



**RULES AND REGULATIONS MANUAL  
FOR THE REGIMENT OF CADETS**

**JANUARY 2026**

**Rules & Regulations Manual for the Regiment of Cadets Overview**

The purpose of the *Rules & Regulations Manual for the Regiment of Cadets (Rules and Regs)* is to inform all Cadets about what is expected of them while serving as a member of the Regiment of Cadets, and to inform Cadets about how the Regiment operates and functions. Additionally, the Rules and Regs inform the Maritime Faculty, Staff, and Coaches about their requirements as supporting members of the Regiment of Cadets. It is the responsibility of all cadets to ensure that their shipmates adhere to the policies set forth in the Rules and Regulations.

All cadets shall review this manual in its entirety.

Recommendations for revisions to this manual should be sent to the Commandant of Cadets for review and consideration.

Very Respectfully,



Captain Robert J. Tart  
Commandant of Cadets

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# ***SECTION ONE: GUIDING PRINCIPALS***

## **1100: INTRODUCTION**

### **1101: BACKGROUND**

**1101.1:** The Regiment of Cadets at SUNY Maritime College is predicated on a structure designed around regimental and community obligations that are designed to prepare Cadets for the rigors of life at sea and ashore. The Regiment of Cadets also provides cadets with a sense of self-discipline, camaraderie, responsibility, pride, and professionalism. By following the guidelines set forth in this document, The Regiment of Cadets develops character-based leaders who are instilled with integrity, empathy, decisiveness, and who are prepared to lead in the maritime industry.

**1101.2:** Cadets are required to abide by, and enforce, the Rules and Regulations (Rules and Regs) for the Regiment of Cadets. Cadets will recite the College Oath to affirm their commitment to adhering to, and enforcing the Rules and Regulations. The Rules and Regs are promulgated by the President of the Maritime College, in collaboration with the SUNY Maritime College Council, the Commandant of Cadets, and appropriate faculty committees. 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 function effectively in a demanding environment and become a licensed Merchant Marine Officer.

**1101.3:** 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 a Regiment of Cadets and formal rules governing the operation of the Regiment. Title 8, part 537 of New York State Law requires that the college formulate and publish Rules and Regulations necessary for the functioning of the Regiment and for achieving the mission of the College. The Rules and Regs fulfills both requirements set forth by the U.S. Department of Transportation and New York State.

### **1102: MISSION, VISION, AND CORE VALUES**

**1102.1: MISSION.** The mission of the Regiment of Cadets is to prepare Cadets for the rigors of life at sea and ashore. The Regiment provides the vital framework for developing leadership skills and professional training while safely managing the cadets on campus and aboard the training ship. The framework of the established classes provides a systematic approach to broadening the individual cadet's level of responsibility, authority, and accountability during their tenure as a cadet. This functionality, coupled with their progression of professional training, is coordinated in tandem with Commandant's Staff and the established cadre of the Cadet Leadership

**1102.2: VISION** "Loyalty, Valor, and Leadership" are the primary characteristics that define the Cadets who serve in the Regiment of Cadets. THE Maritime College is the premier institution recognized internationally for its expertise in global maritime research, development, education

and training. Towards that end, the College delivers an exceptional quality learning environment to meet the needs of the international maritime community.

**1102.3: CORE VALUES** The Regiment of Cadets supports the college's vision, shapes its culture, and reflects on Maritime College's principles, beliefs, and day-to-day values. The Regiment's core values are:

1. Loyalty
2. Valor
3. Leadership

## **1200 REGIMENTAL SYSTEM**

### **1201: BACKGROUND**

**1201.1:** The Regimental system is the method for developing character-based leaders. The Regiment leads the Cadets' professional training and provides the framework for safely leading Cadets at sea aboard the training ship.

**1201.2:** The leadership development program begins with the arrival of the new Cadet and culminates with the Cadet's graduation. The program consists of education and practical training and experiences while in the Regiment ashore and at sea. 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 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:** Senior Cadets (Rates) serve as Cadet Officers responsible to the Commandant of Cadets. Rates are responsible for maintaining 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 responsibility for supervision of subordinate Cadets during the ship's maintenance and operation, and for discipline and administration of the daily routine of the Regiment at sea.

### **1202: GOALS**

**1202.1:** The Regimental System supports the education and leadership development of cadets through key goals. Leadership training instills self-discipline and the ability to motivate individuals and groups. Human relations skills are developed to foster teamwork and understanding of discrimination's negative impact. Integrity and honesty are emphasized as vital qualities for both Merchant Marine Officers and citizens. Loyalty is taught as prioritizing the mission and service above self-interest. Responsibility and accountability are stressed as essential traits for personal and professional success. Cadets learn sound judgment, crucial for making decisions, especially in

complex environments at sea. Professional development begins at the College with practical experiences preparing cadets for maritime careers. Efficiency is highlighted as a core value in completing tasks effectively and on time. Finally, cadets gain an appreciation of maritime traditions and history, integral to life at sea.

1. Leadership
2. Integrity
3. Respect
4. Accountability
5. Academic Excellence
6. Student-Centeredness
7. Human Relations
8. Professional Development
9. Traditions of the Sea

## **1300 MARITIME COLLEGE OATH**

### **1301: 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 for. I will observe those standards of honesty, integrity, respect 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 AND REGIMENTAL STAFF**

#### **2101: BASIC ORGANIZATION AND RESPONSIBILITIES**

**2101.1:** The Commandant of Cadets is responsible for the non-academic education, morale, and welfare of the Cadets. This includes the provision of services necessary to foster a scholarly environment on campus and on the Training Ship while also promoting training in leadership and responsibility. The Commandant is also a liaison to the Parents Association and the Faculty Student Association. To achieve this, they are assisted by the Deputy Commandant of Cadets, 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.

**2101.2:** The Deputy Commandant 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 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, working with the College Judicial Officer, ensures compliance with the current conduct system for adjudicating major offenses involving Cadets in the Regiment.

**2101.3:** The Regimental Affairs staff is organized to assist the Commandant with the oversight of the Regiment and to provide training and mentoring to all Cadets to achieve the goals of the Regimental program. The staff serve as role models who promote positive leadership. They must demonstrate that leadership consists of a set of acquired capabilities. The Regimental Staff share the duties and responsibilities necessary to guide and reinforce positive actions of the Cadets. The Regimental Affairs staff consists of the Regimental Battalion Officers, the Regimental Duty Officer(s), the Deputy Commandant, and the designated Regimental Training Officer.

**2101.4:** Regimental Battalion Officers are the direct advisors and mentors to the Cadet Officers in their respective battalions. They provide the necessary leadership and support to the Cadet Officers of the battalion and develop leadership and other training programs within the battalion. They will teach, coach, mentor, and provide feedback to the Cadets. When necessary, they are responsible for correcting the actions of the Cadets. Battalion Officers are responsible for the facilities assigned to the battalions and ensure that Cadet Officers are accountable for the actions and morale of the Cadets in their charge. Battalion Officers share the oversight (as directed) necessary to guide and reinforce the actions of the Cadet Leadership team. During the Sea Term, they serve as a member of the Regimental Affairs Department and may be assigned duties as the Senior Regimental Affairs Officer.

**2101.5:** 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, and serve as the direct point of contact when there are issues with ongoing watches, to adhere to the Commandant's orders and the Master, TS Empire State's standing orders. They have direct oversight of the restriction program, and 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 Sea Term, they serve as a member of the Regimental Affairs Department.

**2101.6:** The Commandant of Cadets has direct oversight of all programs that are part of the leadership development continuum for the Regiment – including, but not limited to, Indoctrination, Regimental Activity periods, the Leadership Lecture Series, and the process for selection of Cadet leadership positions (rates), both ashore and on SST. Operationally, they ensure that 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 to initiate necessary improvements. They provide a communication bridge between the Regiment and academia, professional development programs, and student services. During the Sea Term, they serve as a member of the Regimental Affairs Department and serves as the Senior Regimental Affairs Officer.

## **2200: CADET REGIMENT**

### **2201 BASIC ORGANIZATION AND RESPONSIBILITIES**

**2201.1:** The organization of the Regiment of Cadets follows a quasi-military organizational structure that consists of the necessary command and staff to effectively lead and administer the Regiment. The Regiment is composed of three battalions. The battalions shall be numbered consecutively containing two companies. The companies shall be designated by alphabetical lettering. Each company shall be composed of four platoons (when required by size). The Regimental organization for the Sea Term can be found in the Summer Sea Term Cadet Cruise Manual provided to each Cadet going on 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, an acronym for Mariner Under Guidance. Each Cadet has the obligation to spend two semesters as a MUG and complete 3/C SST. Likewise, each Cadet has the privilege to spend two academic semesters and one SEA TERM 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 obligations as Cadets. Cases arise where students transferring into the Regiment of Cadets may be academically ahead of their regimental class. 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 (with sea time) may request exemption from the Spring semester of Fourth-Class year, in writing, to the Commandant of Cadets. Academic transfer credit received (for license related classes) and/or approved sea time from the previous institution will be considered when determining class status. The Dean of Maritime Education and Training will be consulted to determine the extent of academic and sea time to be recommended for approval.
2. Cadets expecting to be advanced Regimentally to 1/C Cadet or 2/C Cadet will meet the following criteria:
  - a. Cadets will only be promoted Regimentally to 1/C status at the beginning of their third and final Sea Term or internship (Intern Option). Cadets graduating immediately after their final Sea Term may request an upgrade two semesters prior (but following completion of MT/ENGR 520, MT/ENG 521 or Intern equivalent).
  - b. Cadets will only be promoted Regimentally to 2/C status at the beginning of MT/ENG 520, MT/ENG 521 or Intern equivalent.

- c. Cadets will be officially recognized as 3/C Cadets after completing two semesters as a 4/C and successful completion of MT/ENGR 510 or;
  - i. If a cadet has completed two semesters as a 4/C and does not successfully complete MT/ENGR 510, they may also be recognized as a 3/C cadet.
  - ii. Non-license cadets who have completed two semesters as a 4/C will be recognized as a 3/C cadet for their third semester.

## **2202: GUIDING PRINCIPLES**

**2202.1:** The senior class (1/C Cadets) exercises authority and is accountable for the exercise of command, maintenance of internal discipline, morale and welfare, and training of the subordinate classes. In return they are granted the privileges normally associated with seniority. This fundamental condition must be fully recognized by the subordinate classes, and all classes shall conform to the requirements set forth by the qualified cadets.

**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 of Cadets will appoint Cadet Officers.

**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. They are responsible for knowing and understanding their subordinates and being prepared to address problems as they arise. They should reinforce positive behavior and help cadets in their charge, through academic difficulties, while discouraging negative behavior such as missing classes and engaging in disruptive behavior. They should also keep an eye out for poor performance within the Regiment, and withdrawal from previous levels of activity, etc. In this role, the Cadet Officer takes on one of the most important aspects of leadership.

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

**2202.5:** Cadet Officers should be outstanding role models in word, deed, and appearance at all times. This is 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 always, including the Rules and Regulations, and the Maritime College Oath.

**2202.6:** In general, Cadet Officers will be responsible for:

1. 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.

2. The development of subordinate Cadet Officers by the assignment of concrete responsibilities, as well as ensuring follow-through and performance in the area of responsibility.
3. The planning of Regimental training and inspections.

**2202.7:** Performance evaluations of all Cadet Officers will be made periodically during the training period and during their assignment as outlined in the Rate Manual. The purpose of this evaluation is to ensure that the cadets performance follows the program goals and objectives. Additionally, periodic counseling is provided to the Cadet Officer to aid in his/her development as a leader. Cadet Officers will sign a contract with the Commandant of Cadets that further outlines their expected performance. Poor performance (that persists after counseling and/or as a result of being found responsible for a major/Class I offense) will result in removal of the Cadet as a Cadet Officer.

**2202.8:** The duties and responsibilities of Cadet Officers during the Fall and Spring semesters are set forth in the Rate Manual. 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 to evaluate the performance of each Cadet Officer. The Commandant of Cadets may modify these duties as necessary to ensure effective operation of the Regiment.

### **2203: PRECEDENCE OF CADETS**

**2203.1:** Cadet Officers will hold rank commensurate with responsibility associated with their role in the Regimental rate structure. The Deputy Regimental Commander shall rank with, but is senior to, the Regimental Accountability Officer. 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.

**2203.3:** Subordinates should seek the assistance of Cadet Officers when issues or concerns 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.

### **2204: DAY STUDENTS**

**2204.1:** 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 (may be delegated to the Deputy Commandant). Cadets granted this status are expected to comply with the applicable Rules and Regulations; lack of compliance can lead to the denial or

revocation of this privilege. Cadets in special status (whether day student or commuter) must sign and adhere to the Statement of Understanding (See Enclosure 6) that outlines duties and responsibilities inherent in this special status.

**2204.2** Eligibility Criteria for Day Student Status. See Appendix C

## **2300 CADET INDOCTRINATION PROGRAM (INDOC)**

### **2301 DISCUSSION**

**2301.1:** All newly admitted students to the Regiment of Cadets are required to participate in the College's Indoctrination Program (INDOC). 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. INDOC 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. Successful completion of INDOC increases the Cadet's pride, self-confidence, and maturity. Therefore, if a question arises regarding a MUG candidate's ability to participate in or complete INDOC, the Commandant of Cadets is the final approval for a prospective Cadets' participation in/completion of INDOC.

**2301.2:** The Indoctrination Program is conducted by the Cadet Leadership Team. INDOC provides the 1/C, 2/C, and 3/C Cadets with beneficial leadership experience and is an integral part of the Regimental Leadership Development program. Once selected to positions that will oversee INDOC, cadet leaders complete a leadership training program to prepare them for their responsibilities. The Regimental Commander supervises the leadership team in their duties and is assisted by the Regimental Affairs staff. The duties and responsibilities, the training, and the selection process for the INDOC leadership team is further explained in the Rate Manual.

**2301.3:** The training received during the indoctrination period is reinforced with additional professional training throughout the academic year. The Indoctrination Program supports the professional training of the Cadet. This training, facilitated by the Cadet Chief Deck Officer and Cadet Chief Engine Officer in concert with the Deck and Engine Training Officers, is coordinated with the Master of the Training Ship and the crew. The plan, as endorsed by shipboard leadership, focuses on tracing shipboard systems, shipboard safety, and watch standing. Additionally, individual academic performance is monitored throughout the Fourth-Class year by the Chief IDO. Cadet leadership oversees the mandatory study hours 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 those of the Regimental System...to prepare Cadets for life at sea and ashore in the maritime industry. The subordinate objectives and measures may be found in the Boatswain's Pipe (or MUG Book). 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 them 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 them for the arduous nature (mental and physical) of the College and the sea.

**2302.5: College Life.** The new Cadet will understand the challenges of the College and understand how to cope with those issues that might prevent them from succeeding at the College.

