professional women in the maritime industry. With tracks for "Developing Self" and "Developing Others," and structured networking opportunities throughout the two days, the conference will leave participants with applicable, industry-relevant, and effective leadership strategies to add to their toolkits and inspiration to effect positive change within their own careers and the maritime industry.



Corps of Cadets Class Structure

Fourth Class (4/C): Freshman Academic Year

4/Cs are expected to become proficient in properly executing assigned responsibilities. 4/Cs should be proactive in learning about various opportunities off and on-campus, including successfully working in a shipboard or campus environment, becoming proficient in following instructions and growing together at the division, company, corps, and class year level.

Third Class (3/C): Sophomore Academic Year

3/Cs are the primary cadets responsible for familiarizing the 4/Cs in campus life, the proper wear of the uniform, professional communication with faculty, staff, and fellow cadets, and the transition from being a student to a cadet. 3/Cs are expected to prepare for Commercial Cruise, International Experience, or a Cooperative Educational Program placement.

Second Class (2/C): Junior Academic Year

2/Cs are expected to participate in roles of significant leadership within the Corps of Cadets at Cal Maritime. 2/Cs are expected to possess detailed knowledge of Training Ship *Golden Bear* (TSGB) and/or the port, and the campus. Activities planned by and/or watches* stood by 2/Cs require more responsibility, more knowledge of problem-solving, and more oversight of the underclass.

First Class (1/C): Senior Academic Year

1/Cs should hold themselves to the highest personal and professional standards, as they are principally charged with holding other cadets to those standards. 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. Underclass cadets should be able to look to 1/Cs for assistance with academic and practical problems. They serve as officers in the Corps and throughout the campus.

Class standing will closely align with academic progression and, specifically, to number of credit hours in conjunction with academic major requirements. For example, a cadet that has attended Cal Maritime for an entire academic year but has less than required credits to be a sophomore, will remain a 4/C. Exceptions will be considered by the Office of the Commandant in conjunction with Academic Affairs. All transfer students will participate in first year (Fourth Class) activities including orientation, watch procedures, and uniform standards unless specified by the Office of the Commandant. Upon completion of the first year requirements, the Office of the Commandant will determine class standing in cooperation with Academic Affairs.

*Watches are a learning opportunity for cadets assigned to specific roles on the TSGB and port facility for continuous operation.

The Edwards Leadership Development Program

The Edwards Leadership Development Program began in the Fall of 2014 with a generous gift from Tom and Libby Edwards. Tom and Libby Edwards sponsor and embrace the value of a maritime education in combination with world-class leadership development.

The intent of the Edwards Leadership Development Program is to provide cadets with a distinct, palpable leadership advantage in combination with a world-class maritime education.

In combination with the Corps of Cadets experience, academics, career services, extracurricular programs, and athletic and recreational activities, the Edwards Leadership Development Program serves cadets as an effort aimed at making-meaning of those developmental opportunities.

The Edwards Leadership Development Program consists of three areas:

- The Edwards Leadership Seminar Series
- Peer Coaching
- Partners & Events

The Edwards Leadership Seminar Series is the cohort-based, foundational leadership experience that serves as a catalyst for learning and leading in the global maritime environment.

Peer Coaching is the cohort-based, skill-building workshop that allows cadets to deepen their knowledge of leadership principles by helping fellow cadets apply their learning and recognize their development.

Partners and Events allows cadets to apply new knowledge in off-campus settings, explore different points of view, and work with other educators and leaders.



Uniform Guidance

At Cal Maritime, all cadets are expected to maintain a neat & orderly appearance. Wearing a uniform fosters a sense of belonging & equity, instills pride & discipline and prepares cadets for their maritime profession. There are five uniforms issued to every cadet that are to be worn as directed.

The Uniform of the Day will be determined by the Office of the Commandant and include guidance for uniforms both in classrooms as well as labs or shipboard instruction. Exceptions to policy for uniform and grooming standards require a written authorization (known as a “chit”) from the Office of the Commandant (i.e. alternate footwear due to an injury). Student is required to have the chit in possession at all times.

A typical Uniform of the Day announcement at Cal Maritime will consist of the khaki uniform and optional wear of the Cal Maritime outer wear for classroom settings and issued coveralls with safety gear for labs or shipboard instruction.

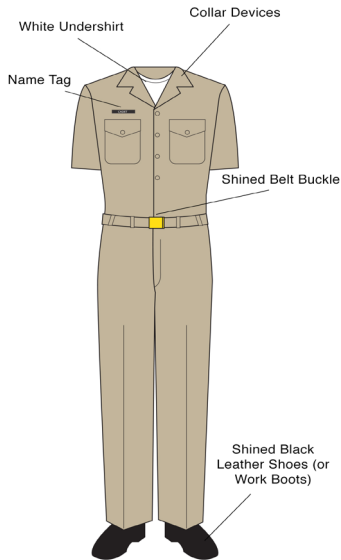
In the event that a cadet has a combination of both classroom and labs or shipboard instruction, cadets should wear the lab or shipboard instruction uniform for the day.



Uniform Standards

Khaki Uniform

The Khaki uniform is the default Uniform of the Day.



The Khaki uniform consists of:

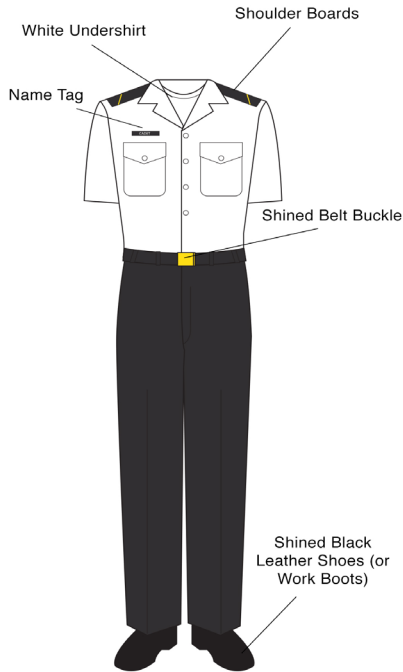
- Cal Maritime ballcap or combination cover
- Khaki short-sleeved shirt
(Khaki long-sleeved shirt has been discontinued)
- Khaki trousers
- Khaki belt with shined buckle
- Campus-issued black leather dress shoes or black work boots
- White crew-neck undershirt
- Black dress socks
- Name tag
- Collar devices representing rank and major
- USNR, USCGR, and SSOP Insignia (optional)
- For Foul Weather: Issued outer wear as authorized

Common infractions when wearing the khaki uniform include:

- Wearing headphones while outside or during official campus events
- Lanyards exposed from pockets
- Non-issued jackets or outerwear
- Improper footwear
- Sunglasses or pens hanging from collar or pockets

Salt and Pepper Uniform

The Salt and Pepper uniform is the authorized Dress Uniform.



