

2023

2024

CADET

HAND

BOOK



CAL MARITIME



Dear Leaders,

Welcome aboard! As a fellow graduate of this extraordinary institution, I am beyond thrilled to be with you on this journey as a Keelhauler! Together, we will chart a course towards a brighter future.

At Cal Maritime, we believe in shaping leaders who can steer not only ships but also the tides of change on our campus and beyond. From the moment you set foot on campus, you will find yourself immersed in a vibrant community that fosters leadership in every aspect of life.

Our roots run deep, with a rich legacy stretching back to 1929. Throughout our history, we have upheld unwavering standards of integrity and professionalism. These values are the bedrock of our success and have propelled our graduates to unprecedented heights in the maritime and related industries.

Leadership is the guiding star of our institution, and I implore you to seize every opportunity to lead during your time at Cal Maritime. The possibilities are limitless, whether it's at the helm of a vessel on the waterfront, uniting peers in study groups, giving back to the community, representing the Keelhauler spirit in sports, or serving in a leadership role.

As you journey through our esteemed programs, you will have the privilege of learning from world-renowned faculty. But your education will not be confined to the walls of a classroom. No, you will venture beyond borders, to ports across the globe, where you will gain unparalleled practical experience and broaden your cultural horizons. In the vast sea of life, you will build an international network that knows no boundaries.

As members of the Cal Maritime community, we are united by more than just the sea. We are bound together by shared experiences, passions, and a commitment to making a positive impact on the world. The relationships we forge here will last a lifetime and transcend oceans.

I am eager to share my own experiences with you and provide unwavering support throughout your journey. Together, we will navigate uncharted waters, overcome challenges, and inspire positive change within ourselves and our campus community.

Welcome to Cal Maritime, where we cultivate leaders who make waves of lasting change!

A handwritten signature in black ink, appearing to read 'Jimmy Moore', with a long, sweeping underline.

Jimmy Moore

A Proud Cal Maritime Graduate (2D Class of 2010)
Commandant of Cadets



Table of Contents

- Welcome Letter 1

Chapter One Corps of Cadets

- Mission, Vision, Beliefs & Values 5
- Alma Mater, Merchant Marine Anthem,
Land Acknowledgement, History 6-9
- Corps of Cadets 10
 - Leadership, Structure 10-11
 - Uniform Guidance 12-19
 - ELDP 20
- Formation & Watch Standing 20
- Title IX 21

Chapter Two Academics

- School of Engineering 23
- School of Letters & Sciences 24
- School of Marine Transportation,
Logistics & Management 25
- United States Coast Guard Licensing 26
- Cadet Support Services 26
- Advising 26
- Academic Technology 27
- Library 28

Chapter Three Campus Life

- Res Life 31-35
 - Emergency Preparedness 34-35
- Office of Community Engagement/Engaged Learning 36
- ASCMA/Clubs & Organizations 38-39

Chapter Four Support Services

- Health Services 41
- Campus Services 43
 - Career Services, Cadet Employment, Parking,
Mail, Barber, Food Security 43
- Information Technology, Maritime Corporation,
Keelhauler Shops, Photography & Videography 44
- Athletics & Physical Education 45

Chapter Five Conduct & Ethical Development

- Standards 49
- Meritorious Conduct 50
- Misconduct 51
 - Class Violations 51-52
- Amnesty 52-53

Appendices

- Uniform Basics 54
- Alcohol Policy, Tobacco, Random Drug Testing 57
- Privacy & Education Records 58
- Maker Space 59
- Shared Governance 60
- Academy Leadership 61-62
- Assembly Areas Map 64

COVID-19 INFORMATION



Please ensure you are aware of and complying with the latest requirements related to COVID-19 by monitoring **WWW.CSUM.EDU/ALERT/COVID-19** or scanning the QR code below.



OFFICIAL COMMUNICATION



EMAIL IS THE OFFICIAL MEANS OF COMMUNICATION AT CAL MARITIME. It is each cadet's responsibility to maintain their Cal Maritime-issued email account. Cadets are required to check their email frequently.



CHAPTER ONE

CORPS OF CADETS

1

Mission, Vision, Beliefs & Values

Our Mission

- Provide each cadet with a college education combining intellectual learning, applied technology, leadership development, and global awareness.
- Provide the highest quality licensed officers and other personnel for the Merchant Marine and national maritime industries.
- Provide continuing education opportunities for those in the transportation and related industries.
- Be an information and technology resource center for the transportation and related industries.

Our Vision

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

Beliefs

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

- Experiential learning
- Ethics development, both personal and professional
- Small residential campus environment
- Student-centered learning
- Professional orientation
- Having a niche to focus on in higher education
- Campus civility and collegiality
- Diverse living/learning community



Values

Our values influence how we make and carry out decisions, and how we interact with our internal and external constituencies. They are:

- **DEDICATION**
- **HONOR**
- **INTEGRITY**
- **RESPECT**
- **RESPONSIBILITY**
- **TRUST**

Cal Maritime Motto

A coat of arms and motto was adopted in late 1941, which reflects the zeal and dedication of Cal Maritime cadets, whether in peace or war.



LABORARE PUGNARE PARATI SUMUS

"To Work, To Fight; We are Ready"

Cal Maritime graduates have lived up to the motto serving with distinction in the various branches of the armed services and Merchant Marine, during all wars and military conflicts since 1941.

Cal Maritime Alma Mater

*Near the Bay of San Francisco
Tucked in Morrow Cove
Is a school we'll not forget, though
Round the world we roam.
Light the boilers, weigh the anchors,
Now we're in the breeze.
And we wish for all our Shipmates,
Smooth winds and foll'wing seas.
We may sail the world twice over,
All the seven seas;
Through the straits of old Gibraltar,
The narrows of Valdez.
But whenever hearts grow lonely,
Bounding on the main,
We'll think of you our Alma Mater,
And that will ease the pain.
Though the years may dim our mem'ries,
Of our youthful ways;
The image of our dear companions
Will linger in the haze.
California Maritime,
We'll ne'er forget when we
Spent our days in love and friendship
And endless harmony.*

Heave Ho (U.S. Merchant Marine Anthem)

*Heave Ho, My Lads, Heave Ho
It's a Long, Long Pull with our Hatches Full.
Braving the Wind, Braving the Sea,
Fighting the Treacherous Foe.
Heave Ho, My Lads, Heave Ho,
Let the Sea Roll, High or Low,
We can Cross any Ocean, Sail any River,
Give us the Goods, and We'll Deliver,
Damn the Submarines,
We are the Merchant Marines!*

Land Acknowledgement Statement

We want to acknowledge that we gather on the traditional land of the Indigenous People past and present. For thousands of years, this land has been the home of Patwin people. Today, there are three federally recognized Patwin tribes: Cachil DeHe Band of Wintun Indians of the Colusa Indian Community, Kletsel Dehe Wintun Nation, and Yocha Dehe Wintun Nation.

The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.



History

In June 1929, the California State Assembly Bill No. 253 was signed and authorized the funds and establishment to create the California Nautical School.

This school's purpose was to give the practical and theoretical instruction to young men who would go on to service as officers in the American Merchant Marine. With this bill signed, the process of finding and obtaining a training vessel began. S.S. *Henry County*, an old World War I vessel, sailed from the East Coast to San Francisco, where she was laid up and outfitted as a training vessel. While the training ship was being repaired, the Board of Governors leased an old coal station in Tiburon to serve as the initial campus for the California Nautical School.

In 1931, the first round of entrance exams were taken, and 56 cadets were picked to report for instruction. The training ship completed its renovations in December 1931 and proudly carried the name T.S. *California State*. The training ship took its inaugural cruise from San Francisco down and around Cape Horn and up to Washington D.C. and back. By 1933, 44 cadets graduated and became the first official class to graduate from the California Nautical School. In the same year, a round of budget cuts and the effects of the great depression threatened the school's existence. To minimize the financial impact, cadets and Officers moved aboard the training ship for classes, berthing, and meals. This new "campus" led to the T.S. *California State*'s nickname "Iron Mother."

By 1936, the school had overcome several rounds of budget cuts and the threat of closing, but it had weathered the storm. With the federal government approving the Merchant Marine Act of 1936, stable funding for the training of Merchant Marine officers was secured.

In 1939, the school's name was officially changed to California Maritime Academy (CMA). By 1940, the CMA was graduating cadets with not only their License as Merchant Marine Officers, but also with a Bachelor of Science degree and some with a



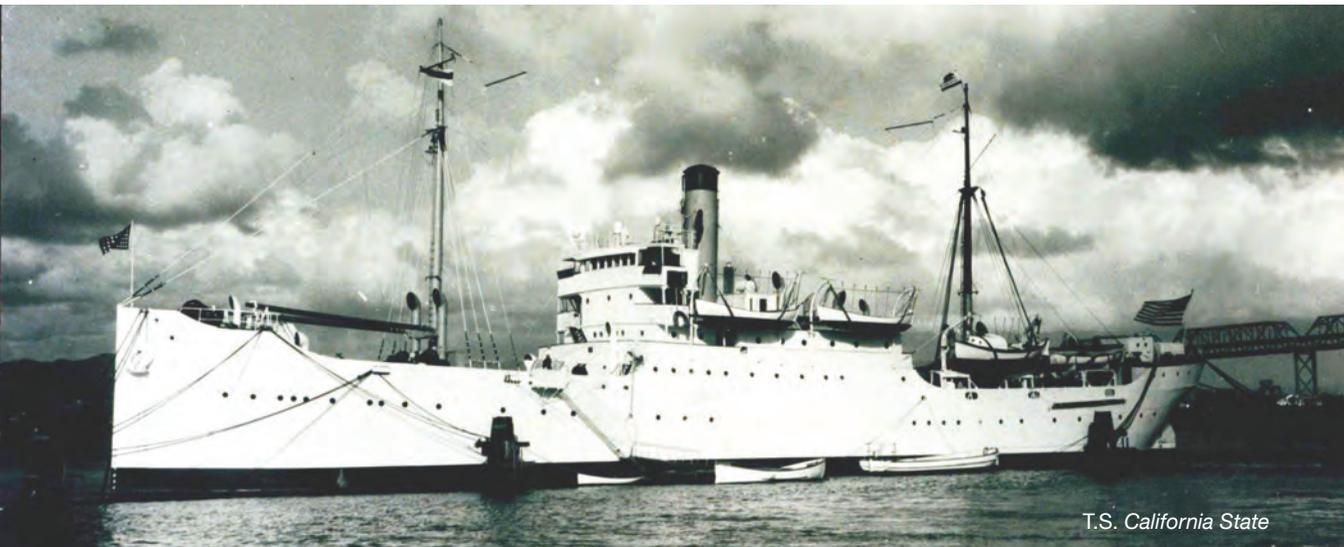
California Nautical School Seal

commission in the Naval Reserve. The Academy had officially transitioned from a trade school to an institution of higher learning.

During the early 1940's, CMA underwent a variety of changes to keep pace with the changing industry and the rising tide of war. The Navy took back their coal pier, which resulted in the training ship mooring up in San Francisco. The newly formed Maritime Commission took control of the training ship from the Navy, and in 1941 the T.S. *California State* was painted war time grey and given the new name T.S. *Golden State*. With a greater demand for maritime officers and the threats at sea, CMA streamlined its training program from 3 years to 18 months and no longer sailed to exotic ports on its training cruises.

In 1941, the Academy's coat of arms and motto were created to emphasize the challenges and adversity that lay ahead for all graduates. It bears the Latin phrase, *Laborare pugnare parati sumus*, which means "To Work, To Fight, We are Ready."

By 1943, the search for a permanent berth and home for the campus had come to an end. With funding approved, Morrow Cove officially became the location of the California Maritime Academy. As World War II ended, the Academy took a moment to reflect on the loss of their alumni. The first permanent building on the new campus was named Memorial Hall (renamed Mayo Hall), in honor of those who left the Academy and didn't make it back.



T.S. California State

With the war over and a new campus, Academy enrollment rose back to more than 100 cadets and building of a permanent campus began. As the new campus was being built, the Academy turned its attention to the now dated T.S. *Golden State*. The freshly retired U.S.S. *Mellena* would become the Academy's second training ship. The U.S.S. *Mellena* was refitted for training and formally commissioned as the T.S. *Golden Bear* in 1946.

Over the next 20 years, the Academy continued to grow and educate maritime officers who would go on to serve in the maritime industry and armed services. Many of these graduates played a part in the Korean and Vietnam Wars. In 1970, the state government looked into closing the school to cut costs. After two years of fighting for the school, the idea was dropped, and CMA now had 43 continuous years under its belt. In 1971, the T.S. *Golden Bear* had been operating non-stop for nearly 25 years. The replacement was the U.S.S. *Crescent City*, which could hold over 300 cadets, Faculty, and Crew. The largest ship yet was commissioned as the new T.S. *Golden Bear*.

