



State University of New York
Maritime College

Rules and Regulations Manual for the Regiment of Cadets
2012 - 2013

Letter of Promulgation

1. The enclosed Rules and Regulations Manual for the Regiment of Cadets was developed under the direction of the 1980 Federal Maritime Education and Training Act (FMETA), under review and comment by the President of SUNY Maritime, Commandant of Cadets, Deputy Commandant and the Dean of Students.
2. The regulations and orders contained in the Rules and Regulations Manual for the Regiment of Cadets are effective with additions, review and promulgation in conjunction with the Student Handbook and Cruise Manual.
3. The purpose of this manual is to provide Cadets with a specific working guide to understand the day-to day administration of the policies and practices for the training of the Regiment of Cadets. The policies set forth pertain to all Cadets and guides the behavior and ethics deemed appropriate to educate and train the future global leaders of the Maritime industry.

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SECTION ONE - GUIDING PRINCIPLES

1100 INTRODUCTION

1101 Background

1101.1 Cadets at the Maritime College are not only students in the State University of New York, but also members of a select group of students comprising the College's Regiment of Cadets. The Regiment is predicated on a structure relying on community (Regimental) obligations with the purpose of bringing out the moral and ethical strengths of the individual while simultaneously developing a strong sense of self-discipline, camaraderie, responsibility, pride, and professionalism. In short, the Regiment's goal is to build ethical and principled leaders who make right judgments and choices that foster a positive and healthy work and social environment. The embodiment of the "Regimental way" of the Cadet Corps is the development of leadership skills that are necessary for an individual entering the maritime industry with the potential of becoming a true "captain-of-industry" and leader in a global environment.

1101.2 Merchant Marine Officers are licensed professionals who must be able to make correct, high-stakes decisions affecting life and property. The demands placed on Merchant Marine Officers are dramatically different from those of individuals engaged in conventional commercial activities. While conventional commercial activity managers are primarily interested in the profitability of their charge, Merchant Marine Officers must look beyond short term profitability and make decisions affecting the safety of their shipmates and the seaworthiness of the vessel. The conventional corporate structure requires development of good management, whereas the seagoing profession requires strong leadership, sound judgment and principled conduct. The Maritime College graduate will possess both management and leadership acumen that is well beyond that of individuals much more seasoned and in a "civilian" role.

1101.3 To ensure proper operation of the Regiment and to prepare Cadets for the rigors of life at sea, Cadets are expected to abide by the College Oath and the rules and regulations as promulgated by the President of the Maritime College, in collaboration with the SUNY Maritime College Council, the Commandant of Cadets, and appropriate faculty committees. This Rules and Regulations Manual for the Regiment of Cadets, herein referred to as the "Rules and Regs", details the governance of the Regiment of Cadets. The ability of a Cadet to adhere to the College Oath and these rules and regulations is an indicator, used by the College and appropriate officials, to determine an individual's suitability to become a licensed Merchant Marine Officer and function effectively in a demanding environment.

1101.4 The College is required by the U.S. Department of Transportation, Maritime Administration, as directed by the Merchant Marine Education and Training Act of 1980 (formerly General Order #87 of the Maritime Administration) to have formal rules governing the operation of the Regiment. Title 8, part 537 of New York State Law grants the College the right to formulate the Rules and Regulations necessary for the functioning of the Regiment and for achieving the mission of the College. This Rules and Regulations manual fulfills this requirement.

1102 MISSION, VISION AND GUIDING PRINCIPLES

1102.1 Mission Statement

Maritime College educates leaders to excel in the global maritime environment through an interdisciplinary approach to undergraduate and graduate studies in engineering, maritime studies, global maritime business, security and supply chain management, and environmental science; specialized programs are offered as pathways to US Coast Guard licensing or military accession and training.

1102.2 Vision Statement:

Be "First and Foremost": SUNY Maritime College is a premier institution recognized internationally for its expertise in global maritime research, development, education and training. Towards that end, the College delivers exceptional quality learning worldwide to meet the “*any time, any place*” needs of the maritime community.

1102.3 Guiding Principles:

1. Inspire the pursuit of excellence in all things, developing the SUNY Maritime nation to seek the highest standards of intellectual inquiry, scholarly achievement, ethics and integrity, built on a foundation of strong character and a philosophy of service before self.
2. Equip all students with the necessary foundation to reach their fullest potential, whether through participation in the Regiment of Cadets or the Civilian student experience.
3. Challenge our students to develop analytical and communication skills that will enable them to dissect complex patterns in emerging issues render reasoned judgments and make wise decisions.
4. Develop a community characterized by outstanding leadership, responsible citizenship and self-discipline.
5. Foster an innovative, hands-on learning environment directed by a faculty empowered and devoted to creatively seeking new discoveries.
6. Promote the development of an internationally recognized resource of maritime expertise that spans all the disciplines associated with the maritime industry and environment.
7. Remain grounded in proven traditions and a unique heritage while embracing the opportunities and transformation required by an evolving and increasingly complex global maritime environment.

1200 REGIMENTAL SYSTEM

1201 Description

1201.1 The Regimental system is the method for developing the leadership and judgment capabilities of Cadets. It supports the professional training of the Cadets and provides a framework for safely managing a large number of Cadets at sea on the training ship. It likewise is a vehicle to enable SUNY Maritime College to meet the mission outlined in 1102.1.

1201.2 The leadership development program begins with the arrival of the new Cadet and culminates in the Cadet's graduation. The program consists of both practical training and experiences in the Regiment ashore and at sea. It is closely linked to the professional training the Cadet receives. During the first year the entering Cadet learns the vital nature of following instructions and how to work as a team member. In the subsequent years the Cadet is given greater leadership responsibility, accountability, and authority. The leadership program develops leadership traits in the upper-class Cadets that will enable them to lead other Cadets through positive motivation and to carry these skills into their careers upon graduation.

1201.3 During the senior year Cadets serve as Cadet Officers responsible to the Commandant of Cadets for maintenance of internal discipline and administration of the daily routine of the Regiment of Cadets. During the Summer Sea Term senior Cadets serve as Officers within the shipboard organization. Under the supervision of ship's Officers and staff, they take major responsibility for supervision of subordinate Cadets for the ship's maintenance and operation, and for discipline and administration of the daily routine of the Regiment at sea.

1202 Goals

1202.1 **Purpose.** The Regimental System is to contribute to the education and leadership development of the Cadets. The goals enumerated in this article form the basis for that contribution. The following paragraphs outline these goals.

1202.2 **Leadership.** Membership in the Regiment provides training and a progression of experiences that will allow the Cadet to understand how to positively motivate and influence the performance and actions of both individuals and groups, as well as develop self-discipline.

1202.3 **Human Relations.** The goal is to promote the ability to function in close or team relationships with diverse populations and to understand key principles of interpersonal relationships. Additionally, the Regiment provides understanding of how discrimination and sexual harassment adversely affect the individual's own performance and self-worth as well as those of his or her co-workers and subordinates.

1202.4 **Integrity.** The Regimental system helps to develop within the Cadet a sense of the importance of integrity and honesty of the individual through their everyday actions in their role as Merchant Marine Officers and citizens.

1202.5 **Loyalty.** Loyalty means placing mission and service to the greater good above self-interest. Loyalty to the ship (organization or school), shipmate (supervisor, co-worker or classmate, and subordinate) and one's self as an essential element of the seagoing professional.

1202.6 **Responsibility.** The goal is to develop within the Cadet an understanding of the importance of responsibility and accountability for one's actions both in public and in their private lives in their roles as Merchant Marine Officers and citizens.

1202.7 **Judgment and Decision Making.** The goal is to develop within the Cadet the ability to make correct judgments and an understanding that decision making is the essence of intellectual and emotional maturity. Correct judgment and decision-making is highly rewarded when practiced intelligently and especially in a highly complex environment.

1202.8 **Professional Development.** The goal is to support the professional growth of the aspiring Merchant Marine Officer through practical experience within the operation of the Regiment of Cadets.

1202.9 **Mission Accomplishment and Performance.** The importance of getting the job done effectively, efficiently and on time cannot be overemphasized. Professional tasks and academic achievement while at the College are foundational to developing a sense of mission performance.

1202.10 **Traditions of the Sea.** The goal is to instill in the Cadet an understanding of the culture and traditions of the maritime environment, as well as an appreciation of its history.

1300 MARITIME COLLEGE OATH

1301 Discussion

In keeping with the high standards expected of a Cadet preparing to be a Merchant Marine Officer, all Cadets are expected and required to abide by the Rules and Regulations of the Regiment of Cadets as well as the rules laid out in the Student Handbook. While it is an important requirement to obey a set of Rules and Regulations, of equal importance is an individual Cadet's commitment, desire to observe them, and efforts to that end. This individual commitment frames the Cadet's subsequent actions in terms of personal integrity, honesty, honor and personal courage. To this end, at the conclusion of the Cadet Indoctrination period, all Cadets sign Maritime's College Oath.

1302 Oath

I will conduct my personal and professional behavior, on and off campus, in a manner which will bring credit to the Maritime College, myself, and the profession for which I am preparing. I will observe those standards of honesty, integrity, moral courage and personal honor which are expected of all professionals associated with the Merchant Marine. I agree to abide by the Rules and Regulations for the Regiment of Cadets of the Maritime College.

SECTION TWO - ORGANIZATION

2100 COMMANDANT OF CADETS

2101 Basic Organization/Responsibility

2101.1 The Commandant of Cadets is responsible for the non-academic education, morale, and welfare of the Cadets, including leadership and responsibility training, and for providing the student services necessary to foster a scholarly environment on campus during the academic school year and during the Summer Sea Term aboard the Training Ship. In addition, the Commandant is in close liaison with the Parents Association and the Faculty Student Association. The Commandant is assisted by the Deputy Commandant of Cadets, the Regimental Operations and Training Officer and all personnel assigned to the Regimental Affairs Staff. The Commandant of Cadets directly advises and mentors the Regimental Commander, and oversees the Regimental development program. The Commandant is the liaison between the Regiment and academia, and is a member of the Academic Council.

2101.2 The Deputy Commandant of Cadets is responsible for the day-to-day operation of the Regiment and for the morale and welfare of the Cadets (outside of academic and athletic activities) during the academic school year and during the Summer Sea Term aboard the Training Ship. In addition to assisting the Commandant in formulating the achievement plans for the Regiment, the Deputy Commandant supervises the activities of the Regimental Battalion Officers, and the Regimental Duty Officers. The Deputy Commandant conducts Captain's Mast for Regimental Class I offenses, and is responsible for overseeing the Day Student Program.

2101.3 The Regimental Command Master Chief is the Senior Enlisted Advisor with duties of oversight and coordination across regimental departments, involving enlisted advisors tasked with operations or training duties in the Regiment. The Regimental Command Master Chief is a principle advisor to the Deputy Commandant of Cadets regarding good order and discipline and moral and welfare within the regiment. Toward this end he/she performs administrative functions such as conduct inspections, ensures enforcement of regulations and policies, develops training plans and precisely maintain key records such as demerit counts or outcomes of Captain's Mast.

2101.4 The Regimental Operations and Training Officer directs and supervises all leadership training and programs for the Cadet Regimental Staff, including Indoctrination. He/She oversees the watches necessary to guide and reinforce the actions of the Cadet watch. He/She is the direct advisor and mentor to the Cadet Regimental Officers regarding their respective Regimental functions, and oversees the Indoctrination Program. The Regimental Operations and Training Officer is the liaison between professional development programs and student services. He/she conducts weekly 1/C Mast proceedings.

2101.5 The Regimental Affairs staff is organized to assist the Commandant in the functioning of the Regiment and to provide training and mentoring to all Cadets in order to achieve the goals of the Regiment. They are role models who promote positive leadership. They must demonstrate that leadership consists of a set of acquired capabilities and is not solely dependent on the number of stripes worn. They share the other duties and responsibilities necessary to guide and

reinforce the actions of the Regiment of Cadets. The Regimental Affairs staff consists of the Regimental Battalion Officers, the Regimental Duty Officers, the Staff Assistant for Operations and the Staff Assistant for Training.

2101.6 Regimental Battalion Officers are the direct advisors and mentors to the Cadet Officers in their respective battalions. They give the necessary leadership and support to the Cadet Officers in the battalions and develop the leadership and military training programs for the battalion. They will teach, coach, mentor, and provide feedback to the Cadets and when necessary, direct the actions of the Cadets. Battalion Officers are responsible for the facilities assigned to the battalions and for ensuring that Cadet Officers are accountable for the actions and morale of the Cadets in their charge. Battalion Officers share the watches necessary to guide and reinforce the actions of the Cadet watch. During the Summer Sea Term, he/she serves as a member of the Regimental Affairs Department.

2101.7 Regimental Duty Officers are responsible for providing the necessary leadership and support to the Regiment of Cadets after regular business hours. They assist, direct, advise and mentor the Cadet Officers, especially those standing watches, in adhering to the Commandant's Standing Orders. They provide direct oversight, guidance and reinforcement of the rules and regulations throughout the Regiment to ensure the safety and security of the Regiment of Cadets when other Regimental Staff is not present. During the Summer Sea Term, he/she serves as a member of the Regimental Affairs Department.

2101.8 The Staff Assistant for Operations and the Staff Assistant for Training assist the Operations and Training Officer in ensuring the administrative matters within the Regiment and for the Regimental Staff are completed. They perform frequent reconciliation and analysis of internal and external processes and procedures in order to initiate necessary improvements. They provide liaison between the Regiment and academia, professional development programs and student services. During the Summer Sea Term, he/she serves as a member of the Regimental Affairs Department.

2200 Cadet Regiment

2201 Basic Organization

2201.1 The organization of the Regiment of Cadets follows a military organizational structure that consists of the necessary command and staff Cadets to effectively lead and administer the Regiment. The Regiment is composed of three battalions. The battalions shall be numbered consecutively and the companies shall be designated by alphabetical lettering. Each company shall be composed of three platoons. The Regimental organization for the Summer Sea Term can be found in the Cruise Manual given to each Cadet going on Summer Sea Term.

2201.2 Cadets are classified according to seniority by their Regimental status: First class (1/C) - Senior, Second Class (2/C) - Junior, Third Class (3/C) - Sophomore, Fourth Class (4/C) - Freshman. Additionally, the first year student is traditionally known as a "MUG" for Midshipman Under Guidance. Cadets will normally spend one year in each class. Each Cadet

has the privilege and responsibility to spend one year as a 4/C Cadet and one year as a 1/C Cadet. Newly admitted students are required to participate in and complete the Indoctrination Program for introduction to the Regiment and their obligation as Cadets. However, certain situations arise that result in a deviation from the norm. Cadets specifically admitted to the Regimental Program in January are referred to as J-MUGs and these Cadets will be a 4/C Cadet for only one semester. The Commandant of Cadets will make the final determination on a Cadet's Regimental class status. The following guidelines will be used to determine the class status of each Cadet.

1. Licensed Cadets, U.S. or foreign equivalent, and Cadets transferring from a sea service academy or a state maritime school may request exemption from a Fourth Class year, in writing, to the Commandant of Cadets. Their Regimental class status will be based on academic transferred credit received and /or approved sea time from the previous institution.
2. Cadets expecting to be advanced Regimentally to 1/C Cadet or 2/C Cadet must normally meet the following criteria:
 - a. Cadets will only be promoted Regimentally to 1/C status at the beginning of their third and final Summer Sea Term or internship (Intern Option). An exception can be made for these Cadets graduating immediately after their final Summer Sea Term.
 - b. Cadets will only be promoted Regimentally to 2/C status at the beginning of Summer Sea Term II.
 - c. Cadets will be promoted to 3/C status after they have completed two semesters as a 4/C, and have successfully completed other requirements such as Summer Sea Term. Regimental 4/C starting in January can be upgraded following successful completion of their Spring semester with appropriate good performance in both the Regiment and academics.
 - d. For Cadets in majors which require or permit an alternative to the Summer Sea Term, the alternate activity will meet the requirements of Summer Sea Terms for Regimental upgrade purposes (i.e., a Summer practicum or internship in lieu of 2/C or 1/C cruise).
3. Any Cadet who believes there is a special circumstance warranting elevation of class status may submit a request, in writing, to the Commandant of Cadets.

2201.3 Students in Special Status/Day Students. Students with valid experience (Armed Forces) or qualifications (Merchant Marine License) may be admitted to the College and assigned special status within the Regiment of Cadets. Special status must be approved by the Commandant of Cadets. These special students wear the prescribed uniform and will muster every Tuesday and Thursday for inspection and instructions. Cadets granted this status are expected to comply with the applicable Rules and Regulations herein; lack of compliance can lead to the denial or revocation of this privilege.

1. Applicants with at least two years active duty in the USN, USCG, USMC (FMF), USA (Engineering/Transportation Corps) may apply for day student status after completing the Indoctrination Period. They must, however, participate in the Ship Work Program, Training Cruises, and all assigned watches.
2. Applicants who either possess a valid unlimited tonnage/horsepower Merchant Marine License issued by the United States Coast Guard, or have served enough time at sea to satisfy the Coast guard requirements to sit for the license, may apply for day student status. If granted, they do not attend the Indoctrination Period and are not required to participate in the Ship Work Program or Training Cruises. Foreign applicants possessing an equivalent license may also be eligible for day student status.
3. Cadets in their final year who have completed four years in residence, all training cruises or internships, and who are completing degree requirements with less than a full time academic load may petition the Commandant of Cadets for Special Status. They will not be required to do Ship Work upon satisfactory completion of eight Ship Work periods while enrolled at the College. Note: Students without a full academic load may not reside in the dorms.
4. Transfer students 26 years of age or older, with appropriate professional credentials, will be considered on a case-by-case basis for Special Status, and are encouraged to appeal to the Commandant for designation as a Day Student.

2201.4 Experience shows that few Cadets are awarded day student privileges. Students in a Special Status electing to live in the dormitories are expected to abide by these Rules and Regulations, the Student Handbook, and the College Housing Policies.

