

CHAPTER V

GENERAL REGULATIONS AND REQUIREMENTS

010. **CHANGE IN REGIMENTAL CLASS YEAR**

The Commandant may, upon determining that training and regimental requirements have been met, and upon official notification from the Registrar that a midshipman's academic class year has changed; change the regimental class of the midshipman accordingly.

For most midshipmen, regimental class, i.e. 1/C, 2/C, 3/C or 4/C, will be the same as a midshipman's academic class year. However, there will be those cases such as transfer students, whereby a student may have the required credit hours to be designated a 2nd, 3rd or 4th year student but not have the requisite training cruise and/or regimental experience. In all cases, midshipmen who have not completed their First-Year Cruise will be considered a 4/C. Other regimental class status and privileges for these midshipmen will be considered on a case-by-case basis. Some of the general guidelines for these cases are:

To satisfy STCW requirements, midshipmen must complete all of the Maintenance, Watches and Personal Development classes prescribed for all four (4/C through 1/C) classes.

020. **DISMISSAL/RESIGNATION/LEAVE OF ABSENCE**

Midshipmen dismissed from the Academy for reasons of academics, medical or discipline; or who leave on a voluntary basis, such as on a leave of absence or resignation, will be required to report to the Registrar to pick up a checkout form. This form will be taken to key offices/areas of the Academy for purposes of notifying different departments of the person's departure along with providing an opportunity to have outstanding Academy equipment, books, etc., returned and all outstanding bills paid.

It will be the normal practice of the Commandant's office, where the law permits, to always notify directly in matters of discipline, parents or guardians of dependent midshipmen dismissed from the Academy and from the training ship while on cruise.

Normally the President or Commandant will inform parents/guardians of all midshipmen dismissed for academic reasons as authorized by current law.

030. **DRUG TESTING PROGRAM**

As per Title 46 of the Code of Federal Regulations Chapter 16.230, all midshipmen are required to participate in the Academy's random drug testing program. Testing positive, or failing to participate, or failing to report for testing when directed, or leaving the test site without authorization are all considered "failure to pass".

“**Failure to pass**” will typically result in a midshipman getting a leave of absence or a medical leave of absence. It also means they cannot be allowed to participate in those activities which affect the safety of personnel or the safe operation of any academy vessel, vehicle or machinery. Additionally the midshipman **may not**:

Stand watch or perform ship’s maintenance.

Embark the academy training ship unless accompanied by academy faculty or staff.

Participate in the Training Cruise, Cadet Shipping, and/or Co-op programs.

Hold any regimental or ship positions of responsibility.

Be enrolled or participate in those courses affected by this policy. These courses include:

Navigation I and II

Traditional Ocean Sailing

Workboat Operations

Tug-Barge Operations

Aux. Sail Operations

Ship Handling

Piloting II

Note: Other courses may be added if they are determined to fall within the restrictions explained above.

These restrictions and prohibitions will remain in effect until such time the Medical Review Officer determines the midshipman to be drug free and notifies the Executive Director of Student Services or the Commandant who may then lift them.

Any watch and maintenance requirements that cannot be done because of these restrictions must be completed in order to satisfy graduation and licensing requirements.

Midshipmen, who “fail to pass” and who hold an USCG issued mariners document such as a Z-card, must be reported to the U.S. Coast Guard.

When there is **probable cause**, the Commandant of Midshipmen, Assistant Commandant, Master of the training ship or the Staff/Ship Watch Officer is authorized to direct that a midshipman be tested for drugs. If the test is a urinalysis, it will be done under direct observation.

040. **MIDSHIPMEN CLASS PRIVILEGES**

Over the years, various functional requirements of the Academy lifestyle have given rise to upper class privileges. For example, if all midshipmen show up in the chow line at 0745 it will cause a major delay in service and midshipmen will be late for class. Therefore only 1/C midshipmen can eat late breakfast. Most privileges are derived from these types of requirements while a few may be simply tradition such as mustaches for 1/C. The privilege system serves two purposes. First, it benefits the community of midshipmen and second, it gives midshipmen something to look forward to as they move up in the Regiment and take on more responsibility.

