

2015-2016

CORPS OPERATIONS MANUAL

Texas A&M Maritime Academy



TEXAS A&M UNIVERSITY AT GALVESTON
Office of the Commandant
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www.tamug.edu/corps

- 1) Three documents cover every facet of life in the Corps of Midshipmen:
 - a) The **Corps Operations Manual** is about who Corps members are and what they are endeavoring to become. It is about the Corps' mission, vision, priorities, and values. The Corps Operations Manual is at the very heart of the Corps' disciplined way of life. Its carefully crafted policies, guidelines, standards, and rules are designed to support each Midshipman's academic success, physical and mental well-being, and development as a leader. It includes information relevant to every Midshipman, regardless of rank or class, regarding administration, operations, discipline, honor, scholastics, and Midshipman life.
 - b) The **Midshipman Instructions Manual** is an in-depth manual for Midshipman Leadership. In instances where the Corps Operations Manual lacks detail on a given subject, Midshipmen should refer to the Midshipman Instructions Manual. Specifically, the Midshipman Instructions Manual includes information on membership, organizations, position descriptions, drills and ceremonies, physical fitness, uniform and grooming, and assistance programs.
 - c) The **Charlie Noble** is a pocket-size summary of information specifically intended for freshman Midshipmen.
- 2) The above documents are to be used in the instruction and operation of the Corps of Midshipmen. These documents are in addition to the Texas A&M University at Galveston Student Rules found at www.tamug.edu/administration/university_rules.html.

Due to the timing of the printing, the information found within this manual may not reflect the current instruction and direction of the Texas A&M Maritime Academy or Texas A&M University at Galveston. Should any discrepancy exist between what is printed in this manual and what is published online, the online version will have authority.

TABLE OF CONTENTS

RECORD OF REVISIONS	6
CHAPTER 1 - WHO WE ARE AND WHAT WE HOLD TO BE IMPORTANT	7
ARTICLE 101 - MISSION AND PURPOSE STATEMENT	7
ARTICLE 102 - PRIORITIES	7
ARTICLE 103 - CORE VALUES	7
ARTICLE 104 - MIDSHIPMAN OATH.....	8
ARTICLE 105 - CORPS MEMBERSHIP.....	8
ARTICLE 106 - SELECTION OF MIDSHIPMEN FOR LEADERSHIP POSITIONS	10
CHAPTER 2 - THE AGGIE CODE OF HONOR	11
ARTICLE 201 - AGGIE CODE OF HONOR	11
ARTICLE 202 - ARTICLES OF THE AGGIE CODE OF HONOR	11
ARTICLE 203 - CAMARADERIE AMONG AGGIES	11
CHAPTER 3 - STATEMENT ON HAZING, NONDISCRIMINATION, AND ABUSE	12
ARTICLE 301 - STATEMENT ON HAZING.....	12
ARTICLE 302 - ARTISTATEMENT ON NONDISCRIMINATION AND ABUSE	12
CHAPTER 4 - CORPS ORGANIZATION	13
ARTICLE 401 - CHAIN OF COMMAND	13
ARTICLE 402 - CORPS ORGANIZATION CHART	13
CHAPTER 5 - DAILY SCHEDULE	14
ARTICLE 501 - DAILY SCHEDULE	14
ARTICLE 502 - QUIET HOURS	14
ARTICLE 503 - ACADEMIC DAY	15
ARTICLE 504 - CALL TO QUARTERS (CQ)	16
ARTICLE 505 - COMPANY MEETINGS	17
CHAPTER 6 - SCHOLASTICS	18
ARTICLE 601 - SCHOLASTICS POLICY	18
ARTICLE 602 - KEYS TO ACADEMIC SUCCESS	18
ARTICLE 603 - CLASS ATTENDANCE	19
ARTICLE 604 - ACADEMIC STANDARDS	19
ARTICLE 605 - ACADEMIC PROBATION	19
ARTICLE 606 - ACADEMIC SUSPENSION	20
ARTICLE 607 - ACADEMIC INSPECTIONS.....	20
ARTICLE 608 - ACADEMIC AWARDS.....	20
ARTICLE 609 - GRADUATION AND COMMISSIONING.....	20
CHAPTER 7 - CORPS SYSTEM / RESPONSIBILITIES / PRIVILEGES	21
ARTICLE 701 - CLASS SYSTEM	21
ARTICLE 702 - CLASS YEARS	22
ARTICLE 703 - CONDUCT	22
ARTICLE 704 - CORPS RESPONSIBILITIES AND PRIVILEGES	24
CHAPTER 8 - UNIFORMS	26
ARTICLE 801 - GENERAL INFORMATION.....	26
ARTICLE 802 - MIDSHIPMEN INSPECTIONS (ON-CAMPUS AND ON CRUISE).....	27
ARTICLE 803 - UNIFORM AND GROOMING	27
CHAPTER 9 - MIDSHIPMEN ROOMS	28
ARTICLE 901 - ROOM STANDARDS	28
ARTICLE 902 - DOOR	28
ARTICLE 903 - CLOSET/WARDROBE	28
ARTICLE 904 - HYGIENE AREA.....	28

ARTICLE 905 - STUDY AREA	28
ARTICLE 906 - UNAUTHORIZED ITEMS	28
ARTICLE 907 - ROOM INSPECTIONS (ON-CAMPUS AND ON CRUISE)	29
ARTICLE 908 - ROOM MAINTENANCE	30
CHAPTER 10 - DISCIPLINE POLICY	31
ARTICLE 1001 - GENERAL INFORMATION	31
ARTICLE 1002 - STANDARD OF CONDUCT	31
ARTICLE 1003 - MIDSHIPMAN CONDUCT WHILE ON THE TRAINING CRUISE.....	32
ARTICLE 1004 - CATEGORIES OF OFFENSES	32
ARTICLE 1005 - REPORTING MIDSHIPMAN CONDUCT VIOLATIONS	33
ARTICLE 1006 - PROHIBITED ACTIONS	33
ARTICLE 1007 - ADDITIONAL PROHIBITED ACTIONS.....	44
ARTICLE 1008 - DISCIPLINE PROCESS	48
ARTICLE 1009 - MIDSHIPMAN HONOR BOARD	50
ARTICLE 1010 - ADMINISTRATIVE BOARD	51
ARTICLE 1011 - MIDSHIPMAN BOARDS	51
ARTICLE 1012 - CAPTAIN’S MAST	52
ARTICLE 1013 - MIDSHIPMAN MAST.....	52
ARTICLE 1014 - CORPS APPEALS	52
ARTICLE 1015 - GALVESTON AGGIE HONOR SYSTEM	53
ARTICLE 1016 - DEMERIT SYSTEM.....	53
ARTICLE 1017 - SCHEDULE OF DEMERITS	55
ARTICLE 1018 - RESTRICTED WEEKENDS	56
CHAPTER 11 - ALCOHOL RULE	57
ARTICLE 1101 - ALCOHOL USE.....	57
CHAPTER 12 - DRUG RULE	59
ARTICLE 1201 - ILLEGAL DRUG USE.....	59
ARTICLE 1202 - RANDOM DRUG TESTING POLICY	59
ARTICLE 1203 - DRUG TESTING POLICY FOR DOCUMENTED EMPLOYEES AND STUDENTS	60
CHAPTER 13 - TITLE IX OFFENSES	67
ARTICLE 1301 - GENERAL INFORMATION.....	67
ARTICLE 1302 - UNIVERSITY NOTICE OF NONDISCRIMINATION AND ABUSE	67
ARTICLE 1302 - REPORTING ABUSE OR NEGLECT	67
ARTICLE 1303 - DESIGNATED OFFICIALS	68
ARTICLE 1304 - CONFIDENTIALITY / PRIVACY	68
CHAPTER 14 - FORMATIONS AND DRILL	70
ARTICLE 1401 - FORMATIONS	70
ARTICLE 1402 - PURPOSE OF FORMATIONS	70
ARTICLE 1403 - DRILL.....	70
ARTICLE 1404 - OBJECT AND PURPOSE OF DRILL.....	71
CHAPTER 15 - PHYSICAL FITNESS AND TRAINING	72
ARTICLE 1501 - IMPORTANCE OF PHYSICAL FITNESS	72
ARTICLE 1502 - U.S. COAST GUARD STANDARDS	72
CHAPTER 16 - SAFETY	73
ARTICLE 1601 - SAFETY PROGRAM.....	73
ARTICLE 1602 - TEXAS A&M MARITIME ACADEMY SAFETY MANAGEMENT MANUAL ..	73
ARTICLE 1603 - FIRE SAFETY.....	73
ARTICLE 1604 - SMOKING.....	73
ARTICLE 1605 - EXPLOSIVE LIQUIDS.....	74
ARTICLE 1606 - CANDLES	74

ARTICLE 1607 - MATCHES/LIGHTERS/OPEN FLAMES.....	74
ARTICLE 1608 - SAFETY/SECURITY.....	74
CHAPTER 17 - TREATMENT OF ILLNESS OR INJURY.....	75
ARTICLE 1701 - TREATMENT OR ILLNESS OR INJURY.....	75
CHAPTER 18 - SUMMER DEPLOYMENT (CRUISE).....	77
ARTICLE 1801 - PRE-REQUISITE FOR FIRST CRUISE.....	77
ARTICLE 1802 - GENERAL RUDDER AND SHIPBOARD TRAINING DEFINITIONS.....	77
ARTICLE 1803 - TRAINING SHIP (T/S) GENERAL RUDDER.....	77
ARTICLE 1804 - SHIPBOARD ROUTINE.....	78
ARTICLE 1805 - LEAVE AND LIBERTY.....	78
ARTICLE 1806 - SHIPBOARD RULES.....	80
ARTICLE 1807 - MISCELLANEOUS SHIPBOARD RULES.....	82
ARTICLE 1808 - STATEROOM ASSIGNMENT PROCEDURES (CRUISE).....	82
ARTICLE 1809 - T/S GENERAL RUDDER SEA BAG.....	83
ARTICLE 1810 - STUDENT SERVICES DURING SUMMER DEPLOYMENT.....	84
CHAPTER 19 - ASSISTANCE PROGRAMS.....	86
ARTICLE 1901 - RESOURCES.....	86
ARTICLE 1902 - IMPORTANT PHONE NUMBERS.....	86

RECORD OF REVISIONS

Revision Description	Effective Date	Revision Number
First Edition Publication – No Revisions	07/01/2015	Rev: 0
First Edition Publication – Revisions	07/15/2015	Rev: 1
Chapter 11: Article 1101 updated to include reference to 46 CFR and 33 CFR.		
Chapter 12: Article 1203 updated to include <i>Appendix VIIa – Drug Testing Policy for Documented Employees and Students.</i>		
Chapter 16: Added Article 1602 - Texas A&M Maritime Academy Safety Management Manual; Enumeration updated.		
First Edition Publication – Revisions	07/31/2015	Rev: 2
Chapter 19: Article 1902 updated to include correct phone number for Mail Room.		

CHAPTER 1 - WHO WE ARE AND WHAT WE HOLD TO BE IMPORTANT

ARTICLE 101 - MISSION AND PURPOSE STATEMENT

- 1) The Texas A&M Maritime Academy (TMA) is a prestigious, highly specialized maritime training and education program that is embedded within Texas A&M University at Galveston (TAMUG), which is a branch of Texas A&M University (TAMU) at College Station, Texas.
- 2) The mission of TMA is to provide the maritime industries of the State of Texas and the United States with highly trained and professional U.S. Coast Guard licensed Merchant Officers (deck/engine) to serve on ocean-going and inland waterways vessels. Additionally, for the Midshipmen who volunteer and meet the qualifications, TMA through the Naval Science Department/NROTC program, provides the opportunity for Midshipmen to be commissioned and serve in the Strategic Sealift Officers (SSO) program. Midshipmen also have the option to request active duty in the U.S. Navy, U.S. Marine Corps (Platoon Leaders Course – PLC) or a direct commission in the U.S. Coast Guard.
- 3) The purpose and goal of the Texas A&M Maritime Corps of Midshipmen is: *To develop leaders of character dedicated to serving the greater good.*

ARTICLE 102 - PRIORITIES

- 1) Academic success for all Midshipmen.
- 2) Positive, challenging, values-based leadership development experience for all Midshipmen.
- 3) Maintain a highly specialized maritime training and education program.
- 4) Provide the maritime industries of the State of Texas and the United States with highly professional U.S. Coast Guard licensed Merchant Officers (deck/engine) and U.S. Naval Officers to serve our maritime interests.

ARTICLE 103 - CORE VALUES

- 1) Our Core Values reflect what we hold to be important and guide our daily lives, especially our relationships with others. Our Core Values shape the environment in which we live, study, and develop our leadership.
 - a) **Honor.** An unwavering commitment to sound moral values and strong character by respecting others as you fulfill your duties as a member of the Corps of Midshipmen.
 - b) **Integrity.** The honesty and moral courage to always defend and do what is right.
 - c) **Selfless Service.** The desire and ability to put others before self, making personal sacrifices to better the Office of the Commandant, Corps, University, State and Nation.
 - d) **Discipline.** Striving for excellence by holding yourself and others accountable to a higher standard.
- 2) Additionally, the Corps of Midshipmen strives to live by the following:
 - a) **Critical Thinking and Creativity.** We assess situations and decisively implement timely solutions by adapting and using all available resources in an innovative manner.

- b) Leadership. We are effective role models who promote and lead relevant change to inspire and empower our people.
- c) Pursuit of Excellence. We are dedicated to life-long learning and maximum personal effort to achieve our goals in everything we do.
- d) Respect. We maintain an environment that ensures all persons are treated with fairness and dignity.
- e) Scholarship. We are committed to the pursuit of academic excellence, wisdom, and life-long learning.
- f) Teamwork and Collaboration. We work with internal and external stakeholders to achieve shared purposes and goals for the success of our Midshipmen, the organization and the University.

ARTICLE 104 - MIDSHIPMAN OATH

- 1) "I, _____, do solemnly swear (or affirm) that I will obey all University regulations, the Midshipman Operations Manual, and the directives of my superior officers; that I will be diligent in my studies; that I will hold myself and my fellow Midshipmen to the Aggie Code of Honor; that I will remember that to be a member of the Corps of Midshipmen is a privilege which must be earned every day by my honorable actions; and that I will conduct myself in a manner that will reflect credit on the University and the Corps of Midshipmen."

ARTICLE 105 - CORPS MEMBERSHIP

- 1) Until a Midshipman resigns, is removed, or graduates he/she is considered a member of the Corps and is subject to the rules and regulations of the Corps.
 - a) All Midshipmen are required to apply for Corps membership. Approval authority is the Superintendent or his designated representative.
- 2) Those applying to be in the Corps must agree to comply with the following Corps membership requirements:
 - a) Abide by all rules of Texas A&M University at Galveston and the Texas A&M Maritime Academy.
 - b) Attend all drill periods, practical training, watch hours, ceremonies, and formations unless properly excused.
 - c) Enroll in at least 12 semester hours of courses for undergraduate and 9 semester hours for graduates, or what is appropriate for the degree program.
 - d) Maintain at least a 2.00 overall GPR.
 - e) Complete a residence hall contract and live on campus, unless you are a Midshipman in Victor Company.

- f) Agree to release any information from the Aggie Honor System Office to the Office of the Deputy Superintendent.
 - g) Participate in the Midshipman Random Drug Test program, if selected.
 - h) Complete any demerits, restricted weekends, or maintenance work by the deadline and no later than the end of the semester.
 - i) Agree to random room inspections during 0800-1200 during the week.
 - j) Must complete or work-off all demerits and restricted weekends by the end of the semester.
 - k) All License Option Midshipmen must spend a minimum of 3 years at TAMUG to receive their license. This applies also to transfer Midshipmen, regardless of the time at a previous academy.
- 3) Approval and/or continued membership in the Corps is contingent upon compliance with the above membership requirements and the assessment of the Midshipman's performance by the Chain of Command.
- a) Membership/application may be approved, interim-approved, or disapproved based upon compliance with the above items.
- 4) Midshipmen who wish to reside off-campus may request Victor Company.
- a) Married and plan to reside with spouse in Galveston area.
 - b) Over 25 years of age upon entering the Academy.
- 5) Administrative Boards.
- a) The purpose of an administrative board is to provide a recommendation to the Superintendent regarding an administrative action or decision.
 - b) The administrative board is organized by the Deputy Superintendent, at the direction of the Superintendent, and composed of staff primarily. Faculty and senior-ranking Midshipmen may be used if available.
 - c) The Deputy Superintendent may direct an administrative board to meet with a Midshipman and provide a recommendation regarding that Midshipman's continued membership in the Corps.
 - d) Membership may be terminated at any time for failure to comply with the membership requirements or for just cause.
- 6) Corps Complete is no longer an option due to STCW requirements
- 7) The Superintendent or his designated representative has final authority in all membership requirements.
- 8) Approval of Corps application is contingent upon compliance with the above membership requirements and the assessment of the Midshipman's performance by the chain of command.

Application may be approved, approved but placed on probation, or disapproved. All applications are subject to review at the end of each semester.

ARTICLE 106 - SELECTION OF MIDSHIPMEN FOR LEADERSHIP POSITIONS

- 1) In February, any qualified junior or sophomore Midshipmen may pick up, complete, and return a leadership application to the Deputy Superintendent's office.
- 2) Applicants must be "in good standing" with the University and the Corps at the time of assumption of the leadership position and are expected to meet or exceed the minimum overall and term GPR and hours listed below.
- 3) **All Commanders** must have and maintain a **2.80 overall GPR**.
- 4) **All Company XOs** and **Senior Chief Petty Officers** must have and maintain a **2.80 overall GPR**.
- 5) Selection Board members and meeting schedules will be announced during spring classes.
 - a) Voting board members will be composed of an equal number of Midshipmen and ROTC/University staff members, with a non-voting senior member (Deputy Superintendent) giving each board an odd-number of members.
 - b) Boards will review the applications and determine the candidates to be interviewed, and then conduct interviews of the most viable candidates. Boards will recommend for the available Command positions, using "secret ballots" to score each candidate. Scores will be based on application information, records, first-hand knowledge of board members, and interviews of the candidates.
 - c) Board recommendations will be forwarded to the Superintendent for a decision.

CHAPTER 2 - THE AGGIE CODE OF HONOR

ARTICLE 201 - AGGIE CODE OF HONOR

- 1) *An Aggie does not lie, cheat or steal or tolerate those who do.*

ARTICLE 202 - ARTICLES OF THE AGGIE CODE OF HONOR

- 1) Articles of the Aggie Code of Honor include:
 - a) **Article I**
 - i) A Midshipman will not knowingly make any false statement, written or spoken.
 - b) **Article II**
 - i) A Midshipman will not impart or receive any assistance, either outside or inside a classroom or places of instruction, which would tend to give any student an unfair advantage.
 - c) **Article III**
 - i) A Midshipman will not take or receive any property of another person or persons, under any circumstances, without the specific authority of that person or persons.
 - d) **Article IV**
 - i) A Midshipman will not use evasive statements or technicalities in order to shield guilt or defeat the ends of justice.
 - e) **Article V**
 - i) A Midshipman will report to his/her Commander all known or suspected honor violations by any Midshipman or Midshipmen.

ARTICLE 203 - CAMARADERIE AMONG AGGIES

- 1) While the camaraderie among Aggies is legendary and frequently life-long, in no way is friendship ever justification for violating the tenets of the Aggie Honor Code. Similarly, the Aggie Code of Honor is never to be understood as a code only adhered to among Aggies. Rather it is a code that all Aggies strive to live in all associations and activities for their whole lives, not just when among Aggie buddies.

CHAPTER 3 - STATEMENT ON HAZING, NONDISCRIMINATION, AND ABUSE

ARTICLE 301 - STATEMENT ON HAZING

- 1) It is imperative that every member of the Corps understands the University/Academy's rule on hazing: It will not be tolerated nor do we expect any Midshipman to participate in it.

ARTICLE 302 - ARTISTATEMENT ON NONDISCRIMINATION AND ABUSE

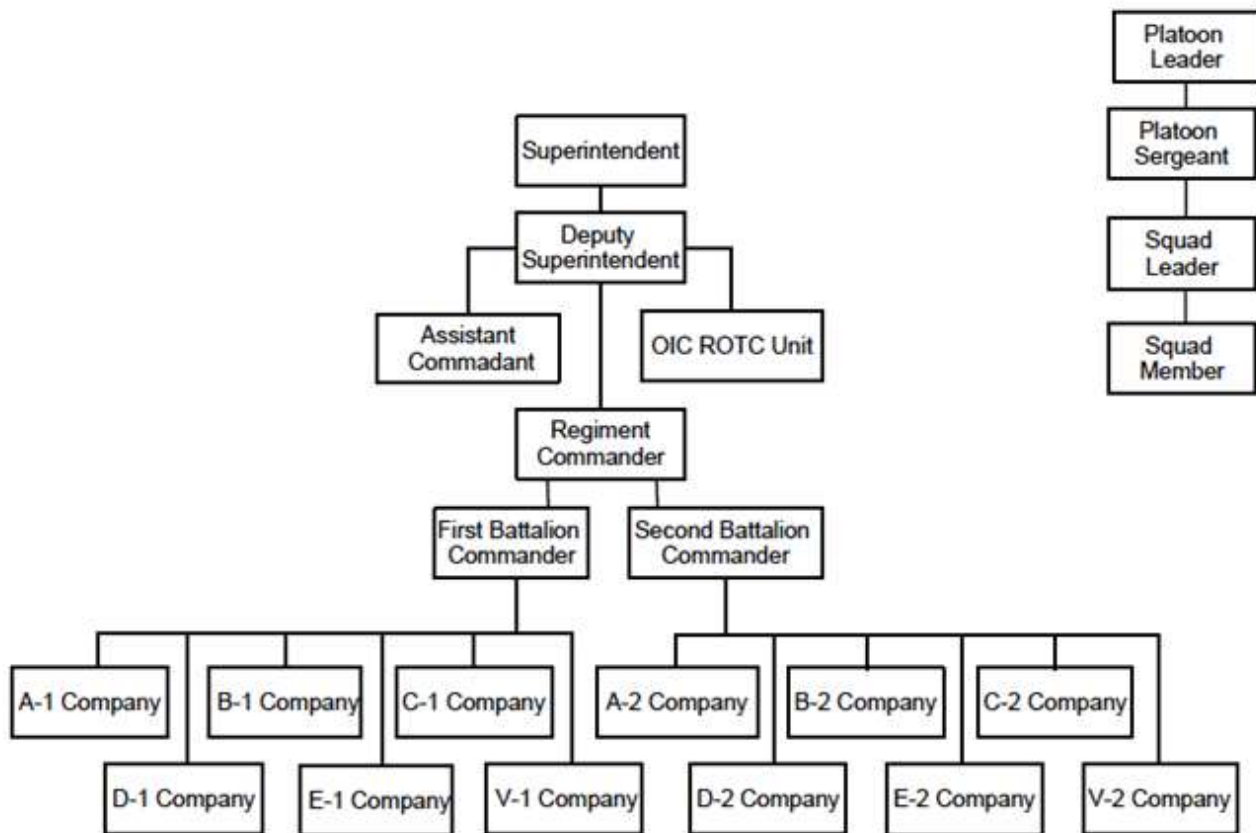
- 1) Pursuant to Title IX (20 U.S.C. Section 1681): "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."
- 2) Texas A&M University at Galveston provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Texas A&M University at Galveston will promptly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. Further, Texas A&M University at Galveston will strive to maintain a work and educational environment free from discrimination on the basis of sexual orientation, gender identity and gender expression.

CHAPTER 4 - CORPS ORGANIZATION

ARTICLE 401 - CHAIN OF COMMAND

- 1) The chain of command is the system used to ensure that each individual receives instructions for a particular task from only one supervisor. It is an authority and accountability chain from the highest office or position within the chain to the lowest element. The chain of command assists commanders at all levels to achieve their primary function of accomplishing the organization or unit's assigned mission while caring for personnel and property in their charge.
- 2) A chain of command provides proper avenues of communication. It allows for members to give and receive information. When used properly, it is both simple and effective.
- 3) The chain of command varies based on the command involved. All orders and instructions should be issued through the chain of command. A person or unit can only have one immediate commander who issues orders and provides instructions. Using the chain of command, an individual commander may limit the number of personnel who are directly supervised.

ARTICLE 402 - CORPS ORGANIZATION CHART



CHAPTER 5 - DAILY SCHEDULE

ARTICLE 501 - DAILY SCHEDULE

- 1) This schedule is a representative, routine schedule for the Corps. The actual schedule may vary and will be published by the Corps Staff, in the Plan of the Week (POW).

EVENT	TIME	DAY
Personal Fitness Training*	0600-0645	M-F
NROTC Wake Up / Fall Out	0600-0615	
NROTC Physical Fitness Training**	0615-0700	M, W, F
Midshipmen Wake Up	0645	M, W, F
Morning Meal	As Desired	M-F
Morning Formation / Flag Raising	0745	M, W, F
Academic Day (Quiet Hours in the Residence Hall)	0800-1600	M-F
Noon Meal	As Desired	M-F
Ship Training Activity (ZOPT 100)	1530-1800	M, W (Engr.), T (Deck)
Ship Practical Training (ZOPT 300)	0800-1100 1100-1400 1400-1700	M-F M-F M, W, Th, F
NROTC Leadership Lab	0600-0800	F
Evening Meal	As Desired	M-F
Call to Quarters (CQ)	1900-2200	Sun-Th
Personal Time	2200-2230	Sun-Th
Lights Out	2230	Sun-Th

Notes: * Personal fitness training (Optional)
** See NROTC for fitness training

ARTICLE 502 - QUIET HOURS

- 1) The purpose of Quiet Hours is to provide a period of time when the residence halls Quad are quiet and conducive to study.
- a) The two time periods of quiet hours occur during the Academic Day and from the start of Call to Quarters to First Call the next morning.

- b) All upperclassmen are responsible for maintaining and enforcing quiet hour study conditions.
- c) Conditions and times for quiet hours are as follows:
 - i) Times:
 - (1) During class days, or the academic day, quiet hours in the residence halls will be from 0730-1630 on Monday through Friday.
 - (2) Evening quiet hours will be from 1800 on Sunday through Friday and will continue until 0830 hours the following morning.
 - (3) During the weekends, the University Student Rules are in effect.

ARTICLE 503 - ACADEMIC DAY

- 1) The purpose of the Academic Day is to maintain an atmosphere within the Corps that is conducive to the pursuit of academic endeavors and personal matters.
 - a) Quiet conditions in halls and rooms will be in effect for all Midshipmen, from 0700-1630 Monday through Friday.
- 2) The Academic Day will consist of:
 - a) Attending Class.
 - b) Study time at any appropriate place on campus.
 - c) Rest time. If a Midshipman is sleeping, he/she will not be awakened unless it pertains to academic matters (ex. waking someone up for class, waking someone to ask why they are not in class if their door card indicates they have a class scheduled at that time).
 - d) Personal time needed for daily living and individual Corps activities such shining shoes, uniform preparation, room cleaning and personal hygiene.
 - e) Room inspections may be conducted but will not interfere with the study environment.
- 3) Only juniors and seniors may enter a fish's hole during the academic day in accordance to the stipulations below.
- 4) Activities that will be permitted:
 - a) Freshmen doors must be open and remain open while the upperclassman is inside the hole.
 - b) Reasons for upperclassmen visit are limited to Academic support and Morale/Welfare Checkup.
 - c) Access to fish rooms may be further restricted on an individual basis by the Company CO. If a Midshipman does not have the approval of the Company CO and still enters a fish's room, he/she will be in violation of this rule and subject to disciplinary action.
- 5) Activities that will not be permitted:

- a) Military/Corps training.
 - b) Disciplinary actions.
 - c) Corrective and physical exercise.
 - d) Upperclassmen “details”.
- 6) Violation of the Academic Day rule may result in suspension from the Corps.

ARTICLE 504 - CALL TO QUARTERS (CQ)

- 1) The purpose of Call to Quarters is to maintain an appropriate scholastic environment for the Corps. Quiet conditions in halls and rooms will be in effect for all Midshipmen.
- a) Times: Sunday through Thursday 1900-2200hrs.
 - b) Freshmen and Sophomores must be in bed no later than 2230 Sunday through Thursday or they must have a red card / pass (for academic purposes, signed by the JCQ) posted.
 - c) Freshmen and Sophomores will not be allowed to attend social events (e.g., Company parties, or intramurals) anytime during Sunday through Thursday without written approval of the Corps Commander and notification by the Deputy Superintendent at least 48 hours before the event.
 - d) Freshmen and Sophomores are not allowed to leave the campus after 1900 hrs, Sunday through Monday, including the hours between 2200-2230hrs.
 - e) Midshipmen will be engaged in academic study, tutoring, individual study, test reviews, group study, supplemental instruction, departmental reviews, academic research, and other activities that promote academic progress.
 - f) The academic study may be anywhere on campus as needed. For study outside your room, a pass must be posted on the door in accordance with Corps Scholastic Rule.
 - g) Participation is encouraged in approved extracurricular programs on campus, and a reasonable amount of CQ may be missed if the Midshipman is not on probation, during the second semester for freshmen Midshipmen and both semesters for sophomore Midshipmen.
 - h) Midshipmen will not be required to attend non-academic Corps-related events, such as Yell Practice, during any period designated as CQ.
 - i) In the room, will not study on the bed.
 - j) Only scholastic visits from upperclassmen will be allowed in fish rooms.
 - k) No more than four people in a room.
 - l) No personal phone calls may be made.
 - m) Fish may not listen to music in the fall semester.
 - n) Watching TV is not allowed.

- o) Playing computer games is not allowed.
- p) No physical training will be administered during CQ.
- q) The JCQ is responsible for calling Company-wide breaks which will be no longer than 10-minutes for each hour of CQ.
- r) During the 30 minutes between evening CQ and lights-out, fish may continue to study, work on personal business (i.e., uniforms and personal hygiene), or sleep.
- s) Any underclass Midshipman who posts a 3.25 for the term is not required to sit CQ.

ARTICLE 505 - COMPANY MEETINGS

- 1) Communication down through the chain of command and to the Midshipmen is vital to the success of each Company. One of the most efficient ways to accomplish this is through a Company meeting, to be attended by all Midshipmen within the company. Recommended schedule for the company meeting is 1700-1900 Sunday nights, with meeting usually held in the company hallway/residence hall. However, this schedule is flexible and can be determined on a company-basis as long as it does not interfere with the academic day or study times.

CHAPTER 6 - SCHOLASTICS

ARTICLE 601 - SCHOLASTICS POLICY

- 1) The scholastics policy is designed to reinforce the importance placed on academic pursuits within the Corps of Midshipmen. Academic success is the leading priority of the Corps of Midshipmen, because first and foremost, Midshipmen attend Texas A&M University at Galveston to attain a degree. The Corps promotes and enhances the scholastic performance of all Corps members by providing the most successful academic support program on campus. This scholastic policy utilizes an intentional, standards-based approach to establish the environment, provide professional academic advising, and a mentorship support program, and recognize academic achievement. This policy also promotes an academic plan with the structure to ensure graduation in a timely manner.

ARTICLE 602 - KEYS TO ACADEMIC SUCCESS

- 1) Attend every class, every day.
- 2) Sit in the center of the first three rows of the classroom so you can see, hear, and are less distracted.
- 3) Introduce yourself to each instructor and meet with him/her during office hours within the first month of the semester. Have several substantive questions to ask.
- 4) Meet with each instructor at least once more during the semester.
- 5) Read all assignments before class.
- 6) During class, stay awake and take good notes. Ask questions in class.
- 7) Find a study partner in each class and meet once a week to exchange information and review notes.
- 8) Review your textbooks and notes after each class and fill in any missing information.
- 9) Seek Corps tutoring and additional departmental help when needed.
- 10) Attend all review sessions and supplemental instruction sessions for each class.
- 11) Find a quiet place on campus to study for at least two hours each day between classes. Find a place that is quiet and comfortable and away from the distractions of the residence halls.
- 12) Treat school like a full time job. Focus on academics from 0730-1630 every day. Fill your week, M-F, with 40 hours of academic related activities. Use a day planner for effective time management.
- 13) Utilize CQ efficiently. Use this time to attend test reviews, tutoring, departmental help sessions, or for your own personal study time.
- 14) See the departmental advisor in your major each semester to review your courses, grades, and registration for the next semester.
- 15) Find a faculty/staff mentor each semester and get to know them well. They are valuable sources of information and can provide a supportive contribution to your adjustment to the Corps and school.

ARTICLE 603 - CLASS ATTENDANCE

- 1) Academic success of all Midshipmen is a priority of the Corps of Midshipmen.
- 2) Activities that prevent a Midshipman from getting to class on time are prohibited.
- 3) Midshipmen will attend every class and will be on time. This is not an option.
 - a) Midshipmen who miss more than one unexcused absence in an STCW Class will not be allowed to go on summer cruise, as they haven't received the necessary training to participate.

ARTICLE 604 - ACADEMIC STANDARDS

- 1) To remain in good standing each Midshipman must maintain a 2.00 term and or overall 2.0 GPR and have successfully completed an average of 12 hours per semester.
 - a) These hours and overall GPR include ROTC, and transfer hours.
- 2) For graduate school Midshipmen, they must maintain a 3.00 term/overall and successfully complete at least 9 hours per semester.
- 3) Any Midshipman who is not "in good standing" academically in the spring semester will not be allowed to sail on the summer cruise.
- 4) Midshipmen must be "in good standing" and maintain a 2.80 overall and 2.00 term GPR in order to be considered for and remain in key leadership positions (i.e., Commander, XO and Senior Chief Petty Officer).
- 5) All Midshipmen must maintain a 2.25 overall GPR for membership and to remain in Corps special company and student organizations.

ARTICLE 605 - ACADEMIC PROBATION

- 1) Midshipmen who fall below 2.00 overall GPR will be on GPR Scholastic Probation.
- 2) Midshipmen who post two (2) consecutive semesters below 2.00, with an overall GPR above 2.00, will be placed on Scholastic Probation
- 3) Midshipmen who post two consecutive term semesters below a 2.00 GPR, even though their overall GPR is above a 2.00, will be considered for Corps Suspension.
- 4) Requirements for removal from GPR Scholastic Probation:
 - a) Must raise overall GPR to a 2.00 by the end of the next semester.
 - b) If you do not raise overall GPR to a 2.00, but post a term GPR above 2.30, you may be continued on GPR Scholastic Probation for another semester.
- 5) Any Midshipman who is not "in good standing" academically in the spring semester will not be allowed to sail on the summer cruise.

- 6) Midshipmen must be “in good standing” and maintain a 2.80 overall and 2.00 term GPR in order to be considered for and remain in key leadership positions (i.e., Commander, XO and Senior Chief Petty Officer).
- 7) All Midshipmen must maintain a 2.25 overall GPR for membership and to remain in Corps special company and student organizations.

ARTICLE 606 - ACADEMIC SUSPENSION

- 1) Midshipmen who have been academically suspended from the University will also be suspended from the TMA. However, if the university grants an appeal to the Midshipman, the Midshipman still has to meet a TMA Administrative Board to rejoin the Academy.

ARTICLE 607 - ACADEMIC INSPECTIONS

- 1) Corps Academics Officer is responsible for conducting weekly inspections of the Academic Day and Call to Quarters. Company Academic Officers are responsible for assigning Midshipmen to inspect CQ daily:
 - a) All Midshipmen must have their class schedule posted on their door card.
 - b) All underclass Midshipmen must have a pass up stating their location, if they are not in their room during CQ.

ARTICLE 608 - ACADEMIC AWARDS

- 1) At the end of each semester, Midshipmen that meet the following standards will be awarded for academic excellence:

Academic Achievement	3.00 term GPR	12+ hours
Corps Honor Roll	3.25 term GPR	12+ hours
Distinguished Student (Silver Star)	3.50 term GPR	15+ hours, no D or F
Dean’s Honor Roll (Silver Star)	3.75 term GPR	15+ hours, no D or F
4.0 Certificate (Gold Star)	4.00 term GPR	12+ hours

- 2) Senior Midshipmen, who have over 95 academic hours, will not be required to enroll in 15 hours to receive an academic award. They must, however, be enrolled in at least 12 hours.
- 3) Graduate Midshipmen are eligible for the gold and silver star awards.

ARTICLE 609 - GRADUATION AND COMMISSIONING

- 1) All Midshipmen are highly encouraged to take their U.S. Coast Guard license exam prior to graduation.
 - a) For those Midshipmen who pass their license exam and receive their degree, they will wear their uniform and be sworn into the Merchant Marine Service during the commission ceremony upon graduation.

CHAPTER 7 - CORPS SYSTEM / RESPONSIBILITIES / PRIVILEGES

ARTICLE 701 - CLASS SYSTEM

- 1) A Midshipman's designation in a particular class shall be based upon the expected date of graduation, and number of semesters completed in the Corps of Midshipmen at TAMUG. In special circumstances, the Superintendent's approval for training credit may be granted for one commercial cruise completed at another maritime academy and one year of Midshipman Corps experience completed at another institution. The following criteria are used for class assignment:
 - a) **First Classman: Senior (1/C).**
 - i) Traditional Midshipmen completing a four year program will advance to 1/C after completing six semesters. Advancement to 1/C during the last two semesters, provided the MIDN has over 90 credit hours. Students who will graduate in less than eight semesters may be advanced to 1/C earlier to assure two semesters as 1/C. Midshipmen who are in the graduate program, will advance after completion of 4 regular academic semesters.
 - ii) Seniors hold the rank of Midshipman commissioned officers. They are the executive leaders of the Corps and are expected to establish, focus on, and communicate their Unit's vision, purpose, and values; establish and maintain a positive environment, develop others, and make the decisions that affect unit operations.
 - b) **Second Classman: Junior (2/C).**
 - i) Traditional Midshipmen completing a four year program will advance to 2/C after completing four semesters. Advancement to 2/C will normally occur prior to the second cruise and last four semesters. Students who will graduate in less than eight semesters may be advanced to 2/C earlier to assure two semesters as 2/C and two semesters as 1/C. Midshipmen who are in the graduate program will advance after completion of 2 regular academic semesters.
 - ii) Juniors hold the rank of Chief Petty Officer/Midshipman 2nd Class. They are the indirect leaders of the Corps and are expected to communicate their Unit's vision, purpose, and values; maintain a positive environment, develop others, and implement the directions, programs, and rules made by the seniors.
 - c) **Third Classman: Sophomore (3/C).**
 - i) Traditional Midshipmen completing a four year program will advance to 3/C after completing two semesters. Advancement to 3/C will normally occur prior to the first cruise. Midshipmen who will graduate in less than eight semesters may be advanced to 3/C after one semester as 4/C. All Midshipmen will be required to spend at least one semester as a 4/C and one semester as a 3/C in the Midshipman Corps regardless of transfer credits.
 - ii) Sophomores hold the rank of Petty Officer/Midshipman 3rd Class. They are the direct leaders and are expected to execute the directions, programs, and rules established by the juniors and seniors.

d) Fourth Classman: Freshman (4/C).

- i) Traditional Midshipmen completing a four year program will be classified as 4/C for their first two semesters prior to their first cruise. Transfer students will spend a minimum of one semester as a 4/C. Then they will advance to junior status if they have at least 60 hours. Graduate Midshipmen will complete their first two regular academic semesters as 4/C midshipmen.
 - ii) Freshmen hold the rank of Midshipman 4th Class. They are expected to be good followers and to carry out the lawful orders of the upperclassmen.
- 2) Midshipmen shall be designated by and assigned to one of four Midshipman classes. Qualification for Midshipman officer positions and certain Midshipman privileges are based upon the class to which an individual Midshipman is assigned. Midshipman classification and academic classification are usually the same but may differ.
 - 3) Prior to the end of each fall and spring semester, the Commandant shall publish a roster that indicates each Midshipman's corps class designation for the next semester.

ARTICLE 702 - CLASS YEARS

- 1) All incoming Midshipmen in the Fall will begin as fish in the Corps, regardless of the number of hours you transfer in with, and will remain a fish for one entire school year; this also applies to graduate Midshipmen. Spring Transfer Midshipmen will be a fish for one semester.
- 2) If you are on the four year track, you will advance to the next year group in the summer session of each school year, again regardless of your transfer hours.
- 3) If you are on the three year track, (includes all Graduate degrees) you will advance to junior status your second year and senior status on your third year.
- 4) No changes to Midshipman rank or classification will take place in the spring.
- 5) All License Option Midshipmen have to enroll for 3 school years (fall & spring), regardless of their transfer hours to comply with US Coast Guard regulations.

ARTICLE 703 - CONDUCT

- 1) Midshipmen are reminded that as long as you have a valid Texas A&M University at Galveston identification card, you must enforce and the University Rules and the Corps Operations Manual.
- 2) In campus buildings:
 - a) All Midshipmen will maintain normal class distinction while conducting themselves in a manner that will reflect favorably upon the Corps.
 - b) No Midshipman will create a scene or disturbance that would be displeasing to others.
- 3) Midshipmen are expected to maintain Corps grooming standards and wear the uniform properly and proudly regardless if they are on or off-campus or on their summer cruises.
- 4) Midshipmen will not have their hands in any pocket while walking in uniform.

- 5) Midshipmen will be covered (wearing headgear) immediately upon exiting a facility/building.
- 6) Midshipmen in uniform and covered (wearing headgear) will render the proper military salute to all officers regardless if the officer is in uniform or in civilian attire.
 - a) When not in uniform or not covered (not wearing headgear), midshipmen will render an appropriate greeting to the officer (i.e., “Howdy and good morning/afternoon/evening, sir/ma’am.”).
- 7) Eating or drinking while walking in uniform, outside of a dormitory or dining facility is prohibited.
 - a) Reasonable exceptions for outdoor social events may be made by the Deputy Superintendent.
- 8) Drinking of alcoholic beverages, chewing gum, or use of tobacco products while walking in uniform is prohibited. This includes smokeless tobacco and vapor-style electronic cigarettes.
- 9) Midshipmen may use cell phones while walking in uniform provided they can salute with their right hand.
 - a) Use of headphones or earbuds while walking in uniform is prohibited.
- 10) Midshipmen respect the rights of others to privacy and maintain good neighborly relations with those who are housed in the dormitory. Academic demands require an atmosphere conducive to study at all times. Moderation and thoughtfulness on the part of each Midshipman reduces tension and friction. Living together, as in a community, is part of our education. Speaking and whipping out will follow the prescribed manner per the Corps Operations Manual. Midshipmen are corrected according to the Corps Operations Manual and the Midshipman Instructions Manual and only at such times during which classes or study hours are not disturbed
- 11) Specific to living quarters, no racially offensive, hate group, gang-related symbols, any form of pornography, drug paraphernalia or flags other than the US, country, state, college or POW/MIA are allowed.
- 12) Speaking and "whipping out." It is traditional on the A&M campus for students to be actively interested in each other, in visitors, in the faculty and in the staff of the University. The traditional “HOWDY!” and smile of friendship as people pass on the campus have become hallmarks known throughout the nation
- 13) Midshipmen will learn all the songs and yells. This is a tradition that upholds the “Spirit of Aggieland.”
- 14) Drunkenness or disorderly conduct is not tolerated.
- 15) Profanity is not tolerated.
- 16) Conduct off campus and when in public gathering.
 - a) Conduct off campus and when in public gatherings reflect upon the Corps. In most cases you will be among groups of Midshipmen in uniform. Such groups invariably must be careful to ensure that their actions reflect favorably on the University. Remember that groups of Midshipmen are

always highly visible, both in and out of uniform, and are viewed as representatives of the University.

17) Corps Trips.

- a) The prescribed uniform is worn properly at out-of-town games and public performances during Corps Trips.
 - i) At football games in Kyle Field:
 - (1) Midshipmen will not remove or unbutton any part of the uniform while in the stands except when authorized to do so by the Corps Commander or the Deputy Superintendent.
 - (2) Midshipmen will uncover (remove headgear) while in the stadium and walking to and from the game on game day. The only exception will be made is during the March-in and in the Quad area; covers will be worn.
 - (3) Midshipmen will not leave the stands unless in a full, properly adjusted uniform.
 - (4) Midshipmen will not “boo” officials or members of either team. Excessive hissing is not in good taste.
 - (5) Midshipmen will not throw objects in the stands or onto the field.
 - (6) As an exception to the prohibition of public displays of affection while in uniform, Midshipmen will be permitted to kiss their dates whenever the Aggies score.
- b) Corps trips are required formations for all Midshipmen, unless properly excused by the Deputy Superintendent.
 - i) An assumption of risk form must be filled out by all Midshipmen traveling in their private vehicle.
 - ii) Bus transportation will be provided, however, Midshipmen may drive/ride in private vehicles if they have all signed the Assumption of Risk Form.

ARTICLE 704 - CORPS RESPONSIBILITIES AND PRIVILEGES

- 1) All Midshipmen must agree to comply with the following Corps membership requirements to remain in the Corps (See Chapter 1 for additional requirements):
 - a) Attend all required formations and classes unless properly excused; to include Corps Trips and Corps Reviews
 - b) Agree to complete all required ship operations and watches as scheduled.
 - c) Agree to purchase all required uniforms and rank for each class year.
 - i) Midshipmen are required to have their proper Midshipman rank shoulder boards.
 - d) Be in “Good Standing” in academics and conduct with the University.

- e) Live on campus unless in Victor Company.
 - f) Agree to follow and live by the Aggie Code of Honor.
- 2) It is a Midshipman's responsibility to:
- a) Be familiar with the contents of the Corps Operations Manual.
 - b) Speak clearly and distinctly to all persons on campus with "Howdy" (except to commissioned officers), calling those known to the Midshipman by name.
 - c) Not inappropriately raise one's voice or cause a disturbance on or off campus.
 - d) Be an example of good citizenship and Aggie spirit to all people at all times.
- 3) It is a Midshipman privilege to live in a reasonably clean, and orderly room. To ensure the health and welfare of Midshipmen, random weekly room inspections will be conducted by both the Deputy Superintendent's staff and the Midshipman staff.
- 4) All Midshipmen should lock their doors when away from their room and at night when going to bed.

CHAPTER 8 - UNIFORMS

ARTICLE 801 - GENERAL INFORMATION

- 1) Appearance in uniform is a key element for how the public receives the men and women of the Texas A&M Maritime Academy, and how midshipmen of the Texas A&M Maritime Academy honor those that came before them and those to follow as well as honoring the Texas A&M Maritime Academy, Texas A&M University at Galveston, and the maritime profession.
- 2) A very important part of the image a Midshipman projects and the impression they create is how he or she wears their uniform. The Midshipman uniform is a visual reminder of who we are and what we represent on this campus. Pride in one's personal appearance and wearing the uniform, embodies the values and traditions of the Corps, and greatly enhances the esprit de corps of our organization. As with other personal appearance standards, the Corps of Midshipmen emphasizes a neat, clean, professional image. Grooming standards apply seven days-a-week during the fall and spring semesters, and when representing the Corps, whether in uniform or not.
- 3) All Midshipmen are expected to wear the correct uniform of the day properly.
 - a) During cruise, Midshipmen who fail to wear their uniform in a professional manner may have their shore leave cancelled and continued violations will be grounds for dismissal from the cruise.
- 4) Detailed uniform and grooming standards can be found in the Midshipman Instructions Manual.
- 5) Midshipmen are responsible for maintaining their personal appearance and their uniforms to reflect the long and proud history and traditions of the Texas A&M Maritime Academy and Texas A&M University at Galveston. Midshipmen in leadership positions at every level are responsible to promote and enforce high standards for uniform appearance. Midshipmen must maintain proper military decorum and present themselves with pride. All members of the Corps of Midshipmen are responsible for ensuring the following as outlined in The Midshipman Instructions Manual:
 - a) Uniforms shall be worn properly at all times.
 - (1) Midshipmen shall dress neatly and smartly at all times. The term "properly fitted" indicates a sharp military appearance.
 - (2) Midshipmen will keep their uniform properly fitted, cleaned, pressed, and in good repair at all times.
 - (3) Brass will be shined and free from tarnish.
 - (4) Low quarters will be clean and shined.
 - (5) Midshipmen will adhere to all grooming and appearance standards as outlined in the Midshipman Uniform and Grooming Regulation.
 - (a) Male Midshipman should have a shave, hair well-trimmed and short sideburns.
 - b) Uniforms will be worn from 0730 – 1700 each school day and after 1700 when attending any evening classes with TAMUG and/or TMA.

- c) Midshipmen are responsible for knowing the authorized uniform combinations, appropriate wear of each uniform, and the correct placement of insignia, awards and decorations, and other uniform items.
 - i) Failure to wear a proper uniform to all classes is in violation of CFR 46 and midshipmen may be disciplined accordingly.
- d) Midshipmen are authorized to wear only those uniform items, insignia, and awards and decorations prescribed for wear in the Midshipman Uniform and Grooming Regulation and/or as approved by the Superintendent.
 - i) Veterans may wear their service awards, ribbons and patches with their Midshipman Rank and Deck/Engine insignia on their uniform.
 - (1) Veterans who wear their ribbons must be sure they earned the awards. (Be prepared to show your DD 214 if required)
- e) Midshipmen will be inspected regularly on uniform wear, grooming and appearance, and knowledge of policies and campusology.

ARTICLE 802 - MIDSHIPMEN INSPECTIONS (ON-CAMPUS AND ON CRUISE)

- 1) Anytime a Midshipman is in uniform, both off and on the ship, they must meet the grooming standards and act responsibly.
 - a) All Midshipmen are reminded that they are representing the university when they are on the ship or on shore, and they are expected to act accordingly.
- 2) Haircuts will be well trimmed in the back and sides and not touching the ears.
 - a) Midshipmen must shave at least once a day. No beards or long sideburns are allowed.
- 3) All uniform items should be appropriate for the class year of the Midshipman. (see Ops Manual on line)
 - a) Uniforms shall be neat, pressed and clean at all times.
 - b) Midshipmen are not allowed to mix civilian attire with the TMA uniform unless approved by the Master of the ship or the Deputy Superintendent.
 - c) Ball caps must be replaced when they are faded or well-worn.

ARTICLE 803 - UNIFORM AND GROOMING

- 1) All Midshipmen are expected to wear the correct uniform of the day properly; to include keeping your hair cut within regulations, shave every day and sideburns no lower than halfway down the ear. Midshipmen who fail to wear their uniform in a professional manner may have their shore leave cancelled and continued violations will be grounds for dismissal from the cruise.
- 2) All Midshipmen will report to their summer cruises with a haircut and shave.
 - a) You will not be allowed on the ship until you have both.

CHAPTER 9 - MIDSHIPMEN ROOMS

ARTICLE 901 - ROOM STANDARDS

- 1) All Midshipman will observe and adhere to the policies, procedures, rules, and regulations contained in the Residence Hall Manual. Midshipmen should visit http://www.tamug.edu/reslife/Residence_Hall_Manual.html for the most current version of the Residence Hall Manual.
- 1) Midshipman rooms will be clean, neat, and orderly at all times. Arbitrary standards are prohibited. Rooms will be inspection ready between 0800 and 1200. Clothing or other personal items will not be left outside the room, on windowsills, or in the hallways.
- 2) Do not remove furniture from the rooms.
- 3) Bicycles may only be stored inside the room or on an approved bicycle rack outside the dorm. Refer to the “Bicycles” section of the Midshipman Resident Handbook for additional information regarding bicycle parking and storage. Senior and Junior rooms must be clean, neat, and orderly. The standards below apply only to fish and sophomores except as noted.

ARTICLE 902 - DOOR

- 1) All Midshipmen must have a current class schedule displayed on the door.

ARTICLE 903 - CLOSET/WARDROBE

- 1) Military and civilian clothes will be organized in a neat orderly fashion. Military clothes will be kept on the top or front hanging bar and civilian clothes on the back or bottom hanging bar with the heavier articles towards the room entrance. Clothes will be hung in a unified manner.

ARTICLE 904 - HYGIENE AREA

- 1) Sink, mirror, shelves, and towel rack will be clean, neat, and orderly. Freshmen will arrange items on vanity shelves (or the monster) flush with the front edge of the shelf and may not use carpet or towels to cover the shelf. Freshmen will also have a white towel and matching wash cloth centered on the towel rack with the folded edge towards the center of the room.

ARTICLE 905 - STUDY AREA

- 1) Desk/hutch, trash can, and bulletin board will be neat and orderly. Trash cans will be placed underneath the lap drawer or grounded to the side of the desk (closest to the window in the new dorms). Bulletin boards will remain uniform throughout the unit and include such items as a unit roster and any other item dictated by the unit; items will be tacked on all corners.

ARTICLE 906 - UNAUTHORIZED ITEMS

- 1) The following items are prohibited:
 - a) Alcohol Containers – Alcohol containers of any kind (full, half full or empty) are not permitted in any Midshipman room and is strictly prohibited on the Texas A&M University at Galveston campus.
 - b) Street Signs and/or Construction Equipment – Unless a legal receipt of purchase is attached to the back/inside of the item, such items are prohibited.

- c) Racially offensive, hate group, gang-related symbols; any form of pornography or sexually related material (includes pictures, calendars, books, magazines, collections, files, and material stored/accessed through electronic media); drug paraphernalia; or flags (other than the U.S., any country, state, college, athletic, military, or POW/MIA) are prohibited.

ARTICLE 907 - ROOM INSPECTIONS (ON-CAMPUS AND ON CRUISE)

- 1) Upon entering the Corps, Midshipmen voluntarily agree to a more regimented lifestyle than other University students. Part of this lifestyle involves random inspection of Midshipman rooms and the Midshipman environment, to ensure good order and discipline is maintained.
 - a) To promote this environment, along with safe living conditions, by joining the Corps of Midshipmen and affirming the Midshipman Oath, Midshipmen agree to have their rooms ready for inspection every week day from 0800-1200.
 - b) The Company with the best record of clean rooms each month will receive special privileges from the Corps Staff.
- 2) The intent for the inspection process is to ensure the highest health and welfare standards, dorm/dorm room orderliness, uniform compliance, and adherence to directives.
 - a) Corps Formal Inspections. This includes an announced inspection of uniforms and/or dormitory rooms. The purpose is to ensure good order, discipline, and a means to grade units for major unit awards. Refer to the Midshipman Instructions Manual for specific guidance concerning Corps Formal Inspections.
 - b) Commandant's Dorm Inspections. This is an unannounced inspection of all dorm rooms and common areas belonging to a unit during inspection times. All units are subject to inspection as directed by the Commandant. The purpose is to ensure health and welfare standards are maintained within the dormitory. Failure of this inspection will result in the assessment of a restricted weekend to both Midshipman occupants of the room. Quantitative results of these inspections will be included in determining the Corps Awards.
 - c) Commandant's Staff Inspections. This includes any inspection authorized by the Commandant not previously mentioned and may be announced or unannounced.
- 3) Room inspection standards include:
 - a) The main door to the room will remain locked when unattended.
 - i) All valuables must be secured and not visible at time of inspection.
 - ii) Racks must be properly made in accordance with Corps standards.
 - b) Rooms must be swept, mopped, and free of debris and dust.
 - c) All clothes picked up and folded in lockers or closet.
 - d) Trash cans must be empty and have a liner.
 - e) Wall hangings.

- f) Sinks shall be clean, no dirty dishes. Bathrooms must also be clean.
 - g) Closet doors must be secure.
 - h) Freshmen Midshipmen may not have a TV or computer games on their computer.
- 4) Midshipmen will be responsible for maintaining clean and orderly areas outside of their rooms.
 - 5) It's important to remember to keep your ship berthing neat and orderly. This is important in the case of an actual emergency, in order to evacuate safely and move out of the berthing.

ARTICLE 908 - ROOM MAINTENANCE

- 1) Midshipmen are responsible for maintaining the cleanliness of their room and/or suite.
- 2) Unit Commanders are responsible for ensuring all common areas (hallways, stairwells, and other common/public areas of the building of residence) are clean, presentable, and free of personal items.
- 3) Use of linoleum flooring, tiles, carpet, and other type of flooring coverage in which adhesives/tacks/screws/nails are used to secure the coverage is strictly prohibited.
- 4) Room and/or suite furniture will not be removed from the said room/suite.
- 5) Common area furniture will remain in the assigned/designated area and will not be placed into Midshipman rooms/suites.
- 6) Drilling of holes into walls or into doors is strictly prohibited.
 - a) Drilling of holes into walls for the purposes of mounting an object (i.e., speakers, bicycles) is strictly prohibited.
- 7) Hanging devices including but not limited to hooks and towel racks cannot be installed (e.g., use of screws and/or nails) into the doors.
- 8) Drilling of holes into furniture is strictly prohibited.
- 9) Walls may be decorated with posters as permitted. However, posters are to be hung only with poster putty.
 - a) Wallpapering of any type is strictly prohibited.
 - b) Nails and tacks should be used in moderation and removed prior to vacating the room/suite.

CHAPTER 10 - DISCIPLINE POLICY

ARTICLE 1001 - GENERAL INFORMATION

- 1) Conduct standards for the Corps are set forth in writing in order to give Midshipmen general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.
- 2) Violations of the Midshipman Operations Manual may result in Midshipman conduct sanctions as defined in the Sanctions section of this publication.
 - a) Any Midshipman conduct sanction imposed by the Corps may precede and be in addition to any penalty that might be imposed by the Office of Student Life or any off-campus authority.
- 3) Texas A&M University at Galveston Student Rules is the governing authority on the administration of Midshipman Conduct Process.
 - a) Midshipmen are responsible for following and complying with the most current Texas A&M University at Galveston Student Rules.
- 4) The Superintendent or his designated representative has the final review/administrative authority in all Midshipman conduct and administrative cases.
 - a) The Deputy Superintendent has the authority to act for the Superintendent unless otherwise stated.
- 5) During the training cruise, the Superintendent of the Texas A&M Maritime Academy, or his designated representative in his absence, may refer infractions of Texas A&M University at Galveston Student Rules for disposition within the Midshipman Discipline System.
- 6) The Master of the Ship has the authority to place a Midshipman, who is on the summer training cruise, on interim suspension off the vessel, if it is believed that the presence of the Midshipman poses a continuing danger or safety issue to persons or property, or presents a threat of disrupting the academic/operations on the vessel.
 - a) A Midshipman Conduct Conference will be scheduled as soon as practicable thereafter.
- 7) Midshipmen are required to work off their restricted weekend within 1 week of receiving it; without a valid excuse. Any Midshipman who doesn't have restricted weekends complete by the end of the semester will not be considered for the summer cruise or being allowed to join the Corps the following semester.
- 8) When a Midshipman receives over 20 demerits in a semester, they will be considered for suspension from summer cruises. Midshipmen with over 25 demerits will be considered for suspension from the Corps.

ARTICLE 1002 - STANDARD OF CONDUCT

- 1) All Midshipmen must comply with the Texas A&M Maritime Academy's Operations Manual as well as the Texas A&M University at Galveston University Student Rules. All personnel are to be guided by the general rules of orderly conduct, that in every respect are a credit to Texas A&M University. All personnel are to set a good example for students embarked. Gracious conduct onboard ship and

onshore, a neat personal appearance, proper language, and, in general, behavior befitting honorable men and women who live by the AGGIE CODE OF HONOR are the standard.

ARTICLE 1003 - MIDSHIPMAN CONDUCT WHILE ON THE TRAINING CRUISE

- 1) While participating on cruise, all Midshipmen are registered for class and the ship is your classroom and the surrounding onshore area is your campus, therefore all university rules apply. Any conduct that occurs on cruise is subject to a university conduct conference when deemed necessary by the Superintendent or his representative.

ARTICLE 1004 - CATEGORIES OF OFFENSES

- 1) Category I Offense: These violations are considered to be of the most serious nature.
 - a) Only the Deputy Superintendent, Master of the Training Ship, Faculty and Assistant Commandants have the authority to assess sanctions for all Category I Offenses.
 - b) Examples of Category I Offenses include, but are not limited to:
 - i) Reckless performance of duty that endangers the safety of person(s), machinery, or vessel.
 - ii) Conduct unbecoming a Midshipman.
 - iii) Disrespect to a member of the faculty and/or staff.
 - (1) This includes improper conduct or behavior in class.
 - iv) Violation of alcohol and/or drug policies and rules.
 - v) Violation of the Aggie Code of Honor.
 - vi) Failure to attend a mandatory formation as directed by the Superintendent
- 2) Category II Offense: Consists of violations of directives; long-standing, well and properly established University or Corps traditions or customs; standards of courtesy and class privileges.
 - a) In most cases these will be handled within the Corps through the use of demerits or Restricted Weekends (RW). See paragraph on Midshipman Conduct Process.
 - b) Examples of Category II Offenses include, but are not limited to:
 - i) Disrespect to a Corps Officer.
 - ii) Repeated uniform and/grooming violations.
 - iii) Failure to follow the Plan of the Day or Plan of the Week.
 - iv) Tardiness or no show in relieving watch.
 - v) Unauthorized exchange of duty, or failure to show for required ship duties
 - vi) Sleeping in class, or during watch

vii) Improper conduct during formation or CQ.

ARTICLE 1005 - REPORTING MIDSHIPMAN CONDUCT VIOLATIONS

- 1) It shall be the duty and responsibility of each Midshipman to report the violation of any Category I or Category II offenses, through the Midshipman channels up to the Deputy Superintendent.
 - a) When reporting through the Midshipman chain of command might discourage a student to report the violation, any Midshipman may report directly to someone else on the Superintendent's staff.

ARTICLE 1006 - PROHIBITED ACTIONS

- 1) Violation of Federal or State Law: Violation of any law of the United States; CFR 46 – Shipping; law of the State of Texas; or municipal ordinances.
- 2) Violation of Texas A&M University at Galveston Student Rules. Midshipmen should visit http://www.tamug.edu/administration/university_rules.html to view the most current version of Texas A&M University at Galveston Student Rules.
 - a) All Midshipmen should pay particular attention to Student Rule 24 – Student Conduct Code (Revised 2013) as presented below. Midshipmen should visit http://www.tamug.edu/stulife/studentliferules/Rule_24.pdf for the most current version of Student Rule 24 – Student Conduct Code.

24. Student Conduct Code (Revised 2013):

The General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax Supported Institutions of Higher Education supports higher standards of behavior for students:

Attendance at a university is not compulsory. The voluntary attendance of a student at a university is a voluntary entrance into the academic community. By such voluntary entrance, the student voluntarily assumes obligations of performance and behavior reasonably imposed by the university. These obligations are generally much higher than those imposed on all citizens by the civil and criminal law. A university may discipline students to secure compliance with these higher obligations as a teaching method or to sever the student from the academic community.

The General Order further emphasizes the ability of universities to establish standards of superior ethical and moral behavior that occur either on or off campus.

24.1 Definitions.

Only for purposes of this Student Conduct Code, the following terms and definitions will apply. The Assistant Vice President for Student Affairs or designee reserves the right to interpret and enforce this Code of Conduct.

24.1.1 The term “**accused student**” means any student charged with a violation of a student rule.

24.1.2. The term “**chairperson**” means any Student Conduct Administrator who is authorized by the Assistant Vice President for Student Affairs or his/her designee to take the lead role in conducting conferences when there is more than one person serving as a Student Conduct Panel and/or more than one Student Conduct Administrator present.

24.1.3. The term “**charge**” means an allegation of a potential violation of the University Student Rules. Charges are issued after a Student Conduct Administrator has determined sufficient information exists to hold a conference to determine whether a student (or students) has violated a rule (or rules).

24.1.4. The term “**complainant**” means any person who submits information indicating that a student may have violated the Student Conduct Code. Information brought forth by the complainant may result in an investigation.

24.1.5. The term “**faculty member**” means any person hired by the University to conduct classroom, teaching, or research activities or who is otherwise considered by the University to be a member of its faculty.

24.1.6. The term “**conference**” means a process which provides an opportunity for an accused student to respond to specific charge or charges. The purpose of a conference is to determine whether there is a preponderance of evidence to support the charges and if so, to determine the appropriate sanction or sanctions. Only information presented during the conference can be used to determine if there is a finding of responsibility.

24.1.7. The term “**investigation**” means the follow through on a complaint to ascertain details and circumstances associated with the complaint. Investigations may result in charges, a form of alternative dispute resolution, or dismissal of complaint. This determination is made at the sole discretion of the Assistant Vice President for Student Affairs and/or designee.

24.1.8. The term “**may**” is used in the permissive sense.

24.1.9. The term “**member of the University community**” includes any person who is a student, faculty member, staff, University official or any other person employed by the University.

24.1.10. The term “**organization**” means any number of people who meet any single or combination of the following criteria:

- belong to a group whose members are primarily Texas A&M University students including but not limited to academic, athletic, recreational, religious, performance, political, and social or similar groups, and/or
- have complied with the formal requirements for University recognition, and/or
- are advised by a University official whose position description designates them as an advisor, and/or

- are advised by a University official who has volunteered as an advisor, and/or
- live in close proximity to, for example, residence hall floors or wings, Corps outfit, Corps company or Corps special activity, and/or
- are otherwise considered by the University to be an organization.

24.1.11. The term “**sanction**” includes responses or requirements given by the University to a student during a conference in response to a violation of a rule. University sanctions include all items listed in Section 27 of this Student Conduct Code.

24.1.12. The term “**shall**” is used in the imperative sense.

24.1.13. The term “**staff**” means any person who is employed by the University that is not defined as faculty.

24.1.14. The term “**student**” includes all persons who have accepted his/her offer of admission, and/or who are taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies and who is either currently enrolled or was enrolled the previous semester and registered for a future semester. Persons who withdraw after allegedly violating the Student Conduct Code, or who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students. In addition, persons who are living in University residence halls and apartments, although not enrolled in this institution, are also considered “students”, for the purpose of enforcing this code.

24.1.15. The term “**Student Conduct Administrator**” means a University official authorized by the Assistant Vice President for Student Affairs or his/her designee to collect information, to initiate charge letters, articulate charges in conferences, present information to support charges, to conduct conferences, and to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Assistant Vice President for Student Affairs or his/her designee may authorize a Student Conduct Administrator to serve simultaneously as a Student Conduct Administrator as the sole member, or one of the members of a Student Conduct Panel.

24.1.16. The term “**Student Conduct Panel**” means any person or persons authorized by the Assistant Vice President for Student Affairs or his/her designee to determine whether a student has violated the Student Conduct Code and to determine sanctions that may be imposed when a rule violation has been committed (or found responsible).

24.1.17. The term “**rule**” encompasses those behavior expectations contained in, but not limited to, the University Student Rules, Residence Hall handbook and the Corps Operations Manual of the Texas Maritime Academy. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

24.1.18. The term “**university**” or “**institution**” means Texas A&M University.

24.1.19. The term “**university official**” means any person employed by the University to perform assigned administrative or professional responsibilities or who is otherwise considered by the University to be a University official.

24.1.20. The term “**University premises**” includes all land, buildings, facilities, and other property in the possession of or owned, leased, operated, supervised, used or controlled by the University (including adjacent streets and sidewalks).

24.1.21. The **Assistant Vice President for Student Affairs** is that person designated by the CEO to be responsible for the administration of the Student Conduct Code. The Assistant Vice President for Student Affairs may assign his/her designee to meet these responsibilities.

24.2 Student Conduct Authority

24.2.1. The Assistant Vice President for Student Affairs or his/her designee shall develop procedures for the administration of the student conduct system and for the implementation of Student Conduct Conferences that are consistent with provisions of the Student Conduct Code.

24.2.2. The Assistant Vice President for Student Affairs or his/her designee shall determine the composition of Student Conduct Panel(s) and determine which Student Conduct Panel, Student Conduct Administrator and Appeal Panel shall be authorized to hear each matter.

24.2.3. Decisions made by a Student Conduct Panel and/or Student Conduct Administrator shall not be final until the appeal processes have been exhausted, waived, or time has expired.

24.3. Jurisdiction of the Student Conduct Code

The Student Conduct Code shall apply to conduct that occurs on University premises and/or at University sponsored activities or any other activity which adversely affects the University community and/or the pursuit of its objectives (mission). This action may be taken for either affiliated or non-affiliated activities. The University may take action in situations occurring off university premises involving: student misconduct demonstrating flagrant disregard for any person or persons; or when a student's or student organization's behavior is judged to threaten the health, safety, and/or property of any individual or group. Using his/her sole discretion, the Assistant Vice President for Student Affairs or his/her designee shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus, on a case by case basis.

This Student Conduct Code applies at all locations of the University, except those campuses who write their own student conduct code.

24.4 Rules and Regulations

Conduct standards at the University are set forth in writing in order to give students general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Section 27. It shall not be a defense that a University official, student leader or other person authorized the behavior in question:

24.4.1. Dishonesty. Acts of dishonesty, including but not limited to the following:

- Withholding material information from the University, misrepresenting the truth during a University investigation or student conduct conference, and/or making false statements to any University official.
- Furnishing false information to and/or withholding information from any University official, faculty member, or office.
- Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- The submission of false information at the time of admission or readmission is grounds for rejection of the application, withdrawal of any offer of acceptance, cancellation of enrollment, dismissal or other appropriate disciplinary action.

24.4.2. Harassment. Behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, harassment, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic.

- 24.4.2.1. Sexual Harassment. (See Texas A&M University at Galveston Student Grievance Procedure on Sexual Harassment, Sec. 47)
- 24.4.2.2. Racial and Ethnic Harassment. (See Racial and Ethnic Harassment, Sec. 31)
- 24.4.2.3. Stalking. Any repeated conduct directed specifically at another person that causes that person [or a member of that person's family or household] to fear his/her safety. Such conduct includes following another person and acts that threaten or intimidate another person through fear of bodily injury or death of self or members of

that person's family or household or an offense being committed against that person's property.

24.4.3. Physical abuse. Any attempt to cause injury or inflict pain; or causing injury or inflicting pain. Also causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. It is not a defense that the person, group, or organization against whom the physical abuse was directed consented to, or acquiesced to, the physical abuse.

The physical abuse rule is not intended to prohibit the following conduct:

1. Customary public athletic events, contests, or competitions that are sponsored by the University or the organized and supervised practices associated with such events; or
2. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the University.

24.4.4. Theft/Vandalism. Unauthorized removal or stealing and/or attempted removal or stealing of property of a member of the University community or other personal or public property, on or off campus. This includes knowingly possessing such stolen property.

In addition, behavior that destroys, damages, or litters any property of the University, of a University community member, of another institution, or of another person, on or off campus (as permitted in section 24.3.) is prohibited under this rule.

24.4.5. Hazing. Any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a recognized student organization, student group, Corps of Midshipmen, Corps outfit, Corps unit, or Corps Special Activities. Previously relied upon "traditions," (including Corps, fraternity/sorority, or any other group or organization activity, practice or tradition) intent of such acts, or coercion by current or former student leaders of such groups, or former students will not suffice as a justifiable reason for participation in such acts. It is not a defense that the person (or group) against whom the hazing was directed consented to, or acquiesced to, the behavior in question.

Examples of such behavior include but are not limited to:

- Misuse of authority by virtue of one's class rank or leadership position
- Striking another student by hand or with any instrument
- Any form of physical bondage of a student
- Taking of a student to an outlying area and dropping him/her off
- Forcing a student into a violation of the law or a University rule such as indecent exposure, trespassing, violation of visitation, etc.
- Any form of "quadding"
- Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate University officials (The Assistant Vice President for Student Affairs and/or Campus Police) is also a violation under this section.

Students who are recipients and/or victims of hazing (and who have not perpetrated hazing behavior on others involved in the fact pattern for which they are reporting) and who report the activities to the Assistant Vice President for Student Affairs and/or Campus Police, will not be charged with a violation of the hazing rule.

The hazing rule is not intended to prohibit the following conduct:

- Customary public athletic events, contests, or competitions that are sponsored by the University or the organized and supervised practices associated with such events; or
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the University.

Hazing is also a violation of Texas state law. See the Texas Education Code, sections 37.151 and 51.936 and/or Appendix VI of the University Student Rules.

24.4.6. Failure to comply. Failure to comply with proper and lawful direction of any University official or law enforcement officer.

24.4.7. Failure to present identification. Failure to provide identification upon the request of a University official.

24.4.8. Breaching campus safety or security. This includes but is not limited to: Unauthorized access to University facilities; unauthorized entry to or use of University premises; intentionally damaging door locks;

unauthorized possession of University keys or access cards; duplicating University keys or access cards; or propping open of exterior residence hall or other campus building doors; tampering with fire safety equipment such as fire extinguishers, smoke detectors, alarm pull stations, gas detectors, or emergency exits;

24.4.9. Violation of published University rules. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website. Such rules include, but are not limited to, Office of Residence Life contracts and rules, Corps of Midshipmen rules, University motor vehicle rules, rules relating to the use of student identification cards, entry and use of University facilities and dining hall conduct.

24.4.10. Violation of NCAA Regulations. Violations of any NCAA regulations.

24.4.11. Violation of law. Violation(s) of any federal, state or local law.

24.4.12. Drugs. The act of using, possessing, being under the influence of, manufacturing, or distributing illegal drugs or illegally obtained/possessed controlled substances is prohibited. Except as expressly permitted by law, use, possession, manufacturing, or distribution or being a party thereto of marijuana, heroin, narcotics, or other controlled and/or prescribed substances and/or drug paraphernalia and/or dangerous drug is also prohibited. Individuals may not operate a motor vehicle or another form of transportation while under the influence of drugs or while intoxicated. (See Appendix VII, Texas A&M University at Galveston Drug Rules).

24.4.13. Alcohol. Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by University regulations), is prohibited on Texas A&M University at Galveston premises and University sponsored events. In addition, use, possession, or distribution of alcohol beverages while driving or riding in or on a vehicle on University premises is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Individuals may not be in a state of public intoxication or drunkenness. Individuals may not operate a motor vehicle or another form of transportation while intoxicated or while under the influence of alcohol. Being present in a room or area where alcohol is found or being consumed on campus or at University-sponsored events may result in a student being charged for possession or complicity (see Rule 24.4.23) even if the student is not consuming alcohol. (See Appendix VIII, Texas A&M University Alcohol Rules).

24.4.14. Weapons and explosives. Illegal or unauthorized use, possession of fireworks or explosive, other weapons, or dangerous chemicals on University premises or at any University-sponsored activity or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others in prohibited. Illegal or unauthorized use or storage of any weapon. The term weapon may be defined as any object or substance

designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, tasers, stunguns, slingshots, martial arts devices, switchblade knives and clubs.

24.4.15. Disruptive activity. Disruption or obstruction of teaching, research, administration, or other University activities (including public-service functions on or off campus) or of other authorized non-University activities when conduct occurs on University premises. Such activities may include, but are not limited to:

- Leading or inciting others to disrupt scheduled and/or normal activities on University premises.
- Classroom behavior that seriously interferes with either (a) the faculty member's ability to conduct the class or (b) the ability of other students to profit from the instructional program. (See Texas A&M University Rule on Classroom Behavior, section 21 of this publication.)
- Any behavior in class or out of class, which for any reason interferes with the class work of others, involves disorder, or otherwise disrupts the regular and essential operation of the University.
- Activity or conduct that violates the Texas A&M University Rules on Freedom of Expression (See Appendix XI).

24.4.16. Traffic obstruction. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised activities.

24.4.17. Disorderly conduct. Public behavior that is disruptive, lewd, or indecent; breach of peace; or aiding, or procuring another person to breach the peace at functions sponsored by the University or participated in by members of the University community.

24.4.18. Unauthorized recording. Any unauthorized use of electronic or other devices to make an audio or video record of any person without his/her prior knowledge, or without his/her effective consent when the person or persons being recorded have a reasonable expectation of privacy and/or such recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom or recording administrative meetings with University officials. If a recording is made that captures a violation of the Student Rules or law, the Student Conduct Administrator may elect not to enforce this section of the University Student Rules against the student making the recording.

24.4.19. Misuse of Computing Resources. Failure to comply with University regulations and policies, license agreements, and contracts governing network, software and hardware use; abuse of communal

resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect your password or use of your account; breach of computer security, harmful access or invasion of privacy. Misuse and/or other abuse of computer facilities and resources including, but not limited to:

- Use of another individual's identification and/or password.
- Use of computing facilities and resources to send obscene or threatening messages.
- Use of computing facilities and resources in violation of copyright laws (see Appendix V, Individual Responsibility for Use of Computing Resources).

24.4.20. Sexual Misconduct.

24.4.20.1. Sexual abuse. Sexual abuse is the oral, anal, or vaginal penetration by a sexual organ of another or anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual abuse is occurring is considered unable to give consent. The type of force employed may involve physical force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to the victim. (see Appendix XII, Sexual Violence Protocol).

24.4.20.2. Sexual contact. Attempting or making sexual contact, including but not limited to inappropriate touching or fondling, against the person's will, or in circumstances where the person is physically, mentally or legally unable to give consent.

24.4.21. Animal Cruelty. Intentionally, knowingly, or recklessly torturing or in a cruel manner killing or causing serious bodily injury to an animal, failing to provide necessary food, water or care for an animal in the person's custody, abandoning unreasonably an animal in the person's custody, transporting or confining an animal in a cruel manner, causing bodily injury to any animal without the owner's consent, causing one animal to fight with another animal, or seriously overworking an animal. Intentionally, knowingly, or recklessly attacking, injuring or killing an assistance animal or inciting another to attack, injure or kill an assistance animal.

This policy is not intended to prohibit:

- Killing or injuring an animal within the scope of a person's employment or furthering the goals of legitimate educational curriculum as designed and approved by the University.
- Killing or injuring an animal when the actor had a reasonable fear of bodily injury to self or other person by that animal.

24.4.22. Abuse of student conduct process. Abuse of the student conduct processes including investigations, conferences, and appeals. Prohibited behavior includes, but is not limited to:

- Failure to obey the notice from a Student Conduct Panel, Student Conduct Administrator, and/or University official to appear for a meeting or conference as part of an official University disciplinary process.
- Falsification, distortion, or misrepresentation of information. Disruption or interference with the orderly conduct of an investigation, conference, or an appeal process.
- Intentionally initiating or causing to be initiated any false report.
- Attempting to discourage an individual's proper participation in, or use of, a student conduct process.
- Attempting to influence the impartiality of a member of a Student Conduct Panel prior to, and/or during the course of, the Student Conduct Panel proceeding.
- Verbal or physical intimidation, and/or retaliation of any party to the Student Conduct proceeding prior to, during, and/or afterwards.
- Committing a violation of University rules while serving a conduct probation or review status or failing to meet deadlines imposed in accordance with University rules.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct Code system.

24.4.23. Complicity. Attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this code shall be considered to the same extent as completed violations.

24.4.24 Unauthorized access to or misuse of the campus telephone system. Any unauthorized accessing and/or changing the initial campus greeting; using obscene or otherwise unacceptable language in a student's personal greeting, as well as unauthorized changing of another individual's personal greeting. A student is authorized to access their personal greeting and personal mailbox only.

24.4.25 Unauthorized swimming, wading or diving. Any unauthorized swimming, wading or diving in the water adjacent to the Mitchell and Offats Bayou Campuses and any of the university's vessels. The water bounding the Texas A&M University at Galveston campuses is off limits for swimming, wading and diving except when authorized and supervised as part of a sanctioned training or recreational activity.

24.5. Bias-Related Violations. Violations of 24.4 of this Student Conduct Code that are motivated by prejudice toward a person or group because of factors such as race, religion, ethnicity, disability, national origin, age, gender or sexual orientation may be assessed an enhanced sanction as prescribed in section 27 of this publication.

24.6. Violations of Law and University Discipline.

The focus of inquiry in student conduct proceedings shall be the determination of whether a violation of University rules occurred. Student conduct proceedings shall be informal in nature and need not comply with the formal processes associated with the criminal and civil courts, nor shall deviations from prescribed process necessarily invalidate a decision or proceeding unless significant prejudice to the student or University may result. Standards outlined by the University for students may be higher than those standards set for the general population. As each person is subject to multiple layers of expectations through the Federal, State, County and local governments, students are further expected to maintain a higher standard of behavior as members of the University community. Students failing to adhere to those standards may be subject to a University conduct process in addition to civil or criminal litigation should the behavior also be a potential violation of the law. The attempted analogy of student discipline to criminal proceedings against adults and juveniles is not sound.

Students may be charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of Assistant Vice President for Student Affairs or his/her designee. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct Code and of how matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus.

ARTICLE 1007 - ADDITIONAL PROHIBITED ACTIONS

- 1) Additionally, the below list of Corps violations is not designed to be all inclusive or exhaustive:
 - a) **Conduct Unbecoming a Midshipman:** A Midshipman is responsible for “conduct unbecoming a Midshipman” when his or her actions or conduct could be interpreted to be detrimental to the best interests of the individual Midshipman, other persons, the Midshipman’s unit, the Corps, or Texas A&M University at Galveston.

- b) **Disrespect or Insubordination:** Any Midshipman who is disrespectful or insubordinate in demeanor, word or action toward any university official or Midshipman in the chain of command, whether or not this occurs in their presence, is subject to sanction under this action.
 - c) **Failure to Follow Orders:** Failure to follow the verbal or written orders/directions of the Deputy Superintendent & Chief of Staff, any university official or Midshipman in the chain of command.
 - d) **Negligence of Leadership:** Anyone in the Midshipman chain of command is responsible for ensuring the Midshipmen under their authority follow and obey the corps requirements.
 - i) Additionally, a Midshipman in the chain of command must be wise with his/her use of authority. His/her actions and directives must be reasonable and prudent.
 - e) **Permission to Touch:**
 - i) It is improper for a Midshipman to touch another Midshipman without his or her permission unless there is a legitimate safety reason (e.g., a Midshipman about to fall, in danger of being hit by a vehicle, etc.).
 - ii) It is proper to touch, with permission, another Midshipman when making minor corrections such as adjusting a hand salute.
 - iii) It is never proper for a Midshipman to touch or grab a fellow Midshipman for the purpose of harassment or Midshipman conduct action.
 - iv) When upperclassmen are addressing or instructing underclassmen, a safe rule of thumb is to remain at least one arm's length away from the underclassmen.
- 2) **Abuse of Class Relationships:**
- a) Upper-class Midshipman will not require lower class Midshipman to perform "personal service" tasks (e.g., moving the upper class Midshipman's car to avoid a parking violation, picking up cleaning, etc.).
 - i) Performing personal service or unauthorized details directed by upperclassmen with or without remuneration is also a violation.
 - b) Upper-class Midshipman will not require lower class Midshipman to "earn privileges" or perform unauthorized physical training to receive a "special position or duty."
 - c) Do not borrow items (e.g., money, services, vehicles, uniform items, clothes, etc.) across class lines. This practice disrupts good order and discipline and may pose a question of coercion.
- 3) **Improper Midshipman Relationships:**
- a) Improper relationships are those inter-gender (male-female) or intra-gender (male-male, female-female) relationships that could result in actual or perceived favoritism, unfairness, or partiality, that are detrimental to good order and discipline within the unit or the chain of command.
 - i) Any sexual harassment or assault will be immediately reported to the Student Affairs staff, campus police, Corps leadership, any faculty or staff of the university.

- b) Dating among Midshipmen is permissible; however dating will be conducted with the same standards of discretion and good judgment expected of all Midshipmen. Should a personal relationship evolve within a unit or chain of command, Midshipmen will seek resolution with their Midshipman Training Officer.
 - i) Upperclass Midshipman will not date freshman Midshipmen.
 - ii) Dating among Midshipmen is permissible; however dating will be conducted with the same standards of discretion and good judgment expected of all Midshipmen.
 - iii) There will be no intra-company dating (within same company).
 - iv) Midshipmen will not date others in their direct chain of command.
 - v) Dating between fish will be allowed provided the relationship is not intra-company.
- c) Public Displays of Affection.
 - i) Midshipmen in uniform will refrain from personal/romantic contact in public view.
 - (1) A male Midshipman may offer his left arm to a woman when walking.
 - (2) A female Midshipman may take the arm of a man while walking. Walking arm-in-arm does not preclude the requirement to render proper military courtesy.
 - (3) Holding hands or walking or sitting with arm around waist or shoulder is not permitted.
 - ii) The Aggie Tradition of kissing after the football team scores is permitted and not considered a violation of this policy.
- 4) Midshipman Conduct in the Residence Halls and Lounges:
 - a) All Midshipmen must respect the rights of others to privacy and must maintain good neighborly relations with those who are housed in the Corps residence halls.
 - b) No Midshipmen will disturb study conditions in the residence halls, or residence halls area, and all Midshipmen should be especially careful to comply with all quiet hour restrictions.
 - c) Midshipmen will not do anything that might cause personal injury or destruction of private property or dormitory facilities. "Flood outs," "drown outs," "Babo bombs," "Skoal bombs," "quadding," etc. are strictly prohibited.
 - d) Midshipmen will be dressed appropriately at all times, unless they are in their rooms or the bathroom. As a minimum, shorts or bathrobe for males and shorts and T-shirt or bathrobe for females will be worn. At no time will nudity or a towel alone in place of shorts and a T-shirt be acceptable in hallways or common areas.
 - e) Midshipmen will not remove, disable or render inoperative any fire protection equipment.

- f) Midshipmen will not engage in inappropriate sexual behavior as determined by the Deputy Superintendent.
- 5) Use of Profanity. Members of the Corps of Midshipmen will not use profanity when performing Corps functions, in the “Corps environment”, or while wearing Corps uniforms (i.e., all Midshipmen are expected to use good judgment and restraint in expressing themselves).
- 6) Interference with Free Time. As a general guide for Midshipman conduct, all students are entitled to use free time to study, sleep or attend to personal matters, except when otherwise directed by competent authority. No person subject to these policies shall curtail or interfere with the use of available free time by any other person subject to these policies. The following are expressly prohibited:
 - a) Ordering any person subject to these policies to run errands or placing any person on an unauthorized detail; conversely, submitting to the running of errands or the performing of any unauthorized detail or service with or without remuneration. For additional information refer to abuse of class relationship.
 - b) Requiring freshmen to participate in “uniformity” activities (e.g., requiring a “fish Buddy” to enter/exit the quad/dorm or get another plate of food, etc.).
 - c) Requiring Midshipmen to return to the dorm between classes unnecessarily.
 - d) Requiring any unauthorized activity during the Academic Day
- 7) Pets. All Midshipmen will observe and adhere to Student Rule 36 – Pets Animals with regards pets in rooms, in the residence halls, or on campus. Midshipmen should visit http://www.tamug.edu/stulife/studentliferules/Rule_36.pdf for the most current version of Student Rule 36 – Pets Animals.
- 8) Midshipman Conduct while on the Training Cruise: While participating on cruise, you are registered for class and the ship is your classroom and the surrounding on shore area is your campus; therefore all university rules apply. Any conduct that occurs on cruise is subject to a university conduct conference when deemed necessary by the Superintendent or his representative.
 - a) If you are repatriated during the cruise, you will receive a failing grade for not completing the class and also the loss of the cruise fee. You will have to retake the course and pay for the class again.
 - b) Being repatriated from the cruise may result in further suspension from the university and the Corps.
- 9) Punitive PT (PT that is used solely to punish) is not authorized.
- 10) No PT is allowed in the residence halls.
- 11) Uniforms:
 - a) Midshipmen will not wear any unauthorized or unearned items as part of the Corps uniform.
 - b) No one outside of the Corps is allowed to wear a Corps uniform.

- 12) **Watches:** All License Option Midshipmen are required to pull watch on the ship. This is not an option, this is a requirement.
 - a) Repeated failure to pull your watch (1 or more unauthorized) may result in No Summer Cruise and then possible suspension from the Corps.
- 13) **Excessive Demerits:** Any Midshipman who receives over 25 demerits per semester may be subject to formal disciplinary hearing, which may receive a sanction up to suspension from the Corps.
- 14) **Hazing:** Hazing is prohibited. Prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, Corps of Midshipmen, Corps Companies, Corps Units or Corps Special Activities (see Texas A&M University at Galveston Student Rules).
- 15) **No diving, swimming or wading** in water adjacent to the Mitchell campus or from the TMA training vessel.
- 16) **Off Campus Conduct:** If a Midshipman commits an offense off the university campus, the Corps reserves the right to investigate and adjudicate with concurrence of the Assistant Vice President of Student Affairs.

ARTICLE 1008 - DISCIPLINE PROCESS

- 1) **Initial Action:** Upon receipt of a report of an alleged violation, that can come from a variety of sources to include the internet, the Deputy Superintendent may ask for recommendations from the Midshipman's Company Commander, from a Board of Officers/Midshipmen appointed by the Deputy Superintendent, from an administrative hearing officer, or from any other appropriate source. This includes social sites on the internet.
 - a) The decision to require joint action with the Office of Student Life and the Deputy Superintendent shall be agreed upon by both parties.
- 2) **Rights:** Please refer to the Student Rights, which can be found in Section 26 of the Texas A&M University at Galveston Student Rules.
- 3) **Charges:** The issuance of a charge letter is the first step in the administrative hearing process. This letter states the alleged rules violation and/or incident of concern.
 - a) In addition to the charge letter, the Midshipmen will receive information notifying him/her of the time and place of the hearing.
 - b) The charge letter does not indicate a presumption of responsibility of a rule violation, but rather a complaint has been made against the Midshipmen and there is a need to hear both sides of the situation.
- 4) **Hearing:** Cases that may result in a sanction involving expulsion, dismissal, suspension, and deferred suspension from the University will follow University Student Rule procedures with the exception that the University administrative hearing may be heard concurrently with a Texas A&M Maritime Academy administrative hearing.

- a) Category I offenses that will not involve removal from the University will normally be heard by the Deputy Superintendent or a designated staff member.
 - b) Category II offenses will normally be heard by the Midshipman Mast, or by the Midshipman Court if the violation has been repeated several times.
- 5) **Sanctions:** Sanctions for Category I offenses may include:
- a) Expulsion from Texas A&M Maritime Academy: Separation action without option for readmission.
 - b) Suspension from Texas A&M Maritime Academy: Separation for a defined period; readmission is not guaranteed but will be considered upon request.
 - c) Conduct Probation: An official warning that a Midshipmen' conduct has been in violation of the Corps Operations Manual, but is not serious enough to warrant expulsion, or suspension from the Texas A&M Maritime Academy.
 - i) Conduct Probation means that a Midshipmen is “Not in Good Standing” with the Corps. Violation of any part of the probation may result in immediate separation up to and including dismissal from expulsion from the Corps.
 - ii) This sanction includes the following restrictions:
 - (1) May not hold a leadership position (defined as CO, XO, and SCPO).
 - (2) May not represent the Corps to anyone off campus
 - (3) Ineligible to go on the summer cruise or may be discharged from the vessel at the closest port.
 - (4) Further Corps limitations may be imposed in the sanction letter such as going to the bottom of the list for commercial cruise selection.
 - d) Conduct Review: A Midshipmen on conduct review shall remain “In Good Standing” with the Corps.
 - e) Relief from command or position.
 - f) Restitution
 - g) Restricted Weekends and/or additional maintenance on the General Rudder as directed.
 - h) Letter of reprimand.
 - i) Demerits.
 - j) Other similar and appropriate sanctions as approved by the Deputy Superintendent. Only the Superintendent, Deputy Superintendent and the university staff may place a Midshipman on “Not in Good Standing” with the Corps.

- 6) **Appeals:** Midshipmen receiving sanctions as a result of a Corps hearing have the right to appeal as specified in their sanction letter.
 - a) The appeal process will be done through the chain of command using the following guidelines:
 - b) Midshipmen wishing to appeal must file the written appeal in the Corps Office within five (5) University working days from the delivery of the decision.
 - c) The appeal letter template to request an appeal may be picked up at the Deputy Superintendent's office.
 - d) The Superintendent is the final appeal authority in all Midshipman cases.
- 7) **Suspension from the Corps:** Any Midshipman who receives a sanction of suspension from the Corps or higher must follow the written instructions presented to him/her in the sanction letter.
- 8) The instructions for administrative separation are the same as suspension from the Corps. They include:
 - a) A definite time in which the Midshipman must leave the Corps
 - b) Paperwork for leaving begins in the Deputy Superintendent's office.
 - c) Failure to check out properly may result in additional housing charges.
 - d) Admission back into the Corps is dependent upon completion of the sanction and approval by the Superintendent.
- 9) **Administrative Separations:** The following are examples of actions that may result in administrative separation from the Corps.
 - a) Any Midshipman who fails to complete their RWs or Community Service projects prior to the end of each semester. This information is found with the Midshipman Master of Arms.

ARTICLE 1009 - MIDSHIPMAN HONOR BOARD

- 1) Midshipman Honor Board: The Midshipman Honor Board will hear cases involving non-academic issues.
 - a) The procedures and operation of the Honor Board are the same as Midshipman boards with the exception that the only two sanctions the Honor Board has available are Corps Suspension and Corps Honor Probation.
- 2) The Honor Board shall consist of five (5) seniors who are leaders in their class, recommended by the Corps Commander and approved by the Deputy Superintendent.
- 3) Members must meet all requirements necessary to apply for a leadership position in the Corps.
- 4) The Honor Board shall hear those cases referred to it by the Deputy Superintendent.
 - a) A quorum of three (3) Midshipmen is required for all Honor Boards.

- b) The Honor Board will determine whether the Midshipman is responsible or not responsible for the charges against them.
- 5) If a Midshipman is found responsible, the Honor Board may only recommend a sanction of Suspension from the Corps or Corps Honor Probation.
- 6) Members shall be appointed to serve for one year. Appointments may be terminated at any time for cause.
- 7) The recommendation of the Honor Board will be forwarded through the Deputy Superintendent and to the Superintendent for appeal/final decision.

ARTICLE 1010 - ADMINISTRATIVE BOARD

- 1) An Administrative Review Board will be convened to hear cases involving Midshipmen that are not meeting Texas A&M Maritime Academy standards (grade point average, STCW, etc.) and will decide if the Midshipman is to remain enrolled in the license option program.
- 2) The Superintendent may direct any Midshipman to meet an Administrative Board for a recommendation of action to the Superintendent.
- 3) The Superintendent is the final authority concerning administrative board recommendations.

ARTICLE 1011 - MIDSHIPMAN BOARDS

- 1) There are two types of Midshipman boards, each with its own membership and jurisdiction. Only those boards mentioned in this rule are authorized within the Corps.
 - a) Midshipman Court
 - i) The Midshipman Court will be composed of 3 senior and/or junior Midshipmen. These Midshipmen shall be recommended by the Corps Commander and approved by the Deputy Superintendent.
 - ii) The Midshipman Court will hear cases that have been passed down by the Deputy Superintendent. A quorum of three Midshipmen is required to hear a case.
 - iii) The Midshipman Court will determine whether the Midshipman is responsible or not responsible for the charges against them.
 - iv) Members shall be appointed to serve for one year. Appointments may be terminated at any time for cause.
 - b) Midshipman Review Board (MRB)
 - i) Established to review Midshipmen who have received the maximum number of demerits for their continued membership in the Corps.
 - ii) The Midshipman Review Board shall consist of the following individuals:
 - (1) The Corps Master at Arms who will act as chair and write the report.

- (2) Other Midshipmen selected by the Corps Commander.
- c) The recommendation of the Board will be forwarded to the Deputy Superintendent. The Superintendent is the final authority.

ARTICLE 1012 - CAPTAIN'S MAST

- 1) The Captain of the ship is responsible for supervising and conducting the Mast for violations of ship rules.
 - a) He shall select as necessary Mast members, with the Superintendent's approval, to assist in conducting the hearings.
 - b) The purpose of the Captain's Mast is to adjudicate in a timely manner the Midshipman who miss Watch, Practical Training, or STCW training.
 - c) The Mast will make one or more of the following recommendations:
 - i) No further action required
 - ii) Additional training/work on the ship is required
 - iii) Will not be allowed on the summer cruise
 - iv) After repeated violations (more than two) of the ship requirements, may recommend that the Midshipman have a TMA Hearing with the Deputy Superintendent.
 - v) Removal from the vessel and repatriation.

ARTICLE 1013 - MIDSHIPMAN MAST

- 1) Demerits are investigated and adjudicated at Midshipman Mast.
 - a) Midshipman Mast is an officially sanctioned function of the Corps.
 - b) It is mandatory that Midshipmen attend Mast when they have over 5 Demerits.
- 2) Midshipman Mast will be held bi-weekly, if there are cases to be heard.
 - a) It will be chaired by the Corps Commander or, in the absence of the Corps Commander, by the Deputy Corps Commander.
- 3) Commanders may recommend Midshipman Mast for repeat offenders.
 - a) The results of Midshipman Mast shall be forwarded within 24 hours to the Deputy Superintendent for review and approval.

ARTICLE 1014 - CORPS APPEALS

- 1) The Superintendent or designated representative is the final appeals authority in all Midshipman Cases.

- 2) Midshipmen sanctioned within the Midshipman Conduct process may submit an appeal, through the Corps Office, by contacting the Superintendent's office assistant at 409-740-4706.

ARTICLE 1015 - GALVESTON AGGIE HONOR SYSTEM

- 1) The Galveston Aggie Honor System serves as a University system established to respond fairly to University academic violations of the Aggie Code of Honor.
- 2) All Corps academic violations of the Aggie Code of Honor will be handled by the Galveston Aggie Honor System.
- 3) Any Midshipman who is found responsible for academic dishonesty by the Galveston Aggie Honor System will also meet an Administrative Board.
 - a) The purpose of the board is to determine whether the Midshipman should remain a member of the Corps of Midshipmen.

ARTICLE 1016 - DEMERIT SYSTEM

- 1) A demerit system is in effect for the Corps as required under 46 CFR 310.10 – Discipline and Dismissal.
 - a) Demerits serve both as a Midshipman disciplinary tool and a performance indicator. Company Commanders are responsible for ensuring the system works properly.
 - b) Procedures for operating the Demerit System are in the Midshipman Instructions Manual.
- 2) If a Midshipman receives a total of 5 demerits in one semester, one restricted weekend (RW) will be administered by the MAA immediately following the date receiving the 5th demerit.
 - a) RWs must be served the week they are earned, unless there is a valid excuse.
- 3) A weekly Demerit list will be placed in an appropriate area on Wednesday of each week and Midshipmen are expected to complete their demerits that week, unless they have a validated excuse, by their commander. Then they must do it the following week.
- 4) All commanders will have a semester total of all demerits and there is no excuse for not checking to see how many you have received. The MAA also has a list.
- 5) Midshipmen have the right to appeal the demerits assigned by attending the Midshipman Mast.
 - a) All appeals should be heard within 5 business days from when the demerits are issued.
- 6) If a Midshipman receives a maximum of 25 demerits per semester, their status in the Corps will be reviewed and a recommendation made concerning their continued membership.
- 7) The Corps Commander will determine who is authorized to give demerits in the Midshipman Chain, normally the Company Commander, the XO and the Senior Chief Petty Officer.
- 8) In most cases demerits should not be given to freshman, but rather use of additional training or motivation when more appropriate. Establishing Company CQ on the weekends is another effective discipline technique.

- 9) Midshipmen may do community service and may cumulate up to 10 merits to work off demerits.
 - a) The community service must be with a registered, documented non-profit 501(c)(4) organization or it may be with the University (prior approval required).
 - b) Work and/or service performed for parents and relatives will not count as community service.
- 10) All Midshipman leadership and faculty and staff may issue up to 5 demerits when there is a rule violation.
 - a) Faculty and staff may also write up the offense and go directly to the Deputy Superintendent for resolution.
- 11) When Midshipmen have over 10 demerits, they will attend the Company Commander's Mast.
- 12) When Midshipmen have accumulated over 20 demerits, they will attend the Corps Commander's Mast to determine what corrective action should be taken. Midshipmen will be required to attend Restricted Weekends or earn merits. If the situation persists a freeze will be placed on their records and the Midshipman must visit with a Midshipman Training Officer to remove the freeze. At the recommendation of the Corps Commander, Midshipman Training Officer, the faculty, or Midshipmen with over 25 demerits; Midshipmen will have a "hearing" with the Deputy Superintendent or designate if the conduct is so wrong as to constitute, Conduct Unbecoming a Midshipman and may require a formal sanction.
 - a) For uniform/personal appearance infractions, each Midshipman will receive 1 demerit for the first offense, 2 demerits for the second offense and 3 demerits for the third offense and any subsequent offenses.
 - b) For missing formation, watches and classes each Midshipman will receive 1 demerit for the first offense, 2 demerits for the second offense and 3 demerits for the third offense and any subsequent offenses.
 - c) Room inspections, each Midshipman will receive 1 demerit for the first offense, and 2 demerits for the second not to exceed a max of 3 per room.
 - d) All rules for behavior, uniforms and attendance apply while on the ship or on a summer cruise.

ARTICLE 1017 - SCHEDULE OF DEMERITS

1) The Corps will utilize the following schedule of demerits:

APPEARANCE (Includes Uniform and Grooming)		
Code	Max	Description
100	2	Failure to wear required uniform of the day.
101	3	Improper uniform (including head and foot gear) and or incorrect uniform
102	3	Improper wear of uniform (including untucked, unbuttoned, wrong color socks, wrong undershirt, wrong belt, etc.).
103	3	Dirty uniform.
104	3	Uniform not pressed.
105	3	Missing rank and/or insignia
106	3	Improperly fastened rank and/or insignia
107	3	Tarnished brass.
108	3	Improperly arranged ribbons and/or medals.
109	3	Shoes not properly shined.
110	3	Unserviceable shoes.
111	1	Missing name tag.
112	3	Unauthorized articles (including but not limited to rank, insignia, ribbons, medals, belts, headgear, sunglasses, etc.) (Unauthorized articles may also be an honor violation)
113	3	Improper haircut and/or improper hairstyle.
114	3	Improper shave and/or failure to shave.
115	3	Dirty or untrimmed fingernails and/or use of inappropriate color.
116	5	Gross personal appearance.
ROOM		
200	3	Improperly made rack
201	3	Dirty mirror or medicine cabinet
202	3	Dirty sink
203	3	Dirty toilet
204	3	Dirty tub/shower
205	2	Excessive dust
206	3	Dirty floor.
207	5	Display of offensive material.
208	3	Closet not properly arranged.
209	5	Room in gross disorder and/or disarray.
Activity		
300	5	Failure to attend required formation and/or activity.
301	5	Failure to comply with an order or directive.
302	5	Failure to appear as ordered.
303	5	Failure to be respectful to ranking midshipmen

ARTICLE 1018 - RESTRICTED WEEKENDS

- 1) The Adjutant is responsible for supervising and conducting the RWs under the authority of the Corps Commander. The Community Leader on Duty will also supervise RWs.
 - a) Accumulating 4 RWs may result in suspension from cruise or the Corps.
- 2) Restricted Weekends are normally assessed for the accumulation of 5 or more demerits and/or as assigned by the Deputy Superintendent.
- 3) During a RW:
 - a) A Midshipman will report to the ship guard post or the Corps Office in their Khaki Uniform, at 1800-2000 on Friday and a Call to Quarters will be held for the Midshipman to study.
 - b) On Sat morning, sign-ins will be at 0800, 1000, 1200, 1400, 1600, 1800 and 2000hrs.
 - i) On Saturday between 0800 –1200hrs, work assignments may be issued and blue coveralls are authorized, if available; otherwise a study hall is required in the morning.
 - (1) Only freshmen and sophomores have to attend study hall.
- 4) On the weekends the General Rudder is available, work may be assigned on the training ship, with one hour of work for each demerit. Assignments will be handed out on Friday evening.
- 5) Failure to make all your sign-ins will result in a Corps Commander Mast.
- 6) Midshipmen must begin serving their RW the second weekend of making the list.
- 7) A Midshipman who receives more than three consecutive Restricted Weekends will be assessed for additional disciplinary action at the discretion of the Deputy Superintendent or their staff.
- 8) If a Midshipman accumulates three Restricted Weekends in one semester, the Midshipman may be brought before a Performance Review Board.

CHAPTER 11 - ALCOHOL RULE

ARTICLE 1101 - ALCOHOL USE

- 1) Pursuant to Texas A&M University at Galveston Student Rule 24 – Student Conduct Code (available at http://www.tamug.edu/stulife/studentliferules/Rule_24.pdf):

24.4.13. Alcohol. Alcohol use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly authorized by University regulations), is prohibited on Texas A&M University at Galveston premises and University sponsored events. In addition, use, possession, or distribution of alcohol beverages while driving or riding in or on a vehicle on University premises is prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age. Individuals may not be in a state of public intoxication or drunkenness. Individuals may not operate a motor vehicle or another form of transportation while intoxicated or while under the influence of alcohol. Being present in a room or area where alcohol is found or being consumed on campus or at University-sponsored events may result in a student being charged for possession or complicity (see Rule 24.4.23 available at http://www.tamug.edu/stulife/studentliferules/Rule_24.pdf) even if the student is not consuming alcohol. (See Appendix VIII, Texas A&M University Alcohol Rules available at http://www.tamug.edu/stulife/Appendices/APPENDIX_VIII.pdf).

- a) All Midshipmen are required to comply with this rule (24.4.13. Alcohol) while on any training cruise.
 - i) Midshipmen who are in violation of 24.4.13. Alcohol of Texas A&M University at Galveston Student Rule 24 – Student Conduct Code (available at http://www.tamug.edu/stulife/studentliferules/Rule_24.pdf) will be charged as such and will also be charged with conduct unbecoming a Midshipman. Intoxicated Midshipmen will be sanctioned under ship rules as well as University rules. Examples of prohibited activity involving alcohol includes but is not limited to:
 - (1) Drinking/possession on the campus or residence halls.
 - (2) Drinking/possession on the training ship.
 - (3) Drinking/possession in uniform, on or off campus, unless the Midshipman is attending a university authorized event that has received the approval of the Assistant Vice President of Student Affairs to have alcohol served at the event.
 - (4) Drinking/possession within 12 hours of performing any Corps duty—INCLUDING WATCH!
 - (5) Drinking when under 21 years of age.
 - (6) Providing or allowing Midshipmen under 21 to have alcohol.
- 2) In addition, While on any training cruise, all Midshipmen are subject to U. S. Coast Guard Drug and Alcohol Testing, in accordance with 46 CFR Parts 4 and 16.
 - a) Pursuant to 33 CFR Part 95 Section 95.020 - Standard for under the influence of alcohol or a dangerous drug:

- b) An individual is under the influence of alcohol or a dangerous drug when:
 - i) The individual is operating a recreational vessel and has a Blood Alcohol Concentration (BAC) level of .08 percent or more, by weight, in their blood;
 - ii) The individual is operating a vessel other than a recreational vessel and has an alcohol concentration of .04 percent by weight or more in their blood; or,
 - iii) The individual is operating any vessel and the effect of the intoxicant(s) consumed by the individual on the person's manner, disposition, speech, muscular movement, general appearance or behavior is apparent by observation.
- 3) If you know of a Midshipman who appears to have a serious drinking problem (e.g., constantly drinking, getting drunk several nights a week, etc.) express your concern to the person.
 - i) If they are having drinking problems, they also may be having other problems (e.g., social, academic, mental, physical, etc.). Call the Student Counseling Office for help.

CHAPTER 12 - DRUG RULE

ARTICLE 1201 - ILLEGAL DRUG USE

- 1) Pursuant to Texas A&M University at Galveston Student Rule 24 – Student Conduct Code (available at http://www.tamug.edu/stulife/studentliferules/Rule_24.pdf):

24.4.12. Drugs. The act of using, possessing, being under the influence of, manufacturing, or distributing illegal drugs or illegally obtained/possessed controlled substances is prohibited. Except as expressly permitted by law, use, possession, manufacturing, or distribution or being a party thereto of marijuana, heroin, narcotics, or other controlled and/or prescribed substances and/or drug paraphernalia and/or dangerous drug is also prohibited. Individuals may not operate a motor vehicle or another form of transportation while under the influence of drugs or while intoxicated. (See Appendix VII, Texas A&M University at Galveston Drug Rules).

- 2) Use of illegal drugs in the Corps will not be tolerated.
 - a) Midshipmen should submit any information regarding illegal drugs in the residence hall to the appropriate authority (i.e., Deputy Superintendent, Director of Student Life or their community leaders, etc.), who will notify Campus Police and take appropriate student conduct action.
- 3) Use of illegal drugs while sailing on a summer cruise will not be tolerated.
- 4) Midshipmen found responsible for use of or possession of drugs must submit to routine drug testing at their own expense and test negative on three consecutive tests to apply for membership back into the Corps.
- 5) In the event of an overdose or other drug related problems needing medical attention, call the emergency number 9-911.

ARTICLE 1202 - RANDOM DRUG TESTING POLICY

- 1) The use of illegal drugs in the Corps of Midshipmen runs counter to the values we hold, and our vision for character and leadership development. This policy outlines Midshipman expectations for compliance, execution of random drug testing, and actions taken upon the results of a positive test or when Midshipmen are found to be using or possessing illegal drugs.
 - a) Illegal drug use will not be tolerated.
 - b) Being under the influence and/or misuse of a controlled substance, or abuse of prescription drugs will also not be tolerated.
 - i) This also includes substances similar to that of a controlled substance (e.g., “designer drugs”).
- 2) As a deterrent against the illegal use of drugs, and in accordance with Department of Transportation procedures, all Midshipmen are vulnerable to selection for a random drug test.
 - a) At random times during the school year, Midshipmen will be informed that they have been selected for a drug test. They must comply with procedures of the published program within the time specified or be dismissed from the Corps for non-compliance.

- b) Midshipmen may be informed by school email, or at ZOPT 100/300 that they have been selected for a drug test.
 - i) They must comply with CFRs of the published program within the time specified or be dismissed from a summer cruise and the Corps for non-compliance.
 - ii) In accordance with CFR 46, 16.230, refusal to participate in a drug test, constitutes a “positive” drug test and the appropriate disciplinary actions will follow.

ARTICLE 1