

**Class I Violations**

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

- I. Dishonesty, including cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage. Cadets involved in an academic integrity case need to reference the Academic Integrity Policy found in Academic Senate Policy 547.
  1. Copying from or viewing another student's work during an examination.
  2. Using any materials or resources not authorized by the instructor for use during an examination.
  3. Collaborating during an examination with any other student by giving or receiving information without specific permission of the instructor.
  4. Facilitating or aiding in any act of academic dishonesty.
  5. Collaborating on laboratory work, take-home examination, homework, or other assigned work when instructed to work independently.
  6. Submitting, without specific permission of the instructor, work that has been previously offered by the same student for credit in another course.
  7. Falsification of attendance and/or participation.
  8. Plagiarism.
  9. Buying, selling or otherwise obtaining or providing information about an examination not yet administered.
  10. Substituting for another student or permitting any other student to substitute for oneself to take an examination.
  11. Submitting as one's own any theme, report, term paper, essay, computer program, speech, painting, drawing sculpture, or any written or creative work or project of any nature prepared totally or in large part by another.
  12. Submitting altered or falsified data.
  13. Altering grades or official records.
  14. Falsifying or signing another student's name on any academically- related university form or document.
  15. Sabotaging another student's work.
- II. Furnishing false information to a University official, faculty member, or campus office.
- III. Forgery, alteration, or misuse of a University document, key, or identification instrument.

- IV. Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
- V. Unauthorized recording, dissemination, or publication of academic presentations (Including handwritten notes) for a commercial purpose.
- VI. Unauthorized entry into a file, for any purpose.
- VII. Unauthorized entry into, presence in, use of, or misuse of University property.
- VIII. Use of University Facilities either without permission or in violation of University Policy
- IX. University Disruption: Willful, material and substantial disruption of the normal operations of the University or infringes on the rights of members of the University community.
- X. On-Campus Activity Disruption: Willful, material and substantial disruption or obstruction of a University related activity, or any on-campus activity. (Refer to CSU's *Time, Place & Manner Policy*)
- XI. Off-Campus Activity Disruption: Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
- XII. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
- XIII. Conduct that threatens or endangers the health or safety of any student within or related to the University community, including physical abuse, threats, intimidation, harassment, hate speech, or sexual misconduct.
- XIV. Hazing or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act and is also a violation of this section.
- XV. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs. Violating this policy carries a minimum one-year suspension.
  - 1. Use of products that resemble or smell like marijuana, including but not limited to beedies, types of herbal cigarettes, hookahs and types of incense is prohibited.

2. Violation of other university policies while under the influence of controlled substances is an additional violation.
  3. Inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances is a violation.
  4. Organizing or participating in activities where illicit drugs are present or being consumed is prohibited.
    - I. "Participating" is defined as being present at the event regardless of consumption.
  5. See "Class II Violations. Subsection XV – Random Drug Testing" for guidance on the Cal Maritime Random Drug Testing Policy.
- XVI.** Theft of property or services from the University community, or misappropriation of University resources.
- XVII.** Unauthorized destruction or damage to University property or other property in the University community.
- XVIII.** Possession or misuse of firearms or guns, replicas, air guns, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus President) on campus or at a University related activity.
- XIX.** Failure to comply with directions, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- XX.** Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- XXI.** Misuse of computer facilities or resources
1. Unauthorized entry into a file for any purpose.
  2. Unauthorized transfer of a file.
  3. Use of another's identification or password.
  4. Use of computing facilities and resources to interfere with the work of another member of the campus community.
  5. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  6. Use of computing facilities and resources to interfere with normal University operations.
  7. Use of computing facilities or resources in violation of copyright laws.

8. Violation of the campus computer use policy

**XXII.** Violation of any published University policy, rule regulation or presidential order.

**XXIII.** Violation of Student Conduct Procedures including:

1. Falsification, distortion, or misrepresentation of information related to a student conduct matter.
2. Disruption or interference with the orderly progress of a student conduct proceeding.
3. Initiation of a student conduct proceeding in bad faith.
4. Attempting to discourage another from participating in a student conduct matter.
5. Attempting to influence the impartiality of any participation in a student conduct matter.
6. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
7. Failure to comply with the sanction(s) imposed under a student conduct proceeding.