**2302.6: Teamwork.** 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 their 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 oneself. 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 for success both at the College and at sea.

## **2303 PERFORMANCE EVALUATION**

**2303.1:** During the Indoctrination Period and throughout their Fourth-Class year, new Cadets will be periodically evaluated to determine their progress and development. INDOC is a critical period in their development as a student and as a cadet for success at the College. Those areas that are hindering development should be identified and counseling and training provided to correct noted deficiencies. Fourth class performance standards are outlined in the *Boatswain's Pipe* and form the basis for evaluating the Cadet. All counseling will be in writing on the approved counseling form. In those cases where the performance standards cannot or will not be met, indicating that the Cadet may not be amenable to leadership development or as a future Merchant Marine Officer, the Cadet

will be referred to a Suitability Hearing Board as outlined in Article 3404. These written evaluations are retained in the Cadet's file (both hard copy and electronically in ADVOCATE).

## **2400 J-START PROGRAM**

### **2401 OVERVIEW**

**2401.1:** J-Start candidates are internal transfers and new "transfers" to SUNY Maritime College that wish to change their academic pursuits to a license bearing degree. Internal transfers (current SUNY Maritime students) J-Start Candidates apply for admission via the Commandant or Deputy Commandant or designee in the Fall semester. New "spring" semester transfers to SUNY Maritime that indicate that they are pursuing a license bearing degree are automatically accepted and placed in the J-Start Program.

**2401.2:** J-Start is an academic and regimental program designed to provide a jump-start on the pursuit of a license bearing degree. J-Start or is a one credit course completed in the Spring semester of each academic year. The J-Start program consists of 1 hour of academic instruction (in the classroom), 1 hour of Regimental Activity, and 1 hour of physical training (drill or physical fitness) each week. Upon the successful completion of the J-Start Program, candidates are automatically placed in the following summer's INDOC training program.

**2401.3:** J-Start candidates will serve as MUGs for the Fall Semester and Spring Semester upon the successful completion of the INDOC, and entry into the Regiment of Cadets.

## ***SECTION THREE: OPERATIONS***

### **3100 CADET ROUTINE**

#### **3101 GENERAL REGIMENTAL ROUTINE**

**3101.1:** The Regiment of Cadets operates on a routine that supports the professional training of the Cadets. Therefore, as aboard a ship, the College operates on an around the clock, seven day a week schedule, and its integrity must be so maintained by the assigned Cadets 'on duty.'

#### **3102 ACCOUNTABILITY**

**3102.1:** Accountability is the system of stabilizing an unbroken chain of responsibility extending from the lowest ranking Cadet to the top-ranking Cadet. The system is designed to ensure the completion of assignments, bear the positive and negative consequences for performance, and set the tone and tenor of responsibility at sea and ashore.

Accountability during the academic year is conducted as follows:

The principal vehicle for Cadet accountability is at morning formation. 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 Cadet Battalion Commander who in turn reports the absentees to the Battalion Officers, via the shared spreadsheet, no later than 0800 that day.

- The procedure for morning formation is as follows:
  - 4/C Cadets are required to be in formation by 0700 (anticipation) during the Regimental week.
  - 3/C will be in formation by 0705 during the Regimental week.
  - 2/C Cadets will be in formation by 0710 during the Regimental week.
  - 1/C Cadets will be in formation by 0715 during the Regimental week.
  - Formation will begin promptly at **0720** every morning (during the week) with the raising of the Colors by the Color Guard.
  - Colors will be raised no later than 0800 on Saturday and Sunday by the Honor Guard Company. They are also responsible for retiring the Colors at sunset when the academic semesters are in session.
  - Formation is dismissed by order of the Regimental Commander or designee.
  
- The procedure for muster is as follows:
  - Watch muster commences immediately following dismissal from morning formation (but no later than 0745) in the Student Union foyer.
  - Muster sheets are to be completed during morning formation (or for any other sanctioned activity requiring attendance)
  - The muster sheet form will clearly indicate any Cadet not physically present at formation (or the prescribed activity).
  - Cadets anticipating absence from muster and/or formations for cause must ensure that their Platoon Commander has the approved documentation (Health Chit, Special Liberty Form, Watch Bill) to ensure accurate accountability.
  - Cadets that are absent from formation/muster and are not included on an approved list will be formally charged as appropriate.

- Breakfast will start at 0615 every morning and will end at 0930
  - All 4/C Cadets are required to eat before morning formation (0615-0700)\*.
  - MUGs who are part of the NROTC and participate in PT on the morning this evolution is scheduled are permitted to eat after formation.
  - All 1/C, 2/C and 3/C Cadets may eat before or after AM formation.

\*Cadets who participate in approved pre-morning formation activities are authorized to eat breakfast immediately following the required morning formation until 0800.
  
- Cadets are required to attend College period on Tuesdays and Thursdays from 1500-1600 and Regimental Activity on Fridays from 1500-1600, unless properly excused by the Commandant of Cadets or assigned designees.
  - The weekly College Activity and Regimental Activity schedule will be published on BandApp. Cadets should assume that attendance is mandatory.
  - Cadets will not be excused from mandatory College Activity or the mandatory Regimental Activity for reasons including tutoring, work (on or off campus), academic office hours, volunteering, athletic practices, or make-up academic classes unless approved by the Commandant of Cadets.
  
- The procedure for Taps is as follows:
  - MUG Taps is at 2100 Monday-Thursday and 2100 on Sunday.
  - For MUG Taps, the IDOs will complete muster for their section. The muster report for Taps will be submitted to the Chief IDO
  - All MUGs will be in their assigned rooms for Taps (Monday-Thursday) or the MAC MPR (Sunday) unless properly excused prior with an approved excusal posted on their door.
  - If a Cadet is unaccounted for, their absence must be reported to the deck IDO and CIDO.
  - Taps Accountability Reports: Taps Accountability Reports will indicate the absence(s) of Cadets from the nightly musters as required.

- MUGs will be in their assigned rooms no later than 2200 Monday through Thursday, and are required to remain in their assigned rooms from 2200 until their first required morning activity the following day.

### **3103 STUDY HOURS**

**3103.1:** Study hours are periods assigned for the preparation of academic assignments. Quiet will be maintained in all residence halls during the designated hours. Interfering with the study routine of other Cadets will result in disciplinary action for creating a disturbance. The period from 1900 until 2055, Monday through Thursday, is designated as quiet study hours for the MUGs. During this period, all 4/C Cadets are required to engage in study. MUGs may continue to study in their rooms after the completion of Taps.

**3103.2:** The only other authorized Study Hours, outside of the residence halls, are NROTC, EOP, and Athletics Study Hours. An attendance roster will be provided to the Chief IDO from the designated Point of Contact overseeing the NROTC, EOP, or Athletics Study Hours session.

**3103.3:** From 2200-0700 quiet hours are in effect and will be maintained in/around the residence halls. Cadet Leadership is responsible for the maintenance of quiet during the study/quiet hours. Additionally, it is the responsibility of each individual Cadet to abide by study hours to ensure an atmosphere suitable and conducive to studying.

### **3200 LEAVE AND LIBERTY**

#### **3201: LEAVE DEFINITION**

**3201.1:** 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 AND 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 scheduled leave periods are published in the Academic Calendar.

**3202.2: Non-Scheduled Leave.** Requests for non-scheduled leave or leave of absence must be submitted to the Registrar's Office via Formstack link. This Leave of Absence (LOA) process includes notification to the Commandant of Cadets and Deputy Commandant of Cadets via the established protocols of the process. Specific requirements, related to the requesting of a Leave of Absence are outlined on the LOA Form.

**3202.3:** The procedures for departure on leave after the end of Sea Term will be as specified by a separate directive (Standing Order) from the Master, TS EMPIRE STATE.

**3202.4:** The procedures for departure on non-scheduled leave or leave of absence, will be the same as those for Cadets departing the College prior to graduation as specified in the SUNY Maritime College Student Code of Conduct.

**3202.5:** It is the Cadet's responsibility to return on time from leave periods. Should they encounter any delay which will cause them to be late in returning, they should, as soon as possible, contact, via email, to their Regimental Battalion Officer giving the cause of the delay and the estimated time of arrival. Documentation is required for the late return after review of circumstance. Failure to return as scheduled, and without valid reason, will lead to disciplinary action.

### **3203 LIBERTY DEFINITION**

**3203.1:** Liberty is a privilege extended to Cadets whose regimental record indicates that they have merited this privilege. *Liberty is a privilege and not a right.* Liberty is granted to Cadets according to their class. First Class will guard the privileges accorded them, and it shall be their duty to report underclass Cadets who abuse these liberty privileges. The privilege of liberty, and the hours for liberty, are at the discretion of the Master of the Training Ship Empire State and the Commandant of Cadets.

### **3204 GENERAL LIBERTY POLICY AND PROCEDURES**

**3204.1:** Regular weekend liberty for all 1/C, 2/C and 3/C Cadets not on restriction or on the weekend watch bill, shall begin after Friday's Regiment Activity and ends at 0700 on Monday. *There is no liberty for 2/C, 3/C and 4/C class on Monday nights. (Add note about no Friday Activity.*

**3204.2:** Cadets on Conduct Probation or on Regimental restriction are not eligible for liberty. Once all restriction time is served, Cadets are automatically eligible for liberty.

**3204.3:** This policy is in effect for the entire 'semester' which runs from pre-cruise to graduation (for 1/C only) or to pre-cruise of the following calendar year for all other Cadets. All Cadets are responsible for knowing their liberty status. Failure to adhere to the regulations governing liberty will result in disciplinary action.

**3204.4:** Violations of the liberty policy include Unauthorized Absence from the Campus and Returning Late from Liberty. Violations are considered Class II offenses (Class I if over one hour) and are subject to the following sanctions:

- Over Leave or Liberty During Academic Year: Up to ½ Hour – 15 Demerits
- Over Leave or Liberty During Academic Year: Up to 1 Hour – 25 Demerits
- Over Leave or liberty During Academic Year: Over 1 Hour – 25/1

Repeated violations may rise to the level of a Class I offense and could lead to denial of this privilege for the semester.

**3204.5:** Any Cadet found entering or leaving the campus on a night they are not entitled liberty, without documented and approved special liberty, will be charged with a Class I offense for unauthorized absence from the confines of campus.

**3204.6:** Cadets who have special circumstances warranting consideration for extension of liberty privileges should submit a written request for consideration to the Deputy Commandant, via their respective Regimental Battalion Officers. Cadets should not assume approval of their request until a response is provided to them.

**3204.7:** Cadets will not depart the College earlier than the time specified for their authorized liberty hours or those on their approved liberty form.

**3204.8:** The Regiment recognizes that there may be times where emergency circumstances arise and immediate Special Liberty is warranted. In these *rare* circumstances, the Cadet must have the signature of the Regimental Duty Officer (Primary) or the respective Regimental Battalion Officer (Alternate) on the Special Liberty form (Enclosure 1) approving the liberty. If the Regimental Duty Officer's signature cannot be obtained, the Cadet is required to send an email to his/her Regimental Battalion Officer as soon as practicable outlining the circumstances for the Special Liberty. Do not assume the Special Liberty request is approved without a reply from the Regimental Staff Officer.

**3204.9:** The liberty policies below for respective classes do not preclude any cadet from requesting Special Liberty, which may be granted in certain cases, considering the need and urgency for the request. Refer to Section 3205 for Special Liberty Procedures and Enclosure 1.

**3204.9: General Policy:** All 1/C Cadets, except those on the daily watch bill (including idlers) or otherwise restricted, shall be granted liberty on Monday, Tuesday, Wednesday, and Thursday nights following last academic/regimental obligation until morning formation the following day.

**3204.10:** All 2/C Cadets, except those on the daily watch bill (including idlers) or otherwise restricted, shall be granted liberty commencing on Wednesday, and Thursday nights only following the last academic/regimental obligation until morning formation the following day. 2/C rates have the addition of liberty Tuesday nights following the same standards.

**3204.11:** All 3/C Cadets, except those on the daily watch bill (including idlers) or otherwise restricted, shall be granted liberty on Thursday nights only following the last academic/regimental obligation until morning formation the following day. 3/C rates have the addition of liberty Wednesday nights following the same standards.

**3204.12:** 4/C Cadets are not granted liberty privileges during the week unless otherwise specified by Special Liberty. General Liberty for 4/C will commence on Fridays following the mandatory Regimental Activity until 2100 on Sunday night as designated by the Cadet Leadership with the approval of the Deputy Commandant.

**3204.13** Any cadet on regimental restriction for the current semester, and/or if restriction or Conduct Probation is awarded at any time during the current semester, may request Special Liberty in accordance with Section 3205.

### **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. 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 Band App or (Enclosure 1) and shall be submitted (hard-copy) to their respective Battalion Officer, completed with all endorsements, no later than five business days in advance of the date requested. The Cadets respective 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 Company Commander, (if watch assignment is involved) and the Battalion Commander.
4. Special Liberty Request Forms. See Enclosure (1)
5. Upon receipt of an approved special liberty request, the Cadet shall inform their platoon commander (primary) or company commander (alternate) that the special liberty was approved. The Cadet shall tape a copy of the approved special liberty to their dorm room door.

**3205.3:** Upon approval of a special liberty request, the cadet, the Company Commander, and the Battalion Commander will receive an electronic copy of the approved liberty request.

**3205.4:** When emergencies arise that prevent a Cadet from returning to the College at the prescribed time, an email will be sent to their respective Battalion Officer and [asktheregiment@sunymaritime.edu](mailto:asktheregiment@sunymaritime.edu). Substantiating documentation is required.

## **3206 MEDICAL LIBERTY PROCEDURES**

**3206.1:** Medical liberty shall be granted only after a Cadet has consulted with Health Services, submitted a medical liberty request, 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 appointments are frequently difficult to obtain at the time desired by the patient, Cadets will do their best to avoid making appointments, or having appointments made for them, that will involve absence from the Tuesday/Thursday College Activity period, the Friday Regimental Activity, watch assignments, and other required Regimental activities.

**3206.3:** Except for emergencies, medical liberty must be submitted as outlined in procedures of Article 3205.2.

**3206.4:** If a Cadet presents documentation from an off-campus health provider requesting accommodation for any sustained injury or condition that develops during the academic year:

- Health Services shall verify the validity of the request, and if valid, will issue a Health Chit listing the accommodation and exemptions from activities.
- Health Chits can only be obtained from Health Services and must be initiated by the Health Services professional or the campus' Athletic Trainer.
- Health Chits are only valid when completed through the established electronic Health Chit process.
- Health Chits will not be issued retroactively. Cadets who are ill or require medical attention are to report to Health Services during the hours of operation.
- If the duration of the Health Chit accommodation(s) impedes a cadet's ability to fulfill their regimental obligations, the cadet may be referred to a Medical Suitability Board for evaluation.
- If the condition persists, the Cadet is required to be re-evaluated by Health Services for the continuation of accommodation and exemptions.