As the campus continued to grow and change through the 1970's, so did its population and curriculum. California Maritime Academy was the first Maritime Academy in the United States to admit women in 1973. Three of these women graduated in 1976. Of these three, one went on to be the first

ever female Chief Engineer and another the first female Master.

In the late 1980's, California Maritime Academy expanded outside of Maritime centric majors and added Mechanical Engineering and Business Administration. With the addition of non-seagoing majors, the Academy was opening itself up to a whole new wave of cadets. The 1980s and early 90's saw the addition and renovation of the pier and many of the aging facilities on campus.

In 1995, one of the most significant changes to the Academy took place. California Maritime Academy became the 22nd campus to join the growing California State University system. Joining the CSU system opened new doors and opportunities for the campus to grow, not just its campus and curriculum, but through impact as well. Upon joining the CSU system, the school's name changed again to California State University Maritime. The very next year, the campus gained its newest training ship.



U.S.S. Mellena

The U.S.N.S. *Maury* was commissioned as the T.S. *Golden Bear*. This vessel is still used today and is the largest training ship in the Academy's history. On the heels of this new ship was the addition of the Facilities Engineering Technology major. At the end of the 1990's, the Academy had grown to actively enrolling over 500 cadets.

With the 2000's underway, the campus embraced the addition of another major, Global Studies and Maritime Affairs. In addition to this new major, the campus saw great improvement in its facilities.

After nearly 20 years as CSU Maritime, the campus regained its title of Academy in 2015. The school's full name is now California State University Maritime Academy. With the turn of the decade, CSU Maritime Academy has added its newest major Oceanography in the fall of 2020. As this small institution on the shores of Morrow Cove continues to grow and adapt to an ever-changing environment, its history shows the grit, determination, and real need for a maritime institution on the West Coast.



Corps of Cadets

At Cal Maritime, it is a privilege to be a cadet and with that, comes pride and responsibility. A Cal Maritime cadet is asked to do more, is held to higher standards of personal conduct and professionalism, and is given more responsibility than a traditional college student.

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

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

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

Corps Staff Leadership

www.csum.edu/corps-of-cadets

MISSION - Develop traits of professionalism, teamwork, pride, and self-discipline, in order to become future leaders in maritime and other industries.

PURPOSE - Communicate and enact the day to day plans, as well as inform the long-term campus goals, by leveraging their insights and experiences.

Associated Students

www.csum.edu/associated-students

MISSION - Provide leadership opportunities, high quality campus life, and representation of the entire student body.

PURPOSE - Cadet run organization that focuses on the needs of our peers.

Residential Life

www.csum.edu/reslife

MISSION - Promote cadet success, excellence, diversity, and responsibility through intentional and inclusive cocurricular activities, services, and programs.

PURPOSE - Create and sustain residential communities that foster academic support, promote campus engagement and personal development of the residents.

Council of Cadet-Athletes

MISSION - Provide insight, promote communication between athletic administration and athletes at Cal Maritime by providing a cadet voice within the department, discuss issues and concerns regarding NAIA policies and other relevant topics of interest.

PURPOSE - To accomplish its purpose and goals, the Council of Cadet-Athletes will serve as an open forum for all varsity athletes and act as a vehicle to promote communication between other departments, coaches, athletic administration and cadet-athletes.

Corps of Cadets Class Structure

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

THIRD CLASS (3/C) - 3/Cs are responsible for familiarizing the 4/Cs in campus life, the proper wear of the uniform, professional communication

with faculty, staff, and fellow cadets, and the transition from

being a student to a cadet. 3/Cs are expected to prepare for Commercial Cruise,

International Experience,

or a Cooperative

Educational Program

placement.



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

FIRST CLASS (1/C) - 1/Cs should hold themselves to the highest personal and professional standards, as they are principally charged with holding other cadets to those standards. 1/Cs are expected to assume a TSGB, port, or campus watch and assume duties as the Night Mate, Night Engineer, or Campus Duty Officer. Underclass cadets should be able to look to 1/Cs for assistance with academic and practical problems. 1/Cs serve as officers in the Corps and throughout the campus.

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

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



Uniform Guidance

Appearance in uniform is a key element of Cal Maritime and its cadets. These standards set a baseline for cadets' personal and professional image and, regardless of whether they are in or out of uniform, represent the values of and pride in our institution.

These standards apply on lower campus, 0700–1630, Monday–Friday, on days when classes are in session, in addition to any other times when cadets are on official academy business (e.g., watch, representing Cal Maritime in an official capacity, or Cal Maritime events), unless otherwise announced. Cadets engaged in off-campus experiential learning activities, such as internships, may be required to conform to other standards, as directed by site staff.

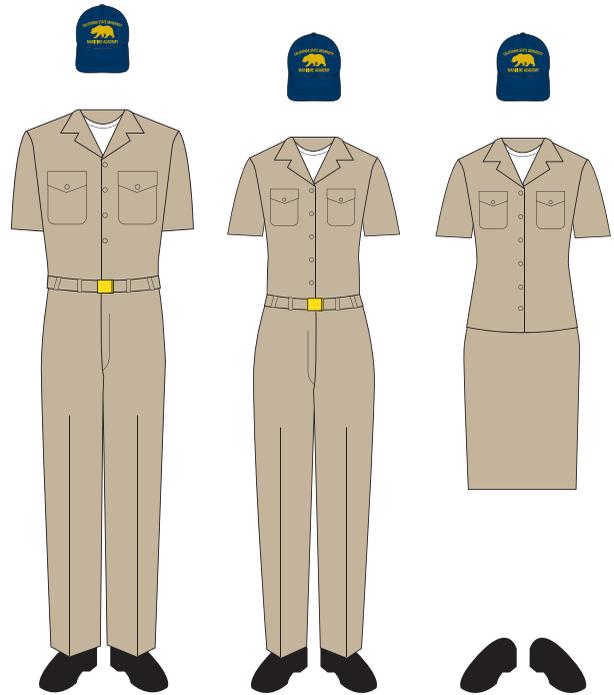
The Uniform of the Day will be determined by the Office of the Commandant and include guidance for uniforms both in classrooms as well as labs or shipboard instruction.

Any exceptions to the uniform and grooming standards require written authorization, known as a “chit,” from an appropriate office within the Division of Cadet Leadership and Development. One example of the use of a chit would be the approval of alternate footwear due to an injury. Upon request, cadets must indicate they have a chit for a uniform and grooming accommodation; this may be verified with the Office of the Commandant.

KHAKI UNIFORM (DEFAULT UOD)

THE KHAKI UNIFORM consists of:

- Cal Maritime ballcap or Garrison cover
- Khaki short-sleeved shirt (*Khaki long-sleeved shirt has been discontinued*)
- Khaki trousers
- Khaki belt with shined buckle
- Campus-issued black leather oxfords or black boots as authorized (*Boots are only authorized at formation during foul weather stations*)
- White crew-neck undershirt
- Black dress socks
- Name tag
- Collar devices representing rank and major
- USNR, USCGR, and SSOP Insignia (*optional*)
- For Foul Weather: Issued outer wear as authorized



KHAKI UNIFORM

SALT AND PEPPERS

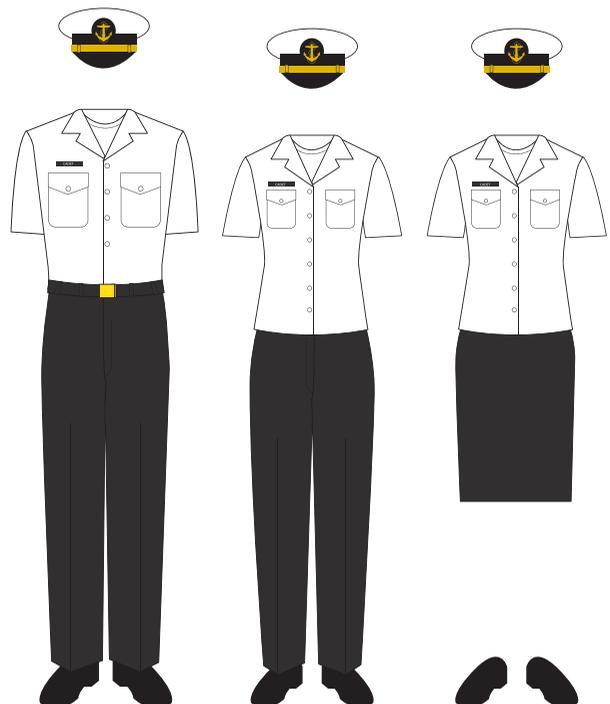
(AUTHORIZED DRESS UNIFORM)

THE SALT AND PEPPER UNIFORM

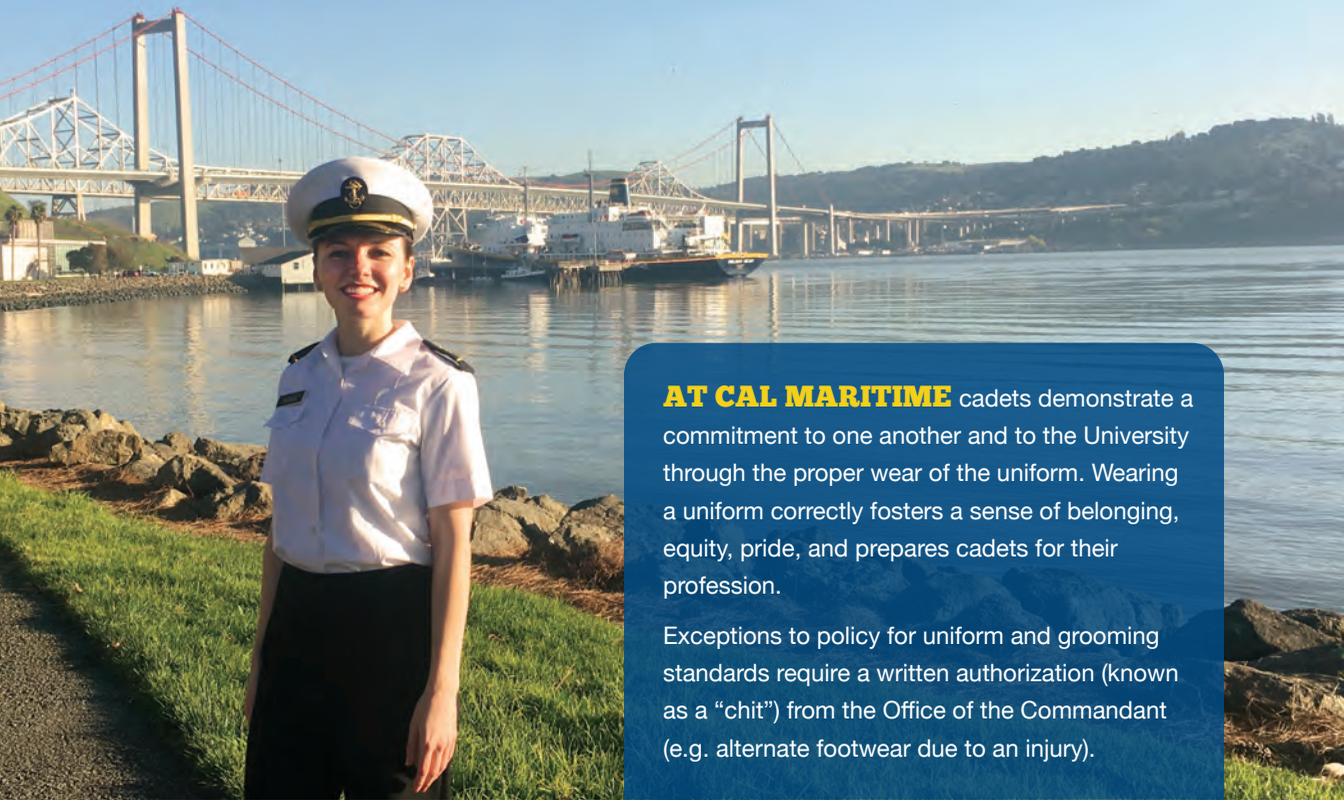
consists of:

- White combination cover
- White short sleeve dress shirt
- Name tag
- Black dress trousers or optional black dress skirt
- Black belt with shined brass buckle
- Campus-issued black leather dress shoes
- Plain white crew neck undershirt, and
- Black dress socks
- Collar Devices (*formerly shoulder boards*)

When worn with black dress skirt, in lieu of black crew cut socks and shined black leather dress shoes, a 2 inch or less black heel will be worn.