Usurping of privileges is a violation of regimental regulations; however, it is the responsibility of each class to preserve and to protect their respective privileges.

The Regimental Commander will develop the class privilege list and submit it to the Commandant for approval. This list will remain in effect until promulgation of a revised list by the Regimental Commander.

Midshipmen of different classes or status who reside in the same dorm room will abide by the regulations and privileges of the lowest class in residence; e.g. a 2/C living with a 3/C must adhere to 3/C privileges.

Privileges are not to be confused with duties or class status. A midshipman 4/C may have 3/C privileges such as having a TV or stereo in his residence hall room, but he/she is still a 4/C in rank and must perform all 4/C duties, including maintenance, watch, cleaning stations and Personal Development classes.

050. **MIDSHIPMEN FILES**

Each midshipman will have a file that is intended to:

Document his/her regimental performance.

Document the completion of specific training and qualification requirements.

Document managerial and leadership positions held.

Assist academy officials in making informed decisions about a specific action, positive or negative, which may be required in the midshipman's particular case.

Examples of documentation to be maintained in the midshipman file are: a general information sheet which includes training certifications, awards received and positions held; discipline record; cadet shipping evaluations; RPT evaluations; letters of recommendation, commendation, reprimand or censure; and any other information which is pertinent to assessing the midshipman's leadership and managerial abilities.

Midshipmen files are confidential documents and will be handled accordingly. They will be kept in the custody of and maintained by the midshipman's company officer. Access to a midshipman's file shall be in accordance with the President's Order regarding the Privacy Act.

The midshipman file will be maintained for five (5) years beyond the projected graduation date based on academic major and date of enrollment.

A midshipman has the right and is strongly encouraged to periodically review his/her file in the presence of the company officer.

060. OFF-CAMPUS HOUSING REGULATIONS FOR REGIMENTAL STUDENTS

Living off-campus does not exempt a midshipman from any regimental duties or requirements.

It is the responsibility of off-campus midshipmen to keep themselves informed of any information promulgated within the regimental system such as the Plan of the Day.

All training ship residency requirements for ship familiarization and cruise preparations must be satisfied.

Off-campus midshipmen, who are on the watch bill, including those midshipmen assigned as stand-byes, are in a duty status and will remain at their residence when not on watch or attending class. Otherwise they must keep the MCDO informed of their location in the event their recall is required.

Off-campus midshipmen are required to have a working telephone and their telephone number and address on file with the Commandant's Office.

070. OFFICIAL COMMUNICATIONS/RELATIONS

.010 Interview/Communications with President: Midshipmen may request interviews with the President for any purpose, but such requests shall be submitted through the Commandant of Midshipmen and shall be scheduled for times that do not interfere with scheduled classes and drills. All official and written communications from midshipmen to the President shall be forwarded via the Commandant of Midshipmen.

.020 Communications with Officials outside the Academy: All midshipmen desiring to see or communicate officially as midshipmen with officials of the armed services, or state or federal government, or of companies which deal with the Academy's Career Services Office, shall acquaint the Commandant of Midshipmen with the nature of the "official" communications.

.030 Communications with Academy Staff and Faculty: Midshipmen are encouraged to consult with Academy staff and faculty freely. They are also invited to render recommendations/suggestions of a constructive nature to the Commandant of Midshipmen via the chain of command. In talking with staff and faculty members and other employees of the Academy, as well as with each other, midshipmen shall use proper language. In official oral

communications between midshipmen or in reference to midshipmen, the title, "Mr./Ms." or "Midshipman" shall be used. In all official written communications, the title "Midshipman" followed by the class shall be used. The use of slang terms, expressions, or nicknames in official communications is not recommended.

.040 Use of Official Academy Stationary or Letterhead: Official Academy stationary or letterhead will not be used for any communication other than for official business and then only with the express permission of the Commandant of Midshipmen or the Academy official authorizing the correspondence.