Any accommodation that includes an exemption from wearing the uniform of the day can only be approved by the Commandant of Cadets after consulting Health Services.

**3206.5:** Medical Suitability Board Process:

1. If the circumstances of the injury/conditions require a prolonged exemption from any Regimental obligations (to include but not limited to participation in PT, watch standing, and/or the inability to comply with uniform and grooming standards, etc.) and/or limits or precludes the ability for the cadet to successfully meet the requirements for registered STCW course(s), then the Cadet will be required to appear before a Medical Suitability Board.

2. The board will review the need for continued accommodation/exemptions and will make a recommendation to the Commandant of Cadets regarding the suitability of the Cadet to remain in the Regimental program due to their medical accommodations and/or limitations.
3. If a determination is made that the Cadet will be unable to continue in the Regiment without prolonged accommodations/exemptions, the Cadet will take a leave of absence from the Regiment of Cadets until the injury/condition is resolved and any accommodations/exemptions are rescinded. Cadets are not dis-enrolled from the College
4. Cadets shall be required to change status to a traditional program, will be transferred into traditional housing assignment (if available) and will be required to withdraw from STCW classes.
5. Documentation of complete recovery from/resolution of the injury/condition must be provided to Health Services who will then make a recommendation that the cadet is able to report for full duty with no or limited accommodations/exemptions. For Cadets in the license program, documentation for any injuries/conditions that require prolonged accommodations/exemptions must also be provided to the Coordinator of Licensing who will ensure that this injury/condition is properly documented and reviewed by the U.S.C.G. Medical Review Officer
6. The Medical Suitability Board will consist of the Director of Health Services (or their designee), the Coordinator of Licensing, a Student Affairs representative, and the Deputy Commandant of Cadets. The Deputy Commandant of Cadets will convene a board to review the situation and recommend actions regarding the Cadet's ability to comply with all regimental requirements. The Cadet will be notified via email of the board date/time and may be present when the board convenes. If the board believes that the accommodations/limitations will be prolonged and will prohibit the Cadet from fulfilling regimental requirements, will endanger the safe recovery of the Cadet while in the program, and/or will leave the Regiment responsible for the Cadets inability to recover or to possible further injury, the board may recommend that that Cadet be medically dismissed from the Regiment until the condition/injury no longer persists and all accommodations/light duty limitations can be rescinded.
7. All Medical Suitability Board Members shall sign an agreement form that they will not disclose any medical information discussed/presented at the medical suitability board.
8. The Cadet will be notified by the Commandant in writing no later than 3 business days after the board has completed its decision. If the Cadet wishes to appeal to the Commandant's decision, they may submit an appeal to the Vice President of Regimental Affairs within 3 business days of receipt of the Commandant's decision.

## **3207 GROUP LIBERTY PROCEDURES**

**3207.1:** Group liberty consists of organizations and athletic events.

**3207.2:** Group liberty pertains to the educational or cultural development of members of the organization.

1. The Group Liberty Request Form may be obtained from the Regiment Affairs Officers. The request must be signed by either the faculty/staff advisor or the Student Activities Coordinator and shall be presented by the Cadet in charge of the organization to the Deputy Commandant of Cadets. The Cadet in charge, the coach, or the advisor must forward the signed Group Liberty Request Form to the Deputy Commandant of Cadets at least ten business days prior to the date of the event to ensure alignment with the timeframe as established by the Provost.
2. Organizational group liberty involving the missing of classes by any Cadet in the group shall be submitted through the Provost. The Provost requires six business days in advance notice to all departments of the prospective absence from class. Recommendation for approval by the Provost does not excuse the individual or the group from the class responsibilities such as tests, assignments or other assigned class responsibilities. It is incumbent on the cadet to ensure that he/she has discussed what is expected of them prior to departing on liberty.
3. Upon approval of the request by the Provost, the Deputy Commandant of Cadets approve or disapprove as it pertains Regimental requirements. The Deputy Commandant will provide copies of the signed form to the Cadet Leadership, Chief of Staff, the Athletic Director, and Commandant of Cadets for accountability purposes. After an approved request is signed, 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 Maritime College as well as their group or organization. It is expected that an authorized College staff member will attend the function or activity with the group as the chaperone. The faculty/staff advisor's signature on the liberty request will indicate that they are attending the function with the group, unless some other official is specifically indicated, on the form, as attending.
5. Prior to the departure of an event that requires the wearing of a uniform, the cadets participating will be inspected by the Deputy Commandant of Cadets or designee to ensure uniform and grooming standards compliance. Any cadet not accounted for during this inspection will be deleted from the Group Liberty Request Form.
6. Group Liberty Request Form submissions for Athletic Teams for sanctioned practices or athletic events follow the same procedures for non-Athletic Team requests and must include the signature from the Head Coach or designee.

## **3300 WATCH**

## **3301 OVERVIEW**

**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.

**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 their 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 (supernumeraries) even though they are not assigned a specific watch station.

## **3302 WATCH ASSIGNMENT**

**3302.1:** Cadet watch bills are prepared by the Cadet Company Executive Officer (Primary) or a designated Cadet Battalion Officer (Alternate), and are published and no less than ten business days in advance. No changes to the watch bill are allowed except for cause. Such a cause shall be submitted, in writing, on a Watch Exchange Form (Enclosure 3) which is hand delivered/submitted by the cadet requesting the watch exchange to the Cadet Company Executive Officer. The Watch Exchange must be submitted within four business days of the assigned watch. The Watch Exchange will be reviewed and approved or denied by the Company Commander (Primary) or the Battalion Commander (Alternate). The Company 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 their class. A Cadet assigned to a Watch / Watch Bill is solely responsible for finding their watch replacement.

**3302.2:** The watch organization and a description of the duties and responsibilities of each ship watch are detailed in the Training Ship Watch Standing Responsibilities (Ship and Pier) which can be found on the BandApp and at the Ship's Quarterdeck. Watch standers must review the Standing Orders each time they stand watch to ensure they are doing so safely and effectively.

**3302.3:** Weekend/Holiday routine is the same as the daily routine except rotation of watches begins at 1600 on Friday and continues through 0800 on Monday. If the holiday is on Monday, the routine for the watch division from the weekend continues until 0800 on Tuesday morning. For academic breaks, watches conclude at 1600 on the evening before the break commences.

**3302.4:** All individuals on the watch bill, including idlers, are restricted to campus for the entire time period of the watch division.

## **3303 LOG KEEPING**

**3303.1:** The ship, pier security, and battalion logs are a complete daily record, by watches, that describes every circumstance and occurrence of importance or interest that concerns the crew and the operation and safety of the ship, pier or battalion. The logs are legally significant documents and maintenance of the logs is an important function of the watch stander. All log entries must truthfully and accurately describe the actions and conduct of the watch. Failure to accurately maintain log entries will result in disciplinary action.

**3303.2:** The log maintained for the Training Ship and pier security shall be in accordance with the Ship's Standing Orders. Detailed instructions for what to include and the logs and how to enter information can be found in the Standing Orders.

## **3400 REGIMENT 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 cadets in the Regiment of Cadets to be of upstanding character; to understand 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. Disciplinary action at the College will generally proceed notwithstanding any civil or criminal proceeding.

**3401.2:** Cadets wishing to bring to the attention of the administration any changes or factors in the regulations that are affecting the welfare of the Cadets should bring their concerns and/or recommendations to the Regimental Commander who will bring the matter to the attention of the Commandant of Cadets. If the Regimental Commander desires to discuss changes with the President of the College, they will make this fact known to and through the Commandant of Cadets. 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. Alternate pathways to file a grievance include the Silent Witness/Anonymous Reporting form available at: <https://www.sunymaritime.edu/student-life/titleix/anonymous-reporting>.

**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, dismissal from the Regiment, restriction, conduct probation, demerits, and reprimand. In the case of demerits, extra duty is part of the Cadet's sanctions. Dismissal from the Regiment is under the purview of the Commandant of Cadets. Disenrollment from the College is under the purview of the Dean of Students.

### **3402 AUTHORITIES FOR DISCIPLINARY ACTION**

**3402.1:** The standards of conduct for cadets within the Regiment of Cadets is based on the Rules and Regulations governing the Regiment contained in this manual, Ships Standing Orders and the SUNY Maritime College Student Code of Conduct. They have been established and published in accordance with federal regulations for state maritime schools as well as those of the State University of New York system.

**3402.2:** 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). The Commandant of Cadets is the approving authority for recommendations of suitability following any punishment awarded (either at Regimental Judicial Boards or Captain's Mast for Regimental Class I offenses) and the approving authority for dismissal from the Regiment recommended by the Judicial and/or Suitability Board(s).

**3402.3:** The judicial process is somewhat different 'at sea' than it is ashore during the academic semesters. The Cadet Sea Term Manual outlines the processes followed while on Sea Term.

### **3403 REGIMENT JUDICIAL PROCESS**

**3403.1:** The College's Code of Conduct is promulgated in the SUNY Maritime College Student Code of Conduct and the Judicial System.

**3403.2:** Mast is an administrative proceeding to adjudicate alleged violations of the Regimental Rules and Regulations of the Regiment of Cadets. It is also used as a basis for 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, and Company Mast.

**3403.3: Captain's Mast.** The Deputy Commandant along with a panel of one (1) Battalion Officer and one (1) Cadet leader representative will hold Captain's Mast for the purpose of hearing the facts pertaining to Regimental Class I offenses. The Captain's Mast board members will vote to determine if a cadet is responsible or not responsible for the charges outlined in the Captain's Mast paperwork. The majority vote will decide the outcome. If a cadet is found responsible, the board will assess whether the sanction is appropriate, too harsh or too lenient. A unanimous agreement is required among all three members for the final sanction to be imposed. The board may dismiss the case, reduce the offense(s) and adjudicate as a Regimental Class II offense, award sanctions, and/or convene a Suitability Hearing Board. The Commandant or Deputy Commandant may assign this responsibility to a Battalion Officer in his/her absence. 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 Battalion Officer of the accused after he/she investigates the alleged offenses. The Battalion Officer will present any charges to the accused for acknowledgement of these charges. The Battalion Officer will schedule mast with the Deputy Commandant. All Regimental Class I Mast Reports initiated by a Cadet must be countersigned by a Regimental Affairs Officer.

2. The Regimental Battalion Officer of the accused will personally review and investigate each Regimental Class I charge. If, after review and investigation, the charges are determined to be valid, they will officially notify the accused Cadet of the charge. The accused Cadet will acknowledge this notification by affixing his/her signature to the Regimental Class I Mast Report in the space provided. Copies of this report will be provided to the accused upon request.
3. After notification of the charges against them, 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 1500 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 within 5 business days of the date the alleged offense is reported. Should additional time be necessary the Regimental Battalion Officer must request some from the Deputy Commandant.
5. The Deputy Commandant will establish a date and time for Captain's Mast. The Regimental Battalion Officer will notify the accused Cadet and all witnesses of the date and time of the mast and ensure their appearance. The Battalion Officer representative will be a different individual from the investigating officer. Cadets will be informed of their board members prior to the hearing, allowing the opportunity to raise any objections. If a cadet objects to a board member, they must provide evidence for potential removal to the Commandant of Cadets. 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 sanctions for the absence. The hearing portion of the Captain's Mast will be recorded for accurate notetaking and may be used by the Commandant of Cadets in the event of an appeal.
6. Captain's Mast for all Regimental Class I offenses will be conducted within 7 business days of the when the alleged offense is reported. Additional time to conduct the Mast may be granted by the Deputy Commandant or designee based on the circumstances surround the case or offense.
7. Cadets wishing to appeal the results of Captain's Mast must submit their written appeal to the Commandant of Cadets within 3 business days of the mast proceedings. The appeal must be based on one of the three factors for appeal as outlined in Annex D. The Commandant will consider the appeal and will respond within 3 business days to the Cadet.
8. Cadets may request Captain's Mast with the Commandant of Cadets. Requests must be submitted in writing to the Deputy Commandant of Cadets. Cadets who request Captain's Mast with the Commandant of Cadets shall appear in person, before the Commandant of

Cadets, for the requested Captain's Mast. Decisions at Captain's Mast with the Commandant of Cadets are final and cannot be appealed.

**3403.4: First Class Mast.** 1/C masts for Class II offenses will be held weekly by the Battalion Officer designated by the Deputy Commandant along with the Regimental Commander or Deputy Regimental Commander. The date, time, and location of the 1/C Mast will be posted on the Plan of the Week and/or the Band App. It is the responsibility of all 1/C to check the plan of the week for posted 1/C mast dates and times. In addition to members of the faculty and administration, any Cadet Officer may place any 1/C Cadet on report for violations of the Rules and Regulations. These mast reports may be countersigned by the Cadet's respective Battalion Officer. The following procedures will be used in the handling of Regimental Class II Mast Reports for 1/C Cadets:

1. All copies of standard Regimental Class II Mast Reports, available from the Regimental office, will be submitted to the Regimental Accountability Officer.
2. After sorting, they will remove the pink copy from each mast report and deliver it to the Company Commander for distribution to the reported 1/C Cadet at the next morning formation. Day Student formations are on Tuesday and Thursday.
3. Regimental Class II Mast Reports on 1/C Cadets will be reviewed and investigated by the Battalion Officer designated by the Deputy Commandant to adjudicate these masts. Upon completion of review and investigation, the designated Battalion Officer conducting mast will either dismiss the charge, recommend more suitable charges, or award sanctions if the Cadet is found responsible for the charges.
4. After review, and investigation, the adjudicating officer will update the 1/C/Day Mast report and Advocate.
5. First Class Cadets placed on report may appear, in person, before the designated Battalion Officer at the date and time scheduled. If a 1/C Cadet placed on report is unable to appear in person, he/she may submit a written statement to Battalion Officer adjudicating the mast, 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. Falsified 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 warranted, and no other matters need be considered. Unexcused absence from Mast will result in all demerits/sanctions being awarded if it is determined that the accused Cadet is responsible for committing the violation(s).
6. Should a 1/C Cadet wish to appeal Regimental Class II disciplinary measures, they shall submit a written request for reconsideration to the Deputy Commandant. Such requests

shall be submitted within 3 business days of the date discipline was assigned by the Battalion Officer. The appeal must be based on one of the three factors for appeal as outlined Annex D The Deputy Commandant will consider the appeal and will respond within 3 business days to the Cadet. Additional time may be granted by the Commandant of Cadets.