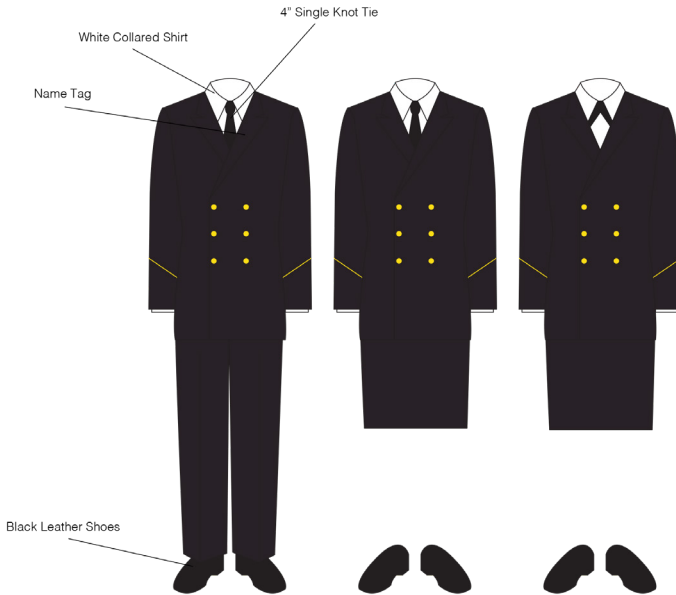
The Salt and Pepper uniform consists of:

- White combination cover
- White short sleeve dress shirt
- Black dress trousers or optional black dress skirt*
- Black belt with shined brass buckle
- Campus-issued black leather dress shoes
- Plain white crew neck undershirt, and
- Black dress socks

*When worn with the black dress skirt, in lieu of black crew cut socks and shined black leather dress shoes, black or nude stockings and black shoes with a heel no higher than two inches will be worn.

Dress Blue Uniform (as applicable)

The Dress Blue uniform is authorized to be worn throughout the year.



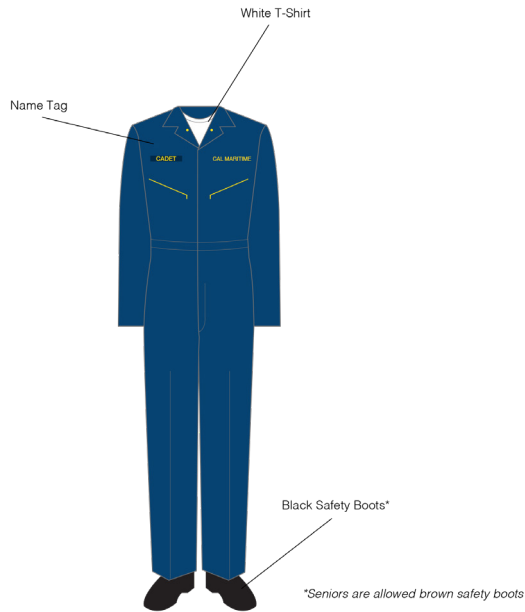
The Dress Blue uniform consists of:

- White combination cover
- Dress blue coat with proper rank on sleeve
- White long sleeve dress shirt
- Black tie (half or full Windsor knot for males and black tie tab for women)
- Black dress trousers or optional black dress skirt
- Black belt with shined brass buckle
- Campus-issued black leather dress shoes *
- White crew neck undershirt
- Black dress socks**

*/**When worn with the black dress skirt, in lieu of black socks and black leather dress shoes, black or nude stockings and black shoes with a heel no higher than two inches will be worn.

Note: No substitutions shall be made in uniform without prior approval.

Coveralls Uniform



Cal Maritime ballcap

- Blue coveralls with sewn name tape
- Black boots
- White crew neck undershirt

Physical Fitness Uniform

- Cal Maritime "Blue Crew" t-shirt or Grey Keelhauer Shirt
- Blue Keelhauler Shorts
- Under Armor Track Suit
- Athletic shoes

All civilian clothing will be representative of campus core values.

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.

Corps Commander ASCMA President Student Hall Director	Six 1/4" horizontal stripes 6-track collar device
Corps IT Officer Corps Operations Officer Corps Executive Officer Company Commander ASCMA Vice President, Finance	Five 1/4" horizontal stripes 5-track collar device
Company Executive Officer Company Chief Mate Company Chief Engineer Company Chief Purser Company Operations Officer Division Commander Resident Hall Officer ASCMA, Chief of Staff ASCMA, Director, Student Affairs ASCMA, Director, Communications	Four 1/4" horizontal stripes 4-track collar device
Division Executive Officer Company Second Mate Company First Asst. Engineer Company Third Mate Company Second Asst. Engineer Company Asst Purser ASCMA, Board chair ASCMA Senators	Three 1/4" horizontal stripes 3-track collar device
Division Training & Academic Officer ASCMA, Coordinators	2-track collar device
Non-Officer First Class	1-track collar device
Non-Officer Second Class	Department device on each collar
Squad Leader	1 silver collar device w/ hash marks
Non-Officer Third Class	Department device on left collar only
Fourth Class	No collar devices

Grooming Standards

As with uniforms, grooming standards reflect our core values and demonstrate our commitment to safety and professionalism.

Haircut

Short 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 ¼" with an even fade. Angled cuts will have even graduation with a difference under 2". Sideburns will not fall below the center of the ear and will have a straight cut.

Hair will be worn in a tight & safe manner. Long hair that falls below the collar must be pulled into a neat bun to fit under uniform covers. Back of hair shall not touch or fall below the collar. Bulk of the hair shall not interfere with the proper wearing of regulation headgear.

Only natural hair color dyes are permitted.

Hair Accessories

All hair accessories must be consistent with wearer's hair color. Excessive number of accessories may not be worn.

Facial Hair

Beards are not permitted for wear at any time while in uniform. Mustaches will not fall below the upper lip and will not extend past the corners of the mouth.

Cosmetics and Accessories

Make-up: Make-up will be conservative in style, professional in appearance, and complement the skin tone of the wearer.

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.

Earrings: Women are authorized to wear a single pair stud-earrings that are conservative and professional in style.

Note: Exceptions to policy for uniform and grooming standards require a written authorization (known as a "chit") from the Office of the Commandant (i.e. alternate footwear due to an injury). Student is required to have the chit in possession at all times

Chapter Five Cadet Conduct

Education Code 66300 authorizes campuses of the California state University to take disciplinary action against students for willfully disrupting the orderly operation of the campus. Additionally, 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. Cal Maritime's code of conduct is established on California Code of Regulations, Title V, Section 41301.

