

Cadet Rules & Regulations



Table of Contents

Purpose of the Cadet Rules & Regulations..... 2

Current Status and Updates..... 2

Mission & Purpose..... 2

Organization & Structure..... 3

Identification Card..... 3

Membership in the Corps..... 3

Cadet Class Standing..... 5

Chain of Command..... 5

Corps Organization & Responsibilities..... 6

Accountability..... 8

Leave and Liberty..... 9

Uniform Standards..... 9

Grooming Standards & Accessories..... 17

Corps of Cadets in Good Standing..... 18

Authority for Disciplinary Action..... 19

Misconduct & Drug Testing..... 19

Code of Conduct with Demerit Ranges..... 21



Purpose of the Cadet Rules & Regulations

The Cadet Rules & Regulations guide all cadets in understanding their roles and responsibilities as cadets and cadet leaders at Cal Maritime. These guidelines establish the standards that all cadets are required to meet and reflect their commitment to the corps as well as their personal and professional development. Additionally, the document underscores the responsibility of each cadet to ensure that their peers adhere to these standards.

All cadets are required to comply with the rules and regulations outlined in this document.

Current Status and Updates

The Cadet Rules and Regulations are effective as of August 2024. Please be aware that the Office of Cadet Leadership and Development (CLD) may update these rules at its discretion. CLD reserves the right to add, modify, or remove any rules affecting cadets. When changes occur, CLD will notify all corps members via their university email in a timely manner to ensure that all cadets are adequately informed. Additionally, any changes or updates to these rules will be added to this document as amendments and outlined in the Amendments Section. All cadets are expected to understand and comply with the most current version of the Rules and Regulations.

Mission & Purpose

Mission: The Corps of Cadets is dedicated to fostering professionalism, teamwork, pride, and self-discipline, preparing cadets for leadership roles in maritime and other industries.

Purpose: The corps enhances cadet education and leadership development through a structured environment that combines rigorous standards of conduct with practical training and progressive leadership opportunities. By adhering to Cadet Rules and Regulations and participating in both shore and sea-based training, cadets acquire essential skills for future leadership roles.

Cadet Leadership: Corps Leaders, appointed by the Office of Cadet Leadership and Development (CLD), are responsible for upholding discipline, managing daily routines, and, during the Summer Sea Term, serving as shipboard officers to support operations and enforce discipline.

Commitment: The corps is dedicated to advancing the education and leadership development of all cadets by providing a supportive and well-structured environment that fosters personal and professional growth.

Organization & Structure

The unique structure of the corps puts daily responsibility and accountability into the hands of the cadets. The corps creates an environment for its members to gain leadership experience through professionalism, teamwork, and self-discipline to become future leaders in maritime and related industries.

The Corps of Cadets is a component of the California State University Maritime Academy. In accordance with Title 46, Part 310 of the Code of Federal Regulations, all state maritime academies are required to have a formal corps or regiment of cadets. Cadets are required to wear uniforms and be subject to a regimental disciplinary system. Membership in the corps is mandatory for those cadets seeking a U.S. Coast Guard merchant mariners license and optional for traditional university students attending Cal Maritime. The corps is organized into companies by major and divisions. All cadets must attend all formations of the Corps of Cadets and assume scheduled watches.

Cal Maritime is required by the U.S. Department of Transportation, as directed by the Merchant Marine Education and Training Act of 1980 (formerly General Order #87 of the Maritime Administration), to have and adhere to formal rules and regulations governing the operation of the Corps of Cadets.

Identification Card

All cadets enrolled at Cal Maritime must have and carry an official university identification card at all times. This card is essential for accessing secured areas such as the restricted port area, the training ship, the dining facility, the Physical Education Activity Center (PEAC), residence halls and athletic events. Proper presentation of the ID card is crucial for maintaining security and ensuring smooth access to these facilities and activities.

Membership in the Corps

The Corps of Cadets at Cal Maritime provides an undergraduate experience designed to intentionally foster the development of leadership skills. Enrollment in the corps program is open to all undergraduates at Cal Maritime, subject to specific conditions.

JOINING THE CORPS

The opportunity to join the corps is determined by the individual's student status:

- **New/Transfer Students:** Enrollment is completed during the admissions process.
- **Returning/Continuing Students:** Enrollment in the corps must be completed by the first day of instruction each semester by using the online form located on the Corps of Cadets webpage. Failure to opt in by this date requires waiting until the next academic semester.

- **Unit Limit:** An individual must have at least 60 units remaining for degree completion to join the corps. Once this threshold is reached, joining the corps is prohibited, and leaving the corps beyond this point is also final.

LEAVING THE CORPS

A cadet may choose to leave the corps at any time, subject to certain academic requirements. Notification must be provided to the Office of Cadet Leadership and Development (CLD) in writing.

- **Start Date:** The departure becomes effective upon confirmation of receipt by the Office of CLD.
- **Designated Uniforms:** All uniform items acquired during tenure in the corps are the personal property of the cadet. These items may only be worn on campus or at university-related events by active corps members.
- **Demerits:** Any accrued demerits remain in the cadet's corps file and may be relevant if rejoining the corps in the future.

MAJOR REQUIREMENTS FOR PARTICIPATION IN THE CORPS

According to federal regulations, students under instruction or berthed aboard the training ship are members of Cal Maritime's Corps. In line with accreditation body (ABET) requirements for the School of Engineering, students in Facilities Engineering Technology and non-license track Mechanical Engineering programs must participate in the corps for part of their degree program but may choose to opt in once these curricular requirements are completed.

- **Majors with No Academic Requirement for Participation:**
 - International Business and Logistics
 - Global Studies and Maritime Affairs/International Strategy and Security
 - Oceanography
- **Majors with Limited Requirements for Participation:**
 - Mechanical Engineering: Non-license track students must participate in the corps until successful completion of CRU 150, typically during the first year.
 - Facilities Engineering Technology: Students must participate until the successful completion of CRU 150 and all plant operation courses (EPO 110, EPO 210, and EPO 310), usually completed in the junior year.
 - Transfer students in these majors (excluding Mechanical Engineering and Facilities Engineering Technology) may opt in before the start of their second semester at Cal Maritime.
- **Majors Requiring Continuous Participation for a USCG License:**
 - Marine Engineering Technology
 - Mechanical Engineering with USCG License

- Marine Transportation

Cadet Class Standing

Class standing is based on credit hours and academic major requirements. For example, a cadet with less than the required sophomore credits after one year at Cal Maritime will remain a 4/C. All transfer students will participate in first year (4/C) activities unless otherwise specified by the Director of CLD. After completing first-year requirements, the Director of CLD will determine class standing with Academic Affairs. Exceptions will be considered by the Director of CLD and Academic Affairs.

FOURTH CLASS (4/C) - 4/Cs are expected to become proficient in properly executing assigned responsibilities. 4/Cs should be proactive in learning about various opportunities both on and off 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) - 3/Cs are responsible for familiarizing the 4/Cs in campus life, the proper wearing 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) - 2/Cs are expected to participate in roles of significant leadership within the Corps of Cadets. 2/Cs are expected to possess detailed knowledge of Training Ship Golden Bear (TSGB), 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) - 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/Cs 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 look to 1/Cs for help with academic and practical problems. 1/Cs serve as officers in the corps and throughout the campus.

Chain of Command

The chain of command is the relationship between members of the Corps of Cadets in responsibility and authority. It is a ready-made structure of delegation of authority for effective communication, successfully accomplishing daily tasks, and building a strong sense of belonging within the corps.

Cadets are encouraged to first address any concerns, problems, and questions with their Division Commander for proper resolution. If issues or concerns remain unresolved at the lowest level of the corps staff, individual cadets may then elevate their concerns up the chain of command for resolution.

For personal, sensitive, or private matters requiring confidentiality, cadets should contact the relevant campus department such as Student Affairs, Counseling and Psychological Services (CAPS), University Police, and Accessibility & Disability Services (ADSO). Additionally, concerns related to discrimination, sexual harassment, or threats of violence based on a protected status should be reported directly to the university's Director of Title IX and Civil Rights Officer.

Corps Organization & Responsibilities

The California Education Code, Article 2, Sections 90120, 90122, and 90123 designate the administration and governance of the California State University Maritime Academy to the CSU Board of Trustees.

Section 90121 further provides that, The president of the Academy is also the commander of the Academy and has, subject to the regulations of the trustees, the direct control, supervision, and management of the Academy, and any other powers and duties as provided by regulations of the trustees.

The Corps of Cadets operates under the oversight of the Office of CLD, which includes a Director, an Assistant Director, an Administrative Coordinator, and a team of Cadet Leaders. The Director oversees the Corps' daily operations, working closely with the President, the Assistant Director, the Cadet Corps Commander, and the Corps Leadership Team. The Director also manages co-curricular leadership education and acts as the liaison between the corps and Cal Maritime's staff, faculty, and administration.