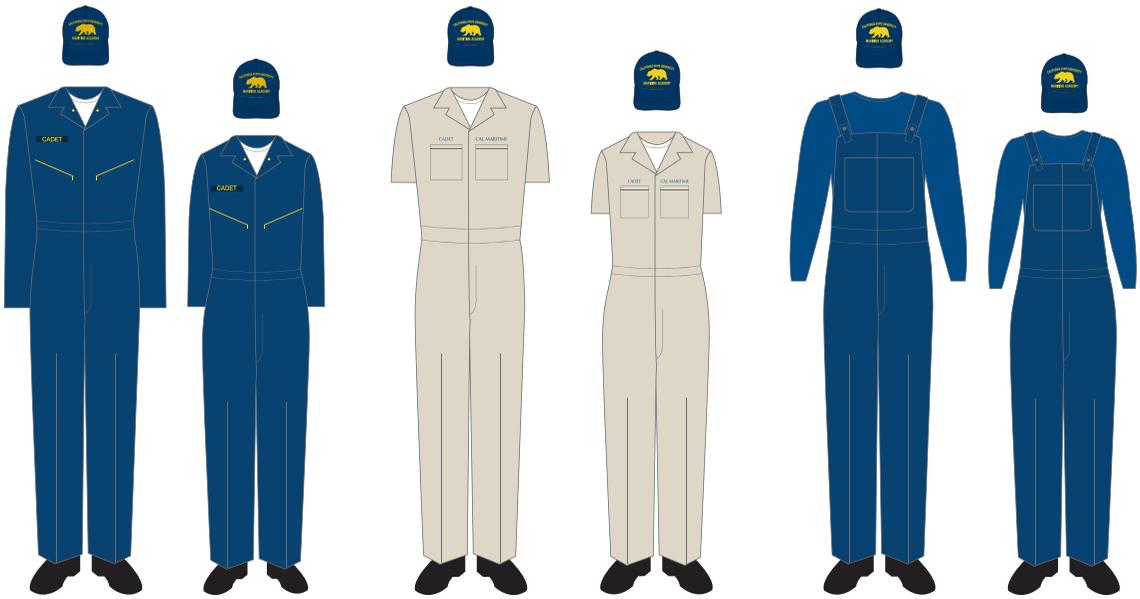


SALT & PEPPERS (S&P)



AT CAL MARITIME cadets demonstrate a commitment to one another and to the University through the proper wear of the uniform. Wearing a uniform correctly fosters a sense of belonging, equity, pride, and prepares cadets for their profession.

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



COVERALLS

KHAKI COVERALLS

BLUE OVERALLS

COVERALLS UNIFORM

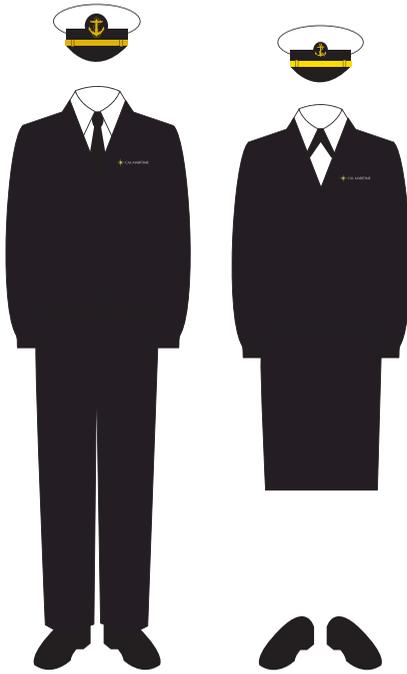
THE COVERALLS UNIFORM consists of:

- Cal Maritime ballcap
- Blue or khaki coveralls with sewn name tape
- White crew neck undershirt
- Black boots

OVERALLS UNIFORM

THE OVERALLS UNIFORM consists of:

- Cal Maritime ballcap
- Blue overalls with sewn on nametape
- Blue long sleeve Keelhauler shirt
- Black boots



WINTER DRESS UNIFORM (WDU)

WINTER DRESS UNIFORM

THE WINTER DRESS UNIFORM

is authorized to be worn throughout the year. The Winter Dress uniform consists of:

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



SPIRIT GEAR

TRACK SUIT

PT GEAR

SPIRIT GEAR UNIFORM

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

PHYSICAL FITNESS UNIFORM

THE PHYSICAL FITNESS UNIFORM

consists of:

- Cal Maritime "Blue Crew" or Grey Keelhauer Shirt
- Blue Keelhauler Shorts
- Track Suit and Athletic Shoes

INSIGNIA

Insignia consists of stripes or rank device to indicate position, rank and class and an emblem or device to indicate academic departments.

The following tables present the approved insignia, sleeve, and collar devices for the Cal Maritime Corps of Cadets.

See pages 48 and 52 for more information.

Major Collar Devices



ENGINE



DECK



IBL



GSMA



OCEANOGRAPHY

Rank Collar Devices



1 BAR



2 BAR



3 BAR



4 BAR



5 BAR



6 BAR



SECTION LEADER



SQUAD LEADER

Awards & Ribbons



MERITORIOUS SERVICE AWARD



MAJOR SERVICE



ACADEMY COMMENDATION



GOLDEN BEAR AWARD



OUTSTANDING UPPER-CLASS CADET AWARD



OUTSTANDING UPPER-CLASS CADET AWARD (OLD)



BEST SHIPMATE



BEST SHIPMATE (OLD)



GOOD CONDUCT AWARD



GOOD CONDUCT AWARD (OLD)



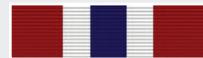
CRUISE AWARD



INTERNATIONAL EXPERIENCE AWARD



CADET OF THE MONTH



CORPS OFFICER



ASSOCIATED STUDENTS OFFICER



RESIDENTIAL HOUSING OFFICER



RESIDENTIAL HOUSING OFFICER (OLD)



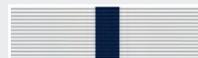
ORIENTATION LEADER



VARSITY ATHLETE



COMMUNITY ENGAGEMENT



COMMUNITY ENGAGEMENT (OLD)



COLOR GUARD



COLOR GUARD (OLD)



CORPS SUPPORT STAFF



CORPS SUPPORT STAFF (OLD)



EAGLE SCOUT



PRESIDENT'S LIST



DEAN'S LIST

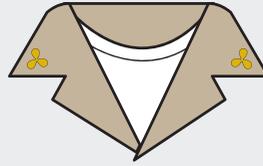
Class Collar Insignia



FRESHMAN



SOPHOMORE



JUNIOR



SENIOR

Devices



STRATEGIC SEA LIFT OFFICER



USCG AUP



ARMY ROTC



AIR FORCE ROTC

Combination Cover Crest by Branch



CADET



UNITED STATES MARITIME SERVICE



UNITED STATES NAVY



UNITED STATES COAST GUARD



UNITED STATES MARINE CORPS



UNITED STATES ARMY



UNITED STATES AIR FORCE

Commissioned Officer Rank Insignia



ENSIGN



LIEUTENANT JUNIOR GRADE



LIEUTENANT



LT. COMMANDER



COMMANDER



CAPTAIN



GENERAL INFORMATION

CELL PHONES

- While transiting or moving around lower campus phones and electronics use should be kept to a minimum.
- If you receive or need to make a call stay in one spot and complete it before continue to transit campus.

HEADPHONES

- While transiting or moving around lower campus, headphones are not authorized while in uniform.
- If you are stationary, studying, or transiting to upper campus, headphones are authorized in uniform.

HANDS IN POCKETS

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

SUNGLASSES

Authorized, except in formation. Straps (to hold glasses in place) are authorized. Sunglasses should be conservative in color and style. Sunglasses will be put in pocket or bag when not worn (not on head or tucked in shirt).

SWEATSHIRTS

Non-seabag hoodies and sweatshirts are not authorized with any uniform. This includes underneath the coverall uniform.

FORMATION UNIFORMS

It is particularly important for cadets to make sure they are within uniform standards during formation. This includes being clean-shaven, proper haircut, clean uniform, proper footwear, & if required the correct jacket. All cadets are advised to check in with their divisional leadership concerning the next day's Formation uniform. Boots are not authorized with the khaki uniform at formation; cadets must wear their shined oxfords. During colder weather, outerwear may be required during formation; the default outerwear is the Eisenhower jacket.

GROOMING STANDARDS

HAIR REQUIREMENTS

Long hair is defined as that which falls past the bottom of the back shirt collar, when not secured.

Long hair must be pulled into a single tight bun on the midline at the top or back of head or, alternatively, put into a single braid, gathered braids, or a ponytail on the midline at the back of the head; braids and ponytails may not fall more than 3 inches below the bottom of the shirt collar.

Short hair is defined as that which does not fall past the bottom of the back shirt collar, when not secured. Short hair need not be pulled back or secured in any way, except as outlined below.

All hair, regardless of length must be maintained or secured so as not to obscure any part of the eyes or face and to allow for the proper wearing of the appropriate Uniform of the Day.

FACIAL HAIR

Mustaches are authorized, but may neither fall below the upper lip nor extend past the corners of the mouth.

Sideburns are authorized, but may not extend past below mid-ear level. No other facial hair is authorized, and cadets are to be in uniform, free of facial hair of any length, including overnight growth, other than mustaches or sideburns. Beards of any length are not authorized while in uniform.

COSMETICS AND ACCESSORIES

FINGERNAILS

Fingernails shall not exceed 0.25 in., measured from the fingertip.

BODY PIERCINGS

The wearing of stud earrings, each no larger than 0.2 in. (0.5 cm) in diameter, in ears is authorized. No piercings other than those in the ear are authorized, if visible while in uniform wearing the Uniform of the Day.

Professional Image

Appearance in and out of uniform is a key element for how others perceive Cal Maritime and its graduates. One of the main goals and learning opportunities at Cal Maritime is the ability to present yourself professionally no matter the setting. When attending classes, transiting campus, and interacting with people from the community it is your individual responsibility to represent Cal Maritime with pride.

CLOTHING

Appropriate clothing must be worn at all times.

UNIFORM AWARENESS

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

TRACK SUITS

Not authorized after 1630 when attending class. Are authorized after 1630 in the Dining Center. Are authorized in the library. Jackets will be zipped $\frac{3}{4}$ up. Sneakers will be worn.

COVERALLS/OVERALLS

Authorized working uniform for labs and watches. Working blues are being phased out and are only authorized for the cadet classes that were issued them.

COVERALL PATCHES

Divisional patch is sewn on the left sleeve and your company patch is sewn on your right sleeve. Veterans are authorized to sew on an overseas unit patch in lieu of the company patch.

WATCH CAPS & BLACK GLOVES

Authorized from November 1st to March 1st. Watch caps will be black & worn correctly on the head. Watch caps and gloves are not authorized in formation.

JACKETS

The only authorized jackets in uniform are the issued jackets and issued raincoats. Jackets should be zipped $\frac{3}{4}$ of the way up. The use of the yellow "ducky suit" is authorized during inclement weather, to include the yellow pants.

PINS ON COVERS

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

FOOTWEAR IN KHAKIS

Black boots/black oxfords are the only authorized footwear (no sneakers, flip flops, etc.).

SPIRIT GEAR

Worn only when authorized by the Commandant's Office as the UoD. Spirit gear includes track pants, a Cal Maritime shirt, & track jacket. All other uniform/grooming standards apply while in spirit gear (e.g. hair & jewelry regulations).

KNIVES, LANYARDS, ETC.

A knife is authorized in the back pockets. Carabiners and lanyards will be put in pockets or backpack (not clipped on belt loops). No other ornaments are authorized on the uniform.

WATCHSTANDING UNIFORM

Khaki Coveralls or Blue Coveralls/Overalls are the authorized uniforms for watchstanding.

SKATEBOARDING, BIKING, ROLLERBLADING, & SCOOTING

Skateboarding is permitted on Lower Campus, but is restricted to roadways and not on any pedestrian areas (i.e. sidewalks, the quad, and in front of classrooms). All forms of travel are permitted on roads only (not sidewalks, quad, etc.). *California State traffic laws must be followed while riding a self-propelled or electric mode of transportation.*

FIVE UNIFORMS are issued to every cadet that are to be worn as directed.

The Uniform of the Day (UoD) will be determined by the Office of the Commandant and include guidance for uniforms both in classrooms as well as labs or shipboard instruction. Exceptions to policy for uniform and grooming standards (e.g. an injury) require a written authorization, known as a "chit," from the Office of the Commandant. Cadets with chits are required to have the chit on their person at all times.

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

The Edwards Leadership Development Program

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

The intent of the Edwards Leadership Development Program is to provide cadets with a distinct, palpable leadership advantage in combination with a world-class maritime education. In combination with the Corps of Cadets experience, academics, career services, extracurricular programs, and athletic and recreational activities, the Edwards Leadership Development Program serves cadets as an effort aimed at making meaning of those developmental opportunities.