**3403.5: 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. The location of Mast to be determined and will be posted on the Plan of the Week for the information of all hands. Any 1/C, 2/C or 3/C Cadet, Regimental Officer or staff member may place an underclass Cadet on report for cause. 4/C Cadets placing other Cadets on report must have the Regimental Class II Mast Report countersigned by a First Class Cadet or a Regimental Staff 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 Commander where they will sort them by platoon and class.
2. Platoon Commanders 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 will be retained by the respective Battalion Commanders. The Battalion Commander will list each Regimental Class II Mast Report and post the list on the platoon/company bulletin board. An email will be sent to the accused Cadet.
4. The Battalion 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.
5. Underclass Cadets placed on report will appear, in person, before the Battalion 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. Falsified 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 Company Commander will be present at each Mast to record results and all sanctions awarded and/or dismissed.
6. After mast, the Battalion 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, the Regimental Battalion Officer will post the results to the Cadet's conduct record.

7. When an underclass Cadet desires to appeal Regimental Class II disciplinary measures, they shall submit a written request, to their Regimental Battalion Officer. Such requests shall be submitted within 3 calendar days after the date sanctions are awarded. The appeal must be based on one of the three factors for appeal Annex D. The Regimental Battalion Officer shall consider the request and respond to the Cadet within 3 calendar days of the appeal request being received.

### **3404 SUITABILITY BOARDS**

**3404.1:** Suitability Boards are convened by written order of the 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 in the Regiment of Cadets, 2. unsuitable as Merchant Marine Officers, or 3. who are charged with egregious offenses or offenses warranting formal procedures (Judicial Board/Captain's Mast) for which dismissal from the Regiment could result. Convening a Suitability Board is not a form of punishment. The duties of the Suitability 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 in the Regiment and his/her prospects for a successful career in the Merchant Marine, if applicable.
3. Submission of a written report to the Deputy Commandant, setting forth findings of fact, opinions developed, and making a recommendation regarding dismissal of the Cadet from the Regiment of Cadets for reasons of unsuitability. In certain cases, disenrollment from the College may be recommended. Any recommendations for disenrollment from the College will be forwarded to the Dean of Students as disenrollment from the College falls under Dean's purview.

**3404.2:** The Suitability Board panel consists of 17 members appointed by the Commandant of Cadets for each academic year. The composition of the panel will be 6 Cadet Regimental Officers, 4 College Administrators, 6 Faculty, and 1 At large member. These panel members shall receive training on board procedures upon assignment to the panel. From this panel a specific Suitability Board will be named 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 and must, if feasible, have participated as a junior member of a previously constituted board.

**3404.3: Suitability Board Procedures.** The following are procedures for the conduct of Suitability Boards convened by the Deputy Commandant of Cadets.

1. A convening order will set forth:
  - a. The date, time, and place of the hearing.
  - b. The chairperson and members of the board.
  - c. The purpose of the hearing.
  - d. The appropriate reference articles in this manual for hearing
2. A copy of the convening order shall be hand-delivered to the Cadet(s) involved. 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 5 business days shall elapse between the delivery of the convening order and the convening of the board. The Cadet(s) may request, and be granted, an extension of up to five additional business days for cause. Such a request shall be made in writing to the Chairperson, at least two business days 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 a request shall be made in writing outlining the basis for removal to the chairperson at least two business days prior to the ordered convening time. The Deputy Commandant 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 two business days after delivery of the convening order. The advisor/counsel may not speak to the board or at the board; they are in the board in an advisory capacity only.
5. Copies of board documents and names of 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, within two business days of the board concluding. The Deputy Commandant will provide 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 and/or request a personal appointment prior to the Deputy Commandant's final decision. This statement must be submitted within five business days of the Deputy Commandant's notification that he/she has received the board's report.
11. The Deputy Commandant 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 actions to be taken for those Cadets involved. The Deputy Commandant'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 business days of initial written notification and only based on procedural error, disproportionate sanctions and/or new evidence. Please refer to Annex D.

### **3405 SANCTIONS/DISCIPLINARY ACTIONS**

**3405.1:** Sanctions are meant to correct, mold or hone the mental facilities or moral character of the individual. Within the Regiment, sanctions and disciplinary actions are used to correct behaviors and foster the state of order and obedience within the Regiment of Cadets. When we speak of discipline in the Regiment, we do not refer to regulations, punishments, or a state of subservience. 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. Sanctioning of individual Cadets for violations 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 performance expected of a Cadet in the Regiment may take the form of demerits, community service, loss of privileges, Extra Duty, restriction, disapproval for participation in or suspension from Sea Term, and Conduct Probation. The following articles further explain some of these actions that may be taken.

**3405.2: Extra Duty (ED)** serves as the principal 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 better of the campus, the Training Ship, and sometimes, the local community.

1. ED is assigned through the demerit system. Demerits are awarded through the judicial/mast process with oversight by the Regimental Staff. ED is assigned at the rate of 1 hour of Extra Duty for every five demerits awarded. Cadets 'on ED' will be assigned to a specific 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.

2. Any Cadet owing any ED is required to attend ED in accordance with the promulgated ED schedule. Failure to attend will result in a Class II offense for Absence; Unauthorized from 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 hours ED shall attend the ED sessions during the week (Mon-Fri) or will be assigned to Friday and Saturday Ship work. Failure to attend will result in the Class One offense, Orders/Regulations; Refusal to Obey. Charges will be issued by the Cadet Regimental Officer in charge of ED that day. Cadets owing ED may perform ED for authorized personnel in addition to attending normal ED sessions.
3. ED credit may be issued only by a Regimental Affairs Officer, the Director of Housing, 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 five business days old will be accepted.
4. 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 or ship work, if assigned. Cadets may be rescheduled for competitive athletic matches versus other schools, as long as the Deputy Commandant is informed ahead of time and has approved this absence.
5. All Cadets attending ED are required to be in the correct class boiler suit with their name clearly stenciled/embroidered on it and have all required rates for their class.
6. The ED list for the week will be posted on Mondays in the lobby of each Battalion. All Cadets are responsible for checking the ED list weekly to determine if they need to attend ED that week.

**3405.3: Restriction.** Liberty is a privilege that is granted to Cadets and may be rescinded for both punitive (as a sanction) and non-punitive reasons. Restriction as a sanction is a significant loss of privilege. It is recognition that 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 (or designee) is the approval authority for placing any Cadet in a restricted status. The two types of restrictions 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 participating in Regimental-wide or class-wide obligations
2. Punitive Restriction is the result of an action derived from the Judicial/Mast procedures. 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 Commandant of Cadets.
  - b. Any Cadet in a punitive restricted status and authorized to be absent from the campus limits for any reason must always carry a copy of their approved Special Liberty with them and must provide it to any college official who asks to verify it.
  - c. Cadets on punitive restriction during the academic year will report to the Regimental Duty Officer's office 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 and medical purposes. Such liberty will be requested on a standard Special Liberty request form.
  - f. Punitively restricted Cadets are entitled to scheduled periods of leave (when Chartwells is not serving meals; not normally long weekends).
  - g. Punitively restricted Cadets are authorized to attend athletic events conducted within the College limits. Under no circumstances 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 the judicial process, Regimental Class I Mast, Conduct Probation or specific action of a Suitability Hearing Board, will be credited on a day-for-day basis.
  - j. Athletes on restriction will not be excused from restriction musters except for those times when the athletic team is going to or coming from competition on campus, or when the team is competing on campus at the restriction muster time. Athletes on restriction may request special liberty, to attend off campus athletic competitions through the Commandant of Cadets to the Vice President of Regimental Affairs.

For every approved special liberty request, the cadet's restriction will be extended on the weekend day for day.

- k. Cadets on restriction will not be authorized special liberty for any off-campus work requirement(s) or for social activities unless approved by the Commandant of Cadets. Cadets who are granted special liberty while on restriction shall make up the days granted. (e.g. A Cadet on restriction is granted special liberty on Saturday; the Cadet shall make up the restriction day on the Saturday that follows the day the restriction ends). If multiple weekend special liberty requests are granted, then the Cadet shall make up the all the days on the subsequent weekends that follow the Cadets end of restriction date.

**3405.4: Community Service, Loss of Privileges and Conduct Probation.** Privileges are earned as a result of increased responsibilities and duties as a Cadet. In committing offenses, the Cadet is demonstrating that they have not accepted the responsibility for making good decisions and will lose privileges as 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. 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 can be assigned as sanctions.

**3405.5: On-the-Spot Correction .** On-the-spot correction is not a disciplinary action and is not a part of the judicial system. It is an appropriate way to instruct a Cadet in proper decorum, conduct, and the rules and regulations of the Regiment of Cadets. It does not supplant the College Judicial System/Mast 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 Regiment of Cadets or Maritime College.

## **3406 CONDUCT PROBATION**

**3406.1:** Repeated Violations against the Rules and Regulations of the Regiment of Cadets may be an indication of the cadet's suitability to remain in the Regiment or to serve as a Merchant Mariner Officer. Conduct Probation serves as a warning to the Cadet that there are serious concerns about their suitability. It also provides an opportunity for the faculty and staff to more closely observe, mentor and train the Cadet in those areas where they are deficient.

**3406.2:** The Deputy Commandant 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 demerit allowance for the conduct year and/or;
2. Recommendation by a Suitability Hearing Board.

**3406.3:** The following demerit allowances, by class, are established for each conduct year. The Deputy Commandant will initiate Conduct Probation proceedings and notify the Commandant of Cadets, when any Cadet attains the established demerit allowance for their 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 Board will be convened when a Cadet is awarded 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, Department Chair, faculty advisor, Regimental Commander, Registrar, and the Cadet's record.
2. Conduct Probation shall be for a period of four (4) months or as specified by the Deputy Commandant and will normally include:
  - a. Punitive restriction to the College limits for the first month.
    - i. A month shall mean thirty (30) consecutive days, exclusive of leave periods. (A Cadet cannot appeal for a reduction of restriction time prior to, at, or after the 15 day mark of the 30 day restriction)
  - b. Potential exclusion from Sea Term and the Cadet Shipping Program.
3. Cadets placed on Conduct Probation at any time during the conduct year must appeal for permission to attend Sea Term or the Cadet Shipping Program by submitting a request, in writing, to the Deputy Commandant. The Commandant of Cadets will act on the request
4. The Commandant will convene a Sea Term Conduct Appeal Board consisting of the following: Commandant of Cadets, Deputy Commandant of Cadets, Ship's Officer, Dean of Students (or designee), Cadet Shipping Coordinator, and a Mental Health Representative. The board will recommend to the Vice President of Regimental Affairs/Master of the TSES whether permission to participate in Sea Term or Cadet Shipping Program should be granted or denied. The decision of the Vice President of Regimental Affairs/Master of the TSES, will be final.

5. Any Cadet placed on Conduct Probation for two or more consecutive conduct years will be denied participation on Sea Term or the Cadet Shipping Program without the right to appeal.
6. Assignment to Conduct Probation cannot be appealed.

### **3407 CONDUCT READMISSION**

**3407.1:** Cadets who are dis-enrolled/suspended from the College and/or dismissed from the Regiment for conduct or unsuitability as a Cadet, and who wish to return to the Regiment of Cadets, will be reviewed by a Conduct Readmission Board. The purpose of the board is to review the reasons for the disenrollment/suspension/dismissal and the subsequent actions taken by the individual to determine if the issues leading to the disenrollment/suspension/dismissal have been sufficiently resolved to allow the individual to return to the College/Regiment. The board will make a recommendation to the Commandant of Cadets, either supporting readmission (to include 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, and will be composed of a member of the Regimental Affairs staff, a representative from the Student Affairs, Naval Science Department representative, a representative from the individual's academic department (and license discipline as necessary), and a representative from the cadet leadership.

**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 their subsequent activities since leaving the College. Cadets will be provided with a letter at the time of their dismissal outlining required actions that must be completed before readmission is considered. Any documentation supporting completion of the required actions shall be presented to the board for consideration prior to appearing before the board. Failure to provide documentation may affect the recommendation for readmission to the Regiment. Appearance before the board is not required and adjudicated can be adjudicated in abstention.

**3407.4:** The conduct readmission board will only address the Cadet's ability to be readmitted to the Regiment of Cadets. Former Cadets disenrolled for academic reasons must follow procedures for readmission to Maritime College.

**3407.5:** Appeals for readmission to the Regiment of Cadets may be directed in writing to the Commandant of Cadets within five (5) business days of the board's final decision.

### **3408 REGIMENTAL GOOD STANDING**

**3408.1:** Cadets shall strive to remain in good standing within the Regiment. Cadets must be in 'regimental good standing' to be considered for any leadership positions or initiatives (includes

but is not limited to paid work on campus, Cadet Shipping, scholarships, rate applications, selection for participation in conferences, etc.) where the Cadet's performance should favorably represent the College and the Regiment.

**3408.2:** Criteria for good standing includes:

1. Any judicial actions or Class I Offenses that result in restriction within the one semester immediately preceding their participation in any leadership initiative (Sea Term counts as a semester).
2. Must not have been awarded demerits within the conduct year (start of pre-cruise to end of the Spring semester) as defined below. In the case of a Cadet that does not participate in Sea Term, this means the academic semester immediately preceding the application;
  - o 4/C – 75 demerits, 3/C – 60 demerits, 2/C- 55 demerits, 1/C – 50 demerits
3. Must not have been removed from a position of leadership due to performance in the semester immediately preceding their request for participation in a leadership initiative (Sea Term counts as a semester).

**3408.3:** If a Cadet fails to uphold 'Regimental Good Standing' at any time during the semester, approval for participation in leadership initiatives as outlined above will be reviewed and ramifications of 'removal' will be discussed with the Cadet. Failure to remain in Regimental Good Standing will affect participation in Cadet Shipping all the way up to the time of the Cadet Shipping date. While some scholarships may not be withdrawn in the middle of a semester, recommendations for scholarships will not be favorable in the following semester if a Cadet does not maintain Regimental Good Standing.

**3408.4:** A Cadet, who is not in Regimental Good Standing, will be considered in 'Conditional' Good Standing three months from the date of the offense/event that precipitated their failure to uphold good standing. This will occur automatically if 1) no further demerits are awarded and 2) all previous EDs are worked off during the three-month period. When a Cadet is returned to 'Conditional' Good Standing, they may be considered for leadership positions or initiatives that they were precluded from when not in good standing. However, if at any time, a Cadet is awarded 25 or more demerits, they will once again be considered not in Regimental Good Standing.

**3408.5:** If a Cadet fails to maintain good standing, they will be issued a notification of Not in Regimental Good Standing (NRGS) letter. This letter will be issued by their Regimental Battalion Officer. This notification will serve as an incentive for change before Conduct Probation is warranted. To ensure improved performance with a goal of returning to good standing as soon as possible, Cadets will be required to meet with their Regimental Battalion Officer to develop a plan of action to avoid earning further demerits, to ensure existing EDs, are worked off in a timely manner, and to allow Battalion Officers to provide support and help you seek out opportunities to showcase the Cadets improved performance.