CORPS ORGANIZATION AND LEADER DUTIES AND RESPONSIBILITIES

Corps leaders are responsible for the welfare, morale, and discipline within the corps. They are trained to recognize cadets' basic needs, appropriate response to concerns using available resources, and effective use of the chain of command. Corps leaders are expected to model Cal Maritime values in word, deed, and appearance, instilling a sense of responsibility and maintaining the highest standards of performance for themselves and those they lead.

Corps Executive Team

Reporting directly to the Director of CLD, the Corps Executive Team, comprised of the Corps Commander, Corps Executive Officer, and Corps Operations Officer assists the Office of CLD in overseeing the day-to-day operation, morale, and welfare of the corps during the academic year. It also assists in formulating achievement plans for the corps and supervising all corps leadership positions. The corps is divided into three Company's designated by Major, each headed by Company Staff.

- Deck
- Engine
- Maritime Policy & Management (MPM)

Company Staff

Each Company is comprised of a Company Commander, Company Executive Officer, and a Company Operations Officer. Reporting to the Executive Team, these leaders serve their respective Deck, Engine, or MPM companies and oversee their divisional staff. Their primary role is to plan and deliver various corps events and activities, such as engineering-specific job fairs or alumni barbecues, to encourage engagement within the campus community and industry.

Divisional Staff

Companies are further broken down into four divisions; Deck (1D, 2D, 3D, 4D); Engine (1E, 2E, 3E, 4E); and MPM (1M, 2M, 3M, 4M), and overseen by Divisional Staff. Divisional Staff are comprised of a Division Commander, Division Executive Officer, and a Division Operations Officer. Divisions may appoint Squads and Squad Leaders to ensure further accountability as needed. Divisional leadership is often the first in the chain of command to learn about cadets' successes and concerns. They are encouraged to create informal small-group curricular and co-curricular opportunities to support academic success and foster a stronger sense of belonging.

Corps Leadership Auxiliary Positions

Several additional auxiliary positions help run the academic program at Cal Maritime with assistance from the corps. For example, the Academic Training Officer for Engineering oversees the completion of documents and checklists for engineering cadets before attending the Summer Sea Term.

Corps of Cadets

All cadets in the Corps of Cadets are expected to follow the chain of command and standards defined in this course. Senior cadets are expected to lead by example by strict adherence to uniform and grooming standards, campus policies, and the guidelines outlined in this course. Failure to follow all the corps rules and regulations may result in disciplinary action

CADET LEADER SELECTION

Detailed information on how to apply for a leadership position and specific position descriptions can be found on the Cadet Leadership Opportunities webpage.

CADET LEADER TRAINING & ORIENTATION

All corps leaders are required to attend Cadet Leader Training for their respective positions and support the orientation program for incoming students. Cadet Leader Training is scheduled for up to 8 days prior to orientation.

Orientation for incoming students is mandatory and made possible by significant support from the corps leaders in collaboration with other student leaders on campus. It is an essential part of the Cal Maritime experience, representing a student's initial affirmation of the institution's mission and vision.

Accountability

Accountability ensures that the corps works towards common goals while adhering to established standards, values, and commitments. It fosters trust and mutual respect among leaders and cadets. When every member is held accountable for their actions and understands the consequences of failing to meet expectations, it promotes excellence in performance of assigned duties and strengthens trust within the corps, both ashore and at sea.

The primary activities for establishing this accountability are formation and watch standing.

Formation Guidelines

All cadets are required to attend formations, with exceptions granted only by the Director of CLD. Formations typically involve attendance, uniform and grooming inspections, team activities, and announcements. The Uniform of the Day (UOD) is the only acceptable attire for formations.

Formation schedules may vary and are subject to change. Cadets are required to obtain formation details from the Director of CLD through their corps leaders and to regularly check their university email and other communication channels used by corps leaders for updates on formations and the Uniform of the Day (UOD).

Watch Standing Guidelines

Ship operations are continuous whether at sea or in port. However, being at sea presents the greatest risks to the safety of the ship, its crew, and its cargo and where the professional mariner must be prepared to deal with any contingency.

To develop the proper sense of responsibility and ensure the safety of people and property, all cadets participate in watch standing in accordance with the level of their experience and professional development. It is the individual cadet's responsibility to ensure familiarity with their specific watch duties before their assignment begins. During assigned watch days, cadets on the watch schedule (also known as the Watch Bill) will remain on the campus or the ship as prescribed.

On average, Deck and Engine cadets must complete 12 four-hour watches per academic year, summing up to 48 four-hour watches over a four-year enrollment period.

Watch Assignment

Cadet watch bills are prepared by the Divisional Staff, and are published and posted in advance. Changes to the watch bill must be approved by Divisional Staff who are responsible for ensuring the watch experience is equally and fairly distributed across the corps. Excusal from specific watches for athletics or other reasons must be submitted and approved by Divisional Staff.

All details related to watch standing are available in the Training Ship Watch Standing Responsibilities (Ship and Pier). Watch standers must review the Standing Orders each time they stand watch to ensure they are doing so safely and effectively.

Weekend/Holiday routine is the same as the daily routine except rotation of watches begins at 1600 on Friday and continues through 0800 on Monday or at 1600 on the eve of a holiday through 0800 of the morning following a holiday. Upon return from a leave period, watch begins at 0800 the following day.

All individuals on the watch bill are required to arrive to their watch assignment prior to the assigned start time for changeover.

Leave and Liberty

Leave is a long-term absence from the university. It may be scheduled or unscheduled. Scheduled leave is based on the regular routines of the university. Unscheduled leave is a request by an individual cadet to leave the university for an extended period. It is the responsibility of the cadet seeking a non-scheduled leave to inform their corps leaders of their leave of absence.

Liberty is the permission to be absent from the ship for a short and defined period. It is considered a privilege extended to cadets in good standing. Liberty is granted to cadets according to their class in the corps. The hours for liberty accorded to members of the corps are granted at the discretion of the Director of CLD/Commandant while at sea.

GENERAL LIBERTY PROCEDURES

- Cadets on conduct probation or similar restrictions are not eligible for liberty. Cadets become eligible for liberty upon the conclusion of the conduct process and sanctions have been served.
- This policy is in effect for the entire summer sea term. Failure to adhere to the regulations governing liberty will result in disciplinary action. All cadets are responsible for knowing their liberty status.
- Liberty violations are considered Class II offenses and are subject to related consequences. Repeated violations may rise to the level of a Class I offense and could lead to denial of this privilege for the entire summer sea term.

Uniform Standards

Wearing a uniform correctly fosters a sense of belonging, equity, pride, and prepares cadets for their profession.

These regulations below define the composition and wear of authorized uniforms. The prescribing authority determines when and where the uniforms in the Rules & Regulations are appropriate for wear. Uniforms and components will be worn only as specifically set forth in these regulations. Any components or options, regarding uniforms or grooming, not specifically discussed in these regulations are prohibited. Under no circumstances may uniforms be modified. Unauthorized articles or objects that protrude or are otherwise visible may not be attached or affixed to the uniform or footwear.

All Cal Maritime cadets must present a proud and professional appearance that will reflect positively on the individual and the University. Cadet leaders at every level are responsible for promoting and enforcing high standards for uniform appearance and grooming standards.

Exceptions to policy for uniform and grooming standards require a written authorization (known as a “chit”) from the Director of CLD (e.g., alternate footwear due to an injury).

UNIFORM OF THE DAY & PROPER WEAR OF UNIFORM

- The Director of CLD sets the Uniform of the Day (UOD) and provides guidelines for classroom, lab, and shipboard instruction. The default UOD at Cal Maritime typically consists of khakis and the approved Cal Maritime outerwear authorized for each uniform set for classrooms, and working uniform with safety gear for labs or shipboard instruction. The khaki uniform is the standard UOD unless otherwise specified.
- Uniforms must be worn from 0700 to 1630, Monday-Friday, on class days and during any official academy business (e.g., watch, representing Cal Maritime, or academy events), except in residence halls and athletic facilities. Cadets participating in off-campus activities, like internships, may need to follow additional standards as directed by site staff. Cadets attending evening classes after 1630 must wear the UOD.
- The UOD is the only uniform permitted at formation and throughout the day. If a cadet has both classroom and lab or shipboard instruction, they must change into the appropriate working uniform after formation and then switch back to the UOD after completing their lab or shipboard duties.
- Cadets must ensure their uniforms are always properly fitted, clean, and in good repair. It is the responsibility of each cadet to maintain all uniforms in good repair and fit. Cadets are expected to consistently strive for a professional appearance. If a uniform item is worn out or stained, it is required to be replaced with a clean or new item.
- Cadets will be in uniform whenever conducting official business (i.e., meeting with any member of faculty or staff regardless of location on campus).
- All uniforms shall be worn correctly with all the required pieces authorized for each uniform set.