The Edwards Leadership Development Program consists of four areas:

- The Edwards Leadership Seminar Series
- Peer Coaching
- Partners & Events
- Research and Development

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

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

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

Formation and Watch Standing

Formation demonstrates the commitment to the cadet experience through personal accountability, self-discipline, communication, and time management.

Formation is held Monday, Wednesday, and Friday at 0720. Formation may be modified to different times



and locations, for example, the 1100 am leadership hour for special ceremonies.

Cal Maritime produces graduates that fill both ocean-going and shore-based employment opportunities where a working knowledge of watchstanding is beneficial.

Cal Maritime interprets the term “watch” to be the community activity that enables individual cadets to reinforce institution-wide learning objectives and contributes to greater campus well-being and enhanced cadet life.

On average, Deck and Engine cadets must fulfill a commitment of 12 four-hour watches per academic year, summing up to 48 four-hour watches over a four-year enrollment period. As for MPM cadets, their Professional Development will encompass a total of 2 four-hour watches per semester, focused on either Deck or Engine watches.

The Office of the Commandant reserves the right to adjust the Formation and watch aspects for the 2023-2024 Academic Year. These adjustments could encompass extra safety protocols or the enhancement of campus well-being and cadet life.

Non-Discrimination and Title IX

CSU is committed to maintaining an inclusive and equitable community that values diversity and fosters mutual respect. We embrace our community differences in age, disability (physical and mental), gender (or sex), gender identity (including nonbinary and transgender), gender expression, genetic information, marital status, medical condition, nationality, race or ethnicity (including color, caste, or ancestry), religion (or religious creed), sexual orientation, veteran or military status.

All cadets and employees have the right to participate fully in CSU programs, activities, and employment free from discrimination, harassment, sexual misconduct, sexual exploitation, dating violence, domestic violence, stalking and retaliation.

Systemwide policies and procedures for addressing complaints can be found at Cal Maritime's Title IX webpage below.

Individuals are encouraged to contact the Title IX Coordinator for information about reporting options and supportive measures (available regardless of participation in an investigation).

www.csum.edu/title-ix

CAMPUS RESOURCES

TITLE IX & CIVIL RIGHTS OFFICER
(707) 654-1178

**DISCRIMINATION, RETALIATION,
HARASSMENT ADMINISTRATOR**
(707) 654-1135

CONFIDENTIAL RESOURCES

ON-CAMPUS CONFIDENTIAL ADVOCATE
confidential@csum.edu
(707) 724-9606

24-Hour Support & Information: (866) 487-7233
www.safequestsolano.org



COUNSELING & PSYCHOLOGICAL SERVICES
[www.csum.edu/health-services/
counseling-services](http://www.csum.edu/health-services/counseling-services)
(707) 654-1170

After Hours: (707) 654-1170 ext. 1
or text HOME to 741-741





CHAPTER TWO

ACADEMICS

2

School of Engineering

DEAN - Dr. Dinesh Pinesetty

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

Department of Mechanical Engineering

MAJORS

- ▶ Mechanical Engineering
- ▶ Mechanical Engineering with License

Visit csu.edu/faculty-ME for information on ME faculty.

Department of Engineering Technology

MAJORS

- ▶ Marine Engineering Technology
- ▶ Facilities Engineering Technology

For information on ET faculty visit csu.edu/engineering-technology/faculty



School of Letters & Sciences

DEAN - Dr. Alexander Parker

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

Department of Culture & Communications

Visit www.csum.edu/faculty-CC for information on CC faculty.

Department of International Strategy and Security

MAJORS

- ▶ Global Studies

www.csum.edu/global-studies/faculty for information on GSMA faculty.

Department of Sciences & Mathematics

MAJORS

- ▶ Oceanography

For information on SM faculty visit www.csum.edu/sciences-and-mathematics/faculty





School of Maritime Transportation, Logistics, and Management

DEAN - Captain Steve Browne

MISSION - To instill cadets with the necessary knowledge, practical skills, judgment and character needed to broaden their horizons and become ethical leaders in the global maritime marketplace. Cadets will learn through a balance of theoretical knowledge and experiential learning and benefit from unique educational platforms and experienced faculty who are recognized experts in their fields.

Department of International Business & Logistics

MAJORS

- ▶ Business Administration

www.csum.edu/business/faculty
for information on IBL faculty.

Department of Maritime Transportation

MAJORS

- ▶ Marine Transportation

Visit www.csum.edu/marine-transportation/faculty for information on MT faculty.

Naval Science

Visit www.csum.edu/naval-science-department/faculty for information on NS faculty.



United States Coast Guard License

Cal Maritime offers a variety of degrees grounded within the maritime tradition. Three majors are structured such that the cadet will receive a Bachelors degree and USCG credential endorsed as a 3rd Mate or 3rd Assistant Engineer upon the successful and timely completion of the curriculum, to include application for and passing of the appropriate United States Coast Guard (USCG) national licensing exam.

Cadets who seek to obtain a USCG Merchant Mariner officer credential with appropriate endorsements must complete all baccalaureate degree requirements in a license track academic program. The USCG Licensing Department ensures that all required Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended, (commonly referred to as STCW) established by the International Maritime Organization and regulated by the USCG, are successfully completed by students in the Marine Engineering Technology, Marine Transportation, and Mechanical Engineering-License Track undergraduate programs. Students in each program must exhibit competence in all STCW functions and complete the sea service and watchstanding requirements of our USCG program approval. All cadets enrolled in a license-track program are required to pass their licensing exams in order to meet degree requirements and receive a diploma, Merchant Mariner officer credential and all program-related certificates. No License = No Degree. If you are interested in or have questions about Cal Maritime's USCG licensing programs, please refer to the Cal Maritime Licensing webpage or reach out to your Company Commandant or the Licensing Programs Office.

Cadet Support Services

Tutoring Services

Trained peer tutors are available in Lab 114 for free, personalized academic support in a multitude of subjects. We offer drop-in hours in-person and scheduled appointments both in-person and online. Visit www.csum.edu/tutoring for more information about current tutoring schedules, as well as academic support workshops and study groups.

Accessibility & Disability Services

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

Advising

Faculty Advisors

Every cadet is assigned to a faculty advisor who is an expert and mentor in their major. Faculty advisors partner with cadets to develop a graduation plan based on each cadet's individual academic goals. In addition to graduation planning, Faculty advisors help students with:

- Registration and course advisement.
- Adjusting graduation plans due to changing circumstances.

- Connecting with campus resources for support (i.e., tutoring, basic needs, University Advising, counseling and health services, etc.).
- Mentorship, networking, and professional preparation.

Cadets are required to meet with their Faculty advisor each term to discuss academic progress, select classes, and have their Advisor Registration Hold removed before they can register for classes for the upcoming term. This allows Faculty advisors to confirm which courses will keep cadets on track for graduation. Faculty advisors will reach out to cadets during Advising Weeks to set up an advising meeting before registration (see our Academic Calendar for Academic Advising and Registration dates).

Cadets can find their Faculty advisor in their PeopleSoft Student Systems > Student Center (on the right-hand side under “Advisor” > “Program Advisor”). If students cannot reach their Faculty advisor, Major Chairs are also able to support students with graduation and registration questions.

University Advisors

University advisors support all cadets (all majors) by helping them navigate academic graduation requirements, policies, and campus resources to achieve their academic goals. Some areas that University advisors can help with include:

- Registration support (building a class schedule, picking General Education (GE) elective courses, selecting major elective classes, etc.).
- Developing graduation plans based on each cadet’s individual goals.
- Connecting cadets with campus resources for personal or academic support (tutoring, basic needs, counseling services, accommodations, etc.).
- Coaching college skills (what to ask your professor, managing classes and personal life, etc.).
- Partnering with Faculty advisors for graduation and course advisement.

- If cadets need help with anything not listed here, University advisors will get them to the department they need! Email advisor@csu.edu or make an appointment through Passport Navigate.

Visit www.csum.edu/university-advising/tools for more information on advising

Academic Technology

Academic Technology provides support and services for academically related technologies to foster cadet success. Academic Technology manages the campus’ learning platform (Brightspace soon to be Canvas with more detailed info to come), its learning space technologies, classroom technology, simulations, and its academically related computer programs and applications. Software licensed by California State University Maritime Academy is available to cadets for free with user limits.

Curriculum Roadmaps

Curriculum roadmaps are graduation guides that cadets should follow for their chosen major. These roadmaps list all the courses required for graduation in four years, and the order they are expected to be taken. Curriculum roadmaps can differ from year-to-year, and are based on your major, admit term, and division (i.e., FET Students Entering in 2022 Division 1 & 2). Although Curriculum Roadmaps are designed for a four-year graduation track, cadets can work with their Faculty Advisor or a University Advisor to customize their graduation plan based on their individual goals.

To see your major’s Curriculum Roadmap visit www.csum.edu/registrar/curriculum-sheets

Library

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

Instruction Program

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

Research Assistance

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

Campus History Collection

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

Information Resources

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







PHILIP HERRERA

ANDERSON

CHAPTER THREE

CAMPUS LIFE

3

Cal Maritime is a residential campus.

Residence Life at Cal Maritime is committed to creating inclusive communities and providing a residential living/learning environment that directly supports the educational, social, and personal development of each cadet.

Our residence halls serve as an extension of the academic community and part of the living and learning environment.

Our goal is to foster opportunities in tune with Cal Maritime's mission to provide each cadet with a college education combining intellectual learning, applied technology, leadership development, and global awareness.

Care for Your Room

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

Health & Safety inspections are conducted to check for hazards, assess livable conditions, and ensure adherence to Residence Life Policies & Procedures. Inspections are conducted once a semester in all the halls. Residence Life will notify residents in advance via email.

DUTY PHONES

Upper Residence Hall
(707) 853-2896

Lower Residence Hall
(707) 853-6083

McAllister Hall
(707) 319-6535

Maritime North
(707) 752-7893



Residential Life Staff and Housing Operations

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

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

RESIDENCE HALL OFFICERS (RHOs) are trained cadet leaders who live throughout the residential communities in order to assist in creating a safe, welcoming and fun community for all residents. Additionally, they serve as a resource for their residents to address any concerns or issues, as well as connect cadets to campus resources.

RESIDENCE LIFE COORDINATORS (RLCs) are full-time professional staff members who reside within the residence halls year-round and provide oversight for the daily operations for their respective residence hall. Additionally, they manage the RHO staff who work in each building, and ensure that each hall is safe, secure, and conducive to learning and growing.

Policies & Procedures

csum.edu/housing/information-for-all-students

As a cadet at Cal Maritime, you are required to abide by the Cal Maritime Code of Conduct, and as a resident, by Residence Life Policies & Procedures. If found to be in violation of the Code of Conduct or Res Life Policy, you may be documented and receive demerits depending on the case and violation. Residence Life Policies & Procedures are subject to change with appropriate notice given to cadets for significant revisions.

Noise Pollution

Courtesy hours are in effect 24 hours per day.

They refer to one's ability to occupy one's unit for the purpose of studying, sleeping or engaging in activities in an atmosphere where peace and quiet takes precedence over other activities (disturbance by another member of the community, voice, sound systems, musical instruments, and stereos. Noise originating in cadet rooms shall not penetrate beyond the confines of a room.

- **QUIET HOURS** are 2200-0800 Sunday through Thursday and 2400-0800 on Friday and Saturday; sound from a room should not be audible outside of the unit door, above, below or in adjacent rooms.
- 24-hour quiet hours are in effect during finals week. Finals Week Quiet Hours begin at 0800 on the last day of classes and end at the close of the semester.

All Residence Halls at Cal Maritime are alcohol, tobacco, vape, & drug free.

Housing License Agreement (HLA) Check-In

Prior to each cadet's arrival, Residence Life staff inspects each room. Any damages and issues within the room are recorded via the Room Inspection Form (RIF). The RIF is uploaded to each resident's StarRez account via the portal — my

CalMaritime. Once each cadet officially checks into the room assignment, cadets have 72 hours after their check-in to review and either accept or report any issues with their RIF. After 72 hours, the RIF will automatically be accepted, and the cadet will be responsible for any damages not reported on the RIF. If a room change occurs, an updated RIF will be required for the new room.

Check-Out

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

Housing During Breaks

All Res Halls are closed during winter break, and residents must vacate their space. Residents have the option to submit a winter break stay request form and pay for break housing accommodations. The Office of Residence Life will distribute the form during the last month of the fall semester.