Standards of Conduct

Cal Maritime is committed to maintaining a safe, healthy living and learning environment for cadets, faculty, and staff. Cal Maritime cadets are expected to hold themselves to high standards of behavior consistent with the values and in support of the overall mission of the institution.

Meritorious Conduct

Cadets are expected to set and hold themselves to high standards of conduct. The University is proud of all the activities and organizations which allow cadets to shape the environment to be inclusive of cadet excellence. Cadets that display meritorious conduct are eligible for the following awards and ribbons. To commend a cadet for an award, please consult the Office of the Commandant.

Ribbons are optional for wear. If worn, ribbons will be worn in meritorious order (awards of highest significance to inboard and above others) 1/4th of an inch and centered above the left breast pocket. Meritorious order is as follows:

1. Meritorious Service Award: Awarded by the President for exceptional service going above and beyond the call of duty, including acts of bravery, heroism, and courage
2. President's List: Awarded to cadets with a semester Grade Point Average higher than 3.75
3. Dean's List: Awarded to cadets with a Semester Grade Point Average higher than 3.25
4. **GOLDEN BEAR** Award: Awarded by Faculty Watch Officers for outstanding cadet watch standing during *Golden Bear* Cruise

5. Outstanding Upper-Class Cadet Award: Awarded to upperclass Deck and Engine company cadets who contribute the most in training the underclass cadets for *Golden Bear* Cruise
6. Best Shipmate Award: Awarded to the cadet voted best shipmate during *Golden Bear* Cruise
7. Good Conduct Award: Awarded to cadets who complete an academic year without being awarded demerits
8. Cruise Award: Awarded to cadets who successfully complete TS *Golden Bear* Cruise without disciplinary action taken
9. International Experience Award: Awarded to cadets who successfully complete the International Experience without disciplinary action taken
10. Corps Officer: Awarded to cadets serving as an officer in the Corps of Cadets for at least one semester
11. Associated Students Officer: Awarded to cadets serving as support staff in in the Corps of Cadets for at least one semester
12. Residential Housing Officer: Award to cadets serving as a Residential Housing Officer in the Corps of Cadets for at least one semester
13. Varsity Athlete: Awarded to cadets serving on a qualified varsity team
14. Community Engagement: Awarded to cadets who have served at least 15 hours of community service in one semester
15. Color Guard: Awarded by the Strategic Sealift Officer Program Commander to cadets serving on Color Guard
16. Cadet of the Month: Awarded by the Corps Staff officers in recognition of a cadet that has gone above and beyond to support their fellow Cadets in the past month.
17. Prior Service Ribbons: Prior service ribbons devices will be worn in accordance with the governing regulations of the respective branch
18. Military Devices: Military devices will be worn in accordance with the governing regulations of the respective branch

Misconduct

Cadets are held to high standards of conduct. In the event of alleged misconduct, the University has a conduct system that includes review of actions by peers and administrators. To foster an environment of accountability and learning from mistakes, the conduct system may issue demerits. Demerits are a measure used to hold cadets accountable to Corps standards and expectations. Demerits are cumulative and maximum limits of 75, 125, 350 in a semester, academic year and tenure respectively may lead to disciplinary probation.

There are five levels of conduct violations at Cal Maritime.

Cal Maritime uses Maxient as the incident reporting platform for all violations.

Maxient: <https://cm.maxient.com/reportingform.php?CalMaritimeAcademy>

Class I violations generally coincide with California Administrative Code, Title V, Section 41301. Violations related to academic dishonesty; alcohol, tobacco & other drugs; and sexual misconduct are serious infractions and addressed in compliance with CSU and campus policies & procedures.

Academic Class I violations* are heard by the Academic Integrity Committee (AIC). AIC is made up of faculty members and is a sub-committee of the Academic Senate. All Academic violations fall under Class I. Academic dishonesty can be reported (via Maxient) by an instructor, a cadet or any employee of Cal Maritime. Upon receipt of such report, the AIC conducts an inquiry and hearing to determine the facts of the case and deliberates to arrive at an outcome. If the charged cadet is found responsible for the violation of policy, the Committee recommends sanctions to be imposed on the cadet. The Committee forwards their findings and recommendations to the Provost for disposition of the case.

*Including acts of dishonesty such as: furnishing false information to any College official, staff or faculty member, or department; forgery, alteration, or misuse of any College document, record, or instrument of identification; possessing or distributing unauthorized College keys.

Non-Academic Class I violations may be heard by one or both of the following:

Cadet Conduct Review Board (CRB) made up of members of the Triad (Corps Officer, Residence Hall Officer and Associated Students Officer). The CRB will hear cases that may not exceed 50 demerits.

Discipline Review Hearing (DRH) with a trained faculty or staff member serving as a DRH Officer. The DRH will hear cases that exceed 50 demerits up to suspension/dismissal of the cadet.

Range of demerits for Class I violations: 10 - 70 up to suspension or expulsion

Class II violations are heard by the CRB. These are major violations of the Cadet Code of Conduct including, but not limited to, watch, health & safety, or administrative violations. The DRH hears watch violations by seniors or any violations that may result in exceeding the demerit limits for a semester, academic year, or career.

Range of demerits for Class II violations: 10 - 80 up to suspension or expulsion

Class III violations are minor violations including, but not limited to, uniform and grooming, formation, or absence from required meetings. When in violation, students receive notice from a Student Conduct Facilitator (SCF). The notice includes the details of the violation and respective sanctions. The cadet has the option to accept or appeal the sanction. All appeals made to an SCF are heard by CRB. It is the responsibility of the SCF to coordinate the hearing with CRB and inform the cadet of the hearing details.

Range of demerits for Class III violations: 5 - 20

Class IV violations constitute behavior and conduct that is unique to the Training Ship Golden Bear (TSGB) or participants on International Experience. Class I, II & III violations also apply on Cruise and International Experience.

The trip lead is responsible for discipline on International Experience and the Captain and the CRB are responsible for discipline procedures on the TSGB. Range of demerits for Class IV violations: 5 -75 up to suspension or expulsion

Class V violations are heard by the Residence Hall Review (RHR). These are University Residence Hall License Agreement violations. The RHR is composed of Residence Life professional staff.