## **3409 SEA TERM QUALIFICATIONS**

**3409.1** Cadets must satisfactorily meet all academic pre-requisites prior to participation in Sea Term. In addition, Cadets must satisfactorily meet all qualifications as outlined by the Regiment – medical and disciplinary suitability – and all qualifications as outlined by the Master, including required ship training and watch standing. All Cadets must possess a valid and current passport. The passport must have at least six months of validity prior to the expiration date. The six-month window is based on the latest cruise month of August. Therefore, a Cadet’s passport needs to be valid until at least February of the following year. Failure to satisfactorily complete any component (academic, Regimental, or Shipboard) will result in the Cadet being disapproved to participate in Sea Term.

## **3410 CADET SHIPPING PROGRAM**

**3410.1.** Cadets desiring to participate in the Cadet Shipping Program must meet all academic pre-requisites prior to participating in the Cadets Shipping Program (whether ‘in lieu of Sea Term’ or for experience only). Additionally, Cadets must satisfactorily meet all other qualifications as outlined by the Cadet Shipping Handbook. All Cadets must possess a valid and current passport, TWIC and Merchant Mariner Credential. Failure to satisfactorily complete any component will result in the Cadet being denied the opportunity to participate in Cadet Shipping opportunities.

**3410.2.** The Cadet Shipping Office is in the 2nd Battalion dormitory, Room D123

## ***SECTION FOUR: REGULATIONS***

### **4100 CADET HOUSING**

#### **4101 GENERAL POLICY**

**4101.1:** All Cadets except those in Special /Day Student/Commuter Status are required to be in residence at the College. Residency in the dormitories by a Cadet is conditioned upon their continuing state of academic and regimental good standing 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 the 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 Guide for Campus Housing and the SUNY Maritime College Student Code of Conduct. These documents are available to all students on the College’s website.

**4101.3:** If/When a Cadet violates a housing policy as set forth in the Guide for Campus Housing and/or the Student Handbook, they may be subject to college and/or 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. Please refer to Appendix E for a Regimental Housing Class Rates.

## **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 or storage containers. 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. MUGs are required to make their bunks as directed in the *Boatswain's Pipe* (MUG Book).

## **4103 INSPECTIONS OF DORMITORY ROOMS**

**4103.1:** Cadet rooms may be inspected at any time for cleanliness by the Commandant of Cadets, Regimental Staff and/or Cadet Officers. Inspection parties will consist of no less than two authorized persons.

**4103.2:** A formal room inspection shall be conducted at least weekly. The inspection will commence at 0700 in lieu of outdoor morning formation. All 1/C rates will be assigned by the Deputy Regimental Commander to inspect decks, rooms and Cadet uniform/grooming standards. These inspections may be accompanied by Regimental Affairs Officers. Inspecting rates will muster at a designated location on the designated inspection day at 0650 and will be inspected by a Regimental Affairs Officer prior to commencing the inspection. All other Cadets will stand in the passageway outside their door during the room inspection until their Battalion is dismissed.

**4103.3:** When an inspection party includes a member of the Regimental Staff, and/or 1/C 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, shall be open and tiered for inspection. No Cadet will be excused from formal room inspection without prior approval by their respective Regimental Battalion Officer. Readiness for formal room inspection shall include blinds completely open 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 properly secured.

**4104.2:** The College defines a guest as anyone who is not a registered occupant of the room. Students/Cadets should adhere to the established guest policy as outlined in the Guide for Campus Housing. Cadets may visit the rooms of other Cadets during the outlined specified time frames if all occupants consent and at least one of the occupants is present. No upper-class cadet shall be in a MUG's room with the door closed at any time.

#### **4200 ALCOHOL, DRUGS, SMOKING, AND VAPING**

##### **4201. DISCUSSION.**

The alcohol, drugs and smoking policies are outlined in the SUNY Maritime College Student Code of Conduct.

##### **4202 ALCOHOL POLICY**

**4202.1:** Cases alleging a violation of the Maritime Student Code of Conduct, policy related to alcohol, will be charged as a violation through the College's conduct system. Alcohol violations that occur on the ship/Sea Term are outlined in the Summer Sea Term Cadet Cruise Manual.

**4202.2:** Those Cadets found responsible for a violation of the alcohol policy are subject to disciplinary action through the College's conduct system and will be held accountable as follows:

1. The first offense is subject to sanctions that include 50 demerits and two months restriction (if underage drinking is a factor), as well as mandatory alcohol awareness counseling in the form of an alcohol awareness program. In addition, they will be required to appear before a Cruise Suitability Review Board to determine their eligibility to participate on Sea Term.
2. The second offense may result in dismissal from the College. If permitted to remain at the College, they will be referred to a Suitability Board Hearing.

**4202.3:** If after two alcohol offenses and dismissal from the Regiment, any subsequent alcohol offense may result in permanent dismissal from the Regiment without appeal, and disenrollment from the College.

## **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.

## **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 in the Regiment of Cadets.

**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, ensures 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, spring and while on Sea Term). A listing of the applicable population will be provided to the testing organization at the beginning of each school year and at the beginning of Sea Term and a randomly computer-generated list will be prepared by them. Additionally, all MUGs participating in INDOC or Cadets returning to the Regiment/license program after any absence of six or more months will be subject to 'pre-employment drug testing'

**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 a refusal to participate. This failure to participate could result in disciplinary action to include dismissal from the Regiment.

**4204.5:** In the event of a positive test result or any failure, after a Medical Review Officer evaluation, the Cadet will be immediately processed through the College's judicial system. A Cadet having a positive test result or a failed sample will not be allowed to participate in the subsequent Sea Term. While each case is reviewed on an individual basis, Cadets who are found to be in possession of, or are using, illegal drugs are normally dis-enrolled from the College. Use or possession of drugs is considered an egregious violation of Maritime College policy (an offense for which disenrollment could result). By these Rules and Regulations for the Regiment of Cadets, a USCG-approved substance abuse program (SAP) is applicable, directed and required before a Cadet applies for re-admission to the College or the Regiment. The College reserves the right to consider a Cadet, dis-enrolled for use or possession of drugs, for Regimental readmission once they have completed the prescribed suspension time (usually two semesters). If certified proof of

a successful completion of rehabilitation (by a USCG-approved provider) is presented to a Regimental Conduct Readmission Board, and determined to be acceptable, the student may be permitted to return to the Regiment of Cadets.

**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 proof of their participation/enrollment in the College's chemical testing program as part of their pre-license physical.

## **4205 SMOKING AND VAPING POLICY**

**4205.1** Smoking and vaping are permitted only in the designated areas. The Student Handbook and housing policies further discuss the policy and elaborates on approved locations for smoking/vaping. Smoking and Vaping is not permitted inside campus buildings, to include the TSES. Violation of the school's smoking/vaping policy is a violation of the judicial system and could also result in a violation of the State Fire Code.

## **4206: DEPENDENCY RESOURCES**

**4206.1.** 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.

## **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 they will face. In each of the areas to be discussed in the following articles, several 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 of 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, and report discrimination in all its forms. The College must not, and will not, tolerate discrimination of any kind. Nor will 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 SUNY Maritime College Student Code of Conduct. Cadets are responsible for understanding and adhering to the guidelines set forth in the SUNY Maritime College Student Code of Conduct. 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 FRATERNIZATION**

**4302.1:** Fraternization is the term used to identify personal relationships that violate the customary bounds of acceptable senior-subordinate relationships. Fraternization is a sex neutral concept meaning that the focus is on the detriment to good order and discipline resulting from the erosion of respect for authority inherent in a senior-subordinate relationship, not the sex of the members involved.

**4302.2:** Personal relationships that are unduly familiar and that do not respect differences in Class and position are prohibited because they violate the longstanding customs and traditions of the Merchant Marine service. Personal relationships that violate the customary bounds of acceptable senior-subordinate relationships may be prejudicial to good order and discipline or be of a nature to bring discredit on the Merchant Mariner service and the Regiment, and are therefore prohibited. Violation of this instruction subjects Cadets and College staff and faculty to administrative or disciplinary action.

**4302.3:** The Regiment has historically relied upon custom and tradition to define the bounds of acceptable personal relationships among its members. Proper social interaction among upper-class and fourth-class cadets and officers and civilian faculty and students has been encouraged as such relationships enhance unit morale, esprit de corps, and professional development. Unduly familiar relationships between these members have been considered contrary to Merchant Marine custom because they undermine the respect for authority which is essential to accomplish its mission. Seniors must always maintain a thoroughly professional relationship with juniors. Senior personnel always bear the primary responsibility of defining appropriate bounds for interpersonal relationships and limiting interactions that become or are unduly familiar. This focus will eliminate the use of a senior position in such a way that it results in or gives the appearance of favoritism, preferential treatment, personal gain, or involves actions that undermine the good order, discipline, authority, or high morale of the Regiment and College. In like manner, custom requires that junior personnel recognize and respect the authority inherent in a senior's grade, rank, or position. This recognition of authority is evidenced by observance and enforcement of courtesies and customs which have traditionally defined proper senior- subordinate relationships

**4302.4:** Upper classmen (1/C, 2/C and 3/C) shall not fraternize with entering Cadets during their “MUG” year at the College. The “MUG” year begins with the arrival of the 4/C Cadet at the College for Indoctrination through the completion of their first Sea Term (or summer internship if not in a license program). 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.

**4302.5:** Fraternizing, by Cadets, with Officers and/or crew, both on board the Training Ship and ashore, as well as College Faculty/Staff is prohibited. Prohibited conduct between Cadets and Ship’s Officers/Crew is further delineated in the Summer Sea Term Cadet Cruise Manual.

**4302.6:** To clarify what relationships are inappropriate, several examples are presented in this section. 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.
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.

**4302.7:** There are relationships that exist at the College that require close contact between MUGs and members of the upper classes that are appropriate. The prohibition of fraternization does not mean that an upper classman cannot talk to a MUG. It is important for the communication between the MUGs and upper-class Cadets to take place for the MUGs growth and development. The following are examples of those relationships that are appropriate.

1. Professional interactions that result from the duties and responsibilities of the upper-class Cadets and the faculty/staff 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 4302.6 results.
3. An Indoctrination Officer eating a meal at a table with MUGs 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.

**4302.8:** Fourth Class are prohibited from visiting upper classrooms, and from being in civilian student's 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 always off-limits to civilian students. When an upper-class Cadet (regardless of gender) is in a MUG room, the door will always remain open.

### **4303 PERSONAL SERVITUDE**

**4303.1.** Personal servitude, in any form, is forbidden at all levels at the College. Cadets may not be assigned work that directly benefits any member of the college community if not compensated. Only such work or service assigned by college leadership as deemed to be required by participation in the regimental program (e.g., Extra Duty) will be required of any Cadet. When directed, Cadets in the Regiment will be responsible for certain upkeep, maintenance, and operation of college grounds and buildings used by, or related to providing services to, the Regiment of Cadets, including the Training Ship and other training vessels as required and directed. This includes responsibility for preventing and reporting vandalism. Violation of this regulation is a violation of the College's judicial system and housing policy and complaints may be made to the Dean of Students.

## **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. 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), as well as, a conduct violation under the judicial system. 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 Master, Training Ship or the Chief Mate/Chief Engineer. To enter the pier area, all personnel must have a TWIC and must provide it to the pier security. Those without a TWIC will be denied access unless properly escorted by a TWIC holder.

**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 OFFLIMITS/RESTRICTED areas and will not be used by Cadets

1. Walks and roadways (Reeder St.) in rear of residential houses on the College grounds
2. Walks or roadways or at Quarters 1, residence of the President, either the fenced yards or approaching walkways, or overlooks from the Fort
3. Such walks, doors, and passages as outlined in Class Privileges.
4. 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). This is otherwise known as the 'NOSC'
5. The grounds and waterfront belonging to the U.S. Coast Guard Light Station.
6. Those buildings and spaces designated for use by the Facilities Department (to include the Central Heating Plant).
7. The bomb shelter and ammunition storage area under the supervision of the University Police.

**4401.4:** Reisenberg Hall gymnasium shall be open for use by all Cadets in accordance with schedules published and posted therein. The gym and related facilities are only for use by students of Maritime College with valid student IDs or Faculty/Staff with ID. IDs are always required when in the building and guests are not allowed anywhere in the building (see the sign posted at the entrance to the gym). All Cadets using the facility will vacate the premises at the scheduled closing times or upon direction from a College official.

**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. While dining, Cadets shall be in the uniform of the day and act accordingly. 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 and the Uniform Policy. Cadet shall not wear a cover

(including ball caps) or boiler suits on the Mess Deck unless authorized by the Commandant of Cadets.

#### **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 SUNY Maritime College Student Code of Conduct and the Guide for Campus Housing. All requests for appliances/equipment not annotated in these policies must be approved, in writing, by the Deputy Commandant prior to installation or procurement. All fire and safety regulations outlined in the SUNY Maritime College Student Code of Conduct and Guide to Campus Housing shall be strictly adhered to. 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 SUNY Maritime College Student Code of Conduct and the Guide to Campus Housing and will be followed to the letter.

#### **4500 PERSONAL ACCOUNTABILITY**

##### **4501 IDENTIFICATION CARDS**

Each Cadet enrolled at the Maritime College must have both an official College identification card and a Transportation Worker's Identification Card (TWIC). Additional guidelines and policies governing ID cards can be found in the SUNY Maritime College Student Code of Conduct. 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.

##### **4502 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.

## **4503 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. Protocol for saluting and greetings is outlined in the Boatswain's Pipe and must be read by Cadets periodically throughout their time in the Regiment. 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.

## **4504 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 approval from the Dean of Students prior to making application to the Commandant of Cadets.

## **4505 PUBLICITY, PRESS RELEASES, AND PHOTOGRAPHING**

**4505.1:** 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 Deputy Commandant; wherever possible, this should be briefed prior to the event occurring. The Deputy Commandant will confer with the Director of Communications to develop a plan for 'coverage' of the event.

**4505.2:** 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 via the Deputy Commandant of Cadets and coordinated with the Communications Director 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 Communications Director.
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 Communications Director.

## **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. Privileges (also known as Class Rates) are a means to compensate Cadet leaders for the demands of their leadership position(s), and serve as a reward for achievement. All Cadets are expected to observe the highest standards of 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/privileges.

**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, must be earned, and can be revoked at any time. These obligations, privileges, and restrictions vary with class standing.

### **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 dismissed from the Regiment for disciplinary deficiencies or unsuitability will be notified by a 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 disenrolled for academic deficiencies or as a result of dismissal from the Regiment will be notified by letter, via email and first-class mail from the Dean of Students.

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

1. Obtain a Leave of Absence Form available on the Registrar’s webpage. The form must be completed in its entirety, stating fully the reasons for the leave of absence and the effective date(s). Requests for leave of absence may be submitted at any time.