- Unbuttoned uniform shirts or excessively unzipped coveralls are never acceptable.
- All uniform shirts must be always tucked in.
- Anytime a cadet is in uniform, they must meet all the grooming and uniform standards.

CAL MARITIME-APPROVED UNIFORMS

- Each incoming cadet receives three uniforms from the bookstore (Khakis, Salt and Peppers, and Coveralls), along with outerwear and physical training wear. To reduce costs, the current uniform set has fewer items than in previous years. See below for the required pieces for each uniform. The Working Uniforms received from the Cal Maritime Bookstore are the only authorized Working Uniforms. Only approved Cal Maritime outerwear from the bookstore is authorized with these uniforms, as detailed under Outerwear. Any additional items purchased, not outlined in the Rules & Regulations are not authorized for wear in uniform.

Khaki Uniform (Default UOD)

- Cal Maritime ball cap
- Khaki short-sleeved shirt; Name tag
- White crew-neck undershirt
- Collar devices representing rank and major
- Khaki trousers or optional Khaki dress skirt; Khaki belt with shined buckle
- Black leather oxford shoes or black leather work boots; Black crew cut socks

Salt and Peppers (Dress Uniform)

- White combination cover
- White short-sleeve dress shirt; Black Name tag
- Black dress trousers or optional black dress skirt; Black belt with shined brass buckle
- Plain white crew neck undershirt
- Collar Devices
- Black leather oxford shoes; Black dress socks

Coveralls (Working Uniform)

- Cal Maritime ball cap
- Blue coveralls with sewn name tape
- White crew neck undershirt
- Black leather work boots

Overalls (not provided but may be worn as authorized)

- Cal Maritime ball cap
- Blue overalls with sewn name tape
- Navy Blue long sleeve shirt (Plain or Keelhauler only)
- Black leather work boots

Spirit Gear (not provided but may be worn as authorized)

- Any Cal Maritime, Division, Company, or Keelhauler Shirt
- Jeans or Khaki pants
- Closed toed shoes or sneakers

Physical Training Wear (may be worn as authorized)

- Gray PT T-shirt/Company T-Shirt
- Navy PT Shorts
- Navy Cal Maritime Hoodie
- Navy Cal Maritime Sweatpants
- Closed toed athletic Shoes

COVER GUIDELINES

- The Cal Maritime ball cap is defined as the Navy CSU Maritime Academy cover with the Golden Bear logo from the Cal Maritime Bookstore, received with uniforms.
- Wearing a cover indoors is never authorized.
- When outside a cover is required with its respective uniform at all times.
- Covers must be worn with the brim facing forward, positioned flat on the head, and the underside of the brim should not be visible.
- Any exceptions to the guidelines listed must be approved by the Director of CLD.

PANTS AND SKIRTS GUIDELINES

- Uniform pants must be properly tailored to avoid excessive bunching or bagginess. They should be hemmed to the correct length, reaching just above the boot or shoe. Pants will not be tucked into boots, shoes or socks.
- For the Khaki Uniform, a plain Khaki dress skirt may be worn instead of Khaki dress pants.
- For the Salt and Pepper Uniform, a black dress skirt may be worn instead of black dress trousers.
- The dress skirt is crafted from durable fabric that meets the uniform's specifications. It is designed with a straight, A-line, or slightly flared silhouette and falls to a length that is no more than 1 inch above or below the knee crease. The skirt is tailored to ensure a professional and polished appearance while providing a comfortable and functional fit.
- When wearing the dress skirt, the following are required:
 - **Stockings:** Nude stockings are mandatory. Black stockings are only permitted with the Salt and Pepper uniform.
 - **Footwear:** Black low-heeled dress shoes, with a heel no higher than two inches, must be worn. Note that black low-heeled dress shoes are not authorized for wear with any uniform pants.

FOOTWEAR GUIDELINES IN UNIFORM

- Only black leather oxfords and black leather work boots are authorized with the uniform. Black leather work boots are generally not allowed at formation unless authorized for foul weather or any other exceptions granted by the Director of CLD.
- Black oxfords must be polished with several layers.
- Black leather work boots are designed for industrial environments, featuring durable materials and slip-resistant soles. Prioritizing functionality over fashion, these boots must meet PPE standards and include a reinforced toe design for protection in classrooms, labs, or shipboard settings as required.
- Footwear must be well-maintained and in good condition. Replace any footwear that is not satisfactory.
- Unauthorized articles or objects may not be attached to footwear while in uniform.

OUTERWEAR IN UNIFORM

- Only the following black Cal Maritime outerwear from the bookstore is authorized with uniforms: Black Rain Jacket, Black 1/4 Zip Fleece, and Black Carhartt Work Jacket. The Black Eisenhower Jacket and the Black Bomber Jacket, though discontinued, may still be worn. Zippered jackets must be zipped at least 2/3 of the way up. The outerwear specified for each uniform below is the only approved option for that uniform. Exceptions require authorization from the Director of CLD.
 - **Khaki Uniform (Default UOD):** Black Rain Jacket, Black 1/4 Zip Fleece, Black Carhartt Work Jacket, Black Eisenhower Jacket, Black Bomber Jacket.
 - **Salt and Peppers (Dress Uniform):** Black Rain Jacket, Black 1/4 Zip Fleece, Black Eisenhower Jacket, Black Bomber Jacket.
 - **Coveralls/Overalls (Working Uniform):** Navy Cal Maritime Hoodie received with Physical Training wear may only be worn underneath. Black Carhartt Work Jacket and Black Rain Jacket are authorized to wear over coveralls/overalls.

SWEATSHIRTS AND HOODIES

- No sweatshirts or hoodies are authorized with any uniform except the Navy Cal Maritime Hoodie, which may be worn underneath coveralls/overalls only.
- The Cal Maritime Hoodie can only be worn over spirit gear or physical training wear when authorized as the UOD.

WATCH STANDING UNIFORM

- Blue Coveralls/Overalls are authorized for watch standing for all Engine Cadets and 4/C Deck Cadets.
- The Khaki Uniform is authorized for watch standing for 3/C, 2/C and 1/C Deck Cadets.
- For safety reasons, faculty or staff may require additional Personal Protective Equipment (PPE) or uniform adjustments in classrooms, labs, or work environments.

The Uniform of the Day (UOD) applies immediately after these activities and at all other times.

NAME TAGS & TAPES

- All uniforms require cadets to wear name tags or name tapes (this includes all working uniforms). Name tapes will be sewn onto the uniform.
- Cadet name tags will be centered and placed 1/4 inch above right chest pocket.
- If a cadet needs a new name tag or name tape they must get them from the Cal Maritime Bookstore.

SUNGLASSES

- Sunglasses are not authorized for wear during formation. When worn in uniform outside of formation, sunglasses must be conservative in color and style. Straps designed to secure sunglasses are permitted. When not in use, sunglasses must be stored in a pocket or bag. They are not authorized to be worn on the head or tucked into clothing.

WATCH CAPS & BLACK GLOVES

- Authorized for wear from November 1st to March 1st, but not during formation.
- The only watch cap authorized is the Cal Maritime black beanie purchased from the Cal Maritime Bookstore.
- To wear the beanie correctly, it must be placed comfortably on the head, covering the forehead and ears. It must fit snugly without obstructing vision or slipping over the eyes. The beanie should be centered and aligned with the hairline for a neat appearance.

PINS ON COVERS

- Pins/patches are not authorized on covers.

KNIVES, LANYARDS, ETC.

- A knife is permitted in a pocket of the pants. Carabiners and lanyards must be stored in pockets or a backpack and should not be clipped to belt loops. No additional ornaments are allowed on the uniform.

HANDS IN POCKETS

- Not authorized while in uniform at any time (sitting, standing or while walking).

LOOSE THREADS

- Loose threads or fabric should be removed and kept out of sight on all uniform items.

GIG LINE

- The gig line refers to the alignment of the seam of the shirt, belt buckle, and pant fly on a uniform. Cadets must ensure their gig line is straight and make adjustments as needed.

PROPER BELT LENGTH

- Belts must be adjusted to fit each individual correctly. Excessive overlap of belt material should not be visible while in uniform. When resizing a belt, do not cut the end with the brass tab.

BELT BUCKLES

- Belt buckles must be clean and not tarnished. If a belt buckle is excessively scratched and worn it must be replaced.

SHIRT STAYS

- Shirt stays may be worn with any tucked-in uniform shirts. They are designed to keep the shirt smooth and prevent it from bunching or coming untucked.

UNIFORM INSIGNIA

- Cal Maritime insignia consists of collar devices, chest insignia, and ribbons. Only insignia listed on the Cal Maritime Uniform Chart or approved by the Director of CLD may be worn with Cal Maritime uniforms as authorized. Insignia must be worn correctly at all times as outlined below.
- Prior service military medals and insignia are also authorized and should be worn according to their respective service regulations.