**XXIV.** Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

### **Class II Violations**

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

#### **I. Alcohol**

NOTE: The 1998 Higher Education Amendments added a new exception to FERPA and California Information Practices Act, allowing higher education institutions to disclose to the parents of a student under the age of 21 regarding a violation by their child of laws or University policy relating to alcohol or drug use or possession/

Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity. Violations of the California Maritime Policy on the Use of Alcoholic Beverages may be charged as a violation of the Alcohol Policy while in a Non-duty or non-work status or a duty or work status.

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

1. The possession, use and consumption of alcoholic beverages are prohibited.
2. The possession of alcohol beverage containers including empty bottles or cans is prohibited.

3. The sale, distribution, brewing or being in the presence of alcohol on-campus is prohibited.
4. Possessing or using a common source of alcohol (e.g. keg, party ball, trash can, etc.) or participating in an event where a common source is present is prohibited.
5. Paraphernalia - Possessing, collecting, or otherwise displaying any containers, marketing materials, advertisements, or items bearing the name, logo or likeness to any alcoholic beverage is prohibited.
6. Violation of other university policies while under the influence of alcohol is a violation.
7. Inability to exercise care for one's own safety and/or the safety of others (Including drawing attention to oneself) due to intoxication is a violation. If a student is transported to the hospital, they have lost the ability to exercise care for one's own safety.
8. Organizing or participating in activities where alcohol is present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption.

#### Amnesty

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

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

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

- II. **Disrespect:** Interactions towards student, faculty/staff member, or administrator, involving a display of discourtesy, rudeness, or contempt of authority either in language or deportment.
- III. **Dress Code:** Students will follow a dress code for classroom attire which includes a Cal Maritime polo shirt, Cal Maritime jacket, and Cal Maritime black fleece pull-over. Students may wear solid-colored, plain black, brown, khaki or tan slacks, pants or trousers from a manufacturer of the student's choice.
  1. If a member of the Corps of Cadets, cadets defer this policy in place of the Uniform & Grooming standards found in the *Corps of Cadets Rules & Regulations*.
  2. Please be aware that in labs and in some areas of the campus, students are required to wear appropriate safety attire and protective footwear. Refer to posted

signage, course syllabus or instruction from University officials for guidance on appropriate safety attire.

**IV. Failure to Follow Directions:** Failure to follow the directive of a University official (including student leader in a setting where they have authority).

**V. False Alarms, Bomb Threats, and Misuse of Fire Equipment:** Students who turn in a false alarm of fire by activating the fire alarm system or give any other common or recognized alarm of fire or bomb threat are guilty of endangering the lives of other people and may cause damage to the students and/or equipment responding to such false alarms.

1. Tampering with building smoke or fire detectors located in rooms, in hallways, or other common areas, and misuse of fire extinguishers or any other fire safety equipment is prohibited.
2. Failure to evacuate: any student who fails to immediately evacuate a building during an alarm.
3. The use of objects with open flames.
4. Students who turn in bomb threats via phone, messenger or in writing or give any other common or recognized signal for bomb threat may be found guilty of endangering the lives of other people. Violating this policy carries a minimum one-year suspension.
5. Disabling, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency) All hallways, exits, stairwells, doorway or area that may be deemed an “egress” (i.e. window) need to be free from garbage, bicycles, clutter, furniture or other items that may or have a potential to limit entry/exit (including tripping hazard). All doors and windows must have the ability to be fully opened.

**VI. Gambling:** Illegal gambling (i.e. activities played for money, checks, credit or other representative value) anywhere on State property is prohibited.