2. Cadets wishing to resign from the Regiment of Cadets and/or to shift to a traditional academic pursuit/college experience, must complete a Change of Status form available from the Registrar's Office. The Change of Status form is for cadets wishing to transfer to a non-Regimental status at the institution. The cadet must meet with the Commandant of Cadets or designee in their absence to review their record and to confirm that no outstanding demerits or conduct action remains in non-compliance. Additionally, the Commandant of Cadets or designee, will indicate the completion of INDOC Training, and calculate the number of semesters completed under the class system. Once the Commandant of Cadets or designee completes their section, the cadet will report to the Dean of Students' Office to be reviewed by the Dean of Students or designee for acceptance or non-acceptance into the traditional college experience residential life program and to conform completion of a change of curriculum form (academic program – non-license bearing program). All forms must be submitted, upon completion, to the Registrar's Office for updating of the student's academic record.
3. After approval by the Commandant of Cadets (or designee), the Cadet requesting the leave of absence will report to the Registrar's office for instructions and forms for college clearance and surrendering of their Maritime ID. Failure to complete the process may result in administrative disenrollment. (ID Cards are not collected currently)

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

1. Electronically submit the Leave of Absence Form to the Registrar's Office in Baylis Hall.
2. Have the assigned dormitory room inspected by the Housing Office and turn in the 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 Dean of Students, or return to the Regiment without prior approval of the Commandant of Cadets. The Commandant of Cadets will convene a Conduct Readmission Review Board in accordance with Article 3407 for those desiring readmission to the Regiment. Conduct Readmission Review Boards are held once per semester for the following semester's requested return. Fall boards are for potential Spring returns to the Regiment of Cadets and Spring boards are for potential Fall semester returns to the Regiment of Cadets. The Commandant of Cadets, when deemed appropriate, is authorized to hold a Conduct Readmission board, if they believe circumstances warrant the additional board process. 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, the College Oath, and the Student Code of Conduct. These also guide their interactions with all Officers on the campus and all members of the faculty and staff.

**4603.2:** 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, Monday 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 1/C Cadets.
3. Use of Erben Avenue for going to and from classes is restricted to use by 1/C and 2/C Cadets, and 3/C IDOs
4. Only 1/C may cross the center of the Pentagon.
5. Cadets, who pass the of U.S. Coast Guard License examinations, are authorized to wear the Crimson Cover after AM Formation while in the Khaki Uniform or in the boiler suit uniform.
6. 1/C are authorized to walk through the flag pole area located in the quad.

## **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 (not

limited to Cadet leadership) shall assist the 1/C in preparing the 4/C for their first 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. Liberty on Wednesdays and Thursday evenings from end of last class/Regimental obligation until morning formation.

#### **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. This is not just limited to IDOs. 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 on Thursday evenings from end of last class/Regimental obligation until morning formation.
2. Released from responsibilities unique to the 4/C.

#### **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 Boatswain's Pipe (MUG Book) are:

1. Anticipating and arriving at all musters 15 minutes prior to the muster (20 minutes for morning formations until otherwise notified).

2. Know all four stripe and above Cadet Officers, Regimental Staff, and Senior Administrative Staff (College President, Provost, Vice Presidents, Master of the Training Ship, and Dean of Students) by name and sight.
3. During both academic semesters, and while in khaki uniform, MUGs must carry at all times a MUG knife, his/her ID card, and other MUG rates as directed in the Boatswains Pipe (MUG Book)
4. Passage through corridors and passageways of Vander Clute Hall and dormitories will be in single file.
5. Use the MUG path during the academic week.
6. Stop and square all corners.
7. Double-time in the vicinity of the dormitory (west of Officers Row, north of the Shore Road, and east of Reinhart Field.)

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

1. Use of devices for music and TV when permitted by the Cadet Leadership.
2. Smoking/Vaping in approved locations will be permitted (not during INDOC).

## **4608 STUDENTS IN DAY STUDENT/COMMUTER STATUS RESPONSIBILITIES AND PRIVILEGES**

**4608.1:** Responsibilities. The principal responsibility of a student in a Day Student/Commuter status is to accept the privilege of being 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. The Statement of Understanding, required to be signed by all students in Day Student/Commuter status, further outlines responsibilities as a requisite for approval of special status.

## **4700 INAPPROPRIATE CONDUCT**

### **4701 DISCUSSION**

**4701.1:** The Rules and Regulations provide the standards of conduct for Cadets and govern the Regiment's operations. The Maritime College is a specialized College within the State University of New York system. For those in a USCG license program and/or those wishing to be part of a leadership development program, its organization, operation, and regulations are unlike other colleges and have a higher degree of specificity.

**4701.2:** Section 4702 enumerates the infractions that will be adjudicated in the Regimental System. These infractions are ‘inherently regimental’ and pertain to the responsibilities associated with being part of a regimental system. the infractions are shorthand descriptions of these expectations found in this manual, the Student Handbook, the Guide to Campus Housing and the Standing Orders of the Master of the Training Ship. They are the minimum standards of conduct considered necessary to achieve the requirements for the Cadets in the Regiment.

**4701.3:** Section 4702 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 College/Regimental Activity periods must reinforce the relationship as well as the proceedings of the Regimental System.

**4701.4:** Both at sea and ashore, the ability of leaders to not only understand, but to personally adhere to 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 Regiment places a premium on that quality.

## **4702 HIERARCHY OF OFFENSES**

**4702.1:** The offenses listed are those considered necessary to achieve the goals found in Article 1202 for the development of Cadets. They also establish a pattern of good conduct that is necessary for the maintenance of an environment in which Cadets may pursue their 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 and are usually inherently ‘regimental’ in nature. Commission of a single Regimental Class I Offense may indicate that a Cadet is unsuitable to be a Cadet, a leader of industry or Merchant Marine Officer. Repeated commission of Regimental Class I Offenses is clearly an indication that a Cadet lacks the ability to remain in a leadership program aimed at building young leaders in industry or as Merchant Marine Officers.. 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.

Regimental Class I offenses include the following and customarily come with 25 demerits and one month (25/1) restriction:

Absence; Unauthorized

- from limits of the campus/ship (Breach of Restriction)

Authority; flagrant unwarranted assumption of  
Conduct to the Prejudice of Good Order and Discipline  
Deceit/Falsehood\*\*  
Disrespect to superiors; in manner, language, or tone  
Duty; Improper performance of;  
• through neglect;  
• causing endangerment; so as to be disruptive in nature

Endangering or Hazarding Health, Life or Property \*\*

Fraternization

Insubordination

Missing Ship's Movement

Orders, Regulations; Refusal to obey

Persons; Unauthorized, Introducing into

- Ship

Records, Logs, and other Official documents;\*\*

- losing, altering, destroying
- making false entries into or unauthorized possession of

Ship's Standing Orders; Disregard

Uniform Violation; not wearing the proper Uniform of the Day as required

Watch/Duty/Work;

- Absence from watch or duty
- Buying or selling
- Sleeping, Sitting or Malingering on

\*\* Depending on their wider implications to the College community, these offenses may be adjudicated in the College Judicial System.

**4702.3:** Regimental Class II Offenses. These offenses are generally related to violation of class rates, poor bearing or grooming, immaturity, irresponsibility, 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 future leaders in a dynamic business/shipping global industry. An accumulation of demerits may lead to Conduct Probation and eventual dismissal from the Regiment and perhaps

dis-enrollment 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 punished in accordance with Article 3405

Regimental Class II offenses are outlined in the following schedule. If found responsible, the individual Cadet will be awarded demerits as listed for the charge in the schedule.

Absence; Unauthorized:	
• From quarters/formation/muster	15
• From inspection	15
• From morning rate meeting	15
• From watch section muster (following morning formation)	15
Accident or damages; Failure to report	10
Authority; Unwarranted assumption of	10
Bearing; Unmilitary	10
Class rates; Infractions of	10
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	15
Identification card:	
• Failure to have on person or report loss of	10
• Mutilation of or unauthorized change to	10
• Failure to produce to authorized personnel	15
Inspection;Failed	
• Captain's	25
• Personnel	15
• Room	10

Late:	
• To formation, muster or scheduled activity	10
• For posting or relieving watch	15
Leaving Work/Watch before dismissed	15
Littering	10
Loitering in unauthorized spaces	10
Orders, Regulations; Disregard of	15
Persons; Unauthorized, Introducing into	25
• Restricted areas (to include dorms)	25
Personal Combat	25
Property	
• Books or equipment issued on loan; failure to return on time	10
• Unauthorized appropriation of	25
• Wasting, losing, or endangering	25
• Damaging, defacing, destroying	25
Ranks; Falling in/out without permission	10
Report; Failure to	
• Report to sickbay when returning from sickness or Hospital	10
• Report loss or damage of public property	10
• Health Services; failure to conform to regulations of	10
Safety Violations; Improper PPE or failure to follow proper safety procedures	
• 1st offense	15
• 2nd offense - loss of liberty	15
• 3rd offense - Class I for Orders Disregard	25/1
Uniform Regulations: Violation of	10
Unsanitary condition; causing; throwing or deliberately spilling foods or liquids, spitting	10

## **4800 MILITARY COURTESIES 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 they 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. Specific rules are enumerated in *The Boatswain's Pipe* (MUG Book).

**4802.2:** Saluting. One of the more important 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. Salutes will be rendered in a sharp manner in accordance with the guidelines in *The Boatswain's Pipe* (MUG Book).

### **4803 COLORS AND THE NATIONAL ANTHEM**

**4803.1:** Honors to the National Anthem or to the colors are rendered as directed in the *Boatswain's Pipe* (MUG Book).

### **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 illustrated in the *Boatswain's Pipe* (MUG Book) as well as in the *Uniform & Grooming Manual*. 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 and the standards for proper wear can be found in the *Uniform and Grooming Manual* and in the *Boatswain's Pipe (MUG Book)*. While in uniform, Cadets are visible representatives 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, Cadets shall conduct themselves accordingly.

**4805.2:** The uniform of the day is generally the khakis uniform; changes to this will be announced prior to morning formation via Morning Announcements. The Uniform of the Day will also be noted and reflected in the Plan of the Week, which is issued weekly. Seasonal changes of uniform will be announced in advance in the Plan of the Week. Only the uniforms prescribed by the Regimental Commander, or those 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:** The *Uniform and Grooming Manual* outlines proper wear of all of the issued uniforms. This guidance should be consulted frequently to ensure proper wear of the uniforms and observance of the grooming standards.

**4805.4:** Watch standers and restricted personnel will always wear the prescribed uniform of the day.

**4805.5:** Requests for exemptions from the uniform standards shall be submitted to the Deputy Commandant of Cadets through the chain of command. (Use Enclosure 4)

## **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 should be corrected immediately. Cadets should strive to always exude professionalism in their appearance. Standards for proper maintenance and care are outlined in the *Uniform and Grooming Manual*.

**4806.2:** Wearing of Ballcaps is not permitted at morning formation by any Cadet.

**4806.3:** Only black backpacks will be used while in uniform and will be worn over both shoulders to avoid interference with rendering proper salutes.

**4806.4:** The approved uniform to be in while smoking or vaping is either, PT gear, or the prescribed seasonal uniform, with a cover. If covered, proper courtesies shall be rendered when required.

## **4807 CIVILIAN ATTIRE**

**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 to be worn 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 attire during these hours while arriving/departing the campus on authorized liberty. After 1600, Monday through Friday, designated underclass Cadets are authorized to wear civilian attire in the vicinity of the dormitories, at athletic events, while on liberty, and in the Student Union. Civilian attire is authorized for all Cadets leaving on or returning from authorized liberty or leave.

**4807.3:** Civilian attire or boiler suits on the Mess Deck is further explained in the *Uniform and Grooming Manual*.

**4807.4:** Sports teams are to be always in the prescribed uniform of the day for evening meals on the messdeck.

## **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 *Uniform and Grooming Manual* and the *Boatswain's Pipe (MUG Book)*. Both should be consulted periodically so that the grooming standards are known by all.

## **4809 CADET INSIGNIA AND DEVICES**

**4809.1:** All Cadets, while in uniform, shall wear their uniform with the proper insignia and correctly affixed. Each Cadet is individually responsible for the purchase and maintenance of all prescribed uniform parts, to include insignia, devices and striping. Directions for the proper wear of insignia, devices and striping are found in the *Uniform and Grooming Manual* and the *Boatswain's Pipe (MUG Book)*.

**4809.2:** Insignia for Cadets, other than Cadet Officers, includes company pins, striping and collar and cap insignia.

**4809.3:** Cadets assigned to Band Company and Honor Guard Company are authorized to wear distinctive insignia in lieu of company pins. The insignia for Band Company (current members) is

a brass lyre pin. The insignia for the Honor Guard (current members) is a brass pin with crossed swords

**4809.4:** Cadet Achievement Insignia. Certain special activities are duly recognized by authorization to wear an approved ribbon.

**4809.5:** The Company Competition/Excellence Award, once awarded, may be worn permanently.

**4809.6:** 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 (MUG Book)*:

- Personal and Unit Awards and Service Ribbons (Armed Forces, State, Qualification Badges earned while a member of the Armed Forces)
- Strategic Sea Lift Officer device
- Academic stars
- Athletic affiliation device

**4809.7:** 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.

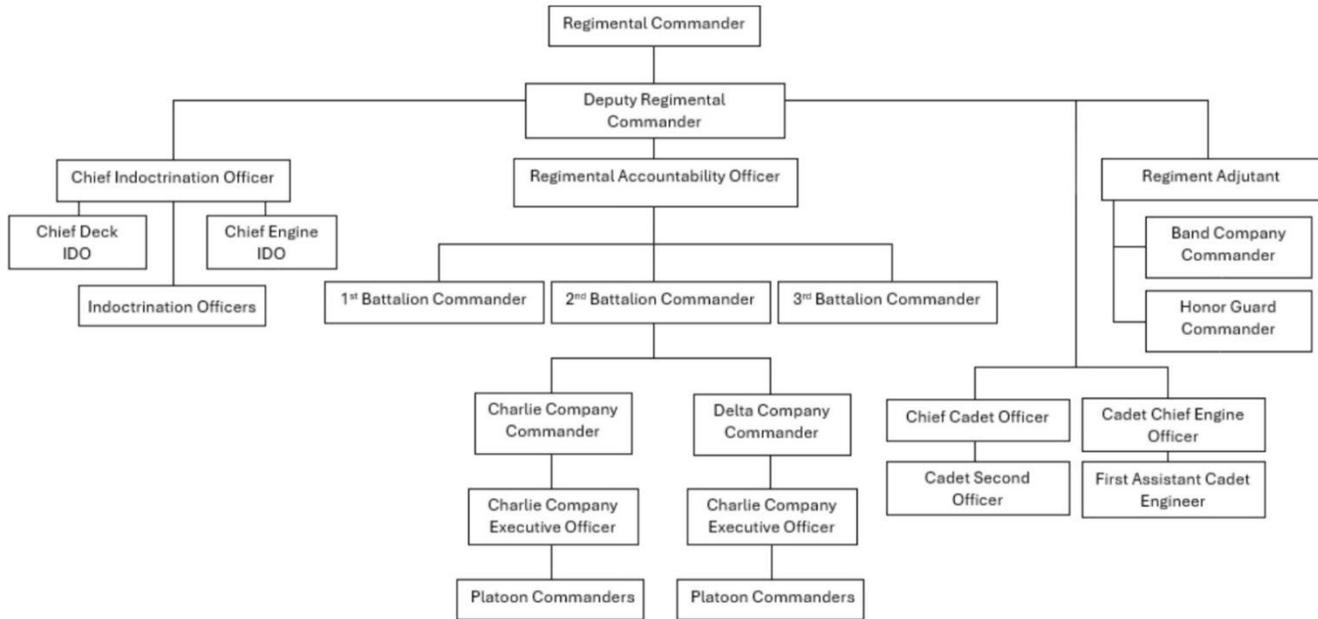
## **4900 DISCRIMINATION AND TITLE IX POLICIES**

4901. The Regiment of Cadets is committed to maintaining an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the Regiment of Cadets does not tolerate discrimination in its employment, programs, and activities, whether based on race, color, national origin, sex, gender, gender identity, religion, ethnic background, age, disability, marital status, sexual orientation, military service status, genetic information, pregnancy, familial status, citizenship status (except as required to comply with law), or any other criterion prohibited by applicable federal, state, or local laws.