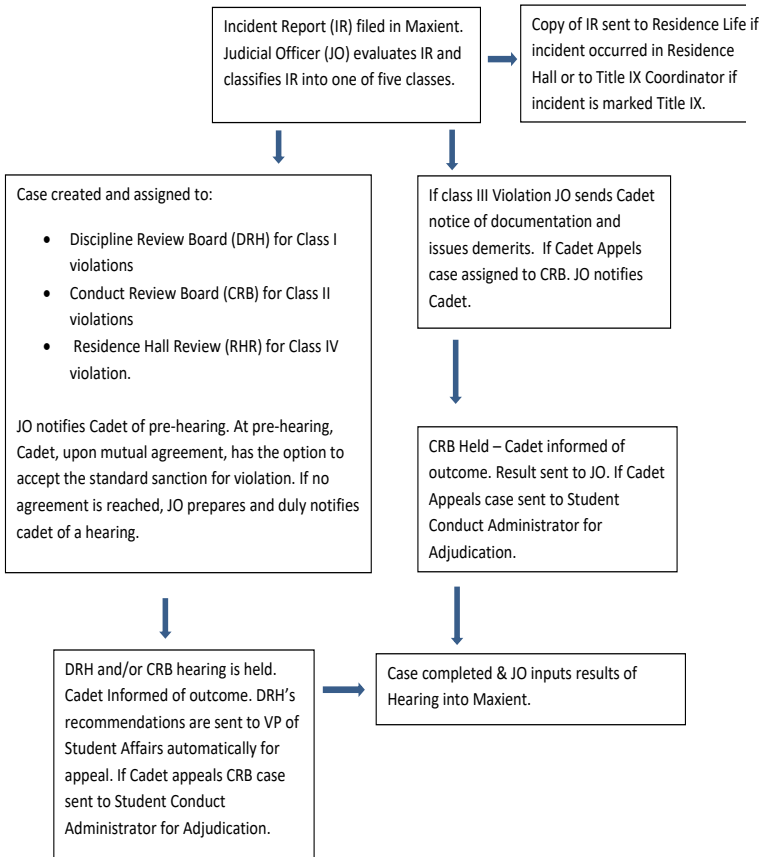
Range of demerits for Class V violations: 10 - 50

Amnesty

Cadets who call for help for a classmate in need will not be documented for an alcohol violation as long as they are assisting with the care of a classmate and are cooperative, forthcoming, and not impeding assistance in any way.

Any cadet who does not call for assistance when a classmate is in need of medical assistance due to being impaired from alcohol or any other drug will be subject to disciplinary action for failure to comply with orders or instructions.

Maxient Flow Chart for Incident Reports



Details on the authority given to the University for sanctions can be found at -

TITLE V - <https://www.cde.ca.gov/ls/fa/sf/title5regs.asp>

TITLE IX - https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html

Executive Order 1096:

<https://www.calstate.edu/eo/EO-1096-rev-3-29-19.pdf>

Executive Order 1097:

<https://www.calstate.edu/eo/EO-1097-rev-3-29-19.pdf>

Executive Order 1098:

<https://www.calstate.edu/eo/EO-1098-rev-3-29-19.pdf>

APPENDIX

Alcohol Policy

Cal Maritime prohibits the unlawful and unauthorized possession, use, sale, manufacture or distribution of alcohol and illegal drugs by cadets, faculty, and staff on its property, training vessels, or as part of any Academy-sponsored activity. This prohibition extends to any off-campus activity that is sponsored by the Academy or any of its recognized clubs and organizations. Cadets are expected to abide by all campus policies, federal, state, and local ordinances.

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

The possession or consumption of alcoholic beverages on board the Training Ship *Golden Bear* is prohibited at all times. 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.

Tobacco and No Smoking Policy

Effective September 1, 2017, all California State University campuses are 100% Smoke & Vape Free and Tobacco Free. Therefore, smoking, vaping, the use or sale of all tobacco products are prohibited at Cal Maritime. This applies to the Training Ship *Golden Bear* while docked at Cal Maritime.
<http://csum.edu/smokefree>

Random Drug testing

All cadets are required to participate in the mandatory Drug Testing Program that includes; testing for reasonable cause/suspicion, post-incident, 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.

Note: Drug testing includes screening for marijuana and its active ingredients.

Privacy of Educational Records

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, 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. 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 DO NOT INCLUDE such things as:

- Sole possession records
- Medical treatment records
- Employment records
- Records created and maintained by a law enforcement unit
- Post-attendance records

Campus contacts regarding student records are as follows:

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

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



Facts About Sustainability



Did you know:

- By reducing energy consumption you save energy, greenhouse gases, and money
- one kWh of energy saves one pound of CO₂ gas emitted in he air
- Conservation is the best solution to reduce increase energy demand
- Solar energy, Wind energy, Marine Hydrokinetic Energy, and Bio-mass is considered as green energy because they have zero CO₂ emission.



How can you help sustain natural resources:

- Switch off lights and computers when not in use
- Carpool your trips
- take shorter showers
- Report leaky faucets
- Reduce, recycle, reuse
- Compost food waste
- Spread the word across the campus and community
- Participate in sustainability clubs and community work



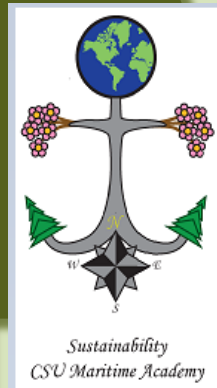
Did you know:

- By recycling cans, newspapers, glass, plastics, cardboard, office paper, cooking oil and tires you can reduce landfill area, save energy, and water.
- By recycling one gallon cooking oil we can produce almost one gallon of bio diesel fuel.
- Compost produced from kitchen and dining waste enriches soil.



Did you know:

- Saving water also saves energy
- Less than 2% of the Earth's water supply is fresh water
- Of all the earth's water, 97% is salt water found in oceans and seas.
- Only 1% of the earth's water is available for drinking water. Two percent is frozen.
- Average American family uses 300 gallons of water per day
- There several public agencies that offer free water audit services
- Landscaping accounts for about half the water Californians use at home. Showering and bathing are the largest indoor uses (27%) of water
- Showers account for another 18 percent, while toilets use about 20 percent.