**VII. Guests/Visitors:** Students may have non-affiliated guests who visit them on-campus, in the residence halls or at sanctioned Cal Maritime events. Students are responsible for educating their guests on the policies and expectations for how to conduct themselves while engaging with the Cal Maritime community. Violations of University policy by guests will be assigned to the hosting student.

**VIII. Health and Safety:**

1. Operating any motor vehicle, forklift, or waterfront equipment/vessel on Cal Maritime grounds in an unsafe manner. (e.g., exceeding the speed limit, running stop signs, etc.)
2. Violation of safe practices and shipboard policies involving highly probable personal injury, loss, or damage to property.

3. Improper use of safety gear, improper wearing of lifejackets or failure to use such equipment (Harnesses, hearing protection, eye protection, etc.).
4. Safe operation of bicycles, hoverboards, scooters, skateboards, rollerblades, unicycle, or any other transportation devices on appropriate roadways, sidewalks and walking paths. This includes the wearing of appropriate personal protective equipment for the device being operated.
5. Improper disposal of refuse, cigarette butts, or food on University property.

**IX. Parking:**

1. Parking in a non-designated.
2. Parking on Pier.
3. Misuse of Permit, allowing someone else to use your permit, duplication, etc.

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

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

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

**XI. Personal Servitude:** Coercing others to perform tasks, complete functions or motivating actions through fear of issuing unofficial punishments. Depending on the severity of the situation, violating this policy may result in immediate suspension/dismissal from Cal Maritime.**XII. Pranks:** Participation in pranks or practical jokes that risks injury to others or damage to property.**XIII. Random Drug Testing:** Students enrolled or participating in designated courses or activities that involve machinery, welding, or vessel operations must participate in the University's Random Drug Testing Program.

1. Failure of a random or mandated drug test. Failure to show for a drug test is a failure of the drug test. Violating this policy carries a minimum one-year suspension.
2. Any attempt to deceive a drug test (examples include using a device, someone else's urine, refusal to take a drug test). Violating this policy carries a minimum two-year suspension.

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

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

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

**XV. Social Media:** The use of social media to spread false information to purposely demean, humiliate, bully, or disrespect any student, faculty/staff member, or administrator.

**XVI. Smoking:** Smoking is prohibited on university property, facilities, grounds, parking structures, private vehicles parked on university grounds, university-owned vehicles and structures owned or leased by the university. Any student actively smoking in the presence of someone smoking while on campus or participating in a campus event.

**XVII. Summer Experience Participation:**

1. Behavior resulting in a student being dismissed from Commercial Cruise, Internship or International Experience.
2. Intentionally leaving Commercial Cruise, Internship or International Experience without permission.

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

**XIX. Vulgar Language:** Excessive use of vulgar or profane language.

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

1. California Penal Code § 626.9, known as the “Gun-Free School Zone Act,” imposes criminal penalties on individuals who bring firearms (whether loaded or not) on school grounds, including higher education institutions. Section 626.9(i) provides that:
  - i. “..any student who brings or possesses a firearm upon the grounds of a campus of, or buildings owned or operated for student housing, teaching, research, or administration by, a public or private university or college, that are contiguous or are clearly marked university property, unless it is with the written permission of the university or college president...shall be punished by imprisonment...for one, two, or three years.” (Cal. Penal Code § 626.9(i).)
  - ii. Effective January 1, 2016, Governor Brown signed SB 707, which amended section 626.9 which revokes the ability for any student holding a license to



carry a concealed firearm from being able to possess a firearm on the campus of a university or college. Complete details regarding California Penal Code § 626.9 can be found at <http://law.onecle.com/california/penal/626.9.html>

Depending on the severity of the situation, violating this policy may result in immediate suspension/dismissal from Cal Maritime.

### **Class III Violations**

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

#### **I. Uniform:**

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

#### **II. Grooming:**

1. Observed and reported to be outside of issued grooming standards.
2. Repeated/documenting failure to correct grooming violations.
3. Failure to appear as directed for re-inspection for grooming violations.