2202 Guiding Principles

2202.1 The senior class exercises authority and is accountable for the exercise of command, maintenance of internal discipline, morale and welfare, and training of the junior classes. In return they are granted the privileges normally associated with seniority. This fundamental condition must be fully recognized by the junior classes, and all classes shall conform to the requirements set forth by the senior class.

2202.2 To carry out these principles, and for the purpose of indoctrination and training in the exercise of command authority and administrative and disciplinary responsibility within the Regiment, the Commandant will appoint Cadet Officers and Staff Assistants from the senior class, in accordance with Article 2206.

2202.3 Cadet Officers are responsible for the welfare and morale of those in their charge and for maintenance of good order and discipline within the Regiment. Their success is in knowing and understanding their subordinates and being prepared to address problems as they arise, such as academic difficulties, missing classes, disruptive behavior, poor performance within the

Regiment, withdrawal from previous levels of activity, etc. In this role, the Cadet Officer takes on one of the most important responsibilities of leadership.

2202.4 Cadet Officers will maintain a watchful eye to prevent hazardous conditions from starting or continuing; the same for wasteful energy conditions and other matters which a prudent professional would consider potentially harmful or disruptive.

Cadet Officers and Staff Assistants should be outstanding role models in word, deed, and appearance at all times, to instill a sense of responsibility in the junior Cadets, and to expect the highest standards of performance from themselves and those they lead. Cadet Officers must ensure that they and those under their leadership act in accordance with the principles and values of the Regiment at all times, including the Rules and Regulations, and the Maritime College Oath.

In general, Cadet Officers will be responsible for:

1. The planning of Regimental training and inspections.
2. The development of Junior Cadet Officers by the assignment of concrete responsibilities, as well as ensuring follow-through and performance in the area of responsibility.
3. The safety and well-being of all Cadets in their charge and their adherence to the Rules and Regulations and to the Maritime College Oath.

2202.5 Subordinates should seek the assistance of Cadet Officers when problems arise. Cadet Officers should be aware of the full range of services available and ensure they are offered in a timely fashion. Ongoing communication with the Regimental Affairs/Battalion Officers and other members of the Commandant's Staff is essential to success in these activities.

2202.6 Performance evaluation of all Cadet Officers will be made periodically during the training period and during the course of their assignment. The purpose of this evaluation is to ensure that his/her performance is in compliance with the program goals and objectives. Additionally, periodic counseling is provided to the Cadet Officer to aid in his/her development as a leader. Continued poor performance will result in removal of the Cadet as a Cadet Officer.

2203 Precedence of Cadets

2203.1 Cadet Officers will hold rank commensurate with responsibility associated with their role in the Regimental organization. The Regimental Chief of Staff shall rank with, but is senior to, the Battalion Commanders. There is no relative rank between Battalion Commanders, between Company Commanders, or between Platoon Commanders. When, upon special occasions, the need or question of seniority arises among Cadet Officers of similar position, Cadets shall take precedence as directed by an appropriate senior.

2203.2 As between classes, Cadets take precedence in the order of their Regimental class designation.

2204 Table of Organization

The organization of the Cadet Regiment for the Fall and Spring semesters with position designations and insignia authorized are found in the following table.

ACADEMIC SEMESTER

CADET OFFICERS

Position	Sleeve or Shoulder Markings/Stripes	Collar Devices Bars
Regimental Commander	6	6
Regimental Chief of Staff	5	5
Regimental Adjutant	4	4
Regimental Operations Officer	4	4
Regimental Chief Hospital Corpsman	3	3
Battalion Commanders (Senior Resident Advisors)	4	4
Cadet Chief Officer	4	4
Cadet Chief Engineer	4	4
Cadet Second Officer	3	3
Cadet 1st Assistant Engineer	3	3
Company Commanders	4	4
Cadet Third Officer	2	2
Cadet 2nd Assistant Engineer	2	2
Company Executive Officers	3	3
Company Operations Officers	3	3
Platoon Commanders (Resident Advisors)	2	2
Cadet Band Leader	3	3
Assistant Band Leader	2	2
Honor Guard Platoon Leader	2	2
Cadet Officer First Class	1	1

CADET STAFF ASSISTANTS

Indoctrination Officers (2/C)

- Cadet Chief Indoctrination Officer
- Cadet Chief Deck Indoctrination Officer
- Cadet Chief Engine Indoctrination Officer
- Cadet Academic Indoctrination Officer
- Cadet Indoctrination Officers

Indoctrination Squad Leaders (3/C)

2205 Selection of Cadet Officers

2205.1 In order to provide effective command of the Regiment of Cadets during the academic year and the Summer Sea Term, Cadet Officers will be appointed to positions indicated in Article 2205. Appointments will be decided based on the needs of the Regiment. All First Classmen should be capable of assuming a Cadet Officer position and will be given the opportunity during their 1/C year to apply his/her leadership skills as a Cadet Officer. Academic performance, Regimental and extra-curricular activities, conduct records and the applications submitted by the individuals will be evaluated in determining assigned rates. Cadets who are judged by the Commandant to have no positive leadership qualities shall be recommended to a Suitability Hearing Board for consideration for disenrollment.

2205.2 The Commandant of Cadets after consultation with the Chairman of the Marine Transportation and Engineering Departments (or their designated representatives), the Master, Chief Engineer and Chief Mate of the training ship, the Deputy Commandant of Cadets, and other designated individuals connected with the training of Cadets both ashore and afloat, shall decide on Cadet Officers to fill the positions for the academic year and Summer Sea Term. The Commandant of Cadets will promulgate the process to be followed for the selection of Cadet Officers, including time lines, to the above individuals prior to initiating the selection process.

2205.3 The Commandant of Cadets is the authority for removal of Cadet Officers. Cadet Officers may be removed for either conduct or poor performance. Recommendations for removal for poor performance may be made to the Commandant of Cadets by any of the individuals identified in Article 2206.2 and the Regimental Affairs Officers, to include the basis for the request. Additionally, a senior Cadet Officer may make a recommendation for removal for poor performance and it must include an endorsement by one of the individuals in Article 2206.2 or a Regimental Affairs Officer. The Commandant of Cadets will consult with the appropriate staff prior to effecting a removal for poor performance.

2206 Cadet Officer Duties and Responsibilities

2206.1 The duties and responsibilities of Cadet Officers during the Fall and Spring semesters are set forth in the Commandant's Standing Orders and provide the basis for the tasks that each Cadet Officer is to perform. In addition to the purpose for the position, key responsibilities are outlined, relationships that exist internal to the Regiment and external to it are defined and the basic qualifications for the position are set forth. They will be used in evaluating the performance of each Cadet Officer. The Commandant of Cadets may modify these duties as necessary to ensure effective operation of the Regiment.

2206.2 While the organization and position descriptions differ between the academic year (ashore) and the Summer Sea Term, the Guiding Principles outlined in Article 2202 remain the same.

2207 Indoctrination Officers

2207.1 Indoctrination Officers (IDO's) are 2/C Cadets specially selected by the Commandant of Cadets to indoctrinate the incoming freshman class during their 4/C year. They are assisted by Indoctrination Squad Leaders selected from the 3/C Cadets. The Indoctrination Program is run by the Regimental Operations and Training Officer, all IDO's and Squad Leaders will report directly to the Regimental Operations and Training Officer.

2207.2 The Chief Indoctrination Officer reports to the Regimental Commander. He/she is assisted by the Chief Deck, Chief Engine and Academic IDOs who work with the Indoctrination Officers in carrying out the program.

2208 Cadet Band

The Cadet Band is an integral part of the Regiment. It is formed from volunteers with musical training and background. Additionally, those selected to be a member of the Band shall excel academically and within the Regiment. The Band performs at Admiral's Inspections, reviews, parades and ceremonies.

2209 Honor Guard

The Honor Guard shall be assigned from members of the Regiment. Overall excellence in academics, performance within the Regiment, and military bearing shall be the criteria for selection. Those selected shall escort and/or carry the colors and standards in all parades, reviews, competitions and ceremonies.

2300 Cadet Indoctrination Program

2301 Discussion

2301.1 All newly admitted students are required to participate in the College's Indoctrination Program. The program consists of the initial Indoctrination Period and extends through the completion of the Cadet's fourth class year. The Indoctrination Period is the most intense portion of the program and prepares the new Cadet for life in the Regiment and aboard the training ship; to be physically fit for the rigorous life at the College and at sea; and, in the traditions of the College. It exposes the new Cadet to self-discipline, rapid assimilation of information and a certain amount of stress. Mastery of all is an important element to becoming a competent and successful seafarer as well as any other career the graduate may pursue. A successful completion of the period increases the Cadet's pride, self-confidence and maturity. Throughout the year, the training received during the Indoctrination Period is reinforced, additional professional training is provided and academic performance is emphasized and monitored.

2301.2 The Indoctrination Program is conducted by 2/C Cadets as Indoctrination Officers. It provides the 2/C Cadet a beneficial leadership experience and is an integral part of the

Regimental Leadership Development program. Once selected as Indoctrination Officers, they receive approximately 40 hours of training to prepare them for their responsibilities. The specifics of the training program are detailed in the Indoctrination Program Manual. The Regimental Operations and Training Officer supervises the Indoctrination Officers in their duties and is assisted by the Regimental Affairs staff.

2301.3 The Indoctrination Program has as an element the support of professional training of the Cadet. This is an adjunct to the Professional Studies Courses PS 111 and 112 and does not replace them. This training is coordinated through the Cadet Chief Officer and Cadet Chief Engineer and focuses on systems tracing, shipboard safety and watch standing. Additionally, individual academic performance is monitored throughout the Fourth Class year. Indoctrination Officer supervised, mandatory study halls may be conducted to assist in improving the academic performance of 4/C Cadets.

2302 Goals

2302.1 The goals for the Indoctrination Period are a subset of and support the Regimental System. The subordinate objectives and measures may be found in the Indoctrination Program Manual. They will be used to assess the effectiveness of the Indoctrination Period and the program and form the basis for changes in the program.

2302.2 Cadet Preparation. The new Cadet will understand what is expected of him/her at the College, in the Regiment of Cadets and aboard the Training Ship.

2302.3 Traditions. The new Cadet will have a strong knowledge of the traditions of the College and the sea.

2302.4 Physical Fitness. The new Cadet will seek to maintain high standards of physical fitness and an understanding of the importance of physical conditioning that will prepare him/her for the arduous nature (mental and physical) of the College and the sea.

2302.5 College Life. The new Cadet will have an understanding of the challenges of the College and understand how to cope with those issues that might prevent him/her from succeeding at the College.

2302.6 Team Work. The new Cadet will have a demonstrated ability to work as a member of a team.

2302.7 Integrity. The new Cadet understands the importance of integrity (possessing firm moral principles) and demonstrates the highest standards of integrity and ethics in his/her actions at the College as well as outside the College.

2302.8 Loyalty. The new Cadet understands the importance of loyalty, the hierarchy of loyalty and demonstrates loyalty to the College, one's shipmates and one's self. Loyalty is

fundamentally about adherence to and promoting right principles which are essential to mission completion and well-being of the organization and its team members.

2302.9 Self Discipline. The new Cadet has a basic understanding of the importance of self-discipline on success both at the College and in life.

2303 Performance Evaluation

2303.1 During the Indoctrination Period and throughout their fourth class year the new Cadets will be periodically evaluated to determine their progress and development. This is a critical period in their development as a student, a Cadet and success at the College. Those areas that are hindering that development should be identified and counseling and training provided to correct those deficient. Fourth Class performance standards are described in the Indoctrination Manual and form the basis for evaluating the Cadet. In those cases where the performance standards cannot or will not be met indicating that the Cadet may not be suitable for the College or as a Merchant Marine Officer, the Cadet will be referred to a Suitability Hearing Board as outlined in Article 3404.

2303.2 Performance evaluation of the Indoctrination Officers will be made periodically during the training period and during the Indoctrination Period. The purpose of this evaluation is to ensure that his/her performance is in compliance with the program goals and objectives. Additionally, periodic counseling is provided to the Indoctrination Officer to aid in his/her development as a leader. Continued poor performance will result in removal of the Cadet from the Indoctrination Program. The performance evaluation will be conducted by the Operations and Training Officer with advice from the Regimental Affairs Officers and the Regimental Commander. Recommendations for removal will be made to the Commandant of Cadets for his/her action.

SECTION THREE - OPERATIONS

3100 Cadet Routine

3101 General Regimental Routine

3101.1 The Regiment of Cadets operates on a routine governed by and in support of the College's academic program. The Regimental routine also supports the professional training of the Cadets. Therefore, as onboard a ship, the College operates on an around the clock, 7 day a week basis, and its integrity must be so maintained by the assigned duty section.

3101.2 During the Summer Sea Training Period daily routines are provided for four situations: Daily at Sea, Holiday/Sunday at Sea, Daily in Port and Holiday/Sunday in Port. The purpose of these various routines is to provide guidance for all hands in the day-to-day operation of the ship as well as support the Deck and Engineering Training plans.

3102 Accountability

Accountability is the system of stabilizing an unbroken chain of responsibility extending from the lowest ranking Cadet to the top-ranking Cadet, including all levels/ranks within the administration. The system is designed to ensure the completion of assignments, bear the positive and negative consequences for performance, self-correct behavior and set the tone and tenor of responsibility at sea and ashore.

Accountability during the academic year is conducted as follows:

1. The principal vehicle for Cadet accountability is at 0720 morning formation and at 2300 taps musters. All Cadets, except those officially excused or on approved liberty, must participate in these musters. Cadet Officers are required to report all absentees via the chain of command, to the Cadet Chief of Staff, who in turn reports the absentees to the Regimental Operations and Training Officer NLT 1600 that day.

2. The procedure for morning formation is as follows:

4/C Cadets are required to be in formation by 0710 during the Regimental week.

3/C and all Cadet rates will be in formation by 0715 during the Regimental week.

1/C and 2/C Cadets will be in formation by 0720 during the Regimental week.

Colors will be raised promptly at 0725 every morning, during the Regimental Week by the Color Guard. Colors will be raised promptly at 0725 on Saturday and Sunday by the Watch Standers.

Formation is dismissed by order of the Regimental Commander.

Watch muster commences immediately following dismissal from morning formation or in lieu of scheduled room inspection.

All muster chits must be handed into the Company Commanders prior to formation being dismissed. They will get these to the Cadet Chief of Staff in a timely manner.

3. Breakfast will start at 0630 every morning and will end at 0830. All 3/C and 4/C Cadets are required to eat before morning formation. All 1/C and 2/C Cadets have the privilege of eating breakfast after formation. Squad Leaders can eat after formation, however, all underclass are not permitted to eat following formation unless getting off the 0400-0800 watch. Midshipmen who have NROTC PT in the morning are allowed to eat after formation.

4. Hospital lists, sick lists, light duty lists, watch lists, special liberty lists, and special lists of Cadets who may be excused from the daily routine shall be maintained in the Regimental Office on C-1 for accountability checks. After each formation and inspection, the Regimental Chief of Staff shall check the absentees against authorized absentee lists and determine in each case whether a Cadet's absence is authorized.

5. Cadets anticipating absence from musters and/or formations for cause must ensure their name is included on the appropriate list prior to the muster or formation. Cadets absent from formation/muster and not included on an approved list will be formally charged as is appropriate.

6. The Cadet Watch Officer will collect taps reports. The Cadet Watch Officer shall account for all absentees and shall make a report to the Regimental Duty Officer of the completion of the taps inspection, reporting the names of any absentee Cadets.

7. Taps is to be held from 2250 until 2300 every night from Monday to Thursday. All 2/C, 3/C, and 4/C Cadets are required to be in their room by 2300 if they are not granted liberty. The Platoon Commanders will take attendance for all Cadets living on their deck and are to turn in a muster report to their Company Commanders. The Company Commanders will hand in all muster sheets to the Regimental Office on C-1 by 2315 each of these nights. The Platoon Commander/Resident Advisor is responsible for the accountability of all Cadets on their deck, including 4/C. If the Platoon Commander/Resident Advisor is unable to attend taps, a 1/C Rate in that company will be assigned to conduct taps. Any Cadet planning to be out of his/her room at and/or after taps must inform their Platoon Commander/Resident Advisor of their whereabouts and post notification on their door. In the event that a Cadet is unaccounted for, his/her absence must be reported to the Cadet Watch Officer by the Platoon Commander/Resident Advisor.

3103 Weekly Routine

3103.1 The weekly routine for the academic year is as follows:

1. **MONDAY:**
Follow Daily Routine
Liberty expires for all hands 0700 (except 4/C)
Extra Duty Muster 1615
2. **TUESDAY:**
Follow Daily Routine
1/C Liberty 1600*-2250
3. **WEDNESDAY:**
Follow Daily Routine
Regimental Activities Period 1500-1550
1/C & 3/C Liberty 1600*-2250
4. **THURSDAY:**
Follow Daily Routine
1/C & 2/C Liberty 1600*-2250
5. **FRIDAY:**
Follow Daily Routine
Regimental Review Period 1500-1550
Extra Duty Muster 1615
Liberty for All Hands Entitled After Review
6. **SATURDAY:**
Holiday Routine (except as directed by the
Commandant of Cadets)
Saturday Ship Work (for those designated) 0800-1630
7. **SUNDAY:**
Holiday Routine

* or after last class period/Regimental obligation for 1/C only

3103.2 The academic calendar contains the schedule for major College evolutions such as starting of classes, registration dates, holidays and final examinations. The weekly and daily routine may be adjusted to accommodate the academic calendar.