YOUR RIGHT TO KNOW

Alcohol, Tobacco,
& Other Drugs



www.csum.edu/atod



**ACADEMIC
INTEGRITY**

cheating, plagiarism, grade appeal

www.csum.edu/academicpolicies

**HARASSMENT,
DISCRIMINATION,
SEXUAL VIOLENCE,
STALKING, TITLE IX**

Title IX includes laws and regulations governing sex discrimination, sexual harassment, sexual violence and assault, domestic violence, dating violence, intimate partner violence and stalking. Students who believe they have been discriminated against or harassed on the basis of a protected class should contact the Office of Gender Equity in Upper Residence Hall.



www.csum.edu/title-ix

**Privacy Rights of
Students**

Student Education Records
Directory Information



www.csum.edu/ferpa

Satisfactory Academic Progress (SAP)
Return of Title IV Funds (R2T4)
Financial Aid Code of Conduct



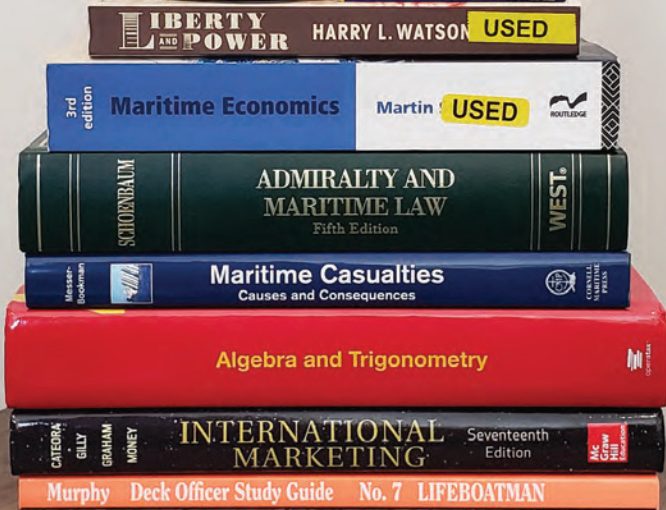
www.csum.edu/web/financial-aid



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Campus Store

*Your independent on-campus source of
Keelhauler pride and spirit gear!*



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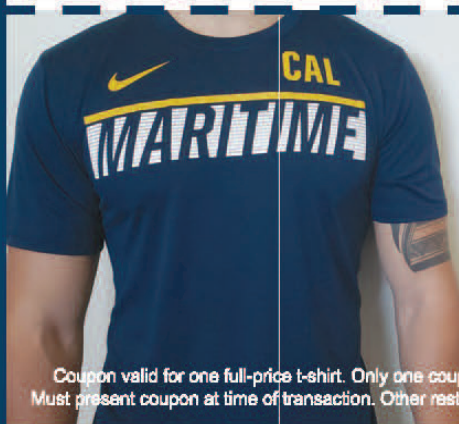
Campus Store

Your Keelhauler Shops is an independent campus store. All purchases made at our locations support Cal Maritime programs, students, faculty and staff.

20% OFF
ONE CAL MARITIME
LANYARD
VALID MONTH OF OCTOBER 2019



Coupon valid for one full-price lanyard. Only one coupon per person for entire sales event. Must present coupon at time of transaction. Other restrictions may apply. See store for details.



20% OFF
ONE CAL MARITIME
T-SHIRT
VALID MONTH OF MARCH 2020

Coupon valid for one full-price t-shirt. Only one coupon per person for entire sales event. Must present coupon at time of transaction. Other restrictions may apply. See store for details.

707.654.1186 | shops@csum.edu

www.csum.edu/shop

Student Clubs & Organizations

Dive in and join an existing CLUB, or create a new one. You'll make friends and have fun, all with support from Cal Maritime & the Associated Students.

Clubs at Cal Maritime are student initiated and run by current students. This involvement outside the classroom provides opportunities to develop valuable leadership skills, explore areas of interest, follow your passion, and enhance social & professional connections.

What clubs do we currently have?

Student Chapters of Professional Organizations:
American Society of Mechanical Engineers (ASME)
Association of Facilities Engineering (AFE)
Council of American Master Mariners (CAMM)
National Society of Black Engineers (NSBE)
Nautical Institute
Propeller Club
Society of Automotive Engineers (SAE)
Society of Naval Architects and Marine Engineers (SNAME)
Society of Port Engineers (SOPE)
Women's International Shipping & Trade Association (WISTA)

Cultural/Ethnic/Population Specific:
Asian Pacific Islanders (APIC)
Gay Straight Alliance (GSA)
Student Veterans Club
Latin X

Special Interest:

Marine Corps PLC
Photography Club
College Republicans Club
Young Americans for Freedom

Leisure/Wellness:

Rugby 7s
Running Club
Softball Club
Spearfishing Club
Surf Club
Volleyball Club

And more...

Community Cat Club
Historical Ship Services Club
Road Trip Club
Table-Top Gaming Club
Intersivity Maritime

SUPPLEMENTAL A - STUDENT CONDUCT

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 cadet 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 matters of student discipline system-wide.

2). Definitions

- I. **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.

- II. Campus or University** means the California State University, including its 23 campuses and the Office of the Chancellor.
- III. Complainant** means an 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.
- IV. 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.
- V. Discrimination** means Adverse Action taken against a Student by the CSU, a CSU employee, another Student because of a Protected Status.
- VI. 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.
- VII. 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.

- VIII. Executive Order 1096** is the System-wide 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
- 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. 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.
- XI. 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.
- XII. 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.

XIII. 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

XIV. 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.

XV. 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.

XVI. 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.
- XXVII. Procedures for University disciplinary action for Sexual Violence**, Domestic Violence, Dating Violence, and Stalking, including a clear statement that: Such proceedings shall provide a prompt, fair, and impartial investigation and resolution;
- XXVIII.** - Such proceedings shall be conducted by officials who receive annual training on issues related to these offenses, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
- XXIX.** - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
- XXX.** - Both the accuser and the accused shall be simultaneously informed in writing of:
- a. The outcome of any disciplinary proceedings that arises from an allegation of Sexual Violence, Domestic Violence, Dating Violence, or Stalking;
 - b. The University's procedures to appeal the results of the disciplinary proceeding;
 - c. Any change to the disciplinary results that occurs prior to the time such results become final; and
 - d. When disciplinary results become final.

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, Student Affairs or designee.

IX. Delegation of Duties

- a. The duties of the President in these proceedings may be delegated to a Vice President, Student Affairs.

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 athletics for Cal Maritime.
 - b. Hold office or positions in Corps, ASCMA, Housing & Residential Life or recognized clubs or represent the campus in any manner.
 - c. 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 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...
- d. Scheduling of Hearings: The Student Conduct Administrator shall make the physical and scheduling arrangements for hearings held under these procedures.
- e. Campus Representative: The Student Conduct Administrator shall represent the campus in all hearings.

- f. The Student Conduct Administrator shall meet with the charged students to assure they understand the procedures of the conduct system and their rights within the system.
- g. The Student Conduct Administrator 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.
 - c.** 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.** 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.
 - V.** 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.
 - VI.** 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.
 - VII.** 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.
 - VIII.** The hearing officer's decisions regarding procedural issues are final.