#### **III. Formation / Mandatory Meetings:**

1. Unauthorized absence from Formation.
2. Unauthorized absence from Formation w/Inspection.
3. Unauthorized absence from mandatory meetings.
4. Horseplay/disruption during Formation or mandatory meetings.
5. Late to Formation or mandatory meetings.
6. Eating or drinking while at Formation.

#### **IV. Administrative Violations:**

1. Failure to read and comply with guidance provided via email, text, official campus online portals, written announcements, or failure to comply with watch bills,

standing orders, Campus Bulletin, and other official campus notices guidance or publications.

2. Failure to properly complete divisional or company training assignments as directed by the Office of Cadet Leadership & Development.
3. Chits are written approval for special circumstances which are granted to a cadet that allows them to potentially be out of regulations for a specific item/category. If granted a chit, the cadet must carry their documentation at all times as active proof of approval. A cadet who has been granted a chit, but is found out of regulations and is unable to show documentation of the approved chit is in violation of this policy.

### **Class IV Violations**

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

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

#### **I. Watch & Duty**

Duty Status is defined as, "Anytime a cadet is assigned to a watch station position/role, attendance in class, appearance at quarters, attendance at a mandatory meeting, Extra Duty (including on call watch) , or anytime conducting business anywhere on campus or on TSGB."

1. Absent from Watch: More than thirty minutes late to a four-hour watch constitutes an absence from watch. More than sixty minutes late to a 24-hour watch, including on-call pager watch, constitutes an absence from watch.
  - I. Fourth class cadet, First Offense.
  - II. Third class and second-class cadets, First Offense.
  - III. First class cadet.
2. Failure to sign the On-Call Log
3. Late to watch, up to thirty minutes.
4. Unauthorized absence from the University or Training Ship while assigned to a 24-hour watch or when assigned to a Duty Section, but not actually on watch.
5. Improper Watch-standing: Failure to perform watch duties, negligence, or sleeping on watch.
6. Improper use of logbooks or other official documents of the ship or campus, forging such documents or signing a document as another student.

7. Failure to appear for assigned duties other than Watch bill assigned duties (i.e., Extra Duty, Support for Campus Events, etc.).
  8. Late to assigned duties or day work.
- II. Unauthorized Absence from Liberty
1. Unauthorized Absence at expiration of Liberty: Cadet will take a mandatory Breathalyzer test upon return.
  2. Unauthorized Absence from Duty: Cadet will take a Breathalyzer test upon return to TSGB.
- III. Health and Safety
1. Failure to comply with emergency signals.
  2. Failure to maintain room or berthing area to University standards or failure to comply with berthing area policy.
  3. Violations of the Training Ship's trash disposal plan. (TSGB only)
  4. Violation of shipboard, commercial cruise or International Experience practices.
  5. Violation of the Training Ship's or International Experience policy on visitation in rooms and berthing areas.
  6. Failure to report to sick bay. (TSGB only)
  7. Removing food, dishes, utensils, cups, etc. from the Mess Deck (TSGB only).
  8. Violation of 24-hour courtesy quiet hours or Quiet Hours.
  9. Failure to pass re-inspection of any assigned spaces, berthing, head, passageways, stair tower or common areas.
- IV. Uniforms and Classes
1. Uniform or grooming violations ashore during the Summer Sea Term.
  2. Unauthorized use of civilian clothing.
  3. Wearing of Tennis Shoes or Shorts before being authorized by the Captain. (TSGB only)
  4. Absent from class.
  5. Late to class.
- V. Formation Violations
1. Leaning or sitting on railing (TSGB only)

2. Bring food to or eating while at quarters (TSGB only)
3. Failure to stand at attention or at ease in the proper manner. (TSGB only)