3104 Daily Routine

The daily routine during the academic year is as follows:

1. WEEKDAYS

Watch Section Police General Areas	0545
Breakfast 3/C & 4/C	0630-0715
Breakfast 1/C & 2/C	0735-0830
Sick Call	0700
Liberty Expires except 4/C (Mon only)	0700
Morning Formation (Muster, Inspection Instruction, Morning Colors)	0725
Daily watch Muster (Mon - Fri)	0735
1st Period	0800-0850
2nd Period	0900-0950
3rd Period	1000-1050
Lunch	1100-1400
4th Period	1100-1155
5th Period	1155-1245
6th Period	1250-1350
7th Period	1350-1440
8th Period	1450-1540
Student Activity Period	1600-1800
Liberty Commences per 3103.1	1600-2250
Restricted Muster	1600
Extra Duty Muster (Mon and Fri)	1615
Extra Duty (Mon and Fri)	1615-1830
Supper	1700-2045 (Mon-Thurs)
Supper	1700-2000 (Fri only)
Colors	Sunset
Restricted Muster	1900
Quiet Study Period (Quiet about the Decks)	1930-2230
Cleaning Stations	2230-2250
Restricted Muster	2300
Taps (Quiet about the Decks)	2250
Restricted Muster (Fri)	0100

2. SATURDAYS, SUNDAYS, HOLIDAYS

Restricted Muster	0700
Continental Breakfast	0700-0900
Saturday Ship Work Program	0800-1630
Colors	0800

Extra Duty Muster	0800
Brunch	0900-1400
Restricted Muster	0900
Restricted Muster	1300
Supper	1600-1800 (Sat)
	1600-1945 (Sun)
Colors	Sunset
Restricted Muster	1600
Restricted Muster	1900
Restricted Muster	2300
Restricted Muster	0100

3. Changes in the daily routine will be announced in the Plan of the Week or at morning formation.

3105 Study Hours

Study hours are periods assigned for the preparation of academic assignments. Quiet will be maintained in all dormitory areas during the designated hours. Interfering with the study routine of other Cadets will result in disciplinary action for creating a disturbance. The period from 1930 until 2230 Monday through Thursday is designated as quiet study hours. During this period, all 4/C Cadets are required to engage in studying. Study hours are also in effect from 2300 until 0730 the following morning. This is an optional study period for all Cadets as well as the post taps period. Platoon Commanders/Resident Advisors and IDO's are responsible for maintenance of quiet during the study hours. Additionally, it is the responsibility of each individual Cadet to abide by study hours to ensure an atmosphere suitable and conducive to studying.

3106 Saturday Ship Work

All Cadets, except as excused in Article 2204, are required to devote one Saturday per academic semester to maintenance and training onboard the training ship.

Proper uniform and grooming standards will be enforced. The primary goals of the program are to:

1. Complement the academic education with additional practical shipboard experience. Work assignments familiarize Cadets with the routines experienced more fully during the Summer Sea Term.
2. Increase pride in the training ship.
3. Improve the habitability and the material condition of the training ship.

3200 Leave and Liberty

3201 Leave Definition

Leave is a long term absence from the College. It may be scheduled or unscheduled. Scheduled leave is based on the regular routines of the College. Unscheduled leave is a request by an individual Cadet to leave the College for an extended period of time.

3202 General Leave Procedures

3202.1 Scheduled Leave. The President of the College may grant scheduled leave to all Cadets as may be expedient during Christmas, Easter, Thanksgiving, and other holidays. The dates of all authorized leave periods are published in the Academic Calendar. Ordinarily, the Master of the TS EMPIRE STATE will grant leave to 1/C, 2/C and 3/C Cadets at the conclusion of the Summer Sea Term until the beginning of the Fall Semester.

3202.2 Non-Scheduled Leave. Request for non-scheduled leave, leave of absence, or extended leave of absence must be addressed to the Commandant of Cadets. Such requests shall state in full the reasons involved. In cases where leave is for academic reasons, approval must also be obtained from the Provost, Dean of Academics or the Associate Provost and supported by recommendation of the faculty advisor and the appropriate department chairman.

3202.3 Cadets departing on regularly scheduled leave will secure their dormitory rooms in accordance with the guidelines specified in the Student Handbook.

3202.4 The procedures for departure on leave after the end of Summer Sea Term will be as specified by separate directive (Standing Order) from the Master, TS EMPIRE STATE.

3202.5 The procedures for departure on non-scheduled leave, leave of absence, and extended leave of absence will be the same as those for Cadets departing the College prior to graduation as specified in the Student Handbook.

3202.6 It is the individual responsibility of each Cadet to return on time from leave periods. Should he/she encounter any delay which will cause him/her to be late in returning, he/she should, as soon as possible, telephone the Regimental Duty Office giving the cause of the delay and the estimated time of arrival. Upon returning the Cadet must report to the Regimental Duty Office to log in. Documentation is required for the late return. Failure to return as scheduled, and without valid reason, will lead to disciplinary action.

3203 Liberty Definition

Liberty is a privilege extended to Cadets whose records indicate that they have merited this privilege. Liberty is a privilege and not a right. Liberty is granted to Cadets according to their class. First Classmen will guard the privileges accorded them, and it shall be their duty to report

Second, Third, and Fourth Class Cadets who abuse their own liberty privileges. The privilege of liberty, and the hours for liberty, is at the discretion of the Commandant of Cadets or Deputy Commandant.

3204 General Liberty Policy and Procedures

3204.1 Regular weekend liberty for all Cadets not on restriction, not on extra duty, not on the weekend watch bill, nor assigned to the Saturday Ship Work Program shall begin after the Friday Regimental Review Period and end at 0700 on Monday (except 4/C as specified in 3204.5).

3204.2 All 1/C Cadets, except those on the daily watch bill including idlers or otherwise restricted, shall be granted liberty Tuesday, Wednesday and Thursday from after their last scheduled class or Regimental Review Period until Taps (except on Monday).

3204.3 All 2/C Cadets, except those on the daily watch bill including idlers or otherwise restricted, shall be granted liberty on Thursday commencing at 1600 and terminating at Taps. All 2/C Cadets may be granted liberty privileges specified by special liberty.

3204.4 In recognition of their service and efforts to the IDO Program, Indoctrination Officers are to be allowed liberty on Tuesday and Wednesday nights until Taps. This is in addition to the Thursday night liberty allowed all 2/C.

3204.5 All 3/C Cadets, except those on the daily watch bill including idlers or otherwise restricted, shall be granted liberty on Wednesdays commencing at 1600 and terminating at Taps. All 3/C Class Cadets may be granted liberty privileges specified by special liberty.

3204.6 All 3/C Cadets designated as Squad Leaders shall receive Tuesday night as well until 2300.

3204.7 All 4/C Cadets are not granted liberty privileges during the week unless otherwise specified by special liberty. All 4/C must return to the campus no later than 2200 on Sunday night.

3204.8 Any Cadet found thirty minutes over liberty or leave during the academic year are subject to a Regimental Class II offense (15 demerits) for over-leave during academic year.

3204.9 Any Cadet found up to one hour over liberty or leave during the academic year are subject to a Regimental Class II offense (25 demerits) for over-leave during academic year.

3204.10 Any Cadet found over one hour of designated class liberty or leave during academic year are subject to a Regimental Class I offense for unauthorized absence from the confines of campus.

3204.11 Any Cadet found entering or leaving the campus on a night they are not entitled liberty, without special liberty privileges, will be charged with a Class 1 offense of unauthorized absence from the confines of campus.

3402.12 Cadets who have special circumstances warranting consideration for extension of liberty privileges should submit a written request for consideration to the Commandant, via their respective Regimental Battalion Officers. Cadets should not assume approval of their request until a written response is given to them.

3204.13 Cadets will not depart the College earlier than the time specified for their authorized liberty hours. In addition, any Cadet placed on conduct probation or restriction will be denied liberty, until they are released from academic probation or restriction.

3205 Special Liberty Procedures

3205.1 Special liberty may be granted in certain cases, considering the need and urgency of the request. Special liberty is for the purpose of attending to personal affairs that cannot be otherwise arranged during normal liberty hours. Cadets on the Admirals' and/or Dean's lists and Cadet Officers will be given special consideration for special liberty. Except in cases of emergency, special liberty will not be granted to those Cadets in a restricted status, Cadets on a watch bill, or Cadets assigned to the Saturday Ship Work Program.

3205.2 The following procedures will be used to obtain special liberty during the academic year:

1. Special liberty requests may be obtained from the Regimental or Battalion offices and shall be submitted to the respective Regimental Battalion Officer, completely filled in with all endorsements, not later than seventy-two (72) hours in advance of the date requested. The Regimental Battalion Officer is the approving official for all special liberty requests except as noted in the following articles.

2. All requests for special liberty involving an absence from class must have the initials of the instructor or department chair. Initialing by the instructor and/or chair only signifies awareness of the possible granting of special liberty and is not permission for liberty. Approval of the special liberty does not excuse that Cadet from class responsibilities such as tests, assignments or other assigned class responsibilities.

3. All special liberty requests must have the endorsement of the Platoon Commander/Resident Advisor, Company Executive Officer (if watch assignment is involved) and the Company Commander.

3205.3 Upon approval of a special liberty request by the Commandant of Cadets, Deputy Commandants of Cadets, Regimental Operations and Training Officer, or the Regimental Battalion Officer, the requesting Cadets will deliver the Platoon Commander's/Resident Advisor's portion of the approved request to the Platoon Commander/Resident Advisor. The

approved request will be taped to the Cadet's dormitory room door. Deliver the top portion of the approved requests to the Regimental Battalion Officer.

3205.4 When emergencies arise that prevent a Cadet from returning to the College at the prescribed time a telephone call to their respective Regimental Battalion Officer will be made. Substantiating documentation is required.

3206 Medical and Dental Liberty Procedures

3206.1 Routine medical and/or dental liberty shall be granted only after a Cadet has consulted with Health Services and the request is approved, indicating the need for the treatment and that an appointment has been made.

3206.2 While it is appreciated that medical and/or dental appointments are frequently difficult to obtain at the time desired by the patient, Cadets will avoid making appointment, or having appointments made for them, that will involve absence from the Wednesday Regimental Activity period, the Friday Regimental Review, watch assignment or Saturday Ship Work. In no case, except emergencies, will medical or dental liberty be granted which will in effect cause early departure or late return from scheduled leave or extended liberty periods.

3206.3 Except for emergencies, medical or dental liberty must be submitted for approval forty-eight (48) hours in advance. All other procedures of Article 3205.2 will be followed.

3207 Emergency Liberty Procedures

3207.1 Emergency liberty for sickness, etc., may be granted by the Commandant of Cadets, Deputy Commandant of Cadets, or the Regimental Operations and Training Officer, upon authentication of the need and making an entry in the Regimental Duty Log.

3208 Group Liberty Procedures

3208.1 Group liberty is used to provide a method a approving of and accounting for those events and activities that involve a larger segment of the Cadets all directed towards a common purpose. Group liberty consists of two types: Organizational and Sports. They are defined and approval procedures are found in the following articles.

3208.2 Organizational Group Liberty. Group Liberty may be granted to student organizations when the objective of the liberty pertains to the educational or cultural development of the members of the organization. The following procedures will be used to obtain approval:

1. The group liberty request form from may be obtained from the REG WEB. The request must be signed by either the faculty/staff advisor or the Director of Student Activities and shall be presented by the Cadet in charge of the organization to the Deputy Commandant of Cadets. Such group liberty requests must be received by the Deputy Commandant of Cadets seventy-two (72) hours prior to the date of the liberty.

2. Organizational group liberty involving the missing of classes by any Cadet in the group shall be submitted through the Vice President for Academic Affairs or the Associate Provost. The Vice President for Academic Affairs/Associate Provost requires two weeks advance notice to all departments of the prospective absence from class. Recommendation for approval by the Vice President for Academic Affairs/Associate Provost does not excuse the individual or the group from the class responsibilities such as tests, assignments of other assigned class responsibilities. It is incumbent on the Cadet to ensure that he or she has discussed what is expected of them prior to departing on the liberty.

3. Upon approval of the request, the Cadet in charge of the organization shall prepare and submit copies of the request to each Battalion Officer, the Regimental Operations Officer, and each Company Commander. After approval of the request, no names shall be added to the list except as authorized by the Deputy Commandant of Cadets.

4. Organizations granted group liberties are representatives of the Maritime College as well as their group or organization. It is expected that an appropriate College staff member will attend the function or activity with the group. The faculty/staff advisor's signature on the liberty request will indicate that he/she is attending the function with the group, unless some other official is specifically indicated, on the form, as attending.

5. Cadets in a restricted status shall not be allowed to participate in organizational group liberties unless the group liberty involves activity that is beneficial to the academic background of the Cadet and is explicitly approved by the Deputy Commandants of Cadets. Those Cadets within the group who are on the extra duty list or watch bill shall be so indicated on the request and shall be required to return to the College as indicated on the approval request.

6. Since organizational group liberties are granted for a specific purpose, the group shall depart together at the commencement of the liberty. The Cadet in charge of the group will muster the group prior to departure and present the muster report to Duty Regimental Affairs Officer, Cadet Regimental affairs Officers, and/or the Cadet Watch Officer. Absentees will be deleted from the liberty request and will not be permitted to participate in the liberty.

3208.3 Sports Group Liberty. Group liberty may be granted for off campus participation in athletic practices, events, or competitions when requested by the Head Coach of the sport or their delegate. Such requests will provide for sufficient time for travel to and from the scheduled event, taking into consideration the mode of transportation and meal requirements. When a request group liberty falls within the time frame for a regularly scheduled Cadet liberty, team members may return, if they rate the liberty, at the end of the regularly scheduled liberty. When the practice, event, or competition takes place on the campus, or within five miles of the campus, no special liberty will be approved for members of the team after the event. The following procedures will be used to obtain approval:

1. The group liberty request form may be obtained from the REG WEB. The request must be signed by the coach or Athletic Director and forwarded to the Deputy Commandant of Cadets. Liberty requests must be received by the Deputy Commandant of Cadets seventy-two (72) hours prior to the date of the liberty.
2. Requests for sports group liberties involving the missing of classes by any Cadet in the group shall be submitted through the Vice President for Academic Affairs. The Vice President for Academic Affairs required two weeks advance notice to all academic departments of the prospective absence from class. Recommendation for approval by the Vice President for Academic Affairs does not excuse the individual or the group from class responsibilities such as tests, assignments or other assigned class responsibilities. It is incumbent of the Cadet to ensure he or she has discussed what is expected of them prior to departing on the liberty.
3. Those Cadets on the watch bill or extra duty list shall be so indicated on the request and shall return to the College as specified on the approved request. Cadets who are on an official squad list and who also have extra duty will be permitted to attend practice and have their extra duty deferred after approval by the Deputy Commandant of Cadets. Excusal for watch standing is only permitted as submitted by the Head Coach of the sport and approved by the Deputy Commandant of Cadets.
4. Cadets in a restricted status may be permitted to participate in sports group liberties, but shall be so indicated on the request and shall be required to return to the College immediately following the practice event, game, or competition for which the liberty is requested.
5. No pen and ink, pencil, or other types of additions to sports group liberty requests are authorized unless initialed by the Deputy Commandant of Cadets.

3300 Watch

3301 Discussion

3301.1 The operation and administration of a ship is continuous whether at sea or in port. It is at sea where the greatest risks to the safety of the ship, its crew and its cargo are to be found and where the professional mariner must be prepared to deal with any contingency. The basic organization for accomplishing this is the “watch” system. It exists to provide the greatest degree of security for the ship, while providing a high level of efficiency in shipboard administration. The Regiment of Cadets is likewise organized on a structured watch system that operates on a continuous basis. Proper watch standing is an essential element of maritime professionalism with seafarers priding themselves in their watch standing abilities and a desire to be perceived as individuals who have their charge completely under control so that their shipmates can “sleep soundly” while they are on watch. An essential element of professional development is watch standing skills.

3301.2 To develop the proper sense of watch responsibility and ensure the safety of the

Regiment of Cadets, the campus facilities, the training ship, and other training vessels, all Cadets participate in the watch system according to their level of experience and professional development. It is the individual Cadet's responsibility to ensure familiarity with his/her specific watch duties prior to commencement of the watch. During assigned watch days, Cadets on the watch bill will remain on the campus/ship. This requirement extends to Idlers/Super-numeraries even though not assigned a specific watch station.

3302 Watch Assignment

3302.1 Cadet Watch Bills are prepared by the Regimental Adjutant and Company Executive Officers and are published and posted two (2) weeks in advance. No changes to the watch bill are allowed except for cause and such cause submitted, in writing, on a Watch Exchange form, to the Adjutant one week prior to the watch. Watch exchanges must be countersigned by the Company Executive Officer, the Company Commander and finally, the respective Battalion Officer before being submitted to the Regimental Adjutant. The Adjutant and Executive Officers are responsible for ensuring the watch experience is shared by all Cadets and each Cadet is assigned an equal number of watches for his/her class. Excusal from specific watches for athletic or other reasons must be approved by the Deputy Commandant of Cadets or the Regimental Operations and Training Officer.

3302.2 The watch organization and a description of the duties and responsibilities of each Regimental watch are detailed in the Commandant's Standing Orders which can be found in the Regimental Duty Office. Watch standers are required to familiarize themselves with the Standing Orders each time they stand watch to ensure they are doing so safely and effectively. Cadets required to stand watch between 2400 and 0400 are granted sleep-in for morning formation but are not excused from class.

3303 Watch Organization

3303.1 Regimental Watches

Ashore:

Cadet Regimental Duty Officer	1/C	Reg Duty Office	1600 - 0730
Cadet Watch Officer	2/C	Mess Deck	1600 - 0730
Regimental Guard	4/C	Mess Deck	0800 - 1600
Dorm Security	4/C	Mess Deck	1600 - 0730

Onboard the TSES:

Cadet Quartermaster	1/C	QD	1600 - 0730
Cadet Engine Security	2/C	E/R	1600 - 0730
Cadet Junior Quartermaster	3/C	QD	1600 - 0730
Cadet Ship Security (2)	4/C	QD	1600 - 0730
Quarterdeck Security	3/C	QD	0800 - 1600
Quarterdeck Security	4/C	QD	0800 - 1600

Cadet Deck Duty Officer	2/C IDO	Daily
Cadet Engine Duty Officer	2/C IDO	Daily
Cadet Corpsman	All Classes	Varied hours

3303.2 Weekend/Holiday routine is the same as the daily routine except rotation of watches begins at 1600 on Friday and continues through 0730 on Monday or at 1600 on the eve of a holiday through 0730 of the morning following a holiday. On return from a leave period, watch begins at 2000 the evening before the next Regimental day.