Collar Devices

- Collar devices indicate both the cadet's major/company and their standing in the corps. Collar devices will be centered 1 inch from either edge of the respective collar. The authorized collar devices for class standing is listed below:
 - **Fourth Class (Freshman):** No collar devices.
 - **Third Class (Sophomore):** One Major Collar Device on the left collar.
 - **Second Class (Junior):** Major Collar Devices on both collars.
 - **First Class (Senior):** Major Collar Device on the left collar and a Single Bar on the right collar.
- Corps leaders wear bar devices to signify their rank in addition to their major collar device, except for members of the Corps Executive Leadership Team, who wear bar devices on both collars. Only those in corps leadership positions within the Corps of

Cadets are authorized to wear bar devices. Rank assignments are subject to change and are determined by the Director of CLD.

- **6-Bar:** Corps Commander
- **5-Bar:** Corps Executive Officer, Corps Operations Officer, Company Commanders, Cadet Chief Mate, Cadet Chief Engineer.
- **4-Bar:** Company Executive Officers, Company Operations Officers, Division Commanders, Cadet 2nd Mate, Cadet First Assistant Engineer, Cadet Second Assistant Engineer, Engine Company Executive Training Officer.
- **3-Bar:** Divisional Executive Officers, Cadet 3rd Mate, Cadet Third Assistant Engineer, MPM Professional Development Officer.
- **2-Bar:** Divisional Operations Officers, Academic Training Officers, Engine Company Instructional Officer.
- **1-Bar:** 1/C Cadets.
- **Section Leader Bar:** Section Leaders.
- **Squad Leader Bar:** Squad Leaders.

Chest Insignia

- Chest insignia will be placed 1/4 inch above any ribbons or 1/4 inch above the left chest pocket when worn without any ribbons. If worn, the second chest insignia will be placed 1/4 inch below the left chest pocket fold. Only chest insignia listed below is authorized for wear in uniform by qualified cadets.
 - **ASCMA/AS Pin:** For AS Board Members.
 - **HRL Pin:** For Housing and Residence Life Student Leaders.
 - **EOP Pin:** For Educational Opportunity Program Student Leaders.
 - **PHE Pin:** For Peer Health Educators.
 - **STARS:** President's List & Dean's List Recipients.
 - **ROTC Insignia:** For ROTC members in the Strategic Sealift Midshipmen Program, Coast Guard Auxiliary University Program, Navy ROTC, Air Force ROTC.
 - **MILITARY Insignia:** For those enlisted or commissioned (prior or present) in any branch of the United States Armed Forces.

Ribbons

- The Director of CLD will periodically authorize the awarding of ribbons for campus achievements and involvement, as recognized by the President, Captain of the Training Ship, faculty, staff, and peer cadets. Wearing ribbons is optional. If worn, ribbons will be arranged in order of precedence (with higher merit awards placed above and/or to the left of lower merit awards), centered, and positioned ¼ inch above the left chest pocket. Authorized cadets can purchase ribbons from the Cal Maritime Bookstore. For details on available ribbons, criteria, and order of precedence, refer to Chapter 5, Cadets in Good Standing.

Cal Maritime Uniforms Chart

- Refer to the [Cal Maritime Uniforms Chart](#) for authorized uniforms and insignia.

Grooming Standards & Accessories

Each cadet is responsible for adhering to the grooming standards set forth in the Corps of Cadets Rules and Regulations. First impressions are crucial, and every cadet must strive to consistently present a sharp and polished appearance.

HAIR REQUIREMENTS

- Long hair is defined as that which falls past the bottom of the back shirt collar, when not secured. Long hair must be pulled into a single tight bun on the midline at the top or back of head or, alternatively, put into a single braid, gathered braids, or a ponytail on the midline at the back of the head; braids and ponytails may not fall more than 3 inches below the bottom of the shirt collar.
- Short hair is defined as that which does not fall past the bottom of the back shirt collar, when not secured. Short hair need not be pulled back or secured in any way, except as outlined below.
- All hair, regardless of length must be maintained or secured so as not to obscure any part of the eyes or face and to allow for the proper wearing of the appropriate Uniform of the Day, ballcap, or combination cover.

FACIAL HAIR

- Mustaches are authorized but may neither fall below the upper lip nor extend 1/4 inch past the corners of the mouth. Sideburns are authorized but may not extend past below mid-ear level. No other facial hair is authorized, and cadets are to be in uniform, free of facial hair of any length, including overnight growth, other than mustaches or sideburns. Beards of any length are not authorized while in uniform.

ACCESSORIES





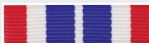


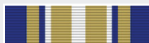





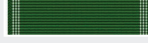
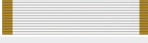





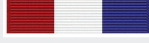
- Fingernails shall not exceed 0.25 in., measured from the fingertip.
- The wearing of stud earrings, each no larger than 0.2 in. (0.5 cm) in diameter, in ears is authorized. No piercings other than those in the ear are authorized, if visible while in uniform wearing the Uniform of the Day.
- One ring is permitted on each hand. An engagement and wedding pair of rings is authorized as a single ring on the same hand.
- Necklaces are authorized but must be worn inside the uniform. Page 4 of 5 Bracelets, Wrist Watches, and Fitness Trackers.
- A total of one bracelet and one wristwatch / fitness tracker, when worn on opposite wrists, are authorized.

Corps of Cadets in Good Standing

Cadets who exemplify the Corps values may be acknowledged for meritorious conduct.

MERITORIOUS CONDUCT

- Cadets are expected to maintain high standards of conduct, fostering a culture of excellence and inclusivity. Meritorious conduct may be recognized with awards and ribbons, which should be arranged in order of precedence (with higher merit awards placed above and/or to the left of lower merit awards), centered, and positioned ¼ inch above the left chest pocket. Special activities like being an Orientation Leader or Varsity Athlete are also acknowledged with specific ribbons as authorized by the Director of CLD.
- To recommend a cadet for an award, use the online nomination form on the Corps of Cadets webpage. For criteria, selection processes, or timelines, contact the Office of CLD.
- Refer to the table below for available ribbons, their criteria, and order of precedence.

Awards & Ribbons			
 <p>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</p>	 <p>GOLDEN BEAR AWARD Awarded by Faculty Watch Officers for outstanding cadet watch standing during Golden Bear Cruise</p>	 <p>INTERNATIONAL EXPERIENCE AWARD Awarded to cadets who successfully complete the International Experience without disciplinary action taken</p>	 <p>ORIENTATION LEADER Awarded to cadets who take part and contribute to orientation week and training</p>
 <p>MAJOR SERVICE Awarded for Major service and impact to the Academy</p>	 <p>OUTSTANDING UPPER-CLASS CADET AWARD Awarded to upper-class Deck and Engine company cadets who contribute the most in training the underclass cadets on GOLDEN BEAR Cruise</p>	 <p>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</p>	 <p>VARSITY ATHLETE Awarded to cadets serving on a qualified varsity team</p>
 <p>ACADEMY COMMENDATION Awarded for outstanding achievement and service to the academy</p>	 <p>BEST SHIPMATE Awarded to the cadet voted best shipmate during GOLDEN BEAR Cruise</p>	 <p>CORPS OFFICER Awarded to cadets serving as an officer in the Corps of cadets for at least one semester</p>	 <p>COMMUNITY ENGAGEMENT Awarded to cadets who have served at least voluntary 15 hours of community service in one semester</p>
 <p>PRESIDENT'S LIST Awarded to cadets with a semester Grade Point Average higher than 3.75</p>	 <p>GOOD CONDUCT AWARD Awarded to cadets who complete an academic year without receiving demerits</p>	 <p>ASSOCIATED STUDENTS OFFICER Awarded to cadets serving as support staff in the Corps of cadets for at least one semester</p>	 <p>COLOR GUARD Awarded by the Strategic Sealift Officer Program Commander to cadets serving on Color Guard</p>
 <p>DEAN'S LIST Awarded to cadets with a Semester Grade Point Average higher than 3.25</p>	 <p>CRUISE AWARD Awarded to cadets who successfully complete GOLDEN BEAR Cruise without disciplinary action taken</p>	 <p>RESIDENTIAL HOUSING OFFICER Awarded to cadets serving as Residential Housing Officer in the Corps of cadets for at least one semester</p>	 <p>CORPS SUPPORT STAFF Awarded to cadets who serve for at least one semester as support staff</p>
			 <p>EAGLE SCOUT Awarded to cadets who are Eagle Scouts</p>

Authority for Disciplinary Action

Authority for disciplinary action is granted through various federal and state policies, and held by the University President and designated to specific departments for adjudication depending on the violation(s).