.050 Public Communication:

Publications intended for external audiences may not be issued without the authorization of the Academy's Public Relations Office.

Midshipmen are not authorized to make statements on behalf of the Academy to the news media. Queries by the news media to midshipmen who are acting in an official capacity, such as being on watch, are to be directed to the Academy's Public Relations Office.

Public speeches or publications of articles by midshipmen, official in nature and concerning Academy policies or programs will be reviewed by the Commandant of Midshipmen, and the Public Relations Office prior to delivery/release.

.060 Disclosure of Information:

A midshipman shall not discuss privileged information or official information except as may be required in the performance of his/her duties and then only to persons authorized by competent authority to receive such information.

080. PEER EVALUATIONS

Peer evaluations provide an individual a rare opportunity to see oneself as a group of one's peers would see him/her. Some may dismiss these evaluations as nothing more than a popularity contest, but in actuality, they provide insight as to how well an individual's leadership will be accepted by the group. Midshipmen who rank at the bottom of a ladder and who accept this insight as constructive criticism will profit the most because more often than not, minor adjustments in mannerisms and attitudes can result in major improvements in one's relationships.

All 2/C and 3/C midshipmen will complete peer evaluations. These evaluations are normally done in the spring semester.

Because of their sensitive nature, peer evaluations are kept confidential and are reviewed in private on a "one to one" basis by an officer of the Commandant's Department. Peer evaluations are not entered in the individual's regimental record.

090. PREGNANCY:

A female who becomes pregnant while attending the Academy may continue in attendance until such time as she and her physician determine she should take a medical leave of absence. The Academy will reserve the right to require medical approval or disapproval in certain instances where, in the judgment of Academy officials, it might not be in the best interest of the expectant mother to permit her to perform certain requirements associated with her practical training. Additionally, sound judgment would have to be used concerning Academy cruises on either the Academy training ship or under the Cadet Shipping Program.

Pregnancy will not excuse a student from completing regular watch and maintenance requirements. The student will have to make arrangements with the appropriate ship and staff officers to complete all program requirements.

100. REDRESS OF WRONGS

Any midshipman who considers himself/herself wronged by any person connected with the Academy, or who desires to present a grievance, may submit his/her case in writing to the President via the Commandant of Midshipmen and Dean of Students. Such statements must be confined to facts, be couched in temperate language and must not impugn the motives of others.

Punishment of a midshipman for the act of registering a grievance is prohibited, except that any midshipman making statements under the guise of a legitimate complaint, which upon inquiry, proves to be unfounded or malicious, shall be subject to appropriate disciplinary action.

A midshipman shall not participate in any activity for the purpose of gaining a redress of grievance other than through proper channels, nor shall any midshipman take part in the censure of the conduct of any person.

110. SAFETY

.010 General:

Safety is of primary importance to all persons at Maine Maritime Academy. It is the duty of all midshipmen to observe safe practices in carrying out their daily activities and to report any unsafe conditions or practices.

.020 Therefore it is the duty of all midshipmen to comply with the following:

Observe all published and posted safety rules.

Not render a safety device inoperative at any time.

Not operate nor tamper with any valve, switch or other piece of equipment, including all fire equipment and life saving equipment at the Academy and on the training vessel, unless authorized to do so in the course of his/her duties.

Not ride on the back of a truck or other industrial vehicle or on the outside of such vehicles.

Not operate any vehicle, watercraft or machinery if under the influence of alcohol.

Violations of safety rules and procedures will be charged as a major offense under the Regimental Disciplinary System.

120. **SICK CALL PROCEDURES**

Midshipmen who become ill and desire to go to Sickbay will attend morning Quarters first and go to Sickbay afterwards.

If any midshipman, either residing off-campus or in the residence hall, feels too ill to attend quarters, then he/she will be charged with an unexcused absence until a doctor's note is received verifying the illness and the treatment at the time of the absence.