Room Changes

Room or roommate changes may be possible in the Open Room Transfer window during the room consolidation process. After the consolidation process, requests for changes can only be submitted after following the roommate mediation process with an RHO or Residence Life Staff member.

Housing Charges

All rooms are inspected during check-out periods. Any damages to the rooms are assessed and charged to the residents assigned to that room. Residence Life will also assess charges for damages to common spaces, such as lounges and bathrooms. These charges are called Community Billing. All charges related to the residence halls

(lost room/mail keys, room damages, lockout fees) are charged to the cadet's account.

Keys

Cadets must always be in possession of their room keys. This key is for the cadet's personal use only and must not be loaned to another person. It shall never be duplicated. Occupants of a room are issued identical keys to the room. There is a fee of \$80.00 billed to the cadet's account for a lost room key and \$25.00 for a lost mailbox key.

Lock-Out Service for Residence Hall Rooms

Residential Life Office (located in Upper Residence Hall) business hours are Monday through Friday, 0800–1700

For lockouts, residents may obtain a loaner key from the Residence Life Office or request an in-person unlock by Residence Life staff. A \$10.00 charge will apply for each lock-out. The loaner key must be returned to the Residence Life Office within one hour. Failure to return the loaner key within one hour will result in a \$80.00 key charge.

Off Campus Petition

As a residential campus, we value the close-knit community that living on campus fosters for our cadets. For this reason, we have a policy that requires all cadets to reside on campus and participate in a meal plan during their time at Cal Maritime. We understand that there may be exceptional circumstances and we are here to support you. If you find yourself facing such circumstances, you can submit a petition for consideration. Each case will be thoughtfully reviewed and require necessary documentation to help us better understand your situation. While we cannot guarantee all petitions will be approved, rest assured we will approach each case with care and understanding.

Residential Life Safety & Security

Emergencies

**FOR LIFE & SAFETY EMERGENCIES
IMMEDIATELY CALL 911**

POLICE SERVICES (707) 654-1176

All on-campus emergency and non-emergency incidents should be reported to campus officials as soon as possible. For general assistance Monday through Friday during campus business hours, call or come to the Residence Life Office in Upper Residence Hall. During non-business hours, contact Police Services and/or the RHO on duty for your building. Report suspicious people and/or activity to Police Services as soon as possible. Residence Hall entrance doors are not allowed to be propped open. Personal room doors should remain closed to ensure the safety of yourself and the community.

Renter's Insurance

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

Emergency Preparedness

FIRE AND ALARM EQUIPMENT - In the event of a fire alarm, cadets must assume that there is a fire and exit the building by designated routes as quickly as possible. Cadets should close windows and doors, wear a coat and shoes and if possible,

take a towel to aid in breathing in a smoke-filled area. Cadets should remain outside of the residence hall until the re-entry signal is given by fire staff or Residence Life staff.

The fire safety equipment provided in the residence halls (alarms, extinguishers, and hall and room smoke detectors) is provided for use in an emergency. Tampering with this equipment is a serious matter that can result in ineffectiveness during an emergency. Tampering with safety equipment will lead to disciplinary action, which will generally result in severe sanctions and may also result in civil legal proceedings.

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

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

- Remain in your room when an electrical appliance is in use and turn off and unplug all appliances immediately after use.
- The use of objects with open flames, including candles, oil lamps, etc. or the burning of incense, is always prohibited in the residence halls.
- Multiple-outlet connections are prohibited unless there is a built-in circuit breaker with an Underwriter's Laboratory (UL) approval.
- Use multiple-outlet connectors away from high traffic areas. Check for frayed cords. Never place electrical cords under rugs.



- Use of holiday and door decorations should be limited. No more than 75% of room walls can be covered with decorations, flags, and posters. Live cut trees, wreaths, kissing balls, etc., are prohibited in cadet rooms. Consult the Office of Residence Life for details on decorations.
- Keep doorways clear of furniture and other items.
- Report any fire safety hazards immediately to the Office of Residence Life.

SHELTER IN PLACE - Generally, implies taking refuge in your current location and taking precautions such as locking doors, closing and locking windows, etc. **Until the directive has been lifted. It is the responsibility of every resident to follow shelter in place instructions.**

EARTHQUAKES - Duck or drop down to the floor and take cover under a sturdy desk, table, or other furniture (or move against an interior wall and protect your head and neck with your arms). When taking cover under sturdy furniture, hold on to it and be prepared to move with it:

- Do not move until the ground stops shaking and it is safe to do so.
- If it is safe, exit the residence hall room or building. If possible, grab critical items like prescription medicines, emergency kit, shoes and keys.



• **If exiting the building does not seem possible, tie a light-colored shirt to a balcony railing, windowsill or door handle so that it can be seen by others.**

- Finally, move to the designated evacuation point, taking care to keep away from downed trees, debris and electrical lines (maps are located on the back of residence hall doors and hallways).

Laundry

Washers and dryers are in each residence hall.

The cost is \$2.00 (min) per wash and \$1.50 (min.) per dry. If a machine malfunctions, please submit an Enterprise Services Work Order Request via the SpeedQueen App. Cal Maritime is not responsible for any damage caused by the washers and dryers.

Printing

Wēpa print kiosks are conveniently located at 7 locations on campus, including URH Cove & 2nd floor study area in McAllister.

Printing costs include black and white \$0.15, color \$0.50. You can pay with:

- Wepa Credit: upload at kiosk or Wepa's website
- Credit Card: pay with a credit or debit card*

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

Office of Community Engagement/Community-Engaged Learning (CE/CEL)

www.csum.edu/community-engagement

The Office of Community Engagement/Community-Engaged Learning collaborates with community and university partners to facilitate opportunities for cadets to develop as leaders and inspire them to make a positive impact through involvement in the world around them.

We believe that community service and leadership development are integral to your journey. Through Community Engagement events and programs, you'll gain a deep understanding of our local community, develop leadership skills, embrace diversity, and explore complex social issues. These experiences will not only enrich your studies but also prepare you for various professional settings. Join us in making a positive impact, forming meaningful connections, and inspiring change as engaged members of our campus and global communities. The chance to volunteer alongside your fellow cadets through our Keelhaulers Care site, available year-round at www.calmaritime.givepulse.com, offers a gateway to fostering a positive outlook on life and making a tangible impact.

Inclusion Center & Initiatives

Our campus inclusion initiatives are rooted in the belief that diversity is a cornerstone of academic excellence and personal growth. We are committed to ensuring that every student feels valued, respected, and supported throughout their educational journey. By promoting a culture of acceptance, understanding, and celebration of differences, the Inclusion Center aims to create a space where students can freely express their identities, ideas, and beliefs. Through various programs, workshops, and cultural events, we actively promote dialogue and engagement among students from diverse backgrounds. As an institution, we are dedicated to continuously refining and expanding our campus inclusion initiatives, making sure that our campus remains a place where every student can flourish and contribute to a more compassionate and equitable society.

Educational Opportunity Program

Cal Maritime Academy's Educational Opportunity Program (EOP) is a student success and retention program designed to provide access, support, and resources to first generation college students who have faced educational and economic challenges. Through comprehensive academic and financial assistance, EOP aims to level the playing field, enabling students to pursue their educational goals and aspirations without barriers. The program offers personalized counseling, mentoring, and academic support services that cater to the unique needs of each student. Additionally, EOP fosters a sense of community and belonging, fostering connections among peers and faculty that contribute to a nurturing and empowering learning environment. By participating in EOP, students gain access to a wealth of opportunities that enrich their college experience and prepare them for a bright and promising future beyond graduation.



EOP offers the following services for eligible students:

PEER MENTORING

All incoming EOP students are assigned peer mentors by major. The peer mentor is a critical resource for guiding students through their first academic year.

EOP ADVISING

EOP staff members work with students individually on a walk-in and appointment basis to assist them in setting and achieving their academic and personal goals.

TUTORING

EOP students have priority access to tutorial assistance in most general education classes and in lower- and upper-division major classes.

EOP GRANTS

EOP students who meet eligibility requirements may be awarded EOP grant funding. Other financial resources, such as bookstore credit, may also be available for qualifying EOP students.

SUMMER BRIDGE PROGRAM

Summer Bridge is a pre-orientation program that allows incoming EOP students to become familiar with the university campus and resources, build a community of support, and make the transition to life at Cal Maritime. All EOP first-time freshmen are required to participate in Summer Bridge.

ACADEMIC AND CAREER SKILL DEVELOPMENT

EOP offers workshops throughout the course of the academic year to support participants in developing success skills to benefit them in the classroom and beyond. Whether it's studying more efficiently or finding an internship, workshops help EOP students acquire important competencies.

ASCMA

The Associated Students of the California Maritime Academy (ASCMA) is a non-profit student-run auxiliary governed by a Board of Directors, elected by the student body of Cal Maritime. ASCMA provides leadership opportunities for the students that will ensure responsible and effective participation in the shared governance of the campus. ASCMA advocates for student rights, renders the official voice through which students' opinions may be expressed, and provides educational, social, and cultural activities which enhance student life at Cal Maritime.



Clubs and Organizations

Dive in and join an existing club or create a new one! Make friends and have fun, all with support from Cal Maritime & the Associated Students.

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

Student Chapters of Professional Organizations

- American Society of Mechanical Engineers (ASME)
- Association of Facilities Engineering (AFE)
- Council of American Master Mariners (CAMM)
- Model UN
- Nautical Institute
- Propeller Club
- Society of Naval Architects & Marine Engineers (SNAME)
- Society of Port Engineers (SOPE)

Special Interest

- Garden Club
- Gay Straight Alliance (GSA)
- Photography Club

Leisure/Wellness

- Anime Club
- Community Cat Club
- Fishing Club
- Force Fitness Club
- Historical Ship Services Club
- Intersivity Maritime (Christian Fellowship Club)
- Oceanography
- Rugby 7s
- Running Club
- Ski/Snowboard Club
- Strength Club
- Surf Club
- Table-top Gaming Club
- Volleyball Club
- Women's Rugby Club





CHAPTER FOUR

SUPPORT SERVICES

4

Health Services

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

Due to the COVID-19 pandemic, please call the Student Health Center during our business hours to arrange virtual or in-person services.

Hours

MONDAY-WEDNESDAY & FRIDAY

0830-1700 (closed 1300-1400)

THURSDAY

0830-1600 (closed 1300-1400)

COUNSELING WALK INS

1400-1500, M-F

(Offered via telephone or video as needed during the COVID-19 pandemic. Call the Student Health Center to schedule an appointment.)

(707) 654-1170

healthcenter@csum.edu

www.csum.edu/health-services





Training Cruises

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

Health Insurance

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

Privacy of Medical Records

www.csum.edu/health-services/privacy-practices

Medical records, including counseling and psychological records, are recognized as confidential, protected “treatment” records under Family Educational Rights & Privacy Act (FERPA), state medical information privacy laws, the Health Insurance Portability and Accountability Act (HIPAA), and other applicable laws. Cadets may sign a release of information form giving permission to give specific information to a designated party.

Counseling and Psychological Services

www.csum.edu/caps

Counseling and Psychological Services (CAPS) provides confidential mental health care to cadets in person and virtually. Licensed counselors offer counseling, crisis support, assessment and evaluation, education, prevention, outreach, and community referrals. CAPS can help with a range of concerns, including personal, academic, relationship, family, social, and other difficulties. To make an appointment, visit or call the Student Health Center, 707-654-1170. For more information visit the CAPS website above.



Campus Services

Career Services

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

In partnership with cadets and alumni, career services will facilitate career exploration, career decision-making, and provide guidance towards career selections.

In partnership with faculty and university staff, career services will provide information, programs, and consultations to help address the career related needs of cadets.

In partnership with employers, career services will maintain and develop new relationships that align with the employment/careers needs of cadets and alumni.

Cadet Employment

www.csum.edu/hr/careers

Working on campus as a cadet employee is a great way to engage with the campus community. It affords cadets the opportunity to earn a competitive wage, develop career related skills, and gain professional experience. Cadets may work on campus up to a total of 20 hours/week during the academic year and up to 40 hours during academic break periods.

Employment classifications on campus currently include:

CADET ASSISTANT - Work in a variety of settings that typically require the use of manual, clerical, public contact and/or analytical skills

INSTRUCTIONAL ASSISTANT - Perform supervised teaching, grading or tutoring duties

Parking on Campus

www.csum.edu/police-department/parking-and-transportation/parking-permits/student-parking-and-permits

First-years are advised to not bring their car to campus. This allows them to immerse fully in their campus living-learning experience. Visit the Police Department web page for exceptions and permit requirements.

Mail Services

In residence cadets receive their mail in their assigned boxes located in Morrow Cove. Off-campus cadets do not receive a mailbox. Mailboxes are assigned each fall, after room selections are finalized.