- US Department of Education
- US Department of Transportation / Maritime Administration (MARAD)
- Code of Federal Regulations Title 46. Chapter II. Subchapter H, Part 310: Regulations and Minimum Standards for State, Territorial or Regional Maritime Academies and Colleges (Coast Guard)
- California Code, Education Code 66300
- Executive Order 1098 (CSU)

All Cadets are expected to uphold the policy and procedures within the Student Handbook as well as Rules and Regulations. Failure to adhere to these policies and procedures in accordance with Federal, State, and CSU policies and regulations may result in disciplinary action.

Should a cadet leader be charged with, and found responsible for a violation, in addition to demerits, a recommendation that they be relieved of their position may be forwarded to the Director of CLD.

Misconduct & Drug Testing

ON-THE-SPOT CORRECTION

On-the-spot correction is a non-disciplinary action and is not part of the formal conduct process. It is used to instruct cadets on proper decorum, conduct, and the rules and regulations of the University. This method is appropriate for minor, unintentional violations that can be fixed in a reasonable amount of time.

Failure to make the on-the spot correction, providing negative/combatative attitude towards the correcting officer, or repeated need for the same correction to be articulated may result in a formal disciplinary violation.

Note: Repeated violations of the corps' Rules & Regulations may suggest that a cadet is not suitable to remain in the corps or to serve as a future merchant marine officer.

Cadets are held to high standards of conduct. In cases of alleged misconduct, the University has a review process involving peers and/or administrators. This process aims to foster accountability and learning from mistakes, which may result in the assignment of demerits.

DEMERITS IN THE CONDUCT SYSTEM

Cadets who violate Cal Maritime policies are submitted to the Cal Maritime Student Conduct Process outlined in the Student Handbook. In addition to any violations/sanctions associated with the conduct process, cadets also must adhere to a demerit system.

Demerits are a component of the Corps of Cadets and are required as a portion of the conduct process for any Coast Guard license granting institution. Almost all violations of university policy has a preset range of demerits associated with the behavior (these can be found at the end of this document). Here is how demerits are accrued and applied:

- For **every 10 demerits** received, it **equals 1 hour of Extra Duty**.
- **Extra Duty** is a sanction directly associated with Demerits and the Corps of Cadets that can be completed by providing a positive service back to campus. This can occur through various approved campus tasks:
 - Examples: volunteering for campus wide events; additional TSGB tasks; etc.
 - Once Extra Duty is completed, the sanction is satisfied.
- Demerits remain on a student's conduct record and accumulate overtime. This also can lead to being in **Bad Conduct Standing**, which limits the student's ability to participate in certain campus activities.

Maximum demerit limits are:

- 75 per semester
- 125 per academic year
- 350 during the tenure as a cadet

Demerits are cumulative. Exceeding these limits may lead to disciplinary probation, suspension, or expulsion.

Probation: Serves as a formal warning to the cadet that serious concerns exist regarding their ability to belong to the corps. It also provides an opportunity for faculty and staff to closely observe, mentor, and train the cadet in areas where they are deficient.

Suspension: Temporary separation of the cadet from Student status from the California State University system.

- - - A cadet 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 or another campus (subject to individual Campus enrollment policies) once the suspension has been served. Conditions for re-enrollment may be specified.
 - A cadet who is suspended for one academic year or more shall be separated from Student status but remains eligible to reapply to the University or another campus (subject to

- individual Campus application polices) once the suspension has been served. Conditions for readmission may be specified.
- Suspension of one academic year or more, withdrawals in lieu of suspension, and withdrawals with pending misconduct investigations or disciplinary proceedings shall be entered on the cadet's transcript permanently without exception; this requirement shall not be waived in connection with a resolution agreement.

Expulsion. Permanent separation of the cadet from Student status from the California State University system. Expulsion, withdrawal in lieu of expulsion, and withdrawal with pending misconduct investigation or disciplinary proceeding shall be entered on the Student's transcript permanently, without exception; this requirement shall not be waived in connection with a resolution agreement.

Cadet Review Board (CRB) is a representation of peers from student leadership (Corps officer, Resident Assistant, ASCMA officer and Student-Athlete Council member.) The primary purpose of a CRB is to address cases of Class II- III violations. This peer board is constituted on an ad hoc basis to review reported violations, hear the case, and recommend sanctions to appropriate campus staff.

Discipline Review Hearing (DRH) is conducted by the conduct administrator, faculty, or staff member trained as a DRH officer. DRH is constituted on an ad hoc basis to review reported Class I violations, hear the case, and recommend sanctions to the conduct administrator and/or appropriate campus staff.

Note: Infractions during cruise are subject to procedures outlined in the Cruise Handbook.

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 Cadet Leadership and Development. Drug testing includes screening for marijuana and its active ingredients. Violation of these policies may result in dismissal from the University.

Code of Conduct with Demerit Ranges

Class I Violations

Class I violations are foundationally generated from the California Administrative Code, Title V, Section 41301 and are applicable to all State of California higher education institutions. These policies are applicable to all students.

I. Dishonesty, including cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage. Cadets involved in an academic integrity case need to reference the Academic Integrity Policy found in Academic Senate Policy 547.

1. Copying from or viewing another student's work during an examination. (20 to 50 Demerits to suspension/dismissal)
2. Using any materials or resources not authorized by the instructor for use during an examination. (20 to 50 Demerits to suspension/dismissal)
3. Collaborating during an examination with any other student by giving or receiving information without specific permission of the instructor. (20 to 50 Demerits to suspension/dismissal)
4. Facilitating or aiding in any act of academic dishonesty. (20 to 50 Demerits to suspension/dismissal)
5. Collaborating on laboratory work, take-home examination, homework, or other assigned work when instructed to work independently. (20 to 50 Demerits to suspension/dismissal)
6. Submitting, without specific permission of the instructor, work that has been previously offered by the same student for credit in another course. (20 to 50 Demerits to suspension/dismissal)
7. Falsification of attendance and/or participation. (20 to 50 Demerits to suspension/dismissal)
8. Plagiarism (20 to 50 Demerits to suspension/dismissal)
9. Buying, selling or otherwise obtaining or providing information about an examination not yet administered. (50 to 70 Demerits to suspension/dismissal)
10. Substituting for another student or permitting any other student to substitute for oneself to take an examination. (50 - 70 Demerits to suspension/dismissal)
11. 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. (50 - 70 Demerits to suspension/dismissal)
12. Submitting altered or falsified data. (50 - 70 Demerits to suspension/dismissal)
13. Altering grades or official records. (Violating this policy carries a minimum one-year suspension)
14. Falsifying or signing another student's name on any academically- related university form or document. (Refer to Discipline Review Hearing for possible suspension/dismissal to expulsion)
15. Sabotaging another student's work. (Refer to DRH for possible suspension/dismissal to expulsion)

II. Furnishing false information to a University official, faculty member, or campus office. (20-50 Demerits to suspension/dismissal)

III. Forgery, alteration, or misuse of a University document, key, or identification instrument. (30-60 Demerits to suspension/dismissal)

IV. Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries. (30-60 Demerits to suspension/dismissal)

V. Unauthorized recording, dissemination, or publication of academic presentations (Including handwritten notes) for a commercial purpose. (10-50 Demerits to suspension/dismissal)

VI. Unauthorized entry into a file, for any purpose. (10-50 Demerits to suspension/dismissal)

VII. Unauthorized entry into, presence in, use of, or misuse of University property. (20-50 Demerits to suspension/dismissal)

VIII. Use of University Facilities either without permission or in violation of University Policy (20-50 Demerits to suspension/dismissal)

IX. University Disruption: Willful, material and substantial disruption of the normal operations of the University or infringes on the rights of members of the University community. (30-70 Demerits to suspension/dismissal)

X. On-Campus Activity Disruption: Willful, material and substantial disruption or obstruction of a University related activity, or any on-campus activity. (Refer to CSU's Time, Place & Manner Policy) (30-50 Demerits to suspension/dismissal)

XI. Off-Campus Activity Disruption: 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)

XII. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community. (20-70 Demerits to suspension/dismissal)

XIII. Conduct that threatens or endangers the health or safety of any student within or related to the University community, including physical abuse, threats, intimidation, harassment, hate speech, or sexual misconduct. (40-90 Demerits to suspension/dismissal)

XIV. 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. (40-80 Demerits to suspension/dismissal)

XV. 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. Violating this policy carries a minimum one-year suspension.

1. Use of products that resemble or smell like marijuana, including but not limited to beedies, types of herbal cigarettes, hookahs and types of incense is prohibited. (50 Demerits to suspension/dismissal)

2. Violation of other university policies while under the influence of controlled substances is an additional violation. (Associated demerits and a minimum one-year suspension)

3. Inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances is a violation. (Associated demerits and a minimum one-year suspension)

4. Organizing or participating in activities where illicit drugs are present or being consumed is prohibited. (Associated demerits and a minimum one-year suspension)

I. "Participating" is defined as being present at the event regardless of consumption.

5. See “Class II Violations. Subsection XV – Random Drug Testing” for guidance on the Cal Maritime Random Drug Testing Policy.