Except in the case of a medical emergency, all midshipmen will be in the uniform of the day

130. **SPECIAL REGIMENTAL STATUS**

.010 5TH Year Students: Midshipmen who have successfully met the graduation requirements for a license program degree; who have completed their First Class year; and who have sat for the Coast Guard Third Officer's License may, at the discretion of the Commandant of Midshipmen, be excused from further regimental requirements if they remain for another underclass degree major. Such 5TH Year Students will remain under the jurisdiction of the Regiment and will, of course, be bound and guided by all other undergraduate Academy policies and regulations.

.020 Special First Class (1/C) Midshipman Status: Midshipmen who have completed their First Class year; who have completed all of their Watch, Maintenance and Personal Development Class requirements; and who have served four years in the Regiment may, at the discretion of the Commandant of Midshipmen, be placed in a special status as a 1/C Midshipman. While in this status a midshipman is normally excused from all regimental requirements except that he/she is to attend all classes in uniform; comply with all regimental uniform regulations; and muster with the Commandant's Office at least twice weekly. Midshipmen in this status remain subject to all regimental rules and regulations.

.030 Married Students: Married students are required to participate in the routine of the Regiment of Midshipmen; take part in the practical training programs including ship familiarization and annual/special cruises; stand watches; perform cleaning stations and ship's maintenance; and observe the regulations set forth in this Manual. The Board of Trustees has ruled that other than off-campus residency, no other relaxation of the requirements governing student life at the Academy may be granted to any student because of marital status.

Enrolled students who marry may continue their matriculation, but should do so in full knowledge of the above policies.

Married students are not permitted to reside together in the residence hall or on the training ship.

.040 Veterans: For regimental purposes the Academy defines Veterans as those individuals who are currently in the military and who have served at least two years of continuous active duty; or who were honorably discharged from a uniformed service after at least two years of continuous active duty. A DD-214 or Honorable Discharge Certificate is required.

Veterans, who elect to live off-campus, must live on campus or aboard the training ship when prescribed by the training program.

.050 Non-Traditional Midshipmen: Any Midshipman Under Guidance (MUG) who is 24 years of age or older, or any midshipman who reaches his/her 24th birthday while in the Regiment (the latter being able to do so at the end of the Academic Semester during which they attain that age), may apply for non-traditional regimental status.

.060 Transfer Students from other Maritime or Service Academies: Midshipmen who transfer into Maine Maritime Academy from another Maritime Academy or from a Service Academy may be afforded special status their first year in the Regiment as approved by the Commandant of Midshipmen.

.070 The following matrix for Regular students, Non-traditional students, Veterans, and Transfer students is the guide for first year participation in the Regiment and the privileges allowed. These are subject to the approval of the Commandant of Midshipmen.

<u>Evolutions</u>	<u>Regular</u>	<u>Non-Traditional</u>	<u>Veterans</u>	<u>Transfer***</u>
RPT PARTICIPATION	FULL	FULL	FULL	FULL

MUG MONTH:

Uniforms:	Blues	Blues	Khakis	Blues
Musters:	AM/PM	AM	AM	AM
Mug Bus:	Yes	Yes	No	No
Cleaning Stations:	Yes	Yes	Yes	Yes
Privileges:	4/C	1/C*	1/C*	4/C
Field Days:	Yes	No**	No**	Yes
Weekend Activities:	Yes	No**	No**	Yes

MID-OCTOBER FORWARD:

Uniforms:	Khakis	Khakis	Khakis	Khakis
Musters:	AM	AM	AM	AM
Cleaning Stations:	Yes	Yes	Yes	Yes
Field Day:	Yes	No**	No**	Yes
Privileges:	4/C	1/C*	1/C*	4/C

Note: * 1/C Privileges do not include mustaches and the 1/C meal times.

* *Unless living in the dorm, in which case they have to participate.

***Transfer student's participation and privileges will largely depend on their record at the previous academy with the exception of MUG Month, which will be mandatory for all students.