Barber

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

Food Security Project

www.csum.edu/campus-life/food

To offer comprehensive and on-going sustenance to all cadets, a dry goods pantry is available as a supplementary source of food. For more information to give or receive food, please visit the Food Security Project website above.



Information Technology

csum.edu/it/services

Information Technology is here to make sure your technology needs are met! Our mission is to support you, our awesome cadets, and the entire campus community as you embark on this new chapter of your life. We're all about using technology and cool innovations to enhance your educational experience and keep the university running smoothly.

When it comes to tech help, our IT Help Desk is like the tech headquarters of the campus. You can find us on the second floor of the Navigator Building in Room 202. We're open Monday to Friday, from 8 am to 5 pm, and we're always eager to help you out. Drop us a line at helpdesk@csum.edu whether you have questions, tech issues, or need a specific service, just. We're here to assist you every step of the way on your awesome tech adventure!

Maritime Corporation

calmaritime.sodexomyway.com

Cal Maritime Corporation manages all dining, housing, and retail operations on campus. Dining options for cadets include the Marketplace, Morrow Cove, and The Bistro.

Keelhauler Shops Campus Store

www.csum.edu/shop

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

Photography & Videography

www.csum.edu/publicaffairs

Photos and videos of cadets, faculty members, classes, staff members, and campus features often appear in materials used to promote Cal Maritime and its educational programs. If you would like to request that your image does not appear in Cal Maritime's promotional materials, social media, or the website, contact the director of public affairs and communications at publicaffairs@csum.edu.

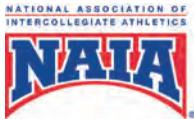


Department of Athletics and Physical Education

Cal Maritime's Department of Athletics and Physical Education offers opportunities to compete in eight National Association of Intercollegiate Athletics teams in the California Pacific Conference: men's and women's basketball, men's and women's cross country, men's and women's golf, men's and women's soccer.

Other athletic teams that represent Cal Maritime, and compete in respective governing bodies, include men's and women's crew, dinghy and offshore sailing, men's rugby, men's and women's water polo.

Athletic Governing Bodies



Intercollegiate athletics at Cal Maritime represents the spirit, vitality, energy and competitive nature of this great institution. The University believes that athletics provide ideal opportunities for leadership development in practice, in addition to strengthening cadets' physical, mental and emotional health. The Department of Athletics and Physical Education is committed to upholding five core values of integrity, respect, responsibility, sportsmanship and servant leadership, which aligns with Cal Maritime's beliefs and core values.

INTERESTED IN BEING A KEELHAULER?

Visit GoKeelhaulers.com and click the [Recruiting link](#) at the top of the webpage to submit a recruiting questionnaire to respective head coaches.



Cal Maritime Fight Song, 2018

We stand alone
 Fighting hard to be the best
 To work, to fight!
 With our strength and our might
 On the great *Golden Bear!*
 We fight our way through it all
 A leader standing tall
 On the field, on the court
 At sea, in port
 Cal Maritime, Cal Maritime
 Keelhauler time
 We forge ahead to win them all!

Colors: Navy, Gold
Mascot: Golden Beard



Cadet-Athlete Eligibility

In order to become eligible to compete and represent our institution, cadet-athletes must complete the following steps:

- Complete the medical clearance process with Sports Medicine personnel.
- Enroll in the minimum number of units in a full-time program, leading to a degree.
- Remain in good standing and maintain satisfactory progress towards a Cal Maritime degree.
- Since intercollegiate sports must adhere to respective governing bodies, please note that additional stipulations to respective eligibility criteria is subject to change.
- Visit GoKeelhaulers.com and click the Inside Athletics tab to view up-to-date eligibility information contained in Cal Maritime Athletics' Cadet-Athlete Handbook.



Athletic Facilities



The Physical Education and Aquatics Center includes two gymnasiums, an Olympic-size swimming pool, weight, cardio, athletic training, locker and conference rooms for use by cadet-athletes and other members of the Cal Maritime community.

Bodnar Field includes a two-lane jogging track and state-of-the-art turf field for recreational use, intercollegiate practice, training and competitions for rugby and both soccer teams.

Intercollegiate sailing and crew teams use separate waterfront boathouses for respective practices and home events.

Intramurals and Recreation

GoKeelhaulers.com

The Department of Athletics and Recreation promotes health, fitness and wellness by offering numerous recreation and intramural events throughout the academic year. In addition to yearly programming, Cal Maritime's athletic facilities, in addition to the campus' outdoor basketball and

tennis sport courts, are available for use by the CSUM community.

Cadets, faculty, staff, and members of the local community are encouraged to contact the department at (707) 654-1050 for information pertaining to Cal Maritime's intercollegiate teams, recreational programs, game management, athletic training or lifeguarding job opportunities.



Cal Maritime is responsible for one of the most unique monikers within the industry; the Keelhaulers earned national and regional distinction as one of the top 25 intercollegiate athletics nicknames since chosen by cadets in 1974.



CHAPTER FIVE

CONDUCT & ETHICAL DEVELOPMENT

5

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

Education Code 66300 authorizes campuses of the California State University to take disciplinary action against students for willfully disrupting the orderly operation of the campus. Additionally, Education Code Section 69810, et seq. governs the forfeiture of state aid to students based on either conviction of a public offense or a campus cadet disciplinary determination that the cadet willfully and knowingly disrupted the peaceful conduct of the activities of a campus. Cal Maritime's code of conduct is established on California Code of Regulations, Title V, Section 41301.



Meritorious Conduct

Cadets are expected to set and hold themselves to high standards of conduct. The Academy is proud of all the activities and organizations which allow cadets to shape the environment to be inclusive of cadet excellence. Cadets who display meritorious conduct are eligible for the following awards and ribbons. To recommend a cadet for a personal award please use the Maxient Merit Award Submission Form. If you have any

questions about how to recommend a cadet for a merit-based award, please reach out to the Office of the Commandant.

Ribbons are optional for wear. If worn, ribbons will be worn in meritorious order (awards of highest significance to inboard and above others) 1/4th of an inch and centered above the left breast pocket (see page 53). Meritorious order is as follows:

Awards & Ribbons



MERITORIOUS SERVICE AWARD

Awarded by the President for exceptional service going above and beyond the call of duty, including acts of bravery, heroism, and courage



MAJOR SERVICE

Awarded for Major service and impact to the Academy



ACADEMY COMMENDATION

Awarded for outstanding achievement and service to the academy



PRESIDENT'S LIST

Awarded to cadets with a semester Grade Point Average higher than 3.75



DEAN'S LIST

Awarded to cadets with a Semester Grade Point Average higher than 3.25



GOLDEN BEAR AWARD

Awarded by Faculty Watch Officers for outstanding cadet watch standing during Golden Bear Cruise



OUTSTANDING UPPER-CLASS CADET AWARD

Awarded to upper-class Deck and Engine company cadets who contribute the most in training the underclass cadets on GOLDEN BEAR Cruise



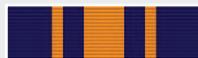
BEST SHIPMATE

Awarded to the cadet voted best shipmate during GOLDEN BEAR Cruise



GOOD CONDUCT AWARD

Awarded to cadets who complete an academic year without receiving demerits



CRUISE AWARD

Awarded to cadets who successfully complete GOLDEN BEAR Cruise without disciplinary action taken



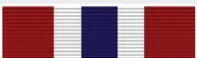
INTERNATIONAL EXPERIENCE AWARD

Awarded to cadets who successfully complete the International Experience without disciplinary action taken



CADET OF THE MONTH

Awarded by the Corps Staff officers in recognition of a cadet that has gone above and beyond to support their fellow cadets



CORPS OFFICER

Awarded to cadets serving as an officer in the Corps of cadets for at least one semester



ASSOCIATED STUDENTS OFFICER

Awarded to cadets serving as support staff in the Corps of cadets for at least one semester



RESIDENTIAL HOUSING OFFICER

Awarded to cadets serving as Residential Housing Officer in the Corps of cadets for at least one semester



ORIENTATION LEADER

Awarded to cadets who take part and contribute to orientation week and training



VARSITY ATHLETE

Awarded to cadets serving on a qualified varsity team



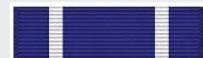
COMMUNITY ENGAGEMENT

Awarded to cadets who have served at least voluntary 15 hours of community service in one semester



COLOR GUARD

Awarded by the Strategic Sealift Officer Program Commander to cadets serving on Color Guard



CORPS SUPPORT STAFF

Awarded to cadets who serve for at least one semester as support staff



EAGLE SCOUT

Awarded to cadets who are Eagle Scouts

Misconduct

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

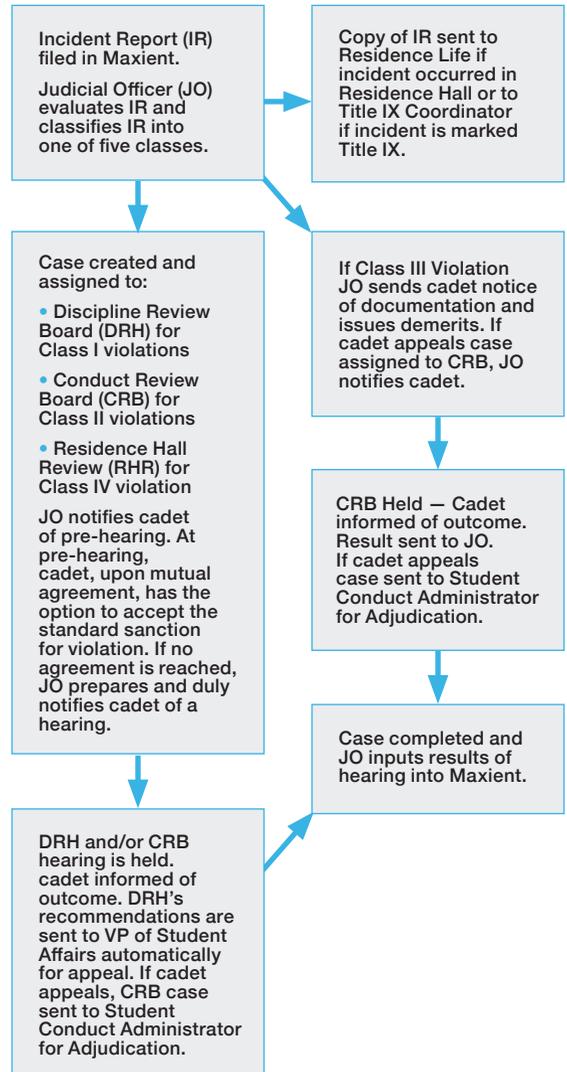
There are five levels of conduct violations at Cal Maritime. Cal Maritime uses Maxient as the incident reporting platform for all violations.

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

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

Academic Class I Violations include acts of dishonesty such as: furnishing false information to any college official, staff or faculty member, or department; forgery, alteration, or misuse of any college document, record, or instrument of identification; possessing or distributing unauthorized college keys.

Maxient Flowchart for Incident Reports



NON-ACADEMIC CLASS I VIOLATIONS may be heard by one or both of the following:

- **Cadet Conduct Review Board (CRB)** made up of members of the Compass (Corps Officer, Residence Hall Officer, Associated Students Officer, and Cadet Council of Athletes). The CRB will hear cases that may not exceed 50 demerits.
- **Discipline Review Hearing (DRH)** with a trained faculty or staff member serving as a DRH Officer. The DRH will hear cases that exceed 50 demerits up to suspension/dismissal of the cadet.

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

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

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

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

Range of demerits for Class III violations: 5–20

CLASS IV VIOLATIONS constitute behavior and conduct that is unique to the Training Ship *Golden Bear* (TSGB) or participants on International Experience. Class I, II & III violations also apply on Cruise and International Experience. The trip lead is responsible for discipline on International Experience and the Captain and the CRB are responsible for discipline procedures on the TSGB.

*Range of demerits for Class IV violations:
5–75 up to suspension or expulsion*

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

Range of demerits for Class V violations: 10–50

Amnesty Policy & Purpose

Cal Maritime amnesty policy is designed to encourage cadets to call for medical assistance when faced with any situation that involves the use (or abuse) of drugs or alcohol. To encourage reporting in these types of situations, the University will not subject the reporting party, who is a cadet or a cadet-employee, to disciplinary action due to violation of the University’s policies. University’s primary concern is the safety of the campus community.