### **Class V Violations**

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

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

- I. Commercial Use - Residents may not use their rooms for commercial purposes. Engaging in door-to-door distribution, advertising, sales, promotion, commercial transactions and/or solicitation of any nature within residence halls, rooms, ledges, buildings and/or on grounds immediately adjacent to the on-campus housing facilities without the express authorization of the Dean of Student Affairs is prohibited.
- II. Entering and Exiting Residence Halls - At no time is a residence hall to be entered or exited except through a legal doorway. At no time shall an individual compromise the security of others by attempting to force open or prop open an exterior residence hall door once it has been locked. Residents may be documented for propping open exterior doors and threatening the safety and security of the building and their shipmates. Residence halls must not be entered at any time when Cal Maritime is not in session or when a residence is closed unless entry is authorized by the Office of Housing & Residential Life.
- III. Identification Card (Port Pass) - In the residence halls, residents are required to have ready access to their ID and to identify themselves upon request by an University official. Residents and their guests are required to carry and provide appropriate photo identification (e.g. driver's license, school ID) upon request by a university staff member performing his/her duty. Failure to present ID; presenting fabricated, falsified, or misrepresentative ID; permitting others to use IDs for the purpose of improperly gaining access to residence hall, rooms, use of equipment or any other service or facility is prohibited.
- IV. Security, Keys & Locks
  - Keys are for use by residents only; lending a key to a non-resident is not allowed. Residents must always carry their room key with them.
  - Each Licensee is issued a key and/or keycard to his/her unit and mailbox. All keys and key cards remain the property of the Office of Housing & Residential Life. Each Licensee is responsible for his/her keys. Should a key be lost/missing/stolen, Licensee is required to report lost/missing/stolen key to the Office of Housing & Residential Life within 24 hours of it being lost/missing. A non-refundable charge will be assessed for any replacement key(s) issued to the Licensee during occupancy

and/or any key(s) lost or not returned upon Licensee's checkout. Lock core changes are \$80 or more depending on how many keys must be cored.

- Under no circumstances should a Licensee duplicate, sell, transfer, or lend his/her key to another individual. Permitting others to use a room key for purpose of improperly gaining access to a residence hall, room or any other building or facility is prohibited.
  - The installation of any door or area locks other than those provided by the university is prohibited.
  - Bypassing or tampering with the locking mechanism for any door is prohibited.
  - Lost Key: In the event a room key is lost, an \$80.00 or more charge is levied to cover the cost of a lock change.
  - Maritime North residents will receive a gate code for the drive-in gate by move in day and is subject to change throughout the semester. Maritime North residents are not to give out the gate code to anyone not associated with Maritime North, including but not limited to family members, significant others, food delivery drivers, etc.
  - A resident MUST NOT prop any door at any time due to fire, theft, and other safety concerns. Propped doors allow uninvited people to enter housing facilities and breach the safety of each resident's student and property.
  - Residents are responsible for securing and safety of their own items. For this reason, residents are expected to lock their doors and secure any items within a room to best protect their possessions.
    - i. The loss of theft of property is at the personal cost of any resident.
    - ii. In the event a resident has their items taken/go missing, Residence Life staff can assist in contacting University Police and reporting processes.
- V. Quiet Hours & Courtesy Quiet Hours - 24-hour quiet hours will be in effect at all times in the 24-hour quiet living areas. All residents must abide by quiet hours. Quiet Hours are from 2200 - 0800 Sunday through Thursday and 2400 – 0800 on Friday and Saturday in all residence halls; sound from a room should not be audible outside of the unit door, above, below or in adjacent rooms. 24-hour quiet hours are in effect during finals week. 24 quiet hours will begin at 0800 on the last day of classes and last until the close of the semester.
- All residents must abide by Courtesy Hours. Courtesy Hours are in effect 24 hours per day. They refer to one's ability to occupy one's unit for the purpose of studying, sleeping or engaging in activities in an atmosphere where peace and quiet takes precedence over other activities. Engaging in unreasonably loud activities, which are defined as:
    - i. A level of noise which may be deemed an undue disturbance by another member of the community, or