3303.3 All individuals on the watch bill, including Idlers, are restricted to campus for the time period of the watch company.

3304 Log Keeping

3304.1 The log is a complete daily record, by watches, in which are described every circumstance and occurrence of importance or interest that concern the crew and the operation and safety of the ship. The log is a legally significant document and maintenance of the log is an important function of the watchstander. The log must truthfully and accurately describe the actions and conduct of the watch.

3304.2 The log maintained for the Training Ship shall be in accordance with the Ship's Standing Orders. The logs maintained for shore side watch stations shall be in accordance with the Commandant's Standing Orders. The following guidance shall be followed when maintaining log books. Detailed instructions for what to include and the logs and how to enter information can be found in the Standing Orders.

3400 Regimental Judicial System

3401 Discussion

3401.1 The standards and procedures found in this section have been established to support the mission of the College in preparing men and women to be licensed Merchant Marine Officers; the educational purpose of the College; to provide for the orderly conduct of its activities; to protect the victims of crimes; and to safeguard the interests of the College community. The procedures used are considered part of the educational process and reflect the philosophy of peer education and evaluation. Proceedings conducted as a part of this process are not courts of law, and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, Cadets may be accountable to both civil authorities and to the College for their actions. Disciplinary action at the College will generally proceed notwithstanding any civil or criminal proceeding.

3401.2 There are channels for Cadets to bring to the attention of the administration any changes or factors in the regulations that are affecting the welfare of the Cadets. The first of these channels is through the Cadet Company Officers to the Cadet Regimental Commander, who will bring the matter to the attention of the Commandant of Cadets. If the Cadet Regimental

Commander desires to discuss changes with the President of the College, he or she will make this fact known to and through the Commandant of Cadets. The President of the Student Government Association, in concert with the Regimental Commander, will meet with the President on a periodic basis, or may request a special meeting with the President of the College to discuss any urgent matter affecting Cadets.

3401.3 There are procedures for dealing with infractions of regulations and accepted behavior standards. Infractions are graded in classes according to seriousness of the offense. The possible punishments for the most serious offenses include disenrollment, suspension, restriction, demerits, reprimand, and conduct probation. In the case of demerits, extra duty is part of the Cadet's sanctions.

3402 Authority for Disciplinary Action

3402.1 The standards of conduct for SUNY Maritime College Cadets are based on the rules and regulations governing the Regiment contained in this manual, Ships Standing Orders and Maritime College Instructions. They have been established and published in accordance with federal regulations for state nautical schools as well as those of the State University of New York.

3402.2 Please refer to the Student Handbook for Standard of Proof. (Section IV Judicial System, Article I, Judicial Proceedings.

3402.3 College officials who have the authority to suspend or expel a student from the College include the President and the President's Student Affairs designee (Dean of Students and/or Commandant of Cadets). The Commandant of Cadets is the approving authority for recommendations of Suitability/Disciplinary Hearing Boards for punishment awarded at Captain's Mast for Regimental Class I offenses or for disenrollment recommended by the Hearing Board.

3402.4 The Regimental Judicial System extends to the Summer Sea Term. The Commandant of Cadets is the approving authority for Regimental Class I offenses up to and including suspension from the Summer Sea Term. In his absence, the Deputy Commandant of Cadets conducts all Regimental Class I Masts and the Master of the TS EMPIRE STATE becomes the approving authority. Additionally, the Master of the TS EMPIRE STATE exercises authority under 46 CFR, Section 701 and is authorized to assign punishment, including suspension, during the Summer Sea Term period. He is not authorized to assign disenrollment.

3403 Mast

3403.1 The Mast is an administrative proceeding to adjudicate alleged violations of the Regimental Rules and Regulations of the College. It is also used as a basis for the determining a Cadet's suitability to be a Merchant Marine Officer. There are three types of mast at Maritime College - Captain's Mast, First Class Cadet/Day Student Mast, and Company Mast.

3403.2 Captain's Mast. The Deputy Commandant of Cadets will hold Captain's Mast for the purpose of hearing the facts pertaining to Regimental Class I offenses and may dismiss the case, reduce the offense and adjudicate as a Regimental Class II offense, award punishment, and/or convene a Suitability/Disciplinary Hearing Board. The Regimental Operations and Training Officer will hold Captain's Mast in the absence of the Deputy Commandant of Cadets. Regimental Class I offenses involve a grave infraction of the College's rules and regulations. Every member of the Maritime College Community is urged to report offenses. The following procedures shall be strictly adhered to when processing and handling Regimental Class I Mast Reports:

1. All copies of Regimental Class I Mast Reports will be prepared by the accuser and submitted to the Regimental Operations and Training Officer who will name an Investigating Officer. The report forms may be obtained from the Regimental office. All Regimental Class I Mast Reports initiated by a Cadet must be countersigned by a Regimental Affairs Officer.
2. The Regimental Operations and Training Officer will personally review and investigate each Regimental Class I charge. If, after review and investigation, the charges are determined to be valid, the Operations and Training Officer will officially notify the accused Cadet of the charge. The accused Cadet will acknowledge this notification by affixing his/her initials to, and dating the Regimental Class I Mast Report in the space provided and the goldenrod copy of the Regimental Class I Mast Report will be given to the accused Cadet.
3. After notification of the charges against him/her, an accused Cadet may provide a written statement containing an account of the facts and circumstances relating directly to the charge(s). The completed statement will be attached to the Regimental Class I Mast Report. The accused Cadet must deliver the completed statement to the respective Regimental Battalion Officer by 1600 of the business day following official notification.
4. The Regimental Battalion Officer will forward all Regimental Class I Mast Reports, supporting documents, the Cadet file of the accused, a list of all witnesses involved with the case, and all pertinent evidence, to the Deputy Commandant of Cadets within 96 hours of the date of the offense. Should additional time be necessary the Regimental Battalion Officer must request same from the Deputy Commandant of Cadets.
5. The Deputy Commandant of Cadets or the Regimental Operations and Training Officer will establish a date and time for Captain's Mast. The Battalion Officer will notify the accused Cadet and all witnesses of the date and time of the mast and ensure their appearance. All Captain's Mast procedures will be witnessed by the respective Battalion Officer and one of the Cadet Regimental Staff (Regimental Commander, Chief of Staff, Regimental Operations Officer, or Regimental Adjutant). Any Cadet called to Captain's Mast is to provide any/all information or statements regarding their case at the time of the Mast. Unauthorized absence from Mast, or missing the date of Mast, will result in adjudication in absentia and awarding of the demerits for the absence.

6. Captain's Mast for all Regimental Class I offenses will be scheduled during the Regimental Training period or as required.

3403.3 First Class Mast. 1/C and Day Student Mast will be held weekly by the Regimental Operations and Training Officer. A Mast list will be posted weekly and emailed to the accused Cadets. Location of Mast to be determined. It is the responsibility of all First Class to check the mast list and take action on any questions surrounding their mast or demerits. In addition to members of the faculty and administration, any Cadet Officer may place any 1/C Cadet on report. These mast reports must be countersigned by the Cadet's respective Regimental Battalion Officer. The following procedures will be used in the handling of Regimental Class II Mast Reports for First Class Cadets:

1. All copies of standard Regimental Class II Mast Reports, available from the Regimental office, will be submitted to the respective Cadet Battalion Commander who will sort them by company.
2. After sorting, the Cadet Battalion Commander will remove the pink copy from each mast report and deliver it to the Company XO for distribution to the reported 1/C Cadet at the next morning formation.
3. The Cadet Battalion Commander will list all Regimental Class II Mast Reports for 1/C Cadets on a mast list. A copy of the list will be posted on the company bulletin board and/or emailed to the accused Cadet.
4. Regimental Class II Mast Reports on 1/C Cadets will be reviewed and investigated by the Cadet Battalion Commander. Upon completion of review and investigation, the Cadet Battalion Commander will either dismiss the charge or forward to the Regimental Operations and Training Officer for mast.
5. After listing, review, and investigation, the Cadet Battalion Commander will retain one copy of the Disciplinary Action Report and submit the original along with all copies of the Regimental Class II Mast Reports to the respective Regimental Battalion Officers for mast. Submission will be made weekly, for all reports received during the previous week.
6. First Class Cadets placed on report will appear, in person, before the Deputy Commandant. The Cadet Battalion Commander will post the time and location of the mast prior to the scheduled time of the mast. Should a 1/C Cadet placed on report be unable to appear in person, he/she may submit a written statement to their respective Regimental Battalion Officer, stating any matters in mitigation or extenuation. This statement must be submitted prior to 0800 the day of the mast. Statements shall be concise, couched in temperate language, and relate specifically to the report. Statements shall not be a medium for the submission of counter charges. Facetious or fraudulent statements may in themselves be the subject of disciplinary action. Failure to appear in person or failure to submit a statement

offering matters in mitigation and/or extenuation will imply that the charges are correct and no other matters need be considered. Unexcused absence from Mast will result in all demerits being awarded.

7. Should a Cadet Officer be charged with, and found guilty of an offense, in addition to demerital action, a recommendation that he/she be returned to the ranks may be forwarded to the Commandant of Cadets.

8. Should a 1/C Cadet desire to appeal Regimental Class II disciplinary measures, he/she shall submit a written request for reconsideration, via the Deputy Commandant, to the Commandant of Cadets. Such requests shall be submitted not later than seven (7) calendar days after the date such disciplinary was assigned. The Commandant of Cadets shall consider the request and initiate corrective action if indicated.

3403.4 Company Mast. The Cadet Company Commander will hold Company Mast at regularly posted times for the purpose of hearing the facts pertaining to underclass Cadets placed on report for Regimental Class II offenses. Location of Mast to be determined. Any 1/C Cadet, Regimental Officer or faculty/staff member may place an underclass Cadet on report for cause. Second and Third Class Cadets placing other Cadets on report must have the Regimental Class II Mast Report countersigned by a First Class Cadet or a Regimental Affairs Officer. The following procedures will be used in the handling and processing of Regimental Class II Mast Reports for underclass Cadets:

1. Copies of Regimental Class II Mast Reports for underclass Cadets will be submitted to their respective Company Executive Officer where he/she will sort them by platoon and class.
2. The Company XO will remove the pink copy from each report and distribute them to the reported Cadets at the next morning formation.
3. All Regimental Class II Mast Reports for underclass Cadets (white and yellow copies) will be retained by the respective Company Executive Officer. The Company Executive Officer will list each Regimental Class II Mast Report and post the list on the platoon/company bulletin board.
4. The Cadet Company Commander will establish a date and time for mast, ensuring that mast is conducted a minimum of once each week. There are no exceptions to the requirement to conduct company Mast weekly. The Mast list will be posted on the company bulletin board prior to Mast.
5. Underclass Cadets placed on report will appear, in person, before the Company Commander at the date and time established for mast. At mast, any matters in extenuation and/or mitigation of the charge will be heard. These matters shall be concise and relate specifically to the charge listed on the report. Mast shall not be a medium for the submission of countercharges. Facetious or fraudulent statements may result in additional disciplinary

action. Charges initiated by Regimental Affairs Officers will not be dismissed or the demerits reduced without prior discussion and concurrence of the Officer initiating the charges. The respective Cadet Company Executive Officer will be present at each Mast to record results and all awarded and/or dismissed.

6. After mast, the Cadet Company Commander will finalize the Regimental Class II Mast results and return them to the respective Regimental Battalion Officer for review. Where the Regimental Battalion Officer believes that an inconsistency exists, the report may be returned for further explanation or action. After review, he/she will post the results to the Cadet's conduct record.

7. When an underclass Cadet desires to appeal Regimental Class II disciplinary measures, he/she shall submit a written request, via his/her Regimental Affairs Officer, to the Deputy Commandant of Cadets. Such requests shall be submitted not later than 7 days after the date such disciplinary action is assigned. The Deputy Commandant of Cadets shall consider the request and initiate corrective action if indicated.

3404 Suitability/Disciplinary Hearing Boards

3404.1 Suitability/Disciplinary Hearing Boards are convened by written order of the Deputy Commandant of Cadets to consider/adjudicate cases of Cadets who may, because of deficiencies in conduct or other performance aspects, be: 1. unsuitable for continuation at the College as members of the Regiment, 2. unsuitable as Merchant Marine Officers; or 3. who are charged with Regimental Class I offenses or offenses warranting formal procedures for which disenrollment could result.

3404.2 A Hearing Board consisting of an 19 member panel will be appointed by the Commandant of Cadets for each academic year. The composition of the panel will be 6 Cadet Regimental Officers, 6 Administrators, 6 Faculty, and 1 At Large. From this panel a specific Suitability or Disciplinary Hearing Board will be elected consisting of three members; a Cadet Regimental Officer, a member of the administrative staff, and a faculty member. A Chairperson for this Board will be appointed by the Commandant of Cadets and must, if feasible, have participated as a junior member of a previously constituted board. Under certain circumstances one Suitability/Disciplinary Hearing Board may be appointed for a semester.

3404.3 Disciplinary Hearing Board. A Disciplinary Hearing Board may be convened by written order of the Deputy Commandant of Cadets to adjudicate cases of Cadets charged with Regimental Class I offenses or offenses for which disenrollment could result thereby warranting formal procedures. In each case, the matter will be referred to a Disciplinary Hearing Board, if deemed appropriate by the Deputy Commandant of Cadets. (Each Regimental Class I offense does not necessarily require a Disciplinary Hearing Board). The duties of the Disciplinary Hearing Board shall include the following:

1. Gathering and examining all available evidence and/or witnesses relative to the offense(s) charged.

2. Ascertaining all the facts of the charge(s).
3. Examining available records and/or witnesses relative to the overall performance of the Cadet charged.
4. Determining findings of fact, developing opinions, making recommendations in the case, and submission of a written report to the Commandant of Cadets.
5. During examination of available records the Disciplinary Hearing Board may consider questions of suitability, with notification to the Cadet charged.

3404.4 SUITABILITY HEARING BOARD. A Suitability Hearing Board shall be convened by written order of the Deputy Commandant of Cadets to consider cases of Cadets who may, because of deficiencies in conduct or other performance aspects, be unsuitable for continuation at the College as members of the Regiment of Cadets. Convening a Suitability Hearing Board is not a form of punishment. If there is also a grave offense, the Suitability Hearing Board may, concurrently, act as a Disciplinary Hearing Board for that offense. The duties of the Suitability Hearing Board include:

1. Gathering and examining all available records and/or witnesses relative to the Cadet's performance as both a student and member of the Regiment of Cadets.
2. Developing an opinion relative to the Cadet's overall fitness for continuation at the College and his prospects for a successful career in the Merchant Marine if applicable.
3. Submission of a written report to the Deputy Commandant of Cadets, setting forth findings of fact, opinions developed, and making a recommendation as to whether to allow the Cadet to continue at the College or whether the Cadet should be dis-enrolled for reasons of unsuitability, as considered appropriate in the case.

3404.5 SUITABILITY/DISCIPLINARY HEARING BOARDS PROCEDURES. The following are procedures for conducting Suitability/Disciplinary Hearing Boards convened by the Deputy Commandant of Cadets.

1. A convening order will set forth:
 - a. The type of hearing (Suitability, Disciplinary, or both).
 - b. The date, time, and place of the hearing.
 - c. The Chairperson and members of the Board.
 - d. The purpose of the hearing, to include any charges preferred.

- e. The appropriate reference articles in this manual for the type hearing specified.
 - f. A restriction order if deemed warranted.
 - g. Provisions for a delivery endorsement to indicate time and date.
2. A copy of the convening order shall be hand-delivered to the involved Cadet(s). If the Cadet is not on campus as required, there is liability for administrative disenrollment. The Cadet shall acknowledge receipt by signature on the delivery endorsement of the original order. Unless special circumstances warrant otherwise, and are agreed to in writing by the Cadet(s), at least five (5) calendar days shall elapse between the aforementioned delivery of the convening order and the convening of the hearing. The Cadet(s) may request, and be granted, an extension of up to five (5) additional calendar days for cause. Such request shall be made in writing, to the Chairperson, at least forty-eight (48) hours prior to the ordered convening time.
 3. The Cadet(s) may request that any member of the Board, including the Chairperson, be replaced for cause. Such request shall be made in writing outlining the basis for removal to the Chairperson at least forty-eight (48) hours prior to the ordered convening time. The Deputy Commandant of Cadets may approve the request and appoint replacement members as required.
 4. The Cadet(s) may obtain a member of the faculty/staff as an advisor or may obtain outside counsel at his/her own expense. The name of the advisor or counsel shall be made known to the Chairperson within forty-eight (48) hours after delivery of the convening order.
 5. Copies of Board documents and names of Board witnesses to be examined at the hearing shall be provided to the Cadet(s) by the Chairperson, and the Cadet(s) shall provide the Chairperson with any documents or names of witnesses they want to be examined at the hearing.
 6. The conduct of the hearing shall not be bound by the technical rules of evidence. The Board will hear any testimony or receive any evidence that will contribute to a full and fair determination of the case. The Cadet(s) may cross examine any witness and examine any documents presented during the hearing. The Cadet(s) may call witnesses, any person or persons who have knowledge of the facts or relevant information to present, and to submit any relevant documents, letters of character reference, or character witnesses, subject to the discretion of the Chairperson.
 7. At the discretion of the Chairperson, the hearing may be open to the public. At the request of the Cadet(s) concerned the Chairperson shall close the hearing.
 8. An audio tape recording will be made of the hearing.
 9. The Board or the Chair shall submit a written report on the hearing, to the Deputy

Commandant of Cadets, as soon as possible. The Deputy Commandant of Cadets shall cause a copy of the report, less enclosures, to be hand delivered to the Cadet(s).