4902. The Regiment of Cadets is committed to providing an environment free from discrimination on the basis of sex and gender. In furtherance of its commitment, Maritime College has appointed a full-time Title IX coordinator to manage the college's response to reports of gender inequity and discrimination, which includes reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Faculty, staff, and administrators who receive complaints or have knowledge of discrimination based on sex and gender, sexual harassment or any form of sexual violence are obligated to report complaints to the Title IX and/or Deputy Title IX Coordinators.

# APPENDIX A CADET CHAIN OF COMMAND

## Regiment of Cadets – Chain of Command



**CADET LEADERSHIP-ASHORE-REGIMENT OF CADETS**

<u>POSITION</u>	<u>BARS</u>	<u>NAME</u>
<u>REGIMENTAL COMMANDER</u>	6	
<u>DEPUTY REGIMENTAL COMMANDER</u>	5	
<u>REGIMENTAL ACCOUNTABILITY OFFICER</u>	5	
<u>1ST BATTALION COMMANDER</u>	4	
<u>ALPHA COMPANY COMMANDER</u>	3	
<u>ALPHA COMPANY EXECUTIVE OFFICER</u>	2	
<u>A0 PLATOON COMMANDER</u>	1	
<u>A1 PLATOON COMMANDER</u>	1	
<u>A2 PLATOON COMMANDER</u>	1	
<u>A3 PLATOON COMMANDER</u>	1	
<u>BRAVO COMPANY COMMANDER</u>	3	
<u>BRAVO COMPANY EXECUTIVE OFFICER</u>	2	
<u>B0 PLATOON COMMANDER</u>	1	
<u>B1 PLATOON COMMANDER</u>	1	
<u>B2 PLATOON COMMANDER</u>	1	
<u>B3 PLATOON COMMANDER</u>	1	
<u>2ND BATTALION COMMANDER</u>	4	
<u>CHARLIE COMPANY COMMANDER</u>	3	
<u>CHARLIE COMPANY EXECUTIVE OFFICER</u>	2	
<u>C0 PLATOON COMMANDER</u>	1	
<u>C1 PLATOON COMMANDER</u>	1	
<u>C2 PLATOON COMMANDER</u>	1	
<u>C3 PLATOON COMMANDER</u>	1	
<u>DELTA COMPANY COMMANDER</u>	3	
<u>DELTA COMPANY EXECUTIVE OFFICER</u>	2	
<u>D0 PLATOON COMMANDER</u>	1	
<u>D1 PLATOON COMMANDER</u>	1	
<u>D2 PLATOON COMMANDER</u>	1	
<u>D3 PLATOON COMMANDER</u>	1	
<u>3D BATTALION COMMANDER</u>	4	
<u>ECHO COMPANY COMMANDER</u>	3	
<u>ECHO COMPANY EXECUTIVE OFFICER</u>	2	
<u>E2 PLATOON COMMANDER</u>	1	
<u>E3 PLATOON COMMANDER</u>	1	
<u>E4 PLATOON COMMANDER</u>	1	
<u>FOX COMPANY COMMANDER</u>	3	
<u>FOX COMPANY EXECUTIVE OFFICER</u>	2	
<u>F5 PLATOON COMMANDER</u>	1	
<u>F6 PLATOON COMMANDER</u>	1	
<u>F7 PLATOON COMMANDER</u>	1	
<u>REGIMENTAL ADJUTANT</u>	4	
<u>BAND COMPANY COMMANDER</u>	3	
<u>BAND COMPANY EXECUTIVE OFFICER</u>	2	

<u>HONOR GUARD COMPANY COMMANDER</u>	3	
<u>HONOR GUARD COMPANY EXECUTIVE OFFICER</u>	2	
<u>CADET CHIEF OFFICER</u>	4	
<u>CADET SECOND OFFICER</u>	3	
<u>CADET CHIEF ENGINE OFFICER</u>	4	
<u>CADET FIRST ENGINE OFFICER</u>	3	
<u>CHIEF INDOCTRINATION OFFICER</u>	Cord	
<u>CHIEF DECK INDOCTRINATION OFFICER</u>	Cord	
<u>CHIEF ENGINE INDOCTRINATION OFFICER</u>	Cord	

## **APPENDIX B – DAILY ROUTINE**

The daily routine during the academic year is as follows:

### 1. **WEEKDAYS**

Breakfast 4/C	0615-0700
Sick Call	0700
Liberty Expires except 4/C (Mon only)	0700
Morning Formation (Muster, Inspection Instruction, Morning Colors)	0715
Daily watch Muster (Mon - Fri)	Post Formation
Breakfast: Cadets involved in pre-morning formation activity	Post Formation - 0800
Breakfast 1/C, 2/C and 3/C (may eat 0600-0715)	0730-0930
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
College/Regimental Activity Period (Tues & Thurs)	1500-1600
Regimental Activity Period (Friday)	1500-1600
Student Activity Period/Athletics	1600-1800
Liberty Commences per article 3203	1600-2250
Restricted Muster	1600
Dinner	1700-2045 (Mon-Thurs)
Dinner	1700-2000 (Fri only)
Colors	Sunset
Quiet study hours	1900-2300 (2200 MUGs)
Restricted Muster	1900
Taps (MUGs)	2100-2145
Lights out (MUGs)	2200
Quiet about the Decks	2300-0700
Restricted Muster	2300

### 2. **SATURDAYS, SUNDAYS, HOLIDAYS**

Continental Breakfast	0700-0900
Saturday Ship Work Program	0800-1630
Colors	0800
Brunch	0900-1400
Restricted Muster	0900
Lunch	1100-1600
Restricted Muster	1300
Dinner	1600-1845 (Sat)
	1600-1945 (Sun)
Colors	Sunset
Restricted Muster	1600
Restricted Muster	1900
Restricted Muster	2200

## **APPENDIX C...DAY STUDENT CRITERIA AND APPLICATION PROCESS**

**1. Standard Criteria.** The standard criteria for day student status are as follows (Minimum approval criteria include at least one of the following):

1. A minimum of four consecutive years of Active Duty service or six consecutive years of Reserve service in the Armed Forces (DD-214 required as proof of time of service. Reservist DD-214's must cover the required six years of service)
2. Active Merchant Marine license. Specifically:
  - a. 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 (the total days are 1,080), may apply for Day Student status.
  - b. Foreign applicants possessing an equivalent license (unlimited size and tonnage licensure from their country's issuing authority) may be eligible for day student status.
3. Education
  - a. All Cadets participating in the graduate license program (unless they opt to be a part of the Regimental Class structure).
4. All other Cadets who specifically:
  - a. Have been a part of the Regimental Class structure for a minimum of eight (8) semesters, have less than 12 academic credits to complete prior to graduation, and intend to reside outside of the Battalions, for their remaining time at the College.
  - b. In the last semester, has less than 12 academic credits to complete prior to graduation, and intends to reside off-campus for their remaining time at the College.
5. Non – Traditional Cadets:
  - a. Cadets that are 25 or older, with dependents (Legitimate spouse and legitimate daughters/sons).

### **2. Special Circumstances Consideration**

1. Family or Health-Related Issues. If a student faces significant family or health-related challenges, such as the need to live with a parent for caregiving reasons or other documented health issues require local residency. Submitted health issues will be screened by Health Services to ensure that the health condition (s) is not a disqualifier for Merchant Marine service or a USCG License.

### **3. Application Process**

Students wishing to apply for day student status under special circumstances must submit a formal request to the Commandant of Cadets no later than four weeks prior to the start of the Fall semester.

The application must include:

- A written statement from the student explaining the special circumstance(s).
- Documentation supporting the special circumstance(s) (e.g., medical records, family statements, etc.).

- Any other supporting materials that will help the institution evaluate the request.

**Application Deadline:** The deadline for submitting a Day Student Status Request is four weeks prior to the start of Fall / Spring semester

#### **4. Review and Approval Process**

Each request will be reviewed by the Commandant of Cadets to evaluate the merits of the case.

This review will involve:

- Assessing the documentation provided.
- Consulting with relevant staff, such as counselors, medical professionals, or academic advisors.
- Considering the potential impact on the student's well-being, academic performance, and overall experience.

A final decision about the submitted request will be made within 2 weeks of receiving the application.

#### **5. Conditions of Day Student Status**

If granted day student status, the student will be expected to comply with the following conditions:

- Sign a Statement of Understanding

#### **6. Confidentiality**

All information provided during the application process will be treated with confidentiality and shared only with relevant personnel involved in the decision-making process.

## **APPENDIX D: MAST AND SUITABILITY HEARING BOARD APPEALS**

### **1. Introduction**

An appeal is the process to request a review of the Mast or Suitability Board referral outcome. The Cadet has the right to submit one appeal of the original Mast or Suitability Hearing Board decision. An appeal does not rehear the Mast or Suitability Hearing Board but rather determines if the conclusion reached in the Mast or Suitability Board is valid based on substantiation of a procedural error, new evidence, or the severity of the sanction.

### **2. Appeal Process and Identified Appellate Levels**

The appeal process, for Cadets, found responsible for Rules and Regulations violations, is set forth in the Mast or Suitability Board charge letter.

The Cadet Battalion Commander, as designated by the Battalion Officer

The Cadet would submit the appeal, as outlined below, to the Battalion Officer for review and determination.

The Battalion Officer, as designated by the Deputy Commandant of Cadets (1/C Masts)

The Cadet would submit the appeal, as outlined below, to the Deputy Commandant for review and determination.

The Deputy Commandant of Cadets, as designated by the Commandant of Cadets for review and determination. (Captain's Mast and Suitability Hearing Board)

The Cadet would submit the appeal, as outlined below, to the Commandant of Cadets for review and determination.

### **Appeal Grounds**

An appeal may only be filed on the grounds below and must meet at least one of the three standards to be considered for appeal.

- A. **Procedural Error:** Procedural error occurs when the policies outlined in the Rules and Regulations Manual for the Regiment of Cadets are not followed, and as a result, the outcome of the Mast or Suitability Board was significantly impacted. A procedural error and its impact on the Mast outcome must be clearly described in the appeal.
- B. **New Evidence:** This refers to new evidence that was unavailable during the original Mast or Suitability Board, the investigation, or a scheduled meeting with a Battalion Officer that could significantly impact the original finding or sanction. A summary of the new evidence and its potential impact must be included. This does not include information available to the appellant but not disclosed throughout any part of the Mast or Suitability Board process by choice (i.e., opting not to disclose information for any reason).

- C. **Sanction Severity:** A sanction(s) imposed as a result of the original Mast or Suitability Board that is/are disproportionate to the student's conduct record and/or nature of the violation.

### 3. Appeal Procedure

- A. The Cadet may file a timely appeal that meets the appeal grounds. The appeal must be submitted electronically, in writing, within three (3) business days of receiving the decision letter from the Cadet Battalion Commander (Company Mast), Battalion Officer (1/C Mast), Deputy Commandant of Cadets (Captain's Mast) via Maritime College e-mail. Instructions on how to file an appeal are provided in the decision letter. An appeal may not be submitted by a third party.
- B. The appeal, original Mast record or Suitability Board record, and the imposed determination of the original Mast or Suitability Board hearing decision are reviewed by Cadet Battalion Commander for Company Mast; Battalion Officer for 1/C Mast Commandant of Cadets to determine if the appeal is **timely AND meets the grounds** for appeal.
- C. The original Mast or Suitability Board decision and sanction will be upheld if the appeal is not timely or does not meet the grounds for appeal.
- D. If the appeal is timely AND meets the grounds, the Commandant of Cadets may recommend the following actions:
- I. Modify any of the decisions made by Mast or Suitability board members: examples of possible modifications include, but are not limited to, changing a decision of "Responsible" to "Not Responsible" for one or more charges and/or changing the sanction to be less or more severe.
  - II. Reverse all decisions made at the Mast, Suitability Board or by the Battalion Officer: in this case, the Mast, Suitability Board or Battalion Officer's entire original decision regarding responsibility and sanctions are overturned.
  - III. Remand the matter back to the original Mast or Suitability Board or Battalion Officer who heard the referral for a specific reconsideration or for the referral to be reheard, in part or in entirety.
  - IV. Remand the matter to a new Mast or Suitability Board or Battalion Officer for the referral to be reheard.
- E. A written notification of the appeal decision made by the Commandant of Cadets will be made via Maritime College email within ten (10) business days to the Cadet, the Battalion Officer, The Dean of Students, the VP of Regimental Affairs, the necessary campus departments, and the President, if required. The Commandant of Cadet's appeal determination/decision is final.