- ii. Creating noise, including but not limited to, voice, musical instruments (guitar, amps, drums, etc.), and stereos – which is audible outside of one’s room during quiet hours, either inside or outside the residence halls-- are prohibited.
  - Interpretation of the Quiet Hours and Courtesy Quiet Hours policy shall be made by the staff using this criterion: Residents should be able to sleep and study in their rooms undisturbed by the noise of others. Consistent with this concept, Courtesy Quiet Hours are always in effect. When Quiet Hours are in effect, noise originating in resident rooms shall not penetrate beyond the confines of a room. When noise originates outside of a resident room (hallways, lounges, lobbies, etc.), the noise shall not penetrate into other residents’ rooms, study areas or other common areas. When Courtesy Quiet Hours are in effect, noise – whether originating inside or outside of a resident room - shall not be heard more than two doors away. At no time shall noise from a resident room be heard outside of the building.
- VI. Visitation - Cal Maritime residents may have personal guests in their rooms within the following guidelines:
  - Guests are defined as a resident or non-resident who is not assigned to that room.
  - Prior to inviting an overnight guest, residents should discuss the situation with their roommate and obtain their approval.
  - It is the responsibility of the resident's guest to obtain a day use parking permit.
  - No overnight guests are permitted during finals week.
  - Residents are responsible for the conduct of guests and visitors. Residents are subject to disciplinary action for the misconduct of their guests and are liable for any damages caused by them.
  - Students who are guests of residents for more than two days (three-day holiday weekends accepted) without permission granted by Housing & Residential Life are considered non-approved guests. The resident will be charged a fee for each night their guest stays in the community and may be subject to disciplinary action.
  - Guests may stay, with prior approval, no more than two nights in any two-week period. Exceptions may be requested from the Office of Housing & Residential Life.
  - Guests may only use appropriately gender-designated restrooms. You are subject to documentation if your guest uses an incorrect restroom. If the guest needs access to the restroom, please contact Housing & Residential Life Staff during business hours or the Resident Assistant Duty Phone after hours and on the weekends.
  - Loss of Visitation/Guest Privileges: The Visitation policy may be adjusted (temporarily or long term revoked) for some of the following reasons:
    - i. Campus Emergency/Lockdown/Health Risk and/or similar large-scale crisis

- ii. An individual, room, floor, or residence hall could lose Visitation privileges due to progressive discipline from ongoing behaviors.

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

- Active response is taking steps to immediately resolve the issue, which is to attempt to address the concern with the student(s) which the immediate conflict pertains to.
- Appropriate response is do so with respect and limiting the use of tone/language which further escalates the situation.
- Mediations: If a resident does not believe they are able to directly resolve the situation themselves, the next active/appropriate step would be to bring the conflict their assigned Resident Assistant. Resident Assistants will assist in conducting a mediation or referring the situation to the appropriate professional staff.
  - i. If a resident is called to participate in a mediation, it is MANDATORY, and cannot be “opted-out of”.
  - ii. Depending on the situation, mediations can result in formal document or “agreement” for how behavior and future conflicts should be navigated.
- Failure to active/appropriately respond to conflict, and/or violating any agreement set following a mediation may result in further disciplinary actions.
- Fights and Escalation: Intentional escalation of conflict using harsh language, screaming/yelling, active spreading of rumors/falsehoods, or similar behavior may result in further disciplinary actions.
  - i. Physical Altercations: Any physical violence is completely unacceptable and may result in the immediate revocation of housing license, loss of housing, and consideration of removal from Cal Maritime. (determination of scale of outcome to be determined through the Cal Maritime Conduct Process).

VIII. Appliances in Residence Hall Rooms - Items that are not allowed in residents’ rooms include, but are not limited to, hoverboards, air conditioners, space heaters, hot plates, immersion heaters, personal use cooking grills, popcorn poppers, hot pots and open-coil toasters. In general, any appliance that has an exposed heating surface or draws a large amount of energy is not permitted. Use of all other appliances; curling irons, coffee pots, etc. must be in a safe manner so as not to cause a health or fire hazard.