- IX. 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.
- X. 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.
- XI. At any time a student can choose to have an Administrative Hearing with the Conduct Administrator in lieu of a Hearing Board.
- XII. 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.
- XIII. 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.

l. 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 with regard 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 a 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
10	1
20	2
Etc.	

Any conduct violation will include appropriate extra duty award as indicated above. When a cadet reaches a total of 40 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 30-75*

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) 15-30

*Amount of merits awarded may be increased at the discretion of the members on the Conduct Review Board.

- 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. 5-15

Volunteering for service during a function (When not counting hours as Volunteer or Campus Stewardship). 5-15

Volunteering for additional duty or watch

- Reporting in place of the on-call watch when not actually assigned the watch. 5-20
- 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 together with the Company Executive Officer to determine whether a nomination meets the criteria for a meritorious act, and if so, at what Classification level. If determined to be a Class I meritorious act, a Conduct Review Board (CRB) is convened minimally once a month to review the recommendation and to determine the number of merits to award. The CRB

is comprised of the Company Commandant, Company Commanding Officer, Company Executive Officer, and others as delegated. For Class II meritorious acts, the Company Commandant and the Company Executive Officer will determine the number of merits to award.

IV. Recognition for Merits.

a. Awards. If eligible for a merit related award, cadets will receive the award as outlined in Chapter 4 of the Student Handbook. Potential merit related awards include:

1. Class I

i. Meritorious Service Award with Letter of Commendation from President

2. Class II

i. Good Conduct Award with Enhanced Certificate

ii. Letter of Commendation from the Commandant

b. 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.

- V. Merit Exchanges. When a cadet has accrued enough merits, the cadet has the option to exchange merits for various rewards as outlined below. Merit Exchange Requests must be submitted to the Corps Chief of Staff and to the Company Commandant for final approval. When merits are redeemed for a reward, the cadet's running total of merits is reduced by the value of the reward. The Company Commandant will manage the merit standing and running totals in Maxient.

Merit Exchange Rewards	Merits	Frequency
1 Quarters off Chit	10	Four per semester
Campus Stewardship Hours	10 merits = 1 hour	Unlimited

- a. Quarters Chit. Cadets may exchange merits for a quarters off during any regular formation of their choosing, excluding dress uniform days. One formation off requires 10 merits. If approved, it is a cadet's responsibility to inform his/her Division Commander of their approved absence from quarters.
- b. Stewardship Hours. Cadets may exchange an unlimited amount of merits for Campus Stewardship hours at the ratio of 10 merits for 1 hour of Campus Stewardship.
- c. Priority TSGB Cruise Room Selection. Before TSGB Cruise room assignments are posted, cadets will have the opportunity to redeem merits (50) for a room choice or choice of an area of rooms. The Cadet Chief Mate will identify which rooms are available to choose from.

- VI. Redeeming Merits. To redeem merits for a reward, send an email to your Divisional XO with a CC to the Corps Chief of Staff at corps.adjutant@csum.edu, and a "Cc" to the Company Commandant. The "Subject" of the email should read: "Merit Exchange Request." The following information must be in the email:

- a. Class: (1/C, 2/C, 3/C, 4/C)
- b. First & Last Name:
- c. Reward: (NOTE: For quarters off, you must include date; for Campus Stewardship you must include total hours of Campus Stewardship; for TSGB room selection you must include room # or room area)
- d. Amount of Merits You are Redeeming:
- e. Your Merit Running Total can be obtained from the Judicial Officer or your Company Commandant.

4). Proceedings for Disciplinary Boards

I. CONDUCT REVIEW BOARD

The Conduct Review Board will hear all non-Title V Class I violations, Class II Violations and appeals of all class III 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 may 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 cadet's choice as to whether they attend a CRB or to attend an administrative hearing with the Conduct Administrator. On cruise, CRB's are mandatory for all Class II, III & IV violations. A cadet can choose an administrative hearing with 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 Administrator 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 3rd week of the semester until the week before finals. There is no CRB Thanksgiving week or the Spring break week.
 - ii. The Student Conduct Administrator 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 Administrator 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. All effort will be made to make that happen.
 - (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.
 - 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.)

II. RESIDENCE HALL REVIEW HEARING

The Residence Hall Review Hearing will hear all Class V Residence License violations.

- A. The Residence Hall Hearing Officer is selected from Residence Life Pro Staff.
- B. Residence Hall Review Hearing Officers are required to go through Judicial Board Training before they can serve as hearing officers.
- C. The Student Conduct Administrator will assign the case to the appropriate Residence Life Staff.

III. 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.

IV. 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.

5. GROUNDS FOR APPEAL

- i. Grounds for appeal of the decision of a Cadet Mast or Conduct Review Board or the imposition of a disciplinary sanction by a said Board are limited exclusively to the following:
 - (A). The Hearing Board (or one or more of its members) was substantially biased toward the accused, making a fair hearing unlikely;
 - (B). There is significant new evidence supporting the accused that was not available for presentation at the time of the hearing (Note: Evidence that was available, but not presented at the hearing is not new evidence);
 - (C). The Hearing Board failed to follow prescribed procedures, making a fair hearing unlikely; or,
 - (D). The disciplinary sanction is unreasonable and/or inconsistent with past disciplinary actions of the Academy.
When the disciplinary sanction of a Hearing Board includes a suspension/dismissal and expulsion, the grounds for appeal of the decision may also include the consideration of extraordinary personal circumstances in mitigation or extenuation.

6. 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.

7. 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.

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

8. Class I Violations

Class I offenses are generally hear by Discipline Review Hearing Officers and are listed in the California Administrative Code, Title V, Section 41301.

1. Dishonesty, including:
 - A. 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)
- B. Furnishing false information to a University official, faculty member, or campus office. (20-50 Demerits to suspension/dismissal)
 - C. Forgery, alteration, or misuse of a University document, key, or identification instrument. (20-50 Demerits to suspension/dismissal)
 - D. Misrepresenting one's self to be an authorized agent of the University or one of its auxiliaries. (20-50 Demerits to suspension/dismissal)
 - E. Unauthorized recording, dissemination, or publication of academic presentations (Including handwritten notes) for a commercial purpose. (10-50 Demerits to suspension/dismissal)
 - F. 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.
-
- 2. Unauthorized entry into, presence in, use of, or misuse of University property.
 - A. Use of Academy Facilities either without permission or in violation of Academy Policy (20-50 demerits to suspension/dismissal).
 - B. Willful, material and substantial disruption or obstruction of a University related activity, or any on-campus activity. (30-50 Demerits to suspension/dismissal)
 - C. 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)
 - D. 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)
 - 3. 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)
 - 4. 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)
 - 5. 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)

6. 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.
 - a. 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).
 - b. Violation of other university policies while under the influence of controlled substances is an additional violation. (50 Demerits to suspension/dismissal).
 - c. 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)
 - e. d. Organizing or participating in activities where illicit drugs are present or being consumed is prohibited. Participants
 - f. is defined as being present at the event regardless of consumption. (50 Demerits to suspension/dismissal)
 - e. Failure of a random or mandated or mandated drug test. Failure to show for a drug test is a failure of the drug test.
(Associated demerits and a minimum one year suspension)
 - g. f. Any attempt to deceive a drug test (using a device, someone's else 's urine, refusal to take a drug test) (Associated demerits and a minimum 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.