10. The Cadet(s) will be permitted to submit a written statement to the Deputy Commandant of Cadets and/or request a personal appointment prior to the Deputy Commandant's final decision. This statement must be submitted within five (5) business days of Deputy Commandant's notification that he/she has received the Board's report.

11. The Deputy Commandant of Cadets will review the report of the Board and any statement by the Cadet(s) and render his/her decision as to the culpability and the appropriate punishment for those Cadets involved. The Deputy Commandant of Cadet's decision will be announced by a letter or e-mail to the involved Cadet(s).

12. Cadets may file a written appeal of the Deputy Commandant's decision (culpability and penalty) with the Commandant of Cadets within three (3) calendar days of initial written notification. Please refer to the Student Handbook for the Appeal process (Section IV- Judicial System, Article VI - Appeals).

3405 Disciplinary Action

3405.1 Discipline is training that corrects, molds or perfects the mental facilities or moral character of the individual. Within the Regiment discipline is used to foster the state of order and obedience among the Regiment of Cadets resulting from training. When we speak of discipline in the Regiment, we do not refer to regulations, punishments, or a state of subservience. What we mean is the exact execution of orders resulting from an intelligent, willing obedience rather than one based solely upon habit or fear. Habit plays its part as well as training, mentoring and on-the-spot correction. Additionally, the Cadet benefits from such things as Regimental routine, watches, close order drill formations, reviews, and inspections. Punishment of individual Cadets for breaches of rules and regulations is sometimes necessary, but only to reform or eliminate those who are unfit to serve as a Cadet in the Regiment. Disciplinary action to accomplish the later may take the form of Demerits, Community Service, Loss of Privileges, Extra Duty, Restriction, suspension from Summer Sea Term and Conduct Probation. The following articles define those actions that may be taken.

3405.2 A conduct year is defined for the purposes of identifying trends in behavior and establishes trigger points for counseling and placing an individual on conduct probation. The conduct year for all Cadets will commence at the start of the Summer Sea Term pre-cruise and will terminate at the same time the following year. Conduct year demerits not satisfied at termination of a conduct year carry forward to the next year for extra duty and restriction status but not for conduct status.

3405.3 Extra Duty

Extra Duty (ED) serves as the principle punitive method for correcting discrepancies in the behavior of Cadets in the Regiment. The ED Program acts as a type of mandated 'community service' for the betterment of the SUNY Maritime Campus and training ship.

ED is assigned through the demerit system. Demerits are awarded through the mast process with oversight by the Regimental Staff. ED is assigned at the rate of every five demerits will result in 1 ED being assigned. Every ED assigned is equivalent to 1 hour of work on a specified project by the Cadet or staff member in charge of ED. That Cadet or staff member has the right not to give ED credit if the project assigned does not meet the requirements for completion.

Any Cadet owing any ED is required to attend ED on Monday from 1600 – 1900. Failure to attend will result in a Class Two offense for Failure to attend ED and will result in the awarding of 15 demerits. These demerits will be issued by the Cadet Regimental Officer in charge of ED that day. Any Cadet owing five or more ED will attend ED Friday from 1600 – 1900. Failure to attend will result in the Class One offense, Orders/Regulations; Refusal to Obey. These charges will be issued by the Cadet Regimental Officer in charge of ED that day. Cadets owing ED may perform ED for authorized personal in addition to attending normal ED sessions.

ED credit may be awarded only by a Regimental Staff Member, the Director of Housing, Chartwells Managerial Staff, the Waterfront Director, the Chief Mate of the Training Ship, the Chief Engineer of the Training Ship, or the Dean of Students (or designee). Additionally, any person designated in writing by the Commandant of Cadets may also give ED Credit. No ED credit from any non-authorized source will be accepted. No ED credit more than one (1) week old will be accepted.

A Cadet may accumulate up to a negative five balance of ED to allow for delays in mast times and posting to records. No credit will be accepted beyond a negative five. No negative balance will carry over from semester to semester.

Cadets on watch, in class or otherwise unable to attend ED due to official business may be rescheduled to attend ED at a different time by the Deputy Commandant. All instances of this must be dealt with prior to the ED session with documentation provided at the time of the meeting. Athletic practices, club activities, and other extra-curricular activities are **not** a valid reason for missing an ED session. Cadets may be rescheduled for competitive athletic matches versus other schools, as long as the Deputy Commandant are informed ahead of time and have approved this absence.

All Cadets attending ED are required to be in the correct class Boiler Suit with their name clearly stenciled or embroidered on it and have all required rates for their class.

The ED list for the week will be posted on Tuesday that week on RegWeb. All Cadets are responsible for checking the ED list weekly to determine if they need to attend ED that week.

3405.4 Restriction

Liberty is a privilege that is granted to Cadets and may be rescinded either for non-punitive reasons or for punitive reasons (as a result of disciplinary action). Restriction as a disciplinary action is a significant loss of privilege. It is recognition the Cadet does not understand the significance or seriousness of the rule or regulation that was violated and has not demonstrated the level of individual responsibility to retain the privilege. The Commandant of Cadets is the approval authority for placing any Cadet in a restricted status. The two types of restriction are explained below.

1. Non-Punitive Restriction is defined as restriction to the campus for the good of the College and/or the Cadet involved. An example is a Cadet in a medical “No-Duty” status remaining on the campus.
2. Punitive Restriction is generally a result of an action derived from the Regimental Judicial System. The following provisions and procedures apply to punitive restriction:
 - a. Restricted Cadets are not entitled to normal liberty. Restricted Cadets are not entitled to group liberty unless the purpose of the liberty is considered to be of sufficient academic value as to warrant attendance. Restricted Cadets needing emergency liberty are required to meet with the Deputy Commandant of Cadets.
 - b. Any Cadet in a punitive restricted status and authorized to be absent from the campus limits for any reason must sign out at the Regimental Duty Office upon departure and sign in upon return.
 - c. Cadets on punitive restriction during the academic year and during pre and post cruise periods will report to the Mess Deck Foyer for muster as directed in the daily routine in section 3104.
 - d. The uniform for Restriction Musters will be Uniform of the Day.
 - e. Punitively restricted Cadets are entitled to special liberty for religious purposes. Such liberty will be requested on a standard Special Liberty Request Form.
 - f. Punitively restricted Cadets are entitled to scheduled periods of leave.
 - g. Punitively restricted Cadets may attend athletic events conducted within the College limits. They may attend other special events conducted on the College limits only with the special permission of the Deputy Commandant of Cadets. Under no circumstance, however, is the Cadet exempt from scheduled restricted musters.
 - h. Punitively restricted Cadets may receive visitors on campus during normal visiting hours. Visitors will not negate the requirement for attendance at restricted muster.
 - i. Restriction, as a result of Regimental Class I Mast, Conduct Probation or specific action of a Disciplinary/Suitability Hearing Board, will be credited on a day-for-day

basis. During the academic year, weekdays may not be substituted for weekends as a result of approved special liberty. Cadets on restriction who are granted special liberty during restriction will be required to serve two additional days for every one day they are excused.

j. Athletes on restriction will not be excused from sign in periods with the exception of those times when the athletic team is going to or coming from competition, or when the team is actually competing at the sign in time. Practice is not an excuse to miss sign in.

3405.5 Community Service, Loss of Privileges and Conduct Probation

These disciplinary actions may only result from a Regimental Class I offense. Conduct Probation is discussed in Article 3406. Privileges are earned as a result of increased responsibilities and duties as a Cadet. In committing a Regimental Class I offense, the Cadet is demonstrating that he or she has not accepted that responsibility and will lose privileges until he or she does so is appropriate. In the case of some offenses, it is useful to employ community service as a teaching method to give the offending Cadet a better appreciation of the purpose of the regulation. The community service may be assigned either on or off campus and will generally be given in addition to other forms of disciplinary action. Additionally, when appropriate, written projects or assigned work projects on the campus or onboard the Training Ship will be assigned as punishment.

3405.6 On-the-Spot Correction

On-the-spot correction is not a disciplinary action and is not a part of the Regimental Judicial System. It is an appropriate way to instruct a Cadet in proper decorum, conduct and the rules and regulation of the College. It does not supplant the Regimental Judicial System and is appropriate for minor, unintentional violations or where additional instruction is the preferred course of action. On-the-spot correction must be appropriate to the incident, not be excessive in nature or violate the rules and regulations of the College. Maritime faculty and staff, as well as ROTC faculty and staff are encouraged to assist with on-the-spot correction.

3406 Conduct Probation

3406.1 Repeated violations of the College's rules and regulations or specific violation of a significant rule or regulation may be an adverse indication of the individual Cadet's suitability to remain a member of the Regiment of Cadets or to be a Merchant Marine Officer. Conduct Probation serves as a warning to the Cadet that there are serious concerns about his or her suitability. It also provides an opportunity for the faculty and staff to more closely observe, mentor and train the Cadet in those areas that he or she is deficient.

3406.2 The Deputy Commandant of Cadets will place Cadets on Conduct Probation by written notice. A Cadet shall be placed on conduct probation for one or more of the following reasons:

1. Exceeding the established demerital allowance for the conduct year.

2. Recommendation by a Suitability/Disciplinary Hearing Board.
3. Advise by the Deputy Commandant of Cadets or his/her directed representative.

3406.3 The following demerital allowances, by class, are established for each conduct year. The Deputy Commandant of Cadets will initiate Conduct Probation proceedings and notify the Commandant of Cadets, when any Cadet attains the established demerit allowance for his class. Cadets attaining the established number during the conduct year will be placed on Conduct Probation.

<u>CLASS</u>	<u>CONDUCT PROBATION</u>
FOURTH	150 DEMERITS
THIRD	120 DEMERITS
SECOND	110 DEMERITS
FIRST	100 DEMERITS

3406.4 A Suitability Hearing Board will be convened when a Cadet attains fifty (50) demerits after being placed on Conduct Probation.

3406.5 The following provisions and procedures will be followed for Cadets being placed on conduct probation:

1. A Cadet placed on Conduct Probation will be notified, in writing, by letter, via email or in person from the Deputy Commandant, with copies to the Commandant of Cadets, Dean of Students, faculty advisor, Regimental Commander, Registrar, the Assistant to the Commandant and the parents (if under 18).
2. Conduct Probation shall be for a period of four (4) months or as specified by the Deputy Commandant of Cadets and will normally include:
 - a. Punitive restriction to the College limits for the first month. A month shall mean thirty (30) consecutive days, exclusive of leave periods.
 - b. Exclusion from Summer Sea Term and the Cadet Observer Program.
3. Cadets placed on Conduct Probation at any time during the conduct year may appeal for permission to attend Summer Sea Term or the Cadet Observer Program by submitting a request, in writing, to the Deputy Commandant of Cadets. The Deputy Commandant of Cadets will act on the request using the following criteria. The Deputy Commandant of Cadets will convene a Conduct Appeal Board consisting of himself/herself as Chair and the Regimental Affairs Staff. The board will recommend to the Commandant of Cadets whether permission to attend, in exception to Conduct Probation, be granted or denied. The decision

of the Commandant will be final.

4. A Cadet placed on Conduct Probation and not attending Summer Sea Term will file a leave of absence request.

5. Any Cadet placed on Conduct Probation for two or more consecutive conduct years will be denied permission to attend Summer Sea Term or the Cadet Observer Program without the right to appeal.

3407 Conduct Readmission

3407.1 Cadets who are dis-enrolled or suspended for conduct or unsuitability as a Cadet and who want to return to the College will be reviewed by a Conduct Readmission Review Board. The purpose of the board is to review the reasons for the disenrollment or suspension and the subsequent actions taken by the individual to determine if the issues leading to the disenrollment have been sufficiently resolved to allow the individual to return to the College. The board will make a recommendation to the Commandant of Cadets, either supporting readmission or any conditions that should be placed on the individual or not supporting readmission along with the basis for denial. The Commandant is the deciding official on all readmission requests.

3407.2 The board will be chaired by the Deputy Commandant of Cadets, and is to be composed of a member of the Regimental Affairs staff, a representative from the Student Life department, Chairman, Naval Science Department, a representative from the individual's academic department and a Cadet representative from the First Class.

3407.3 The board will use the Cadet file and any information or documentation the individual may want considered by the board. The individual may appear in person to describe his/her subsequent activities since leaving the College. Appearance before the board is not required.

3407.4 In cases where both academic disenrollment as well as conduct issues must be considered, the Vice President of Academic Affairs and the Commandant of Cadets will jointly determine whether to proceed with an Academic Readmission Board or the Conduct Readmission Review Board.

3408 Presidential Advisory Board on Officer Qualifications

A Presidential Advisory Board on Officer Qualifications consisting of the Dean of Maritime Education and Training, Vice President for Academic Affairs, the Commandant of Cadets, the Chair of the associated License Department, and the Master, Chief Mate or Chief Engineer of the Training Ship EMPIRE STATE shall determine the qualifications of any Cadet for Federal License in the Merchant Marine and/or U.S. Naval Reserve Commission and/or commission in the Armed Forces when convened by order of the President. The board will meet to discuss the record of a Cadet brought to their attention and will make recommendations to the President regarding his/her qualifications for licensing and/or commissioning.

3500 Grievance and Mediation

The Student/College Mediation Committee is established to safeguard the rights of Cadets and to protect all Cadets from unjust, insubstantial or insupportable charges. Its purpose is not to replace the appeals process or functioning of the Chain of Command within the Regiment. The process may be used to address issues at the College at large not covered by this manual. Detailed information about grievance and mediation procedures is included in the Student Handbook.

3600 Medical and Security

Medical policies and procedures as well as security procedures for responding to emergencies (accidents, crimes, alarms, etc.) are detailed in the Student Handbook.

3700 Identification Cards

Each Cadet enrolled at the Maritime College must have both an official College identification card and Transportation Worker's Identification Card (TWIC). Guidelines and policies governing ID cards can be found in the Student Handbook. College identification cards will be carried on one's person at all times, whether in uniform or civilian clothes; TWIC must be carried on one's person whenever on the pier or onboard the Training Ship. Upon request, Cadets are required to present College identification cards to all College officials acting in the performance of their assigned duties.

SECTION FOUR - REGULATIONS

4100 Cadet Housing

4101 General Policy

4101.1 All Cadets except those in Special Status are required to be in residence at the College. Residency in the dormitories by a Cadet is conditioned upon his/her continuing state of good standing at the Maritime College and the payment of all tuition, fees, charges, and assessments imposed.

4101.2 This requirement is an integral part of participation in the Regimental System. Thus, room assignments, furnishings and other privileges are more closely regulated than at other Colleges. The dormitories are defined by the Regimental organization of platoon, company and battalion. This reinforces the camaraderie and teamwork development expected of all Cadets. This is consistent with shipboard life where Merchant Marine Officers are expected to live and work within close confines of their peers and subordinates. Additionally, the dormitories are a center for much of Cadet life and where leadership skills are developed and practiced. Provisions for and the policies governing Cadet Housing are detailed in the Student Handbook.

4101.3 If a Cadet is in violation of housing policy as set forth in the Student Handbook, he/she will be subject to Regimental disciplinary action.

4101.4 The furnishings permitted for each class and associated allowances are privileges afforded to Cadets in good standing. The Commandant of Cadets may remove these allowances either on an individual basis or collectively for cause. These allowances are outlined in Appendix A to this instruction.

4102 Standards of Cleanliness

4102.1 Cadets are required to maintain their dormitory rooms in a high state of order and cleanliness. Decks, bulkheads, door frames, pipes, baseboards, closets, dressers, desks, chairs, etc., shall not be defaced in any manner and shall be kept neat, clean, and free of dust.

4102.2 Cadets are required to arrange and store their clothing neatly in closets, drawers, and foot lockers. Civilian clothing will be stored so as not to interfere with issued uniform items. Soiled linen and clothing will be stowed in a linen/laundry bag and hung from a hook in the closet.

4102.3 Cadets are required to maintain their bunks in a neat and well-made condition throughout the day. Fourth Class Cadets are required to make their bunks as follows: Blankets and/or bedspreads are to be tucked under the sides and lower end of the mattress. The lower sheet will cover the head of the mattress; the upper sheet is to be turned back, covering the head end of the blanket and/or bedspread. All Cadets are allowed one blanket, sleeping bag or comforter which should be stowed in the footlocker when not in use. Clean pillowcases will be kept on pillows at all times. All bed linen (sheets and pillowcases) must be changed weekly, at a minimum.

4103 Inspection of Dormitory Rooms and Berthing

4103.1 Cadet rooms may be inspected at any time by the Commandant of Cadets, Regimental Staff and/or Cadet Officers. Normally, inspection parties will consist of at least two authorized persons.

4103.2 A formal room inspection shall be conducted at least weekly. The inspection will commence at 0700. All First Class rates will be assigned by the Chief of Staff to inspect decks and perform the inspection. Rates will be rotated throughout the decks during the semester and will inspect with members of the Commandant's staff. Inspecting rates will muster at a designated location on the designated inspection day at 0650 and will be inspected by the Commandant's staff prior to commencing the inspection. All Cadets will stand in the passageway outside their door during the room inspection until their deck is dismissed.

4103.3 When an inspection party includes a member of the Regimental staff, and/or First Class Cadet Officer, all Cadet occupants are expected to remain at the position of attention when the party enters the room. The first Cadet to see the Officer on the deck will announce, "ATTENTION ON DECK", and come to the position of attention. At this time, all other Cadets on the deck will come to the position of attention and remain at this position until ordered otherwise by the senior member of the inspection party.

4103.4 Formal room inspections shall be conducted when directed by proper authority. When the inspection party enters the room, Cadets shall be standing at attention in the passageway on either side of the door, in the uniform of the day. Closet doors, desk drawers, dresser drawers, and foot lockers shall be open and tiered for inspection. No Cadet will be excused from formal room inspection without prior approval of the Commandant of Cadets or Regimental Officer. Readiness for formal room inspection shall include: Blinds completely DOWN and fully "closed-up" and all lights on.