This protocol removes punitive sanctions for first-time infractions involving alcohol and/or other drugs and substances for both the person making the call for help, as well as the person experiencing the medical emergency. When an incident occurs, the Office of Community Standards will review the incident to confirm it falls within the parameters of the Amnesty Protocol. The individual who seeks medical assistance on behalf of another

Common Cadet Infractions and Demerit Limits

Violation of the Alcohol Policy while in a non-duty or non-work status	30-50 Demerits plus completion of online Alcohol Remediation Course
Absent from Watch	20 to 40 demerits (first offense)
Conduct unbecoming of a cadet-in-training, failure to conduct oneself as a responsible cadet, on or off the academy	15 to 50 Demerits
Failure to conform to grooming standards	10 Demerits
Wearing of civilian attire when not authorized (e.g. Mess Deck, on Campus/TSGB, on/off Campus sponsored events)	10 Demerits
Wearing of any listening device such as headphones/earphones or earbuds while on and transiting lower campus	10 Demerits
Unauthorized absence from Formation	10 Demerits

must remain with the individual experiencing the alcohol- or drug-related overdose until help arrives. University reserves the right to require individuals who are granted amnesty under this policy to participate in assessments, training, counseling, or related educational programs.

The purpose of this policy is to hold harmless* those cadets seeking immediate medical assistance on behalf of persons experiencing drug- or alcohol-related emergencies or when an alleged

victim and/or witness is reporting any incidents of Sexual Misconduct, Dating or Domestic Violence, or Stalking, out of concern that they might be disciplined for related violations of drug, alcohol, or other University policies. In addition, we uphold the California Good Samaritan Code Section 25667, which applies amnesty to people under the age of 21 under certain conditions.

**US Coast Guard regulations shall apply.*

Amnesty Policy FAQ's

Q. If a cadet calls on behalf of the group or organization and multiple members stay with the "victim" until help arrives, do they all qualify for "amnesty?"

A. Yes

Q: What happens if it's not your first offense?

A. Individuals receiving repeated amnesty may be required to participate in assessments, training, counseling, or related educational programs.

Q. If an incident happens off campus does this policy apply? How does the Good Samaritan law fit in?

A. Yes. On or off campus, California's Good Samaritan laws apply.

Q. Do you have to say anything to invoke the amnesty policy?

A. No.

Q. When am I allowed to leave?

A. You may leave when permitted by the responding authority.

Q. What does it mean to seek medical assistance in good faith?

A. It means the amnesty policy won't apply in the case of an obviously false or disingenuous call for help. If, however, you are genuinely worried that a peer may be at risk for death or injury due to alcohol or drug use, please seek help. If it turns out they don't need medical attention, but you had good reason for concern (that is, you acted in good faith), the amnesty policy applies.

Q. Would this policy support me if another person drugged me?

A. Yes.

Q. What happens when an underage person is drinking off campus and then comes onto campus? Are they still covered?

A. It doesn't matter where the cadet initially consumed the substances.

Q: Does this first-time infraction portion also apply to RHOs if they need to call for help for multiple residents?

A. No, as long as the RHO didn't violate a campus or university housing policy during the incident, they have nothing to worry about. Calling for medical assistance when a cadet is in danger from alcohol or drug use is an important part of the RHO's job. RHOs, by protocol, are required to document any alcohol or substances in the room—even when they make a medical call.

Q. Does the Amnesty Policy protect me from any consequences for having an alcohol bottle out when the RHO comes?

Yes. Focus on the cadet in need while you wait for assistance.

Q. If I call the RHO before I call the police, am I still covered by the Amnesty Policy? Or do I need to call the police and then my RHO?

A. Yes, you are protected as long as you call a campus authority, the police, or 911

Q. Does this policy only apply if both parties are under 21?

A. No, age is not a factor.

Q. How does the Amnesty Policy apply in private space (resident room) versus a public space (outside the building or in common building areas)?

A. The policy applies equally in Cal Maritime public or private spaces.

APPENDIX A

Uniform Basics

NEAT AND CLEAN

- All uniforms shall look neat and ironed.
- All uniforms with the exception of the working uniform shall be clean.
- If a uniform item is worn out or stained, it must be replaced with a clean uniform item.

PROPER WEAR OF UNIFORMS

- When wearing a uniform it shall be worn correctly with all pieces.
- Alternative footwear is only authorized for the tracksuit or gym gear uniforms.
- Unbuttoned uniform shirts or excessively unzipped coveralls are never acceptable.
- All uniform shirts should be tucked in at all times.

PROPER WEAR OF COVER

- Wearing a cover indoors is never authorized.
- When outside a cover is required with its respective uniform at all times.
- Covers shall be worn with the brim facing forward and sitting squarely on the head.

PROPER WEAR OF OUTERWEAR

- When wearing outerwear it should be zipped up at least $\frac{3}{4}$ way.
- Only issued and approved Cal Maritime outerwear is authorized in uniform.
- If you need to replace or renew an outerwear item it can be purchased at the bookstore.

UNIFORM INSIGNIA

- Proper insignia shall be worn on the uniform at all times.
- This includes collar devices, ribbons, and chest insignia.
- Prior military service ribbons and warfare pins are authorized for wear with the uniform.

NAME TAGS & TAPES

- With the exception of the track suit and gym gear all uniforms require cadets to wear name tags or tapes.

- If a cadet needs a new nametag or name tape they can get them from the bookstore.
- All working uniforms (i.e. coveralls) are required to have a name tape.

UNIFORM OF THE DAY

- The Office of the Commandant will set the Uniform of the Day (UOD).
- Unless otherwise stated the uniform of the day is the Khaki Uniform
- Uniform of the Day is required on campus from 0700-1630 during the week.
- The Uniform of the Day is required to be worn to all classes, including those that are after 1630.
- If you have a class that requires you to wear coveralls you are only authorized to wear coveralls for that class and must change back into the UOD.

LOOSE THREADS

- Any loose threads or fabric should be removed and not visible on any uniform items.

SHINED SHOES

- Black Oxfords should be shined and have several layers of polish on them.

GIG LINE

- A gig line is the line created on ones uniform by aligning the seam of the shirt, belt buckle, and pant fly.
- Cadets should be aware of their gig line and correct it when required.

PROPER BELT LENGTH

- Belts shall be cut to the proper length for an individual.
- Excessive overlap of belt material should not be obvious while in uniform.
- When cutting a belt to size do not cut the end with the brass tab.

BELT BUCKLES

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

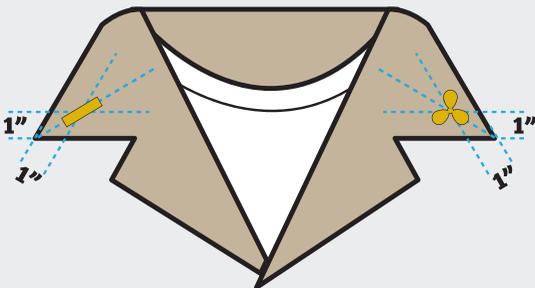
SHIRT STAYS

- Shirt stays can be worn with all tucked in uniform shirts.
- Shirt stays are designed to prevent a uniform shirt from bunching or coming untucked.

Cadet Collar Insignia

Cadet collar insignias denote two important things. The first is the cadet's major/company. Each device as shown below is different based on the cadet's academic track. The second is the cadet's standing in the corps. A cadet's class and progress through the academic program determines the number of insignia on their collar.

Collar Insignia Placement



COLLAR DEVICES SHOULD BE CENTERED 1" FROM EITHER EDGE OF THE RESPECTIVE COLLAR.

Major Collar Devices



ENGINEERING
(ENGINE)



MARINE
TRANSPORTATION
(DECK)



INTERNATIONAL
BUSINESS
LOGISTICS



GLOBAL STUDIES AND
MARITIME AFFAIRS



OCEANOGRAPHY

Cadet Awards and Ribbons

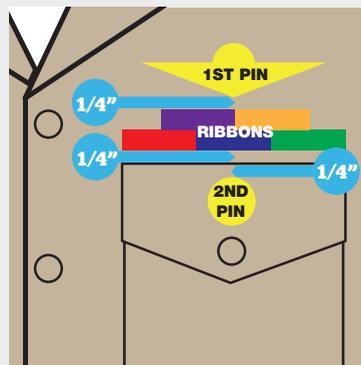
Cal Maritime strongly believes in recognizing cadets who go above and beyond what is required. Cadets at Cal Maritime are eligible to earn a variety of awards or fill certain roles that have a corresponding ribbon. Cadets may purchase and wear earned ribbons from the bookstore. Cadets may also be nominated for merit-based ribbons through the school's Maxient system. The table on page 46 outlines ribbons available and their criteria. The chart is arranged in order of precedence, top to bottom and left to right.

Ribbon & Insignia Placement



CADET NAME TAG WILL BE CENTERED AND PLACED **1/4 INCH ABOVE RIGHT CHEST POCKET**

RIBBONS SHALL BE CENTERED AND PLACED **1/4 INCH ABOVE LEFT CHEST POCKET**



FIRST PIN WILL BE PLACED **1/4 INCH ABOVE ANY RIBBONS**

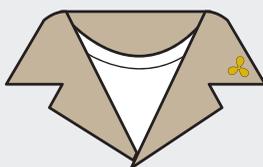
SECOND PIN WILL BE PLACED **1/4 INCH BELOW LEFT POCKET FOLD**

PRIOR SERVICE MILITARY MEDALS AND INSIGNIA SHALL BE WORN IN ACCORDANCE WITH THAT SERVICE'S REQUIREMENTS

Class Collar Insignia



FOURTH CLASS (FRESHMAN)
4/C CADETS DO NOT HAVE COLLAR DEVICES



THIRD CLASS (SOPHOMORE)
1 MAJOR INSIGNIA LOCATED ON CADET'S LEFT COLLAR



SECOND CLASS (JUNIOR)
MAJOR INSIGNIA PLACED ON BOTH COLLARS

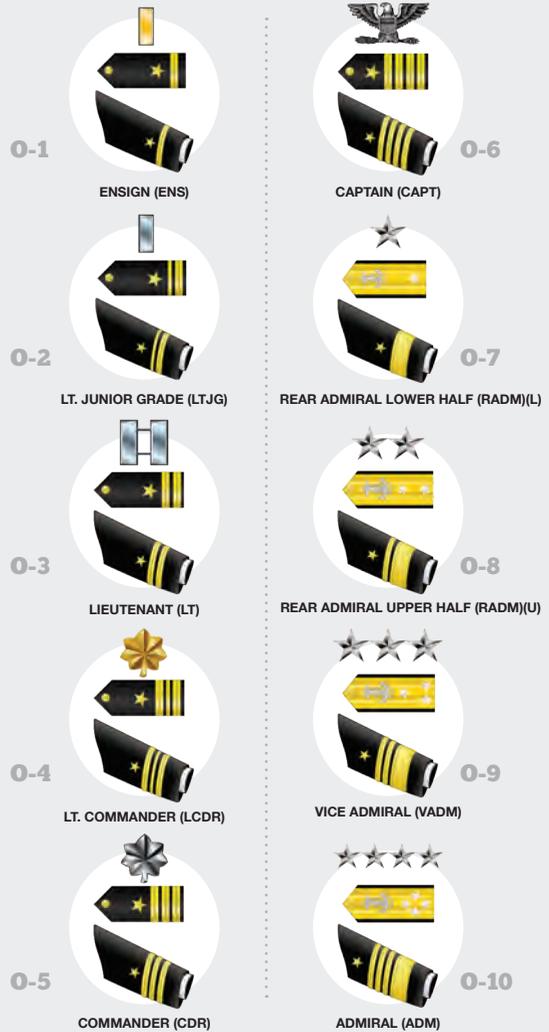
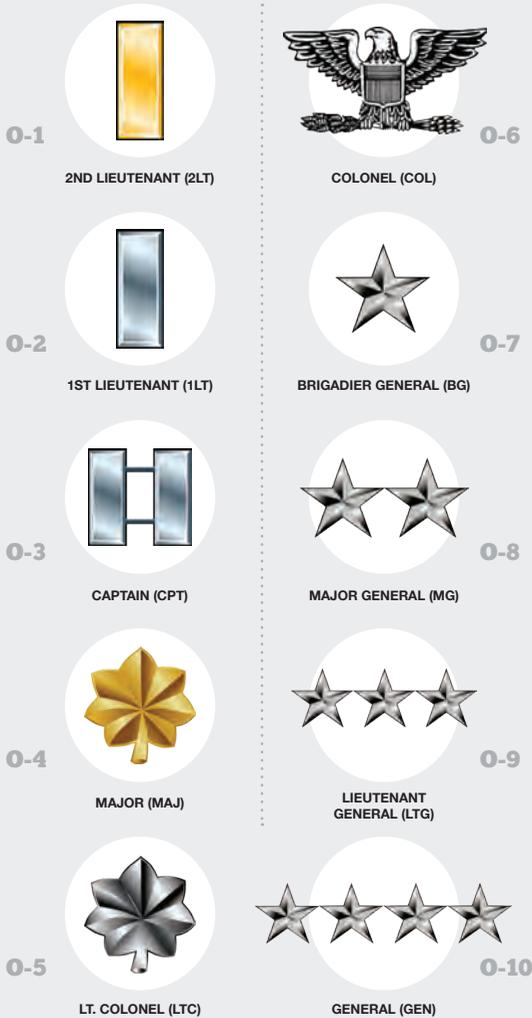


FIRST CLASS (SENIOR)
MAJOR INSIGNIA ON LEFT COLLAR
CADET ENSIGN BAR ON RIGHT

Officer Rank Insignia of the U.S. Armed Forces

Army, Air Force & Marines

Navy & Coast Guard



U.S. Merchant Marine and Other Military Insignia

Maritime and military officers have a long history of contributing to the training of future maritime officers and maritime industry leaders. In the earliest days of Cal Maritime, Naval Officers taught classes and operated the training ship. During World War II the United States saw a need to create a service branch that would encompass the Merchant Marine and created the United States Maritime Service (USMS). After World War II the United States no longer had as pressing of a need for a formal Maritime Service

and the USMS was scaled down. The Maritime Administration still uses the Service in the training of future maritime officers. Uniformed faculty and staff on Cal Maritimes campus are volunteer members of the United States Maritime Service. As a cadet you will not only interact with members of the USMS but you may interact with past and current military members in campus events and in your future professional career. It is helpful to understand and recognize the insignia and ranks of these officers.