XVI. Theft of property or services from the University community, or misappropriation of University resources. (20-50 Demerits to suspension/dismissal)

XVII. Unauthorized destruction or damage to University property or other property in the University community. (20-50 Demerits to suspension/dismissal)

XVIII. Possession or misuse of firearms or guns, replicas, air guns, 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)

XIX. 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)

XX. 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)

XXI. Misuse of computer facilities or resources (10-50 Demerits to suspension/dismissal)

1. Unauthorized entry into a file for any purpose.
2. Unauthorized transfer of a file.
3. Use of another’s identification or password.
4. Use of computing facilities and resources to interfere with the work of another member of the campus community.
5. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
6. Use of computing facilities and resources to interfere with normal University operations.
7. Use of computing facilities or resources in violation of copyright laws.
8. Violation of the campus computer use policy

XXII. Violation of any published University policy, rule regulation or presidential order. (10-70 Demerits to suspension/dismissal)

XXIII. Violation of Student Conduct Procedures (10-50 Demerits to suspension/dismissal) including:

1. Falsification, distortion, or misrepresentation of information related to a student conduct matter.
2. Disruption or interference with the orderly progress of a student conduct proceeding.
3. Initiation of a student conduct proceeding in bad faith.
4. Attempting to discourage another from participating in a student conduct matter.
5. Attempting to influence the impartiality of any participation in a student conduct matter.

6. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
7. Failure to comply with the sanction(s) imposed under a student conduct proceeding.

XXIV. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline. (10-50 Demerits to suspension/dismissal)

Class II Violations

Class II violations are Cal Maritime specific policies which are applicable to all students.

I. Alcohol

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/ 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.

Violation of the Alcohol Policy while in a non-duty or non-work status.

1. The possession, use and consumption of alcoholic beverages are prohibited. (30–70 Demerits to suspension/dismissal)
2. The possession of alcohol beverage containers including empty bottles or cans is prohibited. (30-50 Demerits to suspension/dismissal)
3. The sale, distribution, brewing or being in the presence of alcohol on-campus is prohibited. (40-80 Demerits to suspension/dismissal)
4. Possessing or using a common source of alcohol (e.g. keg, party ball, trash can, etc.) or participating in an event where a common source is present is prohibited. (40-70 Demerits to suspension/dismissal)
5. Paraphernalia - Possessing, collecting, or otherwise displaying any containers, marketing materials, advertisements, or items bearing the name, logo or likeness to any alcoholic beverage is prohibited. (20-40 Demerits to suspension/dismissal)
6. Violation of other university policies while under the influence of alcohol is a violation. (30-50 Demerits to suspension/dismissal)
7. Inability to exercise care for one's own safety and/or the safety of others (Including drawing attention to oneself) due to intoxication is a violation. 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)
8. Organizing or participating in activities where alcohol is present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption. (20-50 Demerits to suspension/dismissal)

Amnesty

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

Any student who does not call for assistance when a student in need of medical assistance due to being impaired from alcohol or any other drug will be subject to the student conduct process.

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

II. Disrespect: Interactions towards student, faculty/staff member, or administrator, involving a display of discourtesy, rudeness, or contempt of authority either in language or deportment. (20 to 50 Demerits to suspension/dismissal)

III. Dress Code: Students will follow a dress code for classroom attire which includes a Cal Maritime polo shirt, Cal Maritime jacket, and Cal Maritime black fleece pull-over. Students may wear solid-colored, plain black, brown, khaki or tan slacks, pants or trousers from a manufacturer of the student's choice.

1. If a member of the Corps of Cadets, cadets defer this policy in place of the Uniform & Grooming standards found in the Corps of Cadets Rules & Regulations.

IV. Failure to Follow Directions: Failure to follow the directive of a University official (including student leader in a setting where they have authority). (20 to 30 Demerits to suspension/dismissal)

V. False Alarms, Bomb Threats, and Misuse of Fire Equipment: Students who 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 students and/or equipment responding to such false alarms. (20-50 Demerits to suspension/dismissal)

1. Tampering with building smoke or fire detectors located in rooms, in hallways, or other common areas, and misuse of fire extinguishers or any other fire safety equipment is prohibited. (40-70 Demerits to suspension/dismissal)

2. Failure to evacuate: any student who fails to immediately evacuate a building during an alarm. (20-40 Demerits to suspension/dismissal)

3. The use of objects with open flames. (20-50 Demerits to suspension/dismissal)

4. Students 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. (40-70 Demerits and a minimum one-year suspension)

5. Disabling, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency) 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. (40-70 Demerits to suspension/dismissal)

VI. Gambling: 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)

VII. Guests/Visitors: Students may have non-affiliated guests who visit them on-campus, in the residence halls or at sanctioned Cal Maritime events. Students are responsible for educating their guests on the policies and expectations for how to conduct themselves while engaging with the

Cal Maritime community. Violations of University policy by guests will be assigned to the hosting student. (Demerits will reflect the nature of the policy violated)

VIII. Health and Safety:

1. 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 80 Demerits to suspension/dismissal)
2. Violation of safe practices and shipboard policies involving highly probable personal injury, loss, or damage to property. (30 to 80 Demerits to suspension/dismissal)
3. 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 to suspension/dismissal)
4. Safe operation of bicycles, hoverboards, scooters, skateboards, rollerblades, unicycle, or any other transportation devices on appropriate roadways, sidewalks and walking paths. This includes the wearing of appropriate personal protective equipment for the device being operated. (20-40 Demerits to suspension/dismissal)
5. Improper disposal of refuse, cigarette butts, or food on University property. (10 to 20 Demerits to suspension/dismissal)

IX. Parking:

1. Parking in a non-designated. (10-50 Demerits to suspension/dismissal)
2. Parking on Pier (40 Demerits to suspension/dismissal)
3. Misuse of Permit, allowing someone else to use your permit, duplication, etc. (40-80 Demerits to suspension/dismissal)

X. Passive Involvement: Students are responsible for the choices they make. Being in the presence of a policy violation taking place students may:

1. If safe to do so, make an attempt to stop the violation.
2. Contact University staff/faculty/campus police, and/or immediately remove themselves from the situation and the vicinity of the violation.

If a student chooses to remain at the scene of a policy violation, they will be included on the Incident Report and may also be held accountable for a policy violation.

XI. Personal Servitude: Coercing others to perform tasks, complete functions or motivating actions through fear of issuing unofficial punishments. Depending on the severity of the situation, violating this policy may result in immediate suspension/dismissal from Cal Maritime. (30 to 70 Demerits to suspension/dismissal)

XII. Pranks: Participation in pranks or practical jokes that risks injury to others or damage to property. (20 to 50 Demerits to suspension/dismissal)

XIII. Random Drug Testing: Students enrolled or participating in designated courses or activities that involve machinery, welding, or vessel operations must participate in the University's Random Drug Testing Program.

1. Failure of a random or mandated drug test. Failure to show for a drug test is a failure of the drug test. Violating this policy carries a minimum one-year suspension. (Associated demerits and

a minimum one-year suspension)

2. Any attempt to deceive a drug test (examples include using a device, someone else 's urine, refusal to take a drug test). Violating this policy carries a minimum two-year suspension. (Associated demerits and a minimum two-year suspension)

If a member of the Corps of Cadets, all cadets are required to participate in the Random Drug Testing process regardless of degree program.

Courses requiring participation in the Random Drug Testing Program will be outlined within each degree program by their academic department.

XIV. Security, Keys & Locks: Misuse, tampering with, or damaging of campus doors/locks/keys is prohibited. This includes the propping of doors, unauthorized obtaining of keys, and unauthorized use/distribution of access to rooms, offices, labs, and buildings. (20-60 Demerits to suspension/dismissal)

XV. Social Media: The use of social media to spread false information to purposely demean, humiliate, bully, or disrespect any student, faculty/staff member, or administrator. (20-50 Demerits to suspension/dismissal)

XVI. Smoking: Smoking is prohibited on university property, facilities, grounds, parking structures, private vehicles parked on university grounds, university-owned vehicles and structures owned or leased by the university. Any student actively smoking in the presence of someone smoking while on campus or participating in a campus event. (10-50 Demerits to suspension/dismissal)

XVII. Summer Experience Participation:

1. Behavior resulting in a student being dismissed from Commercial Cruise, Internship or International Experience. (40-80 Demerits to suspension/dismissal)
2. Intentionally leaving Commercial Cruise, Internship or International Experience without permission. (30-60 Demerits to suspension/dismissal)

XVIII. Throwing Objects/Projectiles: Throwing any object or item from or to a building or down a hallway is prohibited. Throwing, dropping, or projecting objects from a window, roof, or balcony/ledge, including but not limited to bottles, cans, garbage or water is prohibited. Any damage caused by a student throwing an item will be billed to the student. (20-50 Demerits to suspension/dismissal)

XIX. Vulgar Language: Excessive use of vulgar or profane language. (20 to 25 Demerits to suspension/dismissal)

XX. Weapons / Explosives: Possession of weapons and explosives, including, but not limited to fireworks, firearms, live ammunition, BB guns, paintball guns, air pellet guns, tasers, toxic substances, highly flammable substances, and any knives*(some pocket knives are permitted, but must meet the guidelines in the University policy) is prohibited from use or storage on-campus and in the residence halls.