4104 Room Security

4104.1 Articles of value shall not be left exposed in dormitory rooms. Where possible, valuables shall be locked in a foot locker.

4104.2 Male Cadets may visit the rooms of other male Cadets at any time if all occupants consent and at least one of the occupants is present. This applies equally to female Cadets visiting other female Cadets. Male Cadets WILL NOT visit the rooms of female Cadets between the hours of 2300 to 0730 and vice versa. Should this interfere with joint study, studying will be conducted in the battalion study lounges.

4200 Alcohol, Drugs and Smoking

4201 Discussion

4201.1 The College believes that illegal activity involving alcohol or illicit drugs damages the quality of campus life and is contrary to the qualities required of a Merchant Marine Officer or leader in a Global Industry. The following are examples of the damage alcohol and illicit drugs can do:

1. Places at risk those who are dependent on the professional competence and safe practices of those in positions of responsibility.
2. By injuring the physiological and psychological well-being of individuals.
3. By disrupting and endangering the welfare of those in the immediate environment of the illegal activity.
4. By attracting criminal activity to the campus.

4201.2 Illicit drug use is illegal and poses a serious threat to the safe and efficient transportation of passengers and cargo at sea, the environment and the members of the vessel's crew. In preparing Cadets to be Merchant Marine Officers/Community Leaders, the College's policy must not only reflect the longstanding concern in the community about the harmful effects of drug use on the individual, but the broader impact on industry for which the Cadet is being prepared. Therefore the College's focus is on education and disciplinary action. The disciplinary action is described below and may be summarized as zero tolerance. In compliance with Coast Guard regulations, a drug testing program is conducted. It is described in Article 4204 of this manual. This extends the prohibition to the use of drugs off campus as well. The Student Handbook further elaborates on the alcohol policy and the use of illegal drugs. Cadets are urged to read and fully comprehend all aspects of this policy.

4201.3 Those Cadets who believe that they have either an alcohol or drug abuse problem should seek assistance. The Dean of Students is available to provide counseling and referrals should the Cadet so desire. This will be done on a confidential basis and will not be used to charge a Cadet for violation of these regulations. Entering into a counseling program may not be used as a defense at Captain's Mast for a violation of the alcohol and drug policies described here in, or the drug testing program.

4202 Alcohol Policy

4202.1 Alcohol use and abuse is an important issue in the community and on the College campus. Physical abuse, date rape, auto accidents, violence, vandalism, self-destruction and poor academic performance are routinely associated with inappropriate or excessive use of alcohol. Accordingly, the College takes both a disciplinary approach and a preventive approach to inappropriate alcohol consumption.

4202.2 Except as noted below, Cadet use of, consumption of, possession of, or transportation of alcoholic beverages is strictly prohibited on the College grounds, the Training Ship, and/or any vehicle or craft belonging to or in custody of the College. This is a **Regimental Class I Offense**. Additionally, Cadets who dispense or furnish alcoholic beverages to students who are not of legal drinking age are in violation of the College's alcohol policy and state law and subject to immediate dismissal

4202.3 Cadets returning to the College grounds or the Training Ship under the influence of alcohol are subject to disciplinary action for this offense. The Cadet may be charged with a **Regimental Class I** or **Regimental Class II Offense** as the circumstances dictates.

4202.4 Cases where injury, referral to a hospital, vandalism, use of a vehicle while under the influence on campus, police involvement, actions bringing discredit on the College both in the United States and in Foreign Ports, will be charged as a **Regimental Class I Offense**.

4202.5 Alcoholic beverages may be authorized by the Commandant of Cadets or College Administration for certain Cadet events when the vast majority of attendees will be 21 years of age or older. At these events, the individuals involved in the serving of alcoholic beverages must also be at least 21 years of age.

4202.6 It should be noted that the presence of empty alcoholic beverage containers in or about College grounds is prima facie evidence of use, consumption, and/or transportation and will be dealt with in a disciplinary form.

4202.7 The punishments for those Cadets found in violation of the Regimental Class I Offense of Consumption, Possession or Transportation of Alcoholic Beverages or the Regimental Class I Offense of Intoxication will be as follows.

1. The first offense will receive 50 demerits and two months restriction, as well as mandatory alcohol awareness counseling with Health Services. In addition, they will be required to appeal before a Cruise Suitability Review Board to determine their eligibility to participate on Summer Sea Term. The Commandant will notify the parents of Cadets under the age of 18 in writing.
2. A second offense may result in immediate disenrollment from the College without referral to a Disciplinary or Suitability Hearing Board.

4203 Drug Policy

4203.1 Cadet, consumption, possession, or transportation of narcotics and/or illegal drugs is prohibited on college grounds, the training ship, and/or any college vehicle. It should be noted that possession of paraphernalia associated with drug use is prima facie evidence of use and/or possession. "Drugs" are considered to be any mind-altering substances, regardless of legality, including but not limited to opiates, barbiturates, amphetamines, marijuana, hallucinogens, "designer drugs," and illegal steroids, except for legally authorized doses for medical purposes. Please refer to the Student Handbook for a banned

substance list (Section III – College Policies, Article IX – Drugs).

4203.2 The unauthorized (without prescription) use or possession of any of the above narcotics/drugs is an illegal act. The use, possession, or dealing in these substances may also result in legal action. The College will remain cognizant of its responsibility to civil authorities.

4203.3 All Cadets are reminded that conviction on a charge of drug abuse or failing the required drug test normally precludes licensing as an Officer in the Merchant Marine. Each Cadet is required to post a copy of The American Marine Engineer drug statement “Drug Possession Means Loss of Seaman’s Papers - Forever” in his/her room. The statement lists penalties for conviction of use/possession of illegal drugs.

4203.4 Violation of this policy is a Regimental Class I offense. Any Cadet found to have committed the offense at Captain’s Mast will be immediately suspended pending the review by a Suitability Hearing Board for disenrollment. This is consistent with the action resulting from a failed drug test found in Article 4204.

4204 Drug Testing

4204.1 Maritime College recognizes that the elimination of drug use among commercial vessel personnel and in the maritime industry is vitally important and considers it an essential part of its professional training program. A year-round, random program of drug testing to deter the use of drugs is conducted at the College.

4204.2 The testing program is contracted to an organization meeting the requirements of 46 CFR 4, 5 and 16 to ensure the reporting requirements. Review by a certified Medical Review Officer, the use of a certified laboratory and the random nature of the test ensure compliance with USCG and other appropriate regulations.

4204.3 The procedure will involve the random testing of at least 51% of the enrolled Cadets starting in the school year (fall and spring). A listing of the applicable population will be provided to the testing organization at the beginning of each school year and a randomly computer generated list will be prepared by them.

4204.4 When a Cadet is selected and called for the drug test, he/she will proceed to the testing area in accordance with the CFR and follow the instructions of the testing official. Failure to participate in the test after notification is considered as a refusal to participate. This failure to participate could result in disciplinary action to include disenrollment.

4204.5 In the event of a positive test result or any failure, after a Medical Review Officer evaluation, the Cadet will be immediately suspended pending a Suitability/Disciplinary Hearing Board. In any case, a Cadet having a positive test result or failed sample will not be allowed to participate in the subsequent Summer Sea Term. While each case is reviewed on an individual basis at a Suitability/Disciplinary Hearing Board, Cadets who are found to be in possession or using illegal drugs are normally dis-enrolled from the College. In that the use or possession of

drugs is a Class One offense at the College (an offense for which disenrollment could result) by the rules and regulations for the Regiment of Cadets, a rehabilitation program is not necessarily applicable. The College reserves the right to consider a Cadet dis-enrolled for use or possession of drugs for readmission once he or she has been out for two semesters and if certified proof of rehabilitation is presented to a Readmission Board and found to be acceptable by a Medical Review Officer.

4204.6 The results of all drug tests will be handled per regulations through the approved testing organization and the State University of New York Maritime College as appropriate.

4204.7 All Cadets who anticipate sitting for the U.S. Coast Guard license examination are required to provide the results of a chemical test as part of their pre-license physical. The testing organization will be available to these Cadets for testing and will review requirements for this testing.

4205 Smoking Policy

Smoking is permitted ONLY in the gazebos. The Student Handbook further discusses the policy. Violation of the school's smoking policy is a Regimental Class I offense and could also result in a fire violation of the State Fire Code.

4300 Interpersonal Relationships

4301 Discussion

4301.1 In any organization, personal relationships develop between individuals that aid in the development of the individual and promote the mission of the organization. Under certain circumstances, personal relationships can become inappropriate and detrimental to the organization. Inappropriate interpersonal relationships are those interactions that take place between individuals that can be harmful to those involved and adversely affect the performance of the group. Interpersonal relationships are an important factor for any leader to handle and often present the most difficult challenges that he or she will face. In each of the areas to be discussed in the following articles, a number of issues are present. They include: the individual rights may come into conflict; perception has enormous impact of the action on the group; the hierarchical nature of a military type organization places enormous power in the hands of those in authority and it can be misused; and, the role of cultural background on what the individual believes to be an acceptable interaction. They all combine to make the subject of interpersonal relationships extremely complex.

4301.2 As an institution devoted to learning, professional and personal growth, the College's character as a community is measured in part by the human relationships we build and sustain within this small but complex place. Accordingly, it is vitally important that we resist discrimination in all of its forms. The College must not, and will not, tolerate discrimination of any kind. Nor will does the College permit harassment or abuse in any form.

4301.3 Specific guidance on the College's policies for Sexual Harassment, Discrimination, Hazing, and other prohibited conduct are further delineated in the Student Handbook. Cadets are responsible for understanding and adhering to the guidelines set forth in the Student Handbook. They are subject to disciplinary action as set forth in these rules and regulations for failure to adhere to the policies in the Student Handbook.

4302 Fraternalization

4302.1 Fraternalization is a difficult and complex issue within the Regiment of Cadets. It is generally defined as an inappropriate relationship between a senior member of an organization and a junior member of the organization that results in, or gives the appearance of, preferential treatment or inappropriate relational conduct (such as "emotional or physical intimacy"). The impact of fraternization can be devastating and ranges from inequitable treatment toward an individual resulting in reduced performance of the work group, to serious incidences of hazing, discrimination and sexual harassment. The difficulty of implementing any fraternization policy or regulation lies in determining those actions which constitute fraternization and are outside the appropriate interaction among individuals in an academic setting. It becomes complex because inequitable treatment towards an individual or a group can often be a matter of perception. The results however are the same. Sorting out the difference and preventing the false perception is not an easy task, it is one of judgment of conduct which rests with senior authority.

4302.2 Within the Regimental System at the Maritime College, significant responsibility and authority is given to the First Class over the administration and management of the Regiment. In addition, the Second Class have similar authority over the Fourth Class. While the Third Class have much less authority, there still exists a large potential for the exploitation of the Fourth Class. The Fourth Class, by their position in the Regiment and their organizational inexperience, are most vulnerable to being exploited and being drawn into inappropriate relationships. Misuse of authority can have an extremely damaging impact on the individual Cadet and the College, especially in those cases that evolve into hazing, sexual harassment and discrimination. No such behavior shall be tolerated.

4302.3 Upper classmen (First, Second and Third Class) SHALL NOT fraternize with entering Cadets during their “MUG” year at the College. The “MUG” begins with the arrival of the Fourth Class Cadet at the College for Indoctrination through the completion of their first Summer Sea Term. It is the responsibility of the upper class Cadets to prevent fraternization from occurring through their own actions, counseling when appropriate, or through disciplinary action when required. Violation of this regulation is a Regimental Class I offense and is among the most grievous offenses, as it represents abuse of authority/poor leadership and judgment.

4302.4 Fraternizing, by Cadets, with Officers and/or crew, both on board the Training Ship and ashore is prohibited. Cadets will not frequent Officer or crew living spaces, mess decks or lounges, except when authorized by the Master, and will not allow crew members to visit their living spaces. Official business shall be conducted in offices, classrooms and/or other public spaces.

4302.5 To clarify what relationships are inappropriate, several examples are presented in this article. These examples provide an overview only and are not a definitive list of those types of relationships and circumstances that are inappropriate. These examples provide a basis for which a relationship may be tested.

1. Dating or “hanging out” is a clear example of fraternization when it occurs between a MUG and any upper class Cadet. It does not make any difference if it occurs on campus or off. The result is the same. Preferential treatment is likely to occur. It is often the seed for many sexual harassment complaints.
2. Continued or frequent socializing with an individual or small group of MUGs by individuals or small groups of upper class Cadets. This often gives rise to protection or “cover” for a select group of MUGs and is an example of preferential treatment.
3. An upper classman sheltering a MUG from demerits, assigning light extra duty compared to others committing the same offense, or ensuring preferential treatment in work assignments is an inappropriate relationship.
4. Singling out another upper class Cadet for retribution for placing a MUG on mast report, awarding demerits or taking other appropriate corrective action is an example of an inappropriate relationship.

5. Any relationship that by its nature confers a special, privileged status on a MUG through a relationship with an upper class Cadet is fraternization.

4302.6 There are relationships that exist at the College that require close contact between MUGs and members of the upper classes that are normal and appropriate. The prohibition of fraternization does not mean that an upper classman cannot talk to a MUG. It is important the communication between the MUGs and upper class Cadets take place in order for the MUG Cadets to grow and develop. The following are examples of those relationships that are appropriate.

1. Those that result from the duties and responsibilities of the upper class Cadets and the faculty are appropriate.
2. Sanctioned extracurricular activities and sports teams (both intercollegiate and intramural) often bring Cadets into close working relationships that are appropriate. For example, a party for a sports team is not an inappropriate relationship unless one of the examples cited in Article 4302.5 results.
3. An Indoctrination Officer eating a meal at a table with MUG Cadets is not an inappropriate relationship.
4. An upper classman counseling a MUG for conduct or performance is not an inappropriate relationship.
5. Casual or chance encounters such as sharing a ride home or being at the same location for entertainment is not an inappropriate relationship.
6. Family relationships do not constitute fraternization.

4302.7 Fourth Class are prohibited from visiting upper class rooms, and from being in civilian students rooms at any time except when on specified school business. Studying shall be conducted in a common study lounge or area. Fourth class rooms are off-limits to civilian students at all times.

4303 Personal Servitude

Personal servitude, in any form, is forbidden at all levels at the College. Only such work or service deemed to be in the line of duty or in connection with instruction or group activities will be required of any Cadet. All phases of upkeep, maintenance, and operation of the Training Ship and other training vessels is required of all Cadets, as well as all areas of the College grounds and buildings used by, or related to, services to the Regiment of Cadets. Violation of this regulation is a Regimental Class I offense.

4400 Restricted Areas and Entry into College Facilities

4401 Buildings and Grounds

4401.1 Cadets are to enter College buildings, including dormitories and dining halls, only by way of designated doors or gangway (see Article 4607 for Fourth Class). Entrance to any building by means of a window, port, or forcing of a door is a serious matter and will be considered false entry and a legal violation (breaking and entering). The use of a ladder or other device to enter a dormitory room or space is strictly forbidden.

4401.2 The pier area, including the apron and its approaches, is a controlled area. No vehicles or equipment may be moved onto the pier without prior permission from the Chief Mate/Chief Engineer or Master of the TS EMPIRE STATE.

4401.3 While traveling about the College grounds, Cadets will use walks, gates and passages designated for their use and avoid adjacent grass plots. The following are OFF-LIMITS/RESTRICTED areas and will not be used by the Regiment of Cadets:

1. Walks and roadways in rear of residential houses on the College grounds or at Quarters 1, residence of the President, either the fenced yards or approaching walkways, or overlooks from the Fort.
2. Such walks, doors, and passages as outlined in Articles 4603 through 4608 as Class Privileges.
3. Those buildings and areas designated for use by the U.S.Navy/Marine Corps Reserve Center (except for required classes held in the reserve center).
4. The grounds and waterfront belonging to the U.S. Coast Guard Light Station.
5. Those buildings and spaces designated for use by the Department of Physical Plant.
6. The bomb shelter and ammunition storage area under the supervision of the University Police.

4401.4 Riesenberg Hall gymnasium shall be open for use of all Cadets in accordance with schedules published and posted therein. All Cadets using the facility will vacate the premises at the scheduled closing times.

4401.5 The dining halls are operated on a cafeteria style basis. Cadets shall use their meal plans to acquire meals/beverages and will not allow others to use their plan. The hours of operation for the dining hall will be in accordance with approved schedules posted in the dining halls and as published in the various College information media (Student Handbook). Also included in the Student Handbook are the policies for registering complaints concerning the quality and quantity of the food, serving of the food, or the dining facilities, and the policy for personal guests. Cadets

will form on line to be served and will clear the dining halls expeditiously at the termination of the specified meal hours. While dining, Cadets shall be in the uniform of the day and act in a Cadet-like manner. Cadets shall not go into galley areas or remove mess gear, equipment, or food from the mess deck without proper authorization. Mess Deck protocol is further defined in the Boatswain's Pipe Uniform and Grooming Standards. Cadet shall not wear a cover (including ball caps) or boiler suits on the Mess Deck.

4402 Electrical Equipment

The electrical outlets and fixtures located in spaces occupied or used by Cadets will not be altered or tampered with in any manner. Repairs, when required, must be made by authorized personnel. Electrical appliances and equipment shall be in accordance with the guidance outlined in the Student Handbook and as delineated in Appendix A for Cadets/class. All requests for appliances/equipment not annotated in the Student Handbook or in Appendix A must be approved, in writing, by the Deputy Commandant or Regimental Operations and Training Officer prior to installation or procurement. All fire and safety regulations outlined in the Student Handbook and Appendix A shall be strictly adhered to at all times. Cadets who fail to comply with this guidance may be subject to disciplinary action.