7. Theft of property or services from the University community, or misappropriation of University resources. (20-50 Demerits to suspension/dismissal)
8. Unauthorized destruction or damage to University property or other property in the University community. (20-50 Demerits to suspension/dismissal)
9. 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)

10. 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
11. 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)
12. 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)
13. Food Service Violation of Food Service Regulations. (20 to 50 demerits)
14. 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)
15. The use of social media to purposely demean, humiliate, bully, or disrespect any Cadet, Faculty, or Staff. (20-50 Demerits to suspension/dismissal)

Class II Violations

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

- I. 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

- A. 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 Maritime 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 On-Line Alcohol Course
 - 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).
 - 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).

4. 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 shipmate 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.

II. Watch & Duty:

Duty Status is defined as, "Anytime a cadet is assigned to a watch station position/role, attendance in class, appearance at quarters, 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.
 - c. Unauthorized absence from the Academy or Training Ship while assigned to a 24-hour watch or when assigned to a Duty Section, but not actually on watch. (50 - 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)

III. 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 quarters (excessive talking, vocal outbursts, non-compliance with quarters procedures or use of unauthorized personal electronic devices while participating in quarters. (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)

IV. 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 Bulleting, 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. Irresponsible (The Knucklehead Clause) – having showed a lack of intelligence, common sense, acting in an unintelligent or careless manner, foolish, senseless; without regard to self or others. (10-40 demerits)

V. 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 DRHI)
- 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.
- g. Improper disposal of refuse, cigarette butts, or food on Academy property. (10 to 20 Demerits)
- o. 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 – 5 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)

Class III Violations

Class III offenses are normally minor violations of regulations and conduct. A cadet who is documented for a class II violation will receive notice from the Student Administrator 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 II 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 administrator will send notice to the cadet of the date and time of the next **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 evet, etc.). (10 demerits)

II. Formation and Meetings

- a. Unauthorized absence from Formation. (10 Demerits)
- b. Unauthorized absence from Formation w/Inspection (20 Demerits)
- c. Unauthorized absence from re-inspection after a failed inspection (10 Demerits)
- d. Unauthorized absence from mandatory meetings. (10 demerits)
- e. Late to Formation or mandatory meetings. (5 Demerits)
- f. Eating or drinking while at Formation. (10 Demerits)

III. Miscellaneous

- a. Failure to respond to official correspondence. (5-15 Demerits)
- b. 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)
- c. Not Carrying Chit – All students are required to carry an issued Chit at all times. (10 Demerits).

- d. 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)

Class IV Violations – Training Ship, Commercial Cruise & International Experience

Class IV 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.

If charged with an infraction while participating in Training Cruise or International Experience, the Captain, Commandant, or Trip Lead will hold a board as outlined in this handbook and 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, as outlined in the student handbook proceeding, before the student is eligible to return to campus.

All Class I, II and III Violations also apply while on cruise or international experience.

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. (Captain's Mast or 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, commercial cruise 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 Mess Deck (TSGB only). (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 quarters (TSGB only) (5 to 20 Demerits)
- b. Failure to stand at attention or at ease in the proper manner. (TSGB only) (5 to 20 Demerits)

V. Commercial Cruise

- a. Committing any offense that gets a cadet dismissed from commercial cruise. (30-50 Demerits to suspension/dismissal)
- b. Intentionally leaving a commercial cruise billet without permission. (20-50 Demerits)

Class V Residential Violations

Class V violations are violations that occur in the Residence Halls that are University Residence Hall License Agreement Violations. Violations are heard by a Residence Hall

Review Hearing. Residence Life Review Hearing Officers are made up of Residence Life Coordinators.

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

Barbecue, hibachi, or other types of cooking devices are not allowed in or around the residence halls. (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). If you are 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).

- e. 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.

I. 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 – 5 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)

Authority: The Department of the Commandant is responsible for the modification, dissemination, and enforcement of uniform and grooming standards for the Corps of Cadets.

GENERAL INFORMATION

UNIFORM = khakis, coveralls, working blues, track suit

CELL PHONES: Not authorized for use while walking in uniform (to include texting, talking, & speaker)

HEAD PHONES: Not authorized for use while walking in uniform (may be used sitting inside doing work)

HANDS IN POCKETS: Not authorized in uniform

SUNGLASSES: Authorized, except in formation. Straps (to hold glasses in place) are authorized. Authorized colors are black, navy blue, grey, brown. All other colors are not permitted. When not worn, sunglasses will be put in pocket or bag (not on head or tucked in shirt).

GUM CHEWING: Not authorized in formation

PERSONAL APPEARANCE

HAIR ******Bun or braid will be worn when in khakis, coveralls, and working blues.
Ponytail will only be worn when in track suit.******

- Neat (not sloppy), loose ends will be secured
- Natural color
- Hair ties/bobby pins will match the natural hair color; beads and accessories are not authorized
- Bangs will not extend below the eyebrows
- Shaved portions of the scalp (other than the neckline), are not authorized
- Short hair cut lengths may touch, but NOT extend below the lower edge of the back of the collar
- Buns will be centered on the back of the head (NOT the top) & will not extend beyond the width of the back of the head
- Braids are authorized, but will not extend 3 inches beyond the lower edge of the back of the collar; all braids (single, two, multiple) will start at the front of the head
- Ponytail, when worn, will be centered at the back of the head

COSMETICS: Will blend/match with natural skin, eye, and lip colors; eyeliner will not extend past the natural corner of the eye; fake eyelashes are not authorized in uniform

FINGERNAILS: Will be clean & ¼ inch or less in length; nail polish will be clear or skin color

JEWELRY: **Shall be conservative and in good taste. Eccentric or faddish jewelry is not permitted.**

- Rings: One ring per hand is authorized, wedding/engagement ring set is authorized as “one” ring
- Earrings: One stud per ear is authorized, 1/4in or smaller; diamond, pearl, gold, or silver stud
Visible Body Piercings: **Not authorized while in uniform** **(Ex: nose, tongue, lip, eyebrow, etc.)**
- Necklaces: One necklace is authorized & will not be visible over the uniform
- Bracelets: One bracelet is authorized to be worn on one wrist only
- Wristwatch: One watch is authorized to be worn (on opposite wrist of bracelet)

Authority: The Department of the Commandant is responsible for the modification, dissemination, and enforcement of uniform and grooming standards for the Corps of Cadets.