1. California Penal Code § 626.9, known as the “Gun-Free School Zone Act,” imposes criminal penalties on individuals who bring firearms (whether loaded or not) on school grounds, including higher education institutions. Section 626.9(i) provides that:

i. “..any student who brings or possesses a firearm upon the grounds of a campus of, or buildings owned or operated for student housing, teaching, research, or administration by, a public or private university or college, that are contiguous or are clearly marked university property, unless it is with the written permission of the university or college president...shall be punished by imprisonment...for one, two, or three years.” (Cal. Penal Code § 626.9(i).)

ii. Effective January 1, 2016, Governor Brown signed SB 707, which amended section 626.9 which revokes the ability for any student holding a license to carry a concealed firearm from being able to possess a firearm on the campus of a university or college. Complete details regarding California Penal Code § 626.9 can be found at <http://law.onecle.com/california/penal/626.9.html>

Depending on the severity of the situation, violating this policy may result in immediate suspension/dismissal from Cal Maritime. (30 – 70 Demerits to suspension/dismissal)

Class III Violations

Class III Violations are additional policies associated with the Corps of Cadets. Cadets can find guidance on how to adhere to Corps standards in the Corps of Cadets Rules & Regulations.

All Class I and Class II Violations apply to the Corps of Cadets. Cadets living on-campus must adhere to Class V Violations as well.

I. Uniform:

1. Observed and reported to be outside of issued uniform standards. (10 Demerits to suspension/dismissal)
2. Repeated/documentated failure to correct noted discrepancies when wearing the uniform or failure to correct grooming violations. (20 Demerits to suspension/dismissal)
3. Failure to appear as directed for re-inspection of uniform. (10 Demerits to suspension/dismissal)
4. Failure to follow designated Uniform of the Day (UoD) for special events. (10 Demerits to suspension/dismissal)
5. Wearing of any pin, magnetic or clip-on device on a uniform, cover, coveralls, jacket, etc., which is not authorized by the Office of Cadet Leadership & Development. (10 Demerits to suspension/dismissal)

II. Grooming:

1. Observed and reported to be outside of issued grooming standards. (10 Demerits to suspension/dismissal)
2. Repeated/documentated failure to correct grooming violations. (20 Demerits to suspension/dismissal)
3. Failure to appear as directed for re-inspection for grooming violations. (10 Demerits to suspension/dismissal)

III. Formation / Mandatory Meetings:

1. Unauthorized absence from Formation. (10 Demerits to suspension/dismissal)
2. Unauthorized absence from Formation w/Inspection (20 Demerits to suspension/dismissal)
3. Unauthorized absence from mandatory meetings. (10 Demerits to suspension/dismissal)
4. Horseplay/disruption during Formation or mandatory meetings. (5 Demerits to suspension/dismissal)
5. Late to Formation or mandatory meetings. (5 Demerits to suspension/dismissal)
6. Eating or drinking while at Formation. (5 Demerits to suspension/dismissal)

IV. Administrative Violations:

1. Failure to read and comply with guidance provided via email, text, official campus online portals, written announcements, or failure to comply with watch bills, standing orders, Campus Bulletin, and other official campus notices guidance or publications. (10-30 Demerits to suspension/dismissal)
2. Failure to properly complete divisional or company training assignments as directed by the Office of Cadet Leadership & Development. (10 Demerits to suspension/dismissal)
3. Chits are written approval for special circumstances which are granted to a cadet that allows them to potentially be out of regulations for a specific item/category. If granted a chit, the cadet must carry their documentation at all times as active proof of approval. A cadet who has been granted a chit, but is found out of regulations and is unable to show documentation of the approved chit is in violation of this policy. (5 Demerits to suspension/dismissal)

Class IV Violations

Class IV violations constitute behavior and conduct that are prohibited aboard Training Ship Golden Bear.

All Class I, II and III Violations also apply while on Summer Sea Term, and are all subject to Captain's Mast or Cadet's Mast during that time.

I. 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 TSGB."

1. 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.

I. Fourth class cadet, First Offense. (20 to 40 Demerits to suspension/dismissal)

II. Third class and second-class cadets, First Offense. (30 to 50 Demerits to suspension/dismissal)

III. First class cadet. (60 to 80 Demerits to suspension/dismissal)

2. Failure to sign the On-Call Log (20-40 Demerits to suspension/dismissal)

3. Late to watch, up to thirty minutes. (20 Demerits to suspension/dismissal)

4. Unauthorized absence from the University 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)

5. Improper Watch-standing: Failure to perform watch duties, negligence, or sleeping on watch. (25 to 70 Demerits to suspension/dismissal)
6. Improper use of logbooks or other official documents of the ship or campus, forging such documents or signing a document as another student. (50 Demerits to suspension/dismissal)
7. 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 to suspension/dismissal)
8. Late to assigned duties or day work. (10 Demerits to suspension/dismissal)

II. Unauthorized Absence from Liberty

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

III. Health and Safety

1. Failure to comply with emergency signals. (15 to 50 Demerits to suspension/dismissal)
2. Failure to maintain room or berthing area to University standards or failure to comply with berthing area policy. (10 to 25 Demerits to suspension/dismissal)
3. Violations of the Training Ship's trash disposal plan. (TSGB only) (10 to 50 Demerits to suspension/dismissal)
4. Violation of shipboard, commercial cruise or International Experience practices. (10 to 50 Demerits to suspension/dismissal)
5. Violation of the Training Ship's or International Experience policy on visitation in rooms and berthing areas. (20 to 50 Demerits to suspension/dismissal)
6. Failure to report to sick bay. (TSGB only) (30 Demerits to suspension/dismissal)
7. Removing food, dishes, utensils, cups, etc. from the Mess Deck (TSGB only). (10 to 25 Demerits to suspension/dismissal)
8. Violation of 24-hour courtesy quiet hours or Quiet Hours. (10 to 25 Demerits to suspension/dismissal)
9. Failure to pass re-inspection of any assigned spaces, berthing, head, passageways, stair tower or common areas. (10-20 Demerits to suspension/dismissal)

IV. Uniforms and Classes

1. Uniform or grooming violations ashore during the Summer Sea Term. (10 to 50 Demerits to suspension/dismissal)
2. Unauthorized use of civilian clothing. (10 to 50 Demerits to suspension/dismissal)
3. Wearing of Tennis Shoes or Shorts before being authorized by the Captain. (TSGB only) (10 to 25 Demerits to suspension/dismissal)
4. Absent from class. (10 to 40 Demerits to suspension/dismissal)
5. Late to class. (5 to 20 Demerits to suspension/dismissal)

V. Formation Violations

1. Leaning or sitting on railing (TSGB only) (5 to 20 Demerits to suspension/dismissal)
2. Bring food to or eating while at quarters (TSGB only) (5 to 20 Demerits to

suspension/dismissal)

3. Failure to stand at attention or at ease in the proper manner. (TSGB only) (5 to 20 Demerits to suspension/dismissal)

Class V Violations

Class V violations are violations that occur in the Residence Halls. These policies are applicable to Licensees/residents who have a Housing License Agreement. Students who reside off-campus, but violate policies in the residence halls are still liable for their behavior and are subject to the conduct process.

All Class I and Class II Violations apply to Licensees/residents.

I. Commercial Use - Residents 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 Student Affairs is prohibited. (20-50 Demerits to suspension/dismissal)

II. Entering and Exiting Residence Halls - At no time is a residence hall to be entered or exited except through a legal doorway. 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. Residents may be documented for propping open exterior doors and threatening the safety and security of the building and their shipmates. 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. (20 Demerits to suspension/dismissal)

III. Identification Card (Port Pass) - In the residence halls, residents are required to have ready access to their ID and to identify themselves upon request by an University official. 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. (20 Demerits to suspension/dismissal)

IV. Security, Keys & Locks

- Keys are for use by residents only; lending a key to a non-resident is not allowed. Residents must always carry their room key with them. (20-50 Demerits to suspension/dismissal)

- 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)

- 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)

- The installation of any door or area locks other than those provided by the university is prohibited. (20-50 Demerits to suspension/dismissal)
- 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)
- Maritime North residents will receive a gate code for the drive-in gate by move in day and is subject to change throughout the semester. Maritime North residents are not to give out the gate code to anyone not associated with Maritime North, including but not limited to family members, significant others, food delivery drivers, etc. (20-50 Demerits to suspension/dismissal)
- A resident MUST NOT prop any door at any time due to fire, theft, and other safety concerns. Propped doors allow uninvited people to enter UHS facilities and breach the safety of each resident's student and property. (10-20 Demerits to suspension/dismissal)
- Residents are responsible for the securing and safety of their own items. For this reason, residents are expected to lock their doors and secure any items within a room to best protect their possessions.

i. The loss of theft of property is at the personal cost of any resident.

ii. In the event a resident has their items taken/go missing, Residence Life staff can assist in contacting University Police and reporting processes.