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

- IX. Barbecue Grills - Barbecue, hibachi, or other types of cooking devices are not allowed in or around the residence halls. Residents can only use barbeques provided and maintained by the campus, in accordance with rules, policies and procedures.
- X. Decorations - Adhesives of any kind are NOT permitted on the interior or exterior residence hall doors, to include stickers, double-sided or foam tape, etc. The only permitted adhesives are those on the door decorations created by Residence Life paraprofessional staff hung with blue painter's tape.
- XI. Room Alterations - Residents are not permitted to attach any object to their rooms or the halls by screw, nail or glue or alter the premises in any manner whatsoever without prior consent of the Office of Housing & Residential Life. Blue masking tape is permitted to hang posters. Exterior wires, signs or aerials are not allowed. Residents who stack furniture do so at their own risk and residents will be charged for damage and replacement of damaged furniture. Alterations, changes, modifications, remodeling and/or renovating, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas or installing a door or area lock without consent of the Office of Housing & Residential Life is prohibited. All fixtures that are installed become part of the premises and are therefore property of the Office of Housing & Residential Life.
- Tampering with or removal of blinds, windows, or window screens from any part of any building is prohibited.
  - Licensees shall not install or place any equipment or construction of any type on the grounds or in the buildings.
- XII. Fire Safety & Hazards – All students must follow Fire Safety & Hazards guidelines:
- Evacuation – All students are required to evacuate the building immediately upon the sound of an alarm. Interfering with emergency services, procedures or failing to conform to established safety regulations and/or instruction given by emergency response staff is prohibited.
    - i. California Education Code, Sections 32001-32004. This section mandates each school site with 2 or more classrooms and 50 or more students to have a fire alarm system. The Code requires monthly fire drills for elementary and intermediate-level students, and twice-yearly fire drills for secondary students.
  - Fire Reporting & Equipment – Falsely reporting a fire, tampering with or misuse of any fire or reporting equipment (e.g. fire alarms, smoke detectors, fire sprinkler, fire extinguishers, “EXIT” signs, etc.) is prohibited.
  - Egress – Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency). All hallways, exits, stairwells, doorway or area that may be deemed an “egress” (i.e. window) need to be free from garbage, bicycles, clutter, furniture or other items that



may or have a potential to limit entry/exit (including tripping hazard). All doors and windows must have the ability to be fully opened.

- Combustibles – Possessing or storing gasoline, fireworks, combustible chemicals and/or fuel-driven engines/appliances (e.g. motorcycles, mopeds, gas/propane grills, etc.) within residential housing apartments, rooms, ledges, buildings and/or on grounds immediately adjacent to the on-campus housing facilities is prohibited.
- Open Flames (Candles) -- Candles, incense and/or any type of open flame within residential, rooms, ledges, buildings and/or on grounds immediately adjacent to the on-campus housing is prohibited. Candles for any purpose (this includes but is not limited to decoration, religious rituals, etc.) are prohibited. If found, such items will be confiscated.
- Heat Sources -- Open-coiled electric or heating appliances, including but not limited to space heaters and sun lamps within residential housing apartments, rooms, ledges or buildings are prohibited. Curling irons, glue guns, irons or any other “heat source” equipment must be attended to at all times. Leaving such equipment “on” unattended is a violation of this policy.
- Lamps & Lights – Halogen lamps and neon lights are prohibited. Open top lamps, regardless of lamp/bulb type, must have a metal screen fully covering light/heat source.
- Plugs & Extension Cords – Extension cords, multi-plugs and plug-in air fresheners are not permitted under state fire marshal regulations. Power strips / surge protectors with UL rating are permitted. “Daisy-Chaining” or linking multiple power strips together is not permitted.
- Cooking Equipment – Cooking in residential hall rooms or ledges is prohibited. Cooking and/or cooking equipment such as toasters, grills, etc. are permitted ONLY in designated community kitchens in the residence halls. Barbecuing on ledges is prohibited. Barbecues/hibachis are not allowed to be stored in or around resident rooms. Residents interested in barbecuing should use the Robert Hammaker Memorial BBQ area located on the waterfront.
- Decorations – All decorations must be non-combustible (e.g. made from fire-proof material) and be UL list-approved for the intended use. Hanging flammable materials on ceilings or exterior doors such as posters, flags or nets is prohibited. Door decorations should not cover more than 20% of the surface and be limited to nametags and memo boards. Fresh cut trees (i.e. Christmas trees), wreaths, kissing balls, etc are prohibited.
- Violation of this policy is subject to criminal charges, fines and/or contract cancellation on first time offense. Identified items under this policy are subject to confiscation, disposal and/or destruction.