4403 Safety Devices

4403.1 Fire alarms and safety equipment are installed in each dormitory for the safety of all hands. Unauthorized tampering with fire alarm pull stations, fire bells, and fire extinguishers or false alarms will not be tolerated.

4403.2 False alarms will be treated as an actual fire, i.e. the procedures outlined in the Student Handbook will be followed to the letter.

4500 Personal Accountability

4501 Solicitations

No person will be permitted to solicit for monies or gifts from the Regiment of Cadets, nor permitted to engage in any commercial activities of any sort without prior written permission from the Commandant of Cadets. Any person, who by virtue of their class status requests, urges, encourages, counsels, or requires the purchase of any item, articles, or payment of monies by underclass Cadets shall be subject to serious disciplinary action.

4502 Decorum

Cadets are representatives of the Regiment of Cadets, the College and the State of New York and are expected to conduct themselves in a manner that brings credit on themselves, their fellow Cadets, and the College. Appropriate military protocol will be observed. When in doubt, a Cadet shall render a salute and the appropriate greeting as a sign of respect and will do so at the

moment of saluting but in no case less than 25 feet from the officer. Visitors and guests are to be treated with respect. While participating in College functions, Cadets will maintain a degree of decorum commensurate with the function. Cadets should expect that any function that is sponsored by the College will require the wearing of their uniform to that event this includes male and female Cadets (including events such as Ring Dance).

4503 Vendors and Business Restrictions

No vendors, trades persons, or business firms will be allowed to contact or solicit the Regiment of Cadets, as a group or individually, without the prior permission of the Commandant of Cadets. A Cadet Organization or club must also receive sanctions from the Director of Student Activities prior to making application to the Commandant of Cadets.

4504 Publicity, Press Releases and Photographing

4504.1 To gain maximum coverage of special events, and to protect the College and the Regiment of Cadets from undesirable publicity, all incidents requiring photography and publicity releases will be referred to the Regimental Operations and Training Officer; wherever possible, this should be briefed prior to the event occurring.

4504.2 The following rules will be observed in all matters pertaining to photographing and publicity releases:

1. Photographs for publicity purposes will be cleared through the Commandant of Cadets and coordinated with the Public Relations Office prior to release.
2. Cadets will not allow photographs of themselves to appear in any commercial advertising that involves the name or the uniform of the Maritime College without prior approval from the Commandant of Cadets, via the Deputy Commandant, and the Director of Strategic Communications.
3. Cadets will NOT invite news reporters, photographers, or cameramen to the College without prior approval from the Commandant of Cadets, via the Deputy Commandant, and the Direct of Strategic Communications.
4. See the Student Handbook for additional policy on media communications.

4600 Responsibilities and Privileges

4601 Discussion

4601.1 Cadets are accorded privileges by their class commensurate with their responsibilities, authority and accountability in the Regimental organization. The greater the responsibility the greater the authority one must have to manage that responsibility. Accountability is the

important third element for it is the means to determine that responsibilities are met and that authority is not abused. It is an important aspect to the development of the Cadet's leadership skills that he/she understands the role of these three elements. Privileges (also known as Class Rates) are a means to compensate for the heavy burden that these three elements present to the individual and serve as a reward for achievement. All Cadets are expected to observe the highest standards of military decorum and conduct and by virtue of their seniority and increased responsibility classes are eligible to enjoy certain privileges or rates which are enumerated herein. There are no recognized "unwritten" rates.

4601.2 Regimental "class rates" are special obligations, privileges, and restrictions which are intended to assist in developing those qualities of character and self-discipline required of a member of the Regiment of Cadets at the Maritime College. Privileges are not a right and can be revoked at anytime. These obligations, privileges, and restrictions vary with class standing as delineated in Articles 4604 through 4608.

4602 Departure from the College

4602.1 Cadets departing the College because of graduation are to report to the Registrar's office to obtain instructions and forms for College clearance. The Maritime student ID will be surrendered upon graduation or disenrollment.

4602.2 Cadets disenrolled for academic or disciplinary deficiencies will be notified and processed as follows:

1. Cadets being disenrolled for disciplinary deficiencies or unsuitability will be notified by letter from the Commandant of Cadets. The letter will direct the Cadet to report to the Registrar's office to obtain instructions and forms for College clearance.
2. Cadets being disenrolled for academic deficiencies will be notified by letter, via email and first class mail from the Dean of Students/Associate Provost.

4602.3 Cadets desiring to resign or take a leave of absence from the College must accomplish the following:

1. Obtain a Resignation/Leave of Absence Form from the office of the Deputy Commandant of Cadets. The form must be completed in its entirety, stating fully the reasons for the leave of absence or resignation and the effective date.
2. Requests for leave of absence or resignation must be submitted two days prior to the effective date.
3. After approval by the Commandant of Cadets, the Cadet requesting leave of absence or resignation will report to the Registrar's office for instructions and forms for College clearance and surrender of Maritime ID. Failure to complete the process will result in an administrative disenrollment.

4602.4 When a Cadet is disenrolled, resigns, or is granted a leave of absence, he/she shall proceed to obtain clearance from the College as follows:

1. Obtain the requisite form from the Registrar's Office in Baylis Hall. Proceed to obtain the necessary signatures as listed on the form or as directed. Cadets resigning will be required to have an exit interview with the Director of Admissions and their Degree Department Chair.
2. Have the assigned dormitory room inspected by the Housing Office and turn in room key.
3. When all signatures have been obtained on the check-out form, bring the form to the office of the Commandant of Cadets and then to the Registrar's office.

4602.5 Cadets disenrolled from the College for disciplinary reasons will not be permitted to return to the College without prior permission from the Commandant of Cadets or Dean of Students. The Commandant of Cadets will convene a Conduct Readmission Review Board in accordance with Article 3407 for those desiring readmission. A Cadet disenrolled for disciplinary reasons who returns to the College without permission will not receive favorable consideration on an application for readmission and may be subject to civil action for unlawful trespass.

4603 General Responsibilities and Privileges

4603.1 In their relations with other Cadets, all Cadets will be guided strictly by the Rules and Regulations for the Regiment of Cadets and the College Oath. All Cadets shall give Officers that deference due them by clearing a straightway through corridors and passageways. When an Officer is faced with a traffic impediment, the nearest Cadet will call out "Gangway". All members of the teaching faculty, librarians, and College administrators are to be considered Officers and afforded the same courtesies.

4603.2 All class rates are discontinued at the beginning of regular weekend liberty, except for parking restrictions and crossing the center of the Pentagon. All class rates resume again at 1900 Sunday evening. There are no class rates in the Library or Student Activities Building.

4603.3 Any and all privileges, if abused or deemed contrary to the welfare and morale of the Regiment, may be revoked either singularly or collectively by the Commandant of Cadets.

4604 First Class Responsibilities and Privileges

4604.1 Responsibilities. All First Class Cadets are responsible for ensuring the moral, ethical, and professional conduct of all underclass and for upholding the customs and traditions of the Maritime College. An integral part of this responsibility is the enforcement, with fairness and dignity, of the College Oath and these rules and regulations.

4604.2 Privileges. In addition to having all the privileges of the underclass, 1/C Cadets will be

accorded the following:

1. Liberty after classes and when not in the duty section or restricted on Tuesday through Thursday.
2. Use of “First Class Walks” to the Fort and the Science and Engineering Building. The sidewalk leading through the center of the peninsula and the sidewalk between the gymnasium and Reinhart Field are restricted to use by First Class Cadets.
3. Use of Erben Avenue for going to and from classes is restricted to use by First and Second Class Cadets.
4. May cross the center of the Pentagon.
5. May wear Maritime College ball caps (with state seal) and combination covers (for Regimental top four rates only).

4605 Second Class Responsibilities and Privileges

4605.1 Responsibilities. Second Class Cadets shall assist the 1/C in upholding the integrity of the Regiment and the customs and traditions of the Maritime College. In addition, 2/C Cadets shall assist the 1/C in preparing and grooming the 4/C for their first Summer Sea Term. Second Class Cadets shall honor the privileges duly earned by the 1/C.

4605.2 Privileges. In addition to having all the privileges of the underclass, 2/C Cadets will be accorded the following privileges:

1. Use of Erben Avenue for going to and from the Fort.
2. Use of straight ladders in the Fort.
3. Use of side doors to Vander Clute Hall without restriction.
4. A TV is permitted in the dormitory rooms.
5. Refrigerators permitted in the dormitory rooms during the spring and fall semester for IDOs only.
6. Liberty Thursday evening from end of last class until 2300.

4606 Third Class Responsibilities and Privileges

4606.1 Responsibilities. Third Class Cadets shall assist the 1/C and 2/C in upholding the integrity of the Regiment and the customs and traditions of the Maritime College. Their primary responsibility as 3/C is to be proper role models for the 4/C. Third Class Cadets shall honor the

privileges duly earned by the 1/C and 2/C.

4606.2 Privileges. In addition to having all the privileges of the 4/C, 3/C Cadets will be accorded the following privileges:

1. Liberty Wednesday evenings from 1600 to 2300.
2. Released from responsibilities unique to the 4/C.
3. Stereos are permitted.

4607 Fourth Class Responsibilities and Privileges

4607.1 Responsibilities. The principal responsibility of the 4/C is to accept the privilege of becoming a member of the Regiment of Cadets. Primary in the acceptance of this privilege is acknowledgment of the principles and values of the Regiment; in particular these rules and regulations and the College Oath. Additional responsibilities of 4/C as outlined further in the MUG Handbook are:

1. Anticipating and arriving at all musters by at least ten minutes.
2. Know all four stripe and above Cadet Officers, Regimental Staff, and Senior Administrative Staff (College President, Vice Presidents, Dean of Students/Associate Provost) by name and sight.
3. Carry on his/her person at all times during the fall and spring semesters a MUG disciplinary sheet, a knife (issued or authorized by the College), his/her ID card, and
4. Passage through corridors and passageways of Vander Clute Hall will be in single file.
5. Stop and square all corners.
6. Double-time in the vicinity of the dormitory; i.e., west of Officers Row, north of the Shore Road, and east of Reinhart Field.
7. Use of radios, stereos and television sets are not allowed.
8. Use of side doors to Vander Clute Hall are not allowed.

4607.2 Privileges. Privileges for the 4/C will be as follows:

1. Radios permitted in dormitory rooms when given permission by the Chief Indoctrination Officer.
2. As recommended by the Chief IDO and approved by the Commandant of Cadets, the

requirement to stop and square corners and for double-timing in the dormitory area may be relaxed after the Thanksgiving leave period.

3. Smoking of cigarettes will not be allowed until after the Indoctrination Period.

4608 Students in Special Status Responsibilities and Privileges

4608.1 Responsibilities. The principal responsibility of a Student in a Special Status is to accept the privilege of becoming a member of the Regiment of Cadets. Primary in this acceptance is the responsibility to acknowledge the principles and values of the Regiment; in particular these Rules and Regulations and the College Oath.

4608.2 Privileges. Students in a Special Status will have all the privileges listed for their class as assigned by the Registrar and the following:

1. Free gangway after classes.
2. Exemption from some morning formations, some Regimental Training Periods, Regimental Reviews and Inspections.
3. May wear Maritime College ball caps (with state seal) and combination covers.
4. Television and refrigerators are permitted.
5. Exemption from Fourth Class responsibilities.

4700 Inappropriate Conduct

4701 Discussion

4701.1 The standards of conduct for Maritime College Cadets contained in this article are based on these rules and regulations governing the Regiment, which have been established and published in accordance with federal regulations for state nautical schools. Additionally, they reflect the goals established in Article 1202 for Cadets in the Regiment and to create an environment that supports the academic achievement of the individual Cadet. Because the Maritime College is a specialized technical College within the State University of New York system, its organization, operation and regulations are unlike other Colleges and have a higher degree of specificity. This not only results in a higher expectation in the adherence to the rules than might be found at other Colleges but disciplinary action that could lead to serious consequences for numerous minor offenses. Comparison to other SUNY Colleges is not possible due to the type of education and focus on leadership/discipline in the development of the student

4701.2 The following articles enumerate the infractions that will be adjudicated in the Regimental Judicial System. The infractions are short hand descriptions of the rules and regulations found in this manual, the State University of New York Maritime College

Instructions and Training Ship Empire State Standing Orders. They are the minimum considered necessary to achieve the requirements for the Cadets in the Regiment and to ensure the rights and privileges of the students within a positive academic environment.

4701.3 This article does not attempt to explain why these infractions are important or how they relate to the mission of the College or the goals for the Regiment of Cadets. The explanation will generally be found in the appropriate articles in Sections Three and Four of this manual. It is not sufficient to rely just on the offenses enumerated in this article; to be of value it requires the Cadet to understand the basis for the offense. Training during Indoctrination and Regimental Activity periods must reinforce the relationship as well as the proceedings of the Regimental Judicial System.

4701.4 At sea, the ability of an Officer not only to understand, but to adhere personally and enforce rules and regulations, may be the line between success and disaster. Blind conformance is not the desired result and does not develop individuals who are well qualified as decision makers and leaders. This quality can be strengthened only if it is practiced daily. The Maritime College places a premium on that quality.

4702 Hierarchy of Offenses

4702.1 The offenses listed in this article are those considered necessary to achieve the goals found in Article 1202 for the development of the Cadet. They also establish a pattern of conduct that is necessary for the maintenance of an environment in which the Cadet may pursue his or her academic goals. Cadet offenses are categorized into two general classes.

4702.2 Regimental Class I Offenses. These offenses involve a grave infraction of these rules and regulations. Commission of single Regimental Class I Offense may in itself indicate that a Cadet is unsuitable to be a Cadet or Merchant Marine Officer. Repeated commission of Regimental Class I Offenses is clearly an indication of a Cadet's lack of suitability to become a Merchant Marine Officer. In this list are offenses that may be characterized as those that affect the health and safety of the individual Cadet or the group; those that are a result of serious interpersonal relationship infractions; reflect serious problems with personal accountability; and, lack of self-discipline. These offenses are adjudicated as described in Articles 3403.2 and 3404. Punishment for these offenses is serious and will be in accordance with Article 3405.

4702.3 Regimental Class II Offenses. These offenses are generally related to violation of class rates, poor bearing or grooming, immaturity, irresponsibility, or childishness and disregard for the traditions and customs of the College and the maritime profession. While each individual violation may be minor, in the aggregate they may reflect the Cadet's inability to adhere to rules, regulations and standards expected of the Merchant Marine Officer. An accumulation of demerits may lead to Conduct Probation and eventual disenrollment from the College. While the offenses reflect the same areas described for Regimental Class I Offenses, the emphasis for Regimental Class II Offenses is on self-discipline and personal conduct. These offenses are adjudicated as outlined in Articles 3403.3 and 3403.4 and punishment in accordance with Article 3405.

4703 Regimental Class I Offenses

4703.1 Regimental Class I offenses include the following:

- Absence; Unauthorized
 - from limits of campus
 - from limits of the ship
 - over liberty during Summer Sea Term
 - over one hour
- Alcohol; Unauthorized use and/or possession of
- Serving/Providing to an Individual Under the Legal Drinking Age
- Assault/Personal Combat; With intent to do bodily harm
- Authority; flagrant unwarranted assumption of
- Breach of Restriction
- Cheating
- Conduct to the prejudice of good order and discipline
- Cruelty, hazing, oppression, personal servitude or maltreatment
 - of any person
- Deceit, falsehood
- Disrespect to superiors; in manner, language, or tone
- Drugs; possession of, use of, sale of, or possession of paraphernalia
- Duty; improper performance of; through neglect; causing
 - endangerment; so as to be disruptive in nature
- Endangering or hazarding Health, Life or Property
- False Entry
- False Official Statement; Making
- Fire Alarms; setting off or tampering of
- Fraternization
- Fraud
- Gambling for money
- Insubordination
- Keys; unauthorized use and/or possession of
- Life; endangering or hazarding
- Mail; tampering with, or misuse of
- Missing Ship
- Moral Turpitude; Indecent Acts; Indecent exposure
- Orders, Regulations; Refusal to obey
- Property;
 - Endangering or hazarding
 - willful destruction of public, or another's
- Records, Logs, and other Official documents; losing, altering,
 - destroying, or unauthorized possession of
- Restriction; Breach of
- Safety devices or precautions; Tampering with, or violation of order

regarding
 Sexual Harassment
 Ship's Standing Orders
 Smoking in an unauthorized space or at unauthorized time
 Smuggling; Violation of customs laws of any country, including USA
 Stealing/Misappropriation of another's property
 Vehicles; unauthorized use and/or renting of during Summer Sea Term
 Violation of federal and/or state criminal statutes; U.S. Customs
 regulations; and/or U.S. Agriculture regulations
 Watch;
 Absence from watch or duty
 Sleeping or malingering on
 Weapons, or Ammunition, or Explosive devices, or Fireworks;
 (Unauthorized use and/or possession of)

4704 Regimental Class II Offenses

4704.1 Regimental Class II offenses are outlined in the following schedule. The individual Cadet, if found guilty, will be awarded demerits as listed for the charge in the schedule.