**APPENDIX E: HOUSING RATES**

ITEM	4/C	3/C	2/C	2/C Rate	1/C
One desk lamp per person	•	•	•	•	•
Computer/Printer	•	•	•	•	•
Alarm Clock	•	•	•	•	•
Framed Pictures	•	•	•	•	•
One 2 speaker stereo system		•	•	•	•
Rearrange Room Furniture/Personal Bedding		•	•	•	•
Personal desk chair		•	•	•	•
2' x 3' posters (one per person)		•	•	•	•
3' x 5' flag hangings(one per person)		•	•	•	•
Coffe maker (per room)		•	•	•	•
Fridge no more than 5 cu.ft. per person			•	•	•
One Microwave				•	•
Up to one 3' x 4' carpet	•	•	•	•	•
Up to one 5' x 7' carpet		•	•	•	•
Up to one 8' x 12' carpet				•	•
Up to one 45" TV (per room)			•	•	•
X box, play station, or other gaming consoles				•	•
One arm chair/ recliner less than 36" wide					•
2' x 4' coffee table					•

**ENCLOSURE (1) – REQUEST FOR SPECIAL AND MEDICAL LIBERTY FORM**

**STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE  
REQUEST FOR SPECIAL AND MEDICAL LIBERTY FORM**

**INFORMATION**

CADET: ..... CLASS: 1/c  2/c  3/c  4/c  ROOM: .....  
COMMENCING DATE & TIME: ..... ENDING DATE & TIME: ..... PHONE: .....

**WATCH**

WATCH ASSIGNMENT: Y  N  ROOM: .....  
WATCH RELIEF CADET AND CLASS: ..... WATCH RELIEF SIGNATURE: .....

**STATUS**

CONDUCT PROBATION: Y  N  RESTRICTION: Y  N  DRESS INSPECTION REQUIRED: Y  N

**REASON (be as descriptive as necessary to explain why the liberty is required within the space allowed)**

**APPROVAL CHAIN (sign and print name and circle "Approved" or "Disapproved")**

PLATOON COMMANDER:	APPROVED / DISAPPROVED	DATE:
COMPANY EXECUTIVE OFFICER:	APPROVED / DISAPPROVED	DATE:
COMPANY COMMANDER:	APPROVED / DISAPPROVED	DATE:
CAMPUS NURSE (MEDICAL LIB):	APPROVED / DISAPPROVED	DATE:
REGIMENTAL XO (RATES ONLY):	APPROVED / DISAPPROVED	DATE:
REGIMENTAL STAFF OFFICER:	APPROVED / DISAPPROVED	DATE:

**STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE - REQUEST FOR SPECIAL AND MEDICAL LIBERTY  
CADET'S RECORD COPY**

CADET: ..... CLASS: 1/c  2/c  3/c  4/c  ROOM: .....  
COMMENCING DATE & TIME: ..... ENDING DATE & TIME: ..... PHONE: .....  
COMPANY COMMANDER: ..... APPROVED / DISAPPROVED DATE: .....  
RAO/DCOC: ..... APPROVED / DISAPPROVED DATE: .....

**STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE - REQUEST FOR SPECIAL AND MEDICAL LIBERTY  
TO BE POSTED ON CADET'S DOOR**

CADET: ..... CLASS: 1/c  2/c  3/c  4/c  ROOM: .....  
COMMENCING DATE & TIME: ..... ENDING DATE & TIME: ..... PHONE: .....  
COMPANY COMMANDER: ..... APPROVED / DISAPPROVED DATE: .....  
RAO/DCOC: ..... APPROVED / DISAPPROVED DATE: .....

**STATE UNIVERSITY OF NEW YORK MARITIME COLLEGE - REQUEST FOR SPECIAL AND MEDICAL LIBERTY  
PLATOON COMMANDER'S COPY**

CADET: ..... CLASS: 1/c  2/c  3/c  4/c  ROOM: .....  
COMMENCING DATE & TIME: ..... ENDING DATE & TIME: ..... PHONE: .....  
COMPANY COMMANDER: ..... APPROVED / DISAPPROVED DATE: .....  
RAO/DCOC: ..... APPROVED / DISAPPROVED DATE: .....

REASON (EXTRA SPACE)

Print Form

**ENCLOSURE (2) – CHANGE OF STATUS FORM**



***SUNY MARITIME COLLEGE CADET CHANGE OF STATUS FORM***

**PART I – Completed by Cadet (PRINT CLEARLY)**

Name \_\_\_\_\_ STUDENT ID # \_\_\_\_\_

Class \_\_\_\_\_ Curriculum \_\_\_\_\_ Semester \_\_\_\_\_

I request a Change of Status from the Regimental Program to the Non-Regimental

Program  I would like to be a residential student  commuter student

I have  I have NOT discussed this with my parent(s) or guardian

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

---

**PART II – Completed by Commandant of Cadets**

Recommended without any reservations; has met all regimental requirements

Recommended with the following reservation(s):

Not recommended for the following reason(s):

\_\_\_\_\_  
Signature – Commandant of Cadets

\_\_\_\_\_  
Date

---

**Part III – Completed by the Dean of Students**

Approved

Approved with the following condition(s):

Not Approved

\_\_\_\_\_  
Signature – Dean of Students

\_\_\_\_\_  
Date



Name \_\_\_\_\_ Year \_\_\_\_\_ ID # \_\_\_\_\_ Curriculum \_\_\_\_\_

I will be in the **Regimental/Traditional** program (CIRCLE

ONE) I will be a **residential / commuter** (CIRCLE ONE)

IMPORTANT: Your Change-of-Status may have a significant impact on any, or all, of the areas below. It is critical that you check in with each of these offices in order to complete this Change of Status.

STUDENT ACCOUNTS (1<sup>st</sup> Flor Baylis Hall)

\_\_\_\_\_ I have discussed this Change of Status with the Student.

\_\_\_\_\_  
Signature – Director of Student Accounts

Date

FINANCIAL AID (1<sup>st</sup> Flor Baylis Hall)

\_\_\_\_\_ I have discussed this Change of Status with the Student.

\_\_\_\_\_  
Signature – Director of Financial Aid

Date

REGISTRAR (1<sup>st</sup> Flor Baylis Hall)

\_\_\_\_\_ I have discussed this Change of Status with the Student.

\_\_\_\_\_  
Signature – Registrar

Date

HOUSING (1<sup>st</sup> Flor Baylis Hall, Student Life)

\_\_\_\_\_ I have discussed this Change of Status with the Student.

\_\_\_\_\_ Student has completed check out procedures.

\_\_\_\_\_  
Signature – Director of Financial Aid

Date

**PLEASE RETURN THIS COMPLETED FORM TO THE REGISTRAR'S OFFICE. THANK YOU**

**ENCLOSURE (3) – WATCH EXCHANGE FORM**

**WATCH EXCHANGE FORM**

**Request for authorization for watch exchange:** Date Of Request: \_\_\_\_\_  
Cadet requesting watch exchange: \_\_\_\_\_ / C Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Watch Position: \_\_\_\_\_ Time Of Watch: \_\_\_\_\_ Date Of Watch: \_\_\_\_\_  
Cadet taking the watch (Print): \_\_\_\_\_ / C Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Cadet taking the watch (Signature): \_\_\_\_\_  
Reason for request: \_\_\_\_\_  
\_\_\_\_\_

1. Cadet Company XO: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Denied
2. Cadet Regimental XO: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Denied
3. Regimental Battalion Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Denied



**WATCH EXCHANGE FORM**

**Request for authorization for watch exchange:** Date Of Request: \_\_\_\_\_  
Cadet requesting watch exchange: \_\_\_\_\_ / C Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Watch Position: \_\_\_\_\_ Time Of Watch: \_\_\_\_\_ Date Of Watch: \_\_\_\_\_  
Cadet taking the watch (Print): \_\_\_\_\_ / C Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Cadet taking the watch (Signature): \_\_\_\_\_  
Reason for request: \_\_\_\_\_  
\_\_\_\_\_

1. Cadet Company XO: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Denied
2. Cadet Regimental XO: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Denied
3. Regimental Battalion Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Denied



**WATCH EXCHANGE FORM**

**Request for authorization for watch exchange:** Date Of Request: \_\_\_\_\_  
Cadet requesting watch exchange: \_\_\_\_\_ / C Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Watch Position: \_\_\_\_\_ Time Of Watch: \_\_\_\_\_ Date Of Watch: \_\_\_\_\_  
Cadet taking the watch (Print): \_\_\_\_\_ / C Room #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Cadet taking the watch (Signature): \_\_\_\_\_  
Reason for request: \_\_\_\_\_  
\_\_\_\_\_

1. Cadet Company XO: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Denied
2. Cadet Regimental XO: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Denied
3. Regimental Battalion Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Approved / Denied

**ENCLOSURE (4) – SPECIAL REQUEST FORM**



**SPECIAL REQUEST FORM**

**FULL NAME OF REQUESTER:** \_\_\_\_\_

**SECTION / COMPANY** \_\_\_\_\_

**DATE REQUEST SUBMITTED:** \_\_\_\_\_

**NATURE OF REQUEST (circle one):**

DIETARY

RELIGIOUS

MEDICAL

OTHER: \_\_\_\_\_

**REQUEST DETAILS/JUSTIFICATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF REQUESTER**

\_\_\_\_\_

**REVIEWED BY:**

\_\_\_\_\_  
\_\_\_\_\_

**ENCLOSURE (5) – GROUP LIBERTY REQUEST FORM**



**REQUEST FOR GROUP LIBERTY – ASHORE**

**FROM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
 COACH / FACULTY / CLUB FACILITATOR

**TO:** Deputy Commandant of Cadets

**SUBJ:** GROUP LIBERTY REQUEST FOR: \_\_\_\_\_

It is requested that the below named Cadets be granted liberty.....

Commencing at: \_\_\_\_\_ Ending at: \_\_\_\_\_  
 Time Date (MM/DD/YY) Time Date (MM/DD/YY)

Event / Location: \_\_\_\_\_

Print Name (Last, First)	Class	Room

Print Name (Last, First)	Class	Room

*Rosters may be attached in lieu of fill out the tables above*

Cadets marked with an ASTERISK (\*) are on the WATCH BILL      Cadets marked with and X, are on RESTRICTION

Their return is governed as follows:

- (A) WATCH – Return immediately following the event. Participation in this event will not interfere with assigned watch. Cadets must find their own replacement.
- (B) RESTRICTION – Return immediately following the event, unless otherwise specifically authorized.

SUBMITTED FOR APPROVAL BY: \_\_\_\_\_ RECOMMENDED FOR APPROVAL: \_\_\_\_\_  
 COACH / FACULTY / FACILITATOR / DATE      PROVOST – VICE PRESIDENT FOR ACADEMIC AFFAIRS / DATE

DEPUTY COMMANDANT OF CADETS/SRAO \_\_\_\_\_ APPROVED / DISAPPROVED

APPROVED WITH THE FOLLOWING CONDITIONS: \_\_\_\_\_

\_\_\_\_\_

**ENCLOSURE (6) DAY STUDENT STATEMENT OF UNDERSTANDING**



**DAY STUDENT RENEWAL / STATEMENT OF UNDERSTANDING  
UNDERGRAD / GRAD LICENSE / PRIOR MILITARY / MERCHANT MARINER**

**Cadet:**

**Student ID:**

**Phone:**

**Email:**

**Current Status:** Undergrad  Grad Student  Prior Military  Merchant Mariner

**Semester:** Spring  Fall  **Year:** \_\_\_\_\_

**Residence Desired:** On-Campus  Off-Campus

Must be in **"REGIMENTAL GOOD STANDING"**

As a condition of participating in my special status as a Day Student, I agree to abide by the following requirements:

1. I will abide by all rules, regulations, and procedures as set forth in the Rules and Regulations Manual for the Regiment of Cadets, SUNY Maritime College; and by the verbal and written orders/directives of the Regimental Affairs Officers and all Regimental Class Rates who have positions of authority over me. I further understand conduct, urinalysis testing, uniform, demeanor, and grooming standards are the same for Day Students as for all other Cadets. Failure to comply with these rules, regulations, directives, and orders may result in disciplinary action, administrative sanction, revocation of Day Student status, removal from the Regiment of Cadets, and/or removal from SUNY Maritime College.

2. If residing on campus, I will abide by all rules and regulations pertaining to dormitory occupancy. I understand my on-campus berthing areas are subject to inspection at any time (including Regimental room inspections). I acknowledge on-campus housing is not guaranteed for any Day Student.

3. I will abide by all college regulations as prescribed in the SUNY Maritime College Student Code of Conduct and the regulations pertaining to the registration and operation of motor vehicles.

4. I understand I may be required to have an approved SUNY Maritime College meal plan.

**5. I understand as a MUG with first-time Day Student status, I am required to participate in Regimental Activities on Tuesday and Thursday afternoons, and Friday Regimental Activities, weekly ship training/MUG meetings and MUG Ship Weekend (when directed).**

6. If Saturday ship work is required, I will participate in one Saturday Ship Work per semester. If I am a first year Day Student, I understand I will also be required to participate, on a regular basis, in training and familiarization aboard **EMPIRE STATE VII**.



**7. I will stand watches as assigned and appropriate for my class status (e.g., first year D/S's who have not taken an SST will stand watches commensurate with MUGs). I will be assigned to a watch company and will provide my schedule to the Cadet leader responsible for generating watch bills for the company.**

8. I shall wear warrant officer rank insignia/shoulder boards in lieu of Cadet Class rank insignia during the academic semesters ashore. I understand I must procure and wear the appropriate Cadet rank insignia as prescribed, and I shall wear the regulation name tag of the class to which I am assigned. (Note: Warrant Officer rank insignia shall be worn on the right collar of the shirt and on the right side of the garrison cap. The deck or engine device shall be worn on the left collar of the shirt and the state seal worn on the left side of the garrison cap) I understand wearing of warrant officer insignia during the Summer Sea Term is prohibited.

9. If applicable, I will participate in the Summer Sea Term (SST), and I will do so without any special status or privileges.

10. I will muster at 0715 with the Regiment of Cadets on Tuesdays and Thursdays for accountability, inspection, and instruction. I will muster and participate in at least one Friday Regimental Activity each month and be in the required uniform. Additionally, I shall comply with any requirements to attend Regimental functions as directed by the Commandant. Should I miss two or more Day Student musters/functions, I understand my Day Student status will automatically be revoked, and I may be removed from the Regiment of Cadets.

11. I shall inform the Deputy Commandant of Cadets of any changes to my residence, telephone, e-mail, or emergency contact information. Additionally, I will submit a copy of my course schedule each semester to the Deputy Commandant of Cadets. I will immediately notify Regimental authorities if I am unable to comply with any Day Student responsibilities. Should the information provided in my Day Student application be erroneous now or in the future, I understand my Day Student Status may be revoked.

12. I understand my approval for Day Student status is a privilege granted by the Commandant of Cadets, and this privilege may be rescinded at any time based on my non-compliance with any rule, regulation, or procedure set forth in the Rules and Regulations Manual for the Regiment of Cadets and/or written or verbal orders/directives

Signature DATE \_\_\_\_\_

Local Address/ Dorm Room \_\_\_\_\_

Emergency Point Of Contact \_\_\_\_\_

**For Office of the Regiment**

APPROVED

DENIED

\_\_\_\_\_

\_\_\_\_\_

Commandant of Cadets

Date