- XIII. Pets - Pets of any kind, except fish in an aquarium up to a 10-gallon capacity, are not allowed to reside on campus with the exception of Emotional Support / Service Animals as approved through the Disability Services Office and the Office of Housing & Residential life. Professional Housing & Residential Life Staff (full-time live-in staff) may have approved animals.
- Emotional Support Animals or Service Animals are not considered “pets” and are exempt from this policy if approved by Cal Maritime’s Office of Accessibility and Disability Services. ESAs or SAs must be approved PRIOR to bringing the animal to campus.
- XIV. Community Spaces - Community spaces are intended for use by all residents. These spaces are both functional and recreational, such as: community bathrooms; common spaces/loungers; study rooms; game rooms; laundry facilities; hallways; stairwells; and housing specific outdoor spaces.
- Community Spaces are shared spaces, and every resident has a responsibility for maintaining it respectfully and accountable to behavior within the space.
  - No student(s) can completely occupy any community space, thus limiting access or deterring access to the space by other residents.
  - Cleaning/Damages/Vandalism in Community Spaces: any excessive cleaning needed, damages or vandalism done in Community Spaces is responsible to the residents of the floor/and or building. If responsible student(s) is not identified, restitution of the damages will be held to all residents of the floor/and or building. (fine/charges relative to cause).
- XV. Furniture - All furniture and equipment in common areas must remain in its designated common area. Students found removing furniture or equipment will be subject to disciplinary action and/or applicable costs for repair and replacement.
- XVI. Bathrooms – Most residential bathrooms are designated male or female depending on the suite or section of the floor. The use of opposite sex bathrooms is prohibited. Residents found using opposite-sex bathrooms will be documented.
- Residents who reside in a Gender-Neutral living community may use the designated restrooms in the area
  - Residents who identify as gender-fluid, transgender, transition, or non-binary; please meet with Housing & Residence Life department for assistance in identifying the best option if a gender-neutral restroom is not available.
- XVII. Horseplay - Playing any physical games in a common area (lounge, lobby, and hallway) is prohibited. This includes, but is not limited to, the use of Frisbees, balls, water guns, darts, bicycles, skateboards, roller blades, inappropriate use of a laser pointer, and any other similar activity.

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

XVIII. Exterior of Residence Halls

- Climbing, rappelling or any related activity is prohibited on residence halls.
- Neither students nor property are allowed on the ledges outside resident rooms.
- The use of the escape ladders in LRH is strictly prohibited. The intent of the ladders is for emergency use only.
- Using one's ledge to store unsightly articles, miscellaneous items, garbage, or university owned/leased furniture is not permitted.
- Using one's ledge as a means of entry/exit, sitting/perching on and/or jumping off is prohibited. Residents doing so assume damage charges to ledge area.
- Smoking, barbecuing or grilling on one's ledge is prohibited.
- Unauthorized presence on rooftops, overhang, ledge, or areas marked for restricted access for any reason, including sunbathing, stargazing, or walking is prohibited.

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

- Bicycle parking is limited to bike racks only. Parking a bicycle in any other area (i.e. building lobbies, stairwells, hallways, on handicap ramps, access ramps, etc.) is prohibited and will be removed and disposed of without compensation.
- Bicycles may not be stored in residence hall rooms due to the fire hazard.

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