V. Quiet Hours & Courtesy Quiet Hours - 24-hour quiet hours will be in effect at all times in the 24-hour quiet living areas. All residents 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. 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. (20 Demerits to suspension/dismissal)

• All residents 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.

• Interpretation of the Quiet Hours and Courtesy Quiet Hours policy shall be made by the staff using this criterion: Residents should be able to sleep and study in their rooms undisturbed by the noise of others. Consistent with this concept, Courtesy Quiet Hours are always in effect. When Quiet Hours are in effect, noise originating in resident rooms shall not penetrate beyond the confines of a room. When noise originates outside of a resident room (hallways, lounges, lobbies, etc.), the noise shall not penetrate into other residents' rooms, study areas or other common areas. When Courtesy Quiet Hours are in effect, noise – whether originating inside or

outside of a resident room - shall not be heard more than two doors away. At no time shall noise from a resident room be heard outside of the building.

VI. Visitation - Cal Maritime residents may have personal guests in their rooms within the following guidelines:

- Guests are defined as a resident or non-resident who is not assigned to that room. (20-50 Demerits to suspension/dismissal)
- Prior to inviting an overnight guest, residents should discuss the situation with their roommate and obtain their approval. (20-50 Demerits to suspension/dismissal)
- It is the responsibility of the resident's guest to obtain a day use parking permit.
- No overnight guests are permitted during finals week. (20-50 Demerits to suspension/dismissal)
- 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)
- Students 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)
- 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)
- 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 Resident Assistant Duty Phone after hours and on the weekends.
- Loss of Visitation/Guest Privileges: The Visitation policy may be adjusted/temporarily/long term revoked for some of the following reasons: (20-50 Demerits to suspension/dismissal)
 - i. Campus Emergency/Lockdown/Health Risk and/or similar large-scale crisis
 - ii. An individual, room, floor, or residence hall could lose Visitation privileges due to progressive discipline from ongoing behaviors.

VII. Conflict and Mediations - All residents are expected to respond actively and appropriately to resolving conflict between themselves and others. This applies whether the conflict/disagreement/argument or similar situation is between roommates, neighbors (next door/above or below), other residents, or Cal Maritime staff.

- Active response is taking steps to immediately resolve the issue, which is to attempt to address the concern with the student(s) which the immediate conflict pertains to.
- Appropriate response is do so with respect and limiting the use of tone/language which further escalates the situation.
- Mediations: If a resident does not believe they are able to directly resolve the situation themselves, the next active/appropriate step would be to bring the conflict their assigned Resident Assistant. Resident Assistants will assist in conducting a mediation or referring the situation to the appropriate professional staff.
 - i. If a resident is called to participate in a mediation, it is MANDATORY, and cannot be “opted-out of”.

ii. Depending on the situation, mediations can result in formal document or “agreement” for how behavior and future conflicts should be navigated.

- Failure to active/appropriately respond to conflict, and/or violating any agreement set following a mediation may result in further disciplinary actions. (20-50 Demerits to suspension/dismissal)
- Fights and Escalation: Intentional escalation of conflict using harsh language, screaming/yelling, active spreading of rumors/falsehoods, or similar behavior may result in further disciplinary actions. (30-60 Demerits to suspension/dismissal)

i. Physical Altercations: Any physical violence is completely unacceptable and may result in the immediate revocation of housing licensee, loss of housing, and consideration of removal from Cal Maritime. (determination of scale of outcome to be determined through the Cal Maritime Conduct Process).

VIII. Appliances in Residence Hall Rooms - Items that are not allowed in residents’ rooms include, but are not limited to, hoverboards, air conditioners, space heaters, hot plates, immersion heaters, personal use cooking grills, popcorn poppers, 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; curling irons, coffee pots, etc. must be in a safe manner so as not to cause a health or fire hazard. (20-50 Demerits to suspension/dismissal)

- Example of approved appliance: Electric tea pot with self-shutoff and no exposed heating surface. Reach out to Housing staff for approval if unsure if the appliance is allowed before purchasing or bringing on-campus.

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

X. Decorations - 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 to suspension/dismissal)

XI. Room Alterations - Residents 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. Residents who stack furniture do so at their own risk and residents will be charged for damage and replacement of damaged furniture. 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)

- Tampering with or removal of blinds, windows, or window screens from any part of any building is prohibited.

- Licensees shall not install or place any equipment or construction of any type on the grounds or in the buildings.

XII. Fire Safety & Hazards – All students must follow Fire Safety & Hazards guidelines:

- Evacuation – All students 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)

i. California Education Code, Sections 32001-32004. This section mandates each school site with 2 or more classrooms and 50 or more students to have a fire alarm system. The Code requires monthly fire drills for elementary and intermediate-level students, and twice-yearly fire drills for secondary students.

- 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)
- Egress – Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency). 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)
- 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)
- 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)
- 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)
- 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)
- 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. “Daisy-Chaining” or linking multiple power strips together is not permitted. (20-50 Demerits to suspension/dismissal)
- 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 designated community kitchens in the residence halls. Barbecuing on ledges is prohibited. Barbecues/hibachis are not

allowed to be stored in or around resident rooms. Residents interested in barbecuing should use the Robert Hammaker Memorial BBQ area located on the waterfront. (20-50 Demerits to suspension/dismissal)

- 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)

- 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)

XIII. Pets - 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)

- Emotional Support Animals or Service Animals are not considered “pets” and are exempt from this policy if approved by Cal Maritime’s Office of Accessibility and Disability Services. ESAs or SAs must be approved PRIOR to bringing the animal to campus.

XIV. Community Spaces - Community spaces are intended for use by all residents. These spaces are both functional and recreational, such as: community bathrooms; common spaces/loungers; study rooms; game rooms; laundry facilities; hallways; stairwells; and housing specific outdoor spaces. (10-40 Demerits to suspension/dismissal)

- Community Spaces are shared spaces, and every resident has a responsibility for maintaining it respectfully and accountable to behavior within the space.

- No student(s) can completely occupy any community space, thus limiting access or deterring access to the space by other residents.

- Cleaning/Damages/Vandalism in Community Spaces: any excessive cleaning needed, damages or vandalism done in Community Spaces is responsible to the residents of the floor/and or building. If responsible student(s) is not identified, restitution of the damages will be held to all residents of the floor/and or building. (fine/charges relative to cause).

XV. Furniture - All furniture and equipment in common areas must remain in its designated common area. Students found removing furniture or equipment will be subject to disciplinary action and/or applicable costs for repair and replacement. (20 Demerits to suspension/dismissal)

XVI. Bathrooms – Most residential bathrooms are designated male or female depending on the suite or section of the floor. The use of opposite sex bathrooms is prohibited. Residents found using opposite-sex bathrooms will be documented. (20-50 Demerits to suspension/dismissal)

- Residents who reside in a Gender-Neutral living community may use the designated restrooms in the area

- Residents who identify as gender-fluid, transgender, transition, or non-binary; please meet with

Housing & Residence Life department for assistance in identifying the best option if a gender-neutral restroom is not available.

XVII. Horseplay - 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, inappropriate use of a laser pointer, and any other similar activity. (10-40 Demerits to suspension/dismissal)

- Only exceptions to this would be pre-approved events by the Residence Life Staff/Cal Maritime which articulates a clear window of time for the event, and all student's impacted notified in advance of the approved event.

XVIII. Exterior of Residence Halls

- Climbing, rappelling or any related activity is prohibited on residence halls. (20-50 Demerits to suspension/dismissal)
- Neither students nor property are allowed on the ledges outside resident rooms. (20-50 Demerits to suspension/dismissal)
- 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)
- 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)
- 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)
- Smoking, barbecuing or grilling on one's ledge is prohibited. (20-50 Demerits to suspension/dismissal)
- 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)

XIX. Bicycles/Skateboards/Scooters - Riding bicycles, skateboards, hover boards, roller blades, scooters, skates, etc. within any housing facility, including hallways and lobbies is not permitted. (20 Demerits to suspension/dismissal)

- 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 and will be removed and disposed of without compensation.
- Bicycles may not be stored in residence hall rooms due to the fire hazard.

XX. Public Health and Safety - Cal Maritime reserves the right to close the residential facilities if the State of California or the Chancellor of the California State University system determines that such a closure is required to protect the public health and/or safety of residents.