APPENDIX B

Alcohol Policy

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

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

The possession or consumption of alcoholic beverages on board the Training Ship *Golden Bear* is prohibited at all times. No person shall perform or attempt to perform any scheduled duties within four hours of consuming any alcohol or be intoxicated at any time while on board the Training Ship.

Tobacco and No Smoking Policy

Effective September 1, 2017, all California State University campuses are 100% Smoke & Vape Free and Tobacco Free; therefore, smoking, vaping, and the use or sale of all tobacco products are prohibited at Cal Maritime. This applies to the Training Ship *Golden Bear* while docked at Cal Maritime.

Drug Testing

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

Drug testing includes screening for marijuana and its active ingredients.

RANDOM DRUG TESTING - Cadets that are found responsible for illegal drug use through this program are subject to a one-year suspension from the Academy with additional substance abuse program requirements.



APPENDIX C

Privacy of Educational Records

The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law regarding the privacy of cadet records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Directory Information is defined as that information contained in an education record of the cadet that generally would not

be considered harmful or an invasion of privacy if disclosed. Under FERPA, education records are defined as records that are directly related to a cadet and are maintained by an education agency or institution or by a party acting for the agency or institution.



Education records **DO NOT INCLUDE** such things as:

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

Campus contacts regarding cadet records are as follows:

ACADEMIC RECORDS

University Registrar

CONDUCT RECORDS

Student Conduct Administrator

FINANCIAL AID RECORDS

Director, Financial Aid

FINANCIAL RECORDS

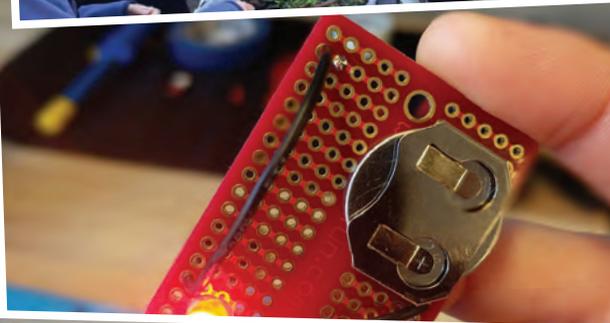
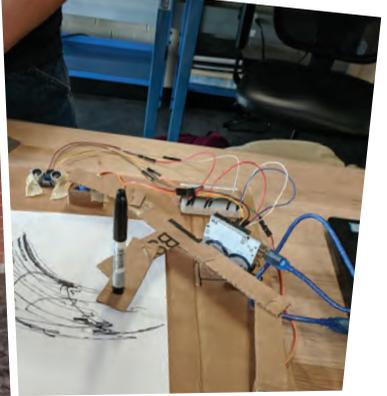
Controller; University Bursar

HEALTH RECORDS

Director, Student Health Center

Visit the Registrar's webpage to review the campus annual FERPA privacy notice.

www.csum.edu/registrar/annual-notice-to-students-of-rights



Makerspace

csum.edu/makerspace

The Cal Maritime Makerspace is a resource for making ideas a reality. By providing a range of tools and workshops, we strive to encourage creativity, collaboration, and endless learning both in and outside the classroom.

The Makerspace is free to use and is open to students, staff, and faculty. It is equipped

for a wide variety of skills and projects, including (but certainly not limited to) sewing, 3D printing, laser cutting, and soldering!

We emphasize prototyping and interdisciplinary design. Throughout the academic year, the Makerspace hosts events

like Fiber Fridays to teach new skills, do a fun project, or provide a creative outlet!

There are so many great ideas and projects out there; we are here to help you make them come to life.

Shared Governance

At Cal Maritime, shared governance is the process by which various constituents contribute to decision making related to college or university policy and procedure. Shared governance strengthens the quality of leadership and decision making at our institution, enhances its ability to achieve its vision and to meet strategic goals, and increases the odds that the very best thinking by all parties to shared governance is brought to bear on institutional challenges. Shared governance engenders an institutional culture of collective ownership and accountability for Cal Maritime's present and future. This handbook is a living document that will continue to serve as a conduit for shared governance at our institution and we look forward to further enhancing our efforts in the upcoming academic year.



APPENDIX D

Academy Leadership

All cadets are expected to know the names of campus leaders.

President's Cabinet

MICHAEL J. DUMONT

Interim President

LORI SCHROEDER

Provost

FRANZ LOZANO

VP Admin and Finance

TBD

VP University Advancement

BETH HELLWIG

Interim VP Cadet Leadership and Development

KARYN CORNELL

Chief of Staff, AVP University Affairs

MARK GOODRICH

AVP Cal Maritime Corporation

MARIE HERNANDEZ

Interim AVP Human Resources

MONIQUE SHAY

General Counsel

KAREN LEE YODER

Athletic Director

SAMAR BANNISTER

Captain, Training Ship *Golden Bear*

Academics

GRAHAM BENTON

Associate Provost

ALEXANDER PARKER

Dean of Letters & Sciences

DINESH PINISETTY

Dean of Engineering



STEVEN BROWNE

Dean of Marine Transportation and Logistics Management

RICK ROBISON

Dean of the Library

ELIZABETH MCNIE

Academic Senate Chair

Academic Department Chairs

AMY PARSONS

Culture and Communication

KEIR MOORHEAD

Facilities Engineering Technology

NIPOLI KAMADAR

International Business & Logistics

RYAN WADE

International Strategy & Security

KEIR MOORHEAD

Engineering Technology

TAMARA BURBACK

Marine Transportation

WILLIAM TSAI

Mechanical Engineering

CYNTHIA TREVISAN

Sciences and Mathematics

CONTINUED ON NEXT PAGE



CONTINUED FROM PREVIOUS PAGE

Marine Programs & Training Ship Golden Bear

ADAM KLEITMAN

Chief Engineer

DOUG NAGY

Chief Mate

ROBERT BROWN

Waterfront Manager

Cadet Leadership & Development

JIMMY MOORE

Interim Commandant of Cadets

IAN WALLACE

Director of Counseling
& Psychological Services

JOELLEN MYSLIK

Community Engagement Program Specialist

LENNON PROTHRO-JONES

Dean of Cadets

TIM WESTMORELAND

Director of Housing & Residential Life

JENNIFER F. SCHMID

Interim Director of Career Services

JOSEPHINE ALEXANDER

Executive Director of Associated Cadets
& Coordinator of Cadet Activities

VINEETA DHILLON

Director of Family and New Student Affairs

MEAGAN NANCE

Director of Inclusion Initiatives & EOP Program

CAROL BRANCH

Title IX Coordinator & Civil Rights Officer

Athletics

RYAN COHAN

Associate Director of Athletics, Business

MONICA HEUER

Associate Director of Athletics, Recreation

JEFFREY WARD

Head Athletic Trainer

ERIC BANKSTON

Sports Information Director

Corps of Cadets

KAHLAI PRATT

Corps Commander

RYAN OKADA

President, ASCMA

DAVID CHRISMAN

Cadet Housing Director

RYAN BEAN

President, Cadet Athlete Council

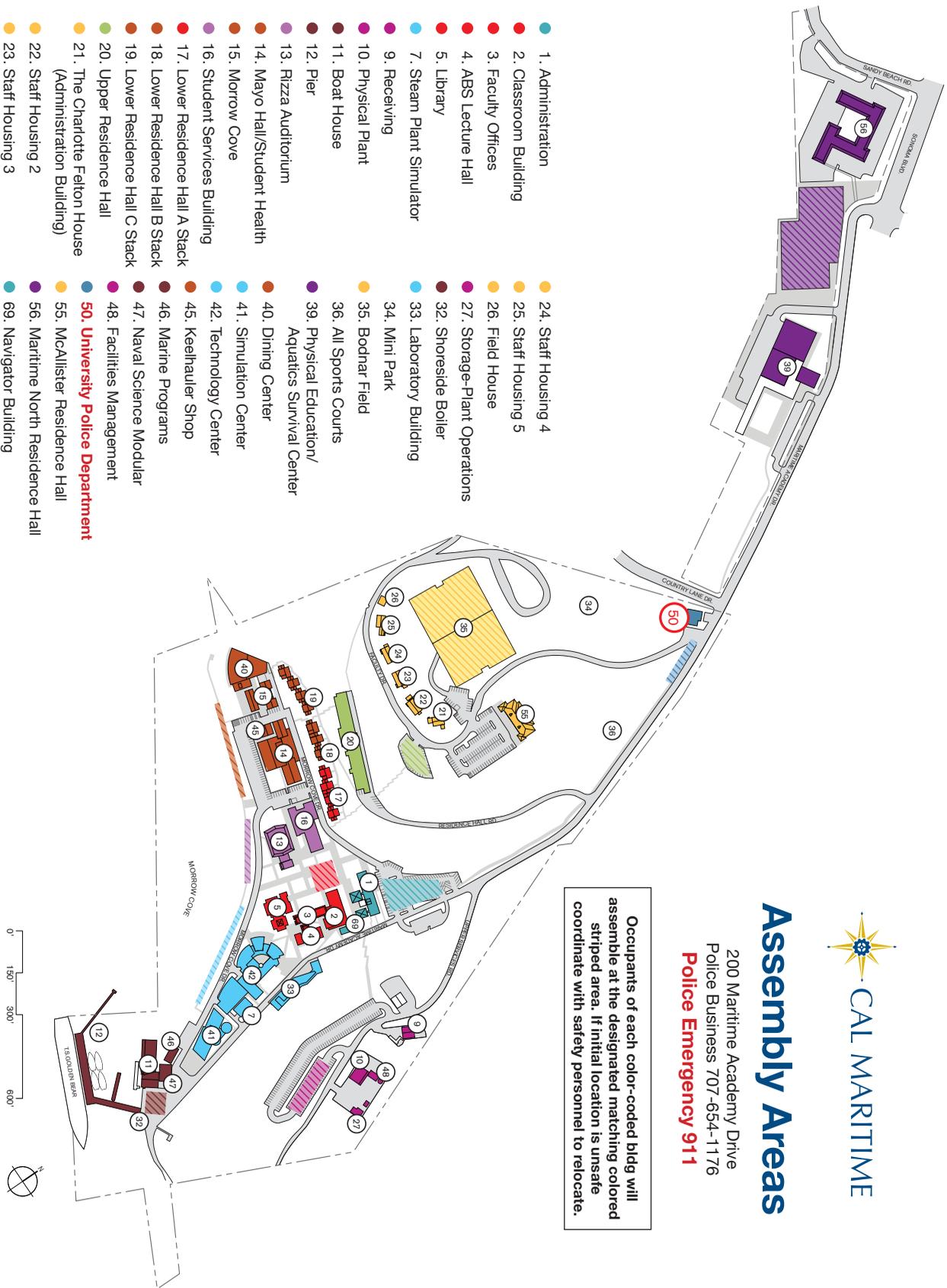


CAL MARITIME

Assembly Areas

200 Maritime Academy Drive
Police Business 707-654-1176
Police Emergency 911

Occupants of each color-coded bldg will assemble at the designated matching colored striped area. If initial location is unsafe coordinate with safety personnel to relocate.







200 MARITIME ACADEMY DRIVE | VALLEJO, CA 94590

WWW.CSUM.EDU