GENERAL INFORMATION

UNIFORM = khakis, coveralls, working blues, track suit

CELL PHONES: Not authorized for use while walking in uniform (to include texting, talking, & speaker)

HEAD PHONES: Not authorized for use while walking in uniform (may be used sitting inside doing work)

HANDS IN POCKETS: Not authorized while in uniform at any time (sitting, standing, walking)

SUNGLASSES: Authorized, except in formation. Straps (to hold glasses in place) are authorized. Authorized colors are black, navy blue, grey, brown. All other colors are not permitted. When not worn, sunglasses will be put in pocket or bag (not on head or tucked in shirt).

GUM CHEWING: Not authorized in formation

PERSONAL APPEARANCE

HAIR

- Well groomed
- Natural color
- Tapered from lower hairline upwards
- No longer than 4 inches
- Will not touch collar, ears, or extend below eyebrows
- Braided hair is not authorized
- Sideburns will be trimmed, of even width, & will not extend below the middle of the ear

FACIAL HAIR

- No beards
- Mustaches are authorized, but will not extend past the corner of the mouth, will not extend below the upper lip, & will not exceed ¼ inch

***** If you cannot shave, due to religious or medical reasons, you will obtain a chit, which must always be kept on your person while in uniform. Facial hair will remain trimmed to ¼ in or less*****

FINGERNAILS: Will be clean, not extend past fingertips, & will not have colored nail polish

JEWELRY: **Shall be conservative and in good taste. Eccentric or faddish jewelry is not permitted.**

Rings: one ring per hand is authorized, wedding/engagement ring set is authorized as “one” ring

Earrings: Not authorized while in uniform, to include clear plugs

Visible Body Piercings: **Not authorized while in uniform** **(Ex: nose, tongue, lip, eyebrow, etc.)**

Necklaces: One necklace is authorized & will not be visible over the uniform

Bracelets: One bracelet is authorized to be worn on one wrist only

Wristwatch: One watch is authorized to be worn (on opposite wrist of bracelet)

Authority: The Department of the Commandant is responsible for the modification, dissemination, and enforcement of uniform and grooming standards for the Corps of Cadets.

Clothing: Must be worn at all times, to include top & bottom (no bikinis, no being shirtless, etc.). Civilian clothing will be of an appropriate & conservative nature.

Uniform Awareness: Uniforms worn after the duty day will still be worn to standard. Old, torn, ripped, stained, etc. uniform items must be changed out.

Track Suits: Not authorized after 1630 when attending class. Are authorized after 1630 on mess deck. Are authorized in the library. Jackets will be zipped $\frac{3}{4}$ up. Sneakers will be worn.

Coveralls: Only authorized working uniform for labs & watches for Freshman. The “working blue” uniform is authorized for cadets who were issued the uniform. Overalls are not authorized.

Coveralls at Formation: Authorized when returning from a watch or going to a lab. Coveralls shall be clean & adhere to uniform regulations. Cadets in coveralls will stand at the back of respective division.

Coveralls on Mess Deck: Are authorized for cadets when they have a lab or shipboard instruction during the duty day. Coveralls shall be clean and adhere to uniform regulations.

Coverall Patches: One patch per sleeve is authorized after approval by the Commandant’s Office.

Watch Caps & Black Gloves: Are authorized from November 1st to March 1st. Watch caps will be black & worn correctly on the head. Watch caps & gloves are not authorized in formation.

Jackets: The only authorized jackets in uniform are the issued bomber jackets & issued raincoats. The use of the yellow “ducky suit” is authorized during inclement weather, to include the yellow pants.

Pins on Covers: Pins/patches are not authorized on covers while in uniform.

Boots: Will be black while in khakis or coveralls. **Seniors** are authorized to wear brown boots.

Footwear in Khakis: Black boots/Oxfords are the only authorized footwear (no sneakers, flip flops, etc.).

Spirit Gear: Worn only when authorized by the Commandant’s Office as the Uniform of the Day (UoD).

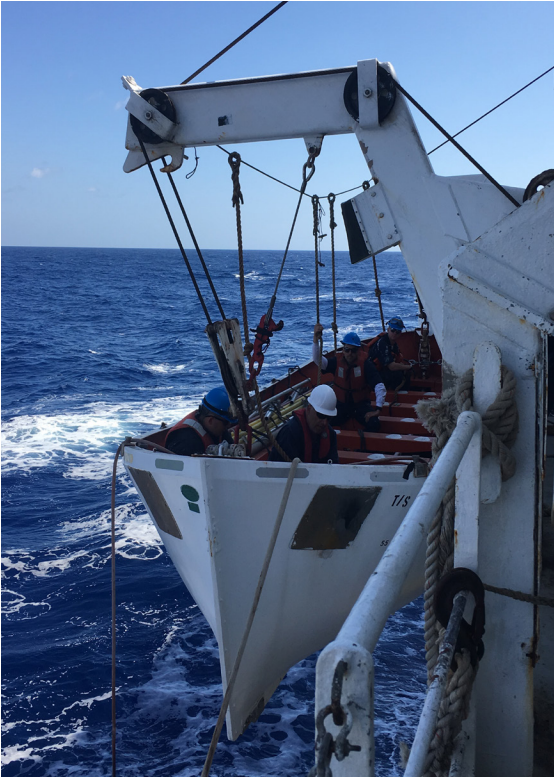
Backpack: Must be professional in color & style; not worn during formation.

Pens, knives, lanyards, etc.: Upperclassman only are authorized to have pens in the khaki uniform breast pocket. A knife is authorized in the back pockets. Carabineers & lanyards will be put in pockets or backpack (not clipped on belt loops).

Watchstanding Uniform on T/S GOLDEN BEAR: All Freshman will wear issued blue coveralls & steel toed boots when standing & reporting to watches. Upperclassmen are authorized to wear Carhartt khakis or “working blues.” Blue overalls are not authorized.

Skateboarding, biking, rollerblading, & scooting: Permitted on roads only (not sidewalks, quad, etc.). California State traffic laws will be followed while riding a self-propelled or electric mode of transportation.

Important Things to Remember



SchoolDatebooks Info



Important Things to Remember

2019

JANUARY

Mo	Tu	We	Th	Fr	Sa	Su
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FEBRUARY

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JANUARY

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