Absence; Unauthorized:	
From Class, drill, quarters, sick quarters	15
From Regimental exercise, review or activity	15
From inspection	15
From watch section or restricted muster	15
From formation, muster or Taps	15
From ship	25
Over leave or liberty during Academic year	
up to 1/2 hour	15
up to one hour	25
over one hour	Class I
Over Leave or Liberty during Summer Sea Term	
up to 15 minutes	15
up to 30 minutes	25
up to one hours	40
over one hour	Regimental Class I
Accident or damages; Failure to report	05
Animals; Introducing onto campus or dormitory without permission	10
Authority; Unwarranted assumption of	15
Bearing; Unmilitary	10
Boats or dinghies:	
Taking beyond prescribed limits	15
Unauthorized use of	25
Class rates; Infractions of	05

Conduct:	
Improper or disorderly	15
Unbecoming a Cadet	15
Creating a disturbance	15
Duty:	
Improper performance of	15
Failure to perform	15
Electrical equipment; unauthorized use	
and/or possession of	25
False muster (first offense only)	25
Grooming Standards; Violation of	10
Grounds; In unauthorized area of	05
Identification card:	
Failure to have on person or report loss of	05
Mutilation of or Unauthorized change to	25
Failure to produce to authorized personnel	25
Inspection; Failed	
Admiral's/Captain's	25
Personnel	15
Room	15
Bed; Unmade after 0745	05
Late:	
To formation, class, muster or scheduled activity	05
For posting or relieving watch	10
Littering	05
Loitering in unauthorized spaces	05
Orders, Regulations; Disregard of	15
Persons; Unauthorized, Introducing into:	
Cadet living quarters	15
Cadet dining hall at mealtime	10
Restricted areas	25
Ship	25
Personal Combat	25
Property:	
Books or equipment issued on loan;	
failure to return on time	05
Unauthorized appropriation of	25
Wasting, losing, or endangering	25
Damaging, defacing, destroying	25
Ranks; Falling in/out of without permission	05
Report; Failure to:	
Report to sickbay when returning from	
sickness or hospital	10
Report loss or damage of public property	05
Rooms: Violation of regulations regarding	10

Sickbay; Failure to conform to regulations of	10
Taps: Violation of orders/regulations concerning	10
Telephones:	
Violation of orders/regulations concerning	10 plus costs
Uniform Regulations: Violation of	10
Unsanitary condition; causing; throwing or deliberately spilling foods or liquids	10
Vehicles; violation of College rules regarding	10
Watch or duty; buying or selling	15

4800 Military Courtesy and Etiquette

4801 Discussion

4801.1 Cadets observe the formal rules of military courtesy as well as the long established customs and accepted usages of society in general. The guiding principle of both military courtesy and general etiquette is the same - to avoid confusion and facilitate orderly association by using expected patterns of behavior.

4801.2 The understanding and practice of military courtesies and rules of etiquette prepares the Cadet for those situations in which he or she might find themselves while at the College and in their chosen careers, whether Merchant Marines, military service or civilian. Additionally, the Training Ship as a Federal Vessel and a part of the Ready Reserve Force is often viewed, as a military vessel and the Cadets should be prepared to act accordingly.

4802 Military Courtesies

4802.1 Deference of juniors to seniors is expected at all times. Some specific rules are as follows:

1. Juniors always initiate the salute and greeting.
2. A Cadet always rises when an Officer approaches and stands at attention, if addressing the Officer or being addressed by the Officer.
3. When ordered to report to an Officer, a Cadet reports promptly.
4. When accompanying a senior, walk on the senior's left.
5. When a Cadet is issued an order he/she always responds by saying "Aye-Aye Sir/Ma'am" or "Yes Sir/Ma'am", meaning that the Cadet understands and will obey the order.

4802.2 Saluting. The most important of all military courtesies is the salute. This is an honored tradition of uniformed professionals throughout the world. As a mark of respect to seniors in this

profession, all Officers will be saluted by Cadets and will return such salutes. The hand salute is the most common and will be rendered in a sharp manner in accordance with the guidelines in The Boatswain's Pipe.

4802.3 Additional forms of military courtesy:

1. When ordered to report to an Officer outdoors, approach the Officer at attention and halt about two paces from him/her, render the appropriate salute and say, "Sir/ma'am, Cadet Jones, 4th class reporting as ordered, Sir/ma'am." Hold the salute until it is acknowledged. When the business is completed, salute and, after that salute has been returned, take one step backward, execute about face and depart.
2. When reporting to an Officer indoors follow the same procedure, except remove the headgear before approaching the Officer and do not salute.
3. When entering an automobile or small boat, the junior goes first, and the others follow in inverse order of rank. In leaving the automobile or small boat, the senior goes first, and the others follow in order of rank.
4. Cadets and others in uniform entering or leaving through the Sally Port salute the colors flying in the center of the Pentagon. This practice has a three-fold significance; it honors our National Ensign, it conforms to saluting the quarterdeck on ship when coming aboard or going ashore, and it preserves a custom of the early "Academy" afloat.

4803 Colors and National Anthem

Honors to the National Anthem or to the colors are rendered as directed in the Boatswain's Pipe.

4804 Rank/Insignia of the Armed Forces and the U.S. Maritime Service

4804.1 Rank insignia of the Armed Forces and the U.S. Maritime Service are shown in The Boatswain's Pipe. As a part of the Regiment, Cadets are a direct reflection of the military and the Merchant Marines and as such they are expected to know and understand the ranks and insignia and to render the proper courtesies and honors afforded to senior members of these services.

4804.2 The wearing of the uniform is a matter of personal pride. Cadets shall wear their uniform with respect, as they are all direct representatives of the College.

4805 Uniform Standards

4805.1 Uniforms will be worn in a military manner at all times and as prescribed in the Boatswain's Pipe. While in uniform, Cadets are a very visible representative of the Regiment, the College and the uniformed services, and provide an impression of these that can be long lasting. As such, while in uniform, all outer garments and shirts will be fully buttoned and caps

and hats will be worn squarely on the head at all times. The khaki cover brim should be spaced no more than 2 fingers above the nose and no hair should protrude from the front of the cover (for male or female).

4805.2 The uniform of the day will be prescribed by announcement each day at formation by the Regimental Adjutant. Seasonal changes of uniform will be announced in advance in the Plan of the Week. Only the uniforms prescribed by the Regimental Commander, or that necessary for special classes or laboratories, shall be worn between 0700 and 1600. While in attendance at evening classes, all Cadets will be in the prescribed khaki uniform. No faculty member is authorized to allow Cadets to be out of uniform at any time while in class.

4805.3 After 1600 and on weekends, except in dining halls, the prescribed casual uniform is allowed. If attending evening classes, all Cadets will be in the uniform of the day.

1. 1/C and 2/C Cadets are authorized to wear appropriate civilian clothing after 1600. Appropriate civilian attire does not include clothes that are ripped, soiled or offensive in any way. While attending classes, or participating in a College-related or sponsored event, while in any official place of business on campus, and/or while in the Ship's Store, Cadets are to be in the proper uniform of the day.
2. 3/C class Cadets are authorized to wear a white or Maritime T-shirt; Maritime sweatshirt/sweatpants/shorts or Maritime jacket, after 1600, unless coming/going from/on liberty. While attending classes, or participating in a College-related or sponsored event, while in any official place of business on campus, and/or while in the Ship's Store, Cadets are to be in the proper uniform of the day.
3. 4/C Cadets are authorized to wear Maritime issued PT gear or sweat shirt/pants after 1600, unless coming/going from/on liberty. While attending classes, or participating in a College-related or sponsored event, while in any official place of business on campus, and/or while in the Ship's Store, Cadets are to be in the proper uniform of the day.

4805.4 The official work uniform for Cadets in the Regiment is the boiler suit. The work uniform is not to be worn in the fort area, the dining hall, or any other areas except in conjunction with extra duty or work programs aboard the Training Ship. The boiler suit is never to be worn while conducting administrative business. The boiler suit may be worn to labs in the S & E Building. Only steeled-toed, or approved black work boots, are to be worn while in boiler suits. The boiler suit is a uniform and Cadets will wear the appropriate head gear and will render salutes in accordance with the policies in 4802.2.

4805.5 Watch standers and restricted personnel will wear the uniform of the day at all times.

4806 Uniform Maintenance and Care

4806.1 Cadets are responsible for the appearance and cleanliness of their uniforms and other clothing at all times. Necessary tailoring and/or alterations for proper fit, missing buttons, and

other repairs are the responsibility of the Cadet and shall be corrected immediately. Cadets should strive to exude professionalism in their appearance at all times.

4806.2 Shoes, both leather and composite material, must be highly polished. Belt buckles and other metal devices will be polished to a high sheen. Hats, caps, ties, hat covers, and other uniform accessories will be kept in a clean and pressed condition at all times.

4806.3 Soiled clothing shall not be allowed to accumulate beyond a 1 week period. All soiled clothing must be stored in a laundry bag and hung from a hook provided in each closet. Laundering may be accomplished by using the washers and dryers located in the basement of each dormitory. Responsibility for security of clothing and other articles laundered in these washers and dryers rests solely with the Cadet user.

4806.4 All 1/C Cadets are allowed to wear clean, uniform issued Maritime ball caps (with state seal) when not at formation. The approved cover for 1/C Cadets at formation is the fore and aft cover. Ball caps are not to be worn at formation by any Cadet.

4806.5 Sweat shirts are not to be worn with khaki uniforms at any time. The issued grey Maritime sweatshirt may be worn with the boiler suit in lieu of the black utility jacket if preferred; however, the sweatshirt must be worn underneath the boiler suit.

4806.6 Only black backpacks will be used while in uniform and will be worn over both shoulders to avoid interference with rendering proper salutes.

4806.7 The approved uniform to be in while smoking is either PT gear or the kahki uniform, with a cover. If covered, proper courtesies should be rendered when required.

4807 Civilian Clothes

4807.1 Cadets are authorized to keep suitable civilian attire in their dormitory room as long as it does not interfere with the storage of uniform allowance items.

4807.2 Civilian attire is not authorized for wear by any Cadet while transacting any College business. Civilian clothing is not authorized for wear between the hours of 0700-1600, Monday through Friday. First Class Cadets may wear civilian clothing during these hours while arriving/departing the campus on authorized liberty. After 1600, Monday through Friday, designated underclass Cadets are authorized to wear civilian clothing in the vicinity of the dormitories, at athletic events, while on liberty, and in the Student Activities Building. Civilian clothing is authorized for all Cadets leaving on or returning from authorized liberty or leave.

4807.3 Civilian clothing or Boiler suits are not authorized to be worn on the mess deck at any time, including after hours or on the weekend. Sports teams are to be in the prescribed uniform of the day for evening meals at all times, no excuses.

4808 General Grooming Standards

4808.1 It is the responsibility of each individual Cadet to ensure that his/her grooming conforms to the standards prescribed by the College for the Regiment of Cadets. Lasting impressions are based on first appearances, and it should be the goal of every Cadet to always present a sharp and squared away appearance.

4808.2 Specific grooming standards for males and females, to include authorized jewelry, are prescribed in the Boatswain's Pipe.

4809 Cadet Insignia and Devices

4809.1 All Cadets shall wear their uniform with the proper insignia, correctly attached, at all times. Each Cadet is individually responsible for the purchase and maintenance of all prescribed uniform insignia.

4809.2 Cadets appointed as Cadet Officers will be provided the appropriate stripes and bars for the rate they are appointed to and in accordance with paragraph 2205. Stripes/Bars are only authorized for those currently holding the rank. Shoulder boards, collar, and cap insignia for Cadet Officers are the property of the College and will be issued by the Regimental Operations and Training Officer. Each Cadet Officer will sign a receipt for these insignia, and at the end of the period of appointment shall return them. Each Cadet Officer is responsible for the care and maintenance of the insignia issued and, in the case of destruction or loss, is financially responsible for their replacement. Cadet Officer insignia will be worn in accordance with The Boatswain's Pipe

4809.3 Insignia for Cadets, other than Cadet Officers, includes company pins, striping and collar and cap insignia. Insignia will be worn on uniforms as prescribed in The Boatswain's Pipe.

4809.4 Cadets assigned to the Maritime College Band and the Honor Guard Platoon are authorized to wear distinctive insignia in lieu of company pins. The insignia for band members is a brass lyre pin. The insignia for members of the Honor Guard Platoon is a brass, crossed swords pin. The insignia will be worn as prescribed in The Boatswain's Pipe.

4809.5 Cadet Achievement Insignia. Certain special activities are duly recognized by authorization to wear an approved ribbon.

4809.6 The Company Competition/Excellence Award, once awarded, may be worn permanently.

4809.7 In addition to the ribbon insignia authorized above, the following are approved for wear and shall be worn as prescribed in the Boatswain's Pipe:

Personal and Unit Awards and Service Ribbons (Armed Forces, State, Merchant Marine)

Naval Reserve Insignia

Qualification Badges earned while a member of the Armed Forces

4809.8 Regulation name tags will be worn while in uniform (except the work uniform) at all times. Broken or damaged name tags must be replaced expeditiously by placing an order with the Ship's Store.

4809.9 Academic Stars. Academic stars shall be worn as prescribed in the Boatswain's Pipe.

Appendix A

Regimental Allowances*										
	INDOC	4/C	3/C	SQL	2/C	IDO	1/C	RA	SRA	
One desk lamp per person ^{1, 10, 11}		•	•	•	•	•	•	•	•	
Computer ³ /Printer		•	•	•	•	•	•	•	•	
One 2 speaker stereo system ⁶			•	•	•	•	•	•	•	
Rearrange Room Furniture					•	•	•	•	•	
Personal desk chair			•	•	•	•	•	•	•	
2' X 3' posters (one per person) ^{1, 3}			•	•	•	•	•	•	•	
3' X 5' flag hangings (one per person) ^{1, 3, 5}							•	•	•	
One hot pot/ coffee maker (per room) ¹				•	•	•	•	•	•	
Fridge 1.3 -1.8 cu.ft. (one per room) ²				•	•	•				
Fridge 1.3 -1.8 cu.ft. (per person) or have one 2.5 Cu. Ft (per room) ²							•	•	•	
One microwave						•	•	•	•	
Up to one 5' x 7' carpet ¹					•	•				
Up to one 8' x 12' carpet ¹							•	•	•	
Up to one 19" TV (per room) ⁸					•	•				
Up to one 32" TV (per room) ⁸							•	•	•	
VCR/ DVD player					•	•	•	•	•	
X Box, play station, Wii, or other gaming console							•	•	•	
One arm chair/ recliner less than 36" wide ^{1, 9}							•	•	•	
Fish in a tank less than 10 gal. ⁴							•	•	•	
2' x 4' coffee table ^{7, 9}								•	•	
Items Allowed may be revoked at any time										

¹ Must be within fire safety guidelines set by SUNY Maritime College.

² Max fridge size per room (2.5 Cu. Ft.) regardless of number of occupants.

³ Nude, sexually charged, obscene, offensive, alcohol, or drug related material prohibited.

⁴ Other pets are prohibited.

⁵ Wall hangings must **not** be hung from the ceiling, over doors, over windows, **and/or over a bed**.

⁶ Speakers must be powered by the radio alone, no external power source, no entertainment systems or band equipment.

⁷ Homemade and/or game tables are prohibited (e.g. air hockey table).

⁸ A computer "TV Card" is classified as a TV within the regiment.

⁹ Fire certification must be on file in the housing office (housing must approve all outside furniture)

¹⁰ **Clip on** desk lamps are prohibited.

¹¹ Light bulbs should be under max wattage per manufacturers label and be protected by a lampshade.

- * May be changed at any time with or without notice.
- * Furniture must be returned to original move in position upon checkout.
- * If different ranks live in the same room, the maximum privileges of the lowest rank are in effect.

Any unauthorized items found may be seized by the Regiment and/or by the Office of Housing and offenders will be subject to appropriate Regimental, Judicial, and/or Housing disciplinary action plus fines.

Appendix B

Daily Watch Muster

Daily Watch Muster is the morning muster for that day's cadet watch assignments. Watch Muster will be conducted by the Cadet Company Executive Officer assigned to watch that day immediately following morning formation.

Cleaning Stations

Cleaning Stations will be performed by all cadets on the deck where they live. Cleaning stations is the daily period where the residents of a deck clean the common areas such as the head and passageways.

Colors

Morning colors refer to the morning formation for muster and inspection. Colors will begin promptly at 0710 and will end by 0730. Morning colors will be held each weekday that school is in session.

- 1) At 0715 the Regimental Commander will bring the Regiment to Attention.
- 2) The Regimental Commander will "Receive the Report" from the Regimental XO for accountability of the Regiment.
- 3) The Cadet Color Guard will request permission from the Regimental Commander to raise colors.
- 4) The Regimental Commander will acknowledge and have all Cadet Officers "Hand Salute".
- 5) The Cadet Color Guard will ring "8 bells" and raise the American Flag.
- 6) When complete the Regimental Commander will order the Cadet Officers to drop their salutes.
- 7) Upon completion general announcements will be made and an inspection of the Regiment will be conducted by the Cadet Officers.

Extra Duty

Extra Duty (ED) serves as the principle punitive method for correcting discrepancies in the behavior of Cadets in the Regiment. The Extra Duty Muster is the accountability muster for all Cadets assigned to Extra Duty.

Liberty

Liberty is the time period allotted where a Cadet is authorized to leave campus.

Regimental Activity

The Regimental Activity period is the designated weekly period where the Regiment of Cadets can conduct training, counseling, exercises, administrative work or any evolution where it will not conflict with an academic class.

Restricted Muster

Restricted muster is the accountability check for any cadet in a restricted status. Any Cadet in a restricted status will muster underneath the Vander Clute Hall at the prescribed times

Regimental Review Period

Regimental review period is the weekly formal inspection of the Regiment of Cadets. Cadets are required to be in the prescribed dress uniform for this formation. Liberty for this period will only be given for emergencies.

Regimental Week

The Regimental week is as follows:

4/C – Starts at Sunday evening TAPS through Friday morning/afternoon dress inspection.

3/C, 2/C, 1/C – Starts at Monday morning formation through Friday morning/afternoon dress inspection.

Quiet Study Period

Quiet Study Period is the time period where the dormitories have an atmosphere conducive to studying. All hands are reminded to keep noise to a minimum during this time.

Saturday Ship work Program

The Saturday Ship work program is the work system designed for all Cadets to gain required sea time and perform required maintenance onboard the Training Ship. Each cadet is required to do one Saturday Ship work per semester.

Sick call

Sick Call is the daily period allotted for Cadets to report to Sickbay to get medical treatment by the College Nurse.

Taps

Taps is the nightly accountability of the Cadets on each deck. The Platoon Commander will ensure all Cadets are present and/or accounted for every Monday thru Thursday while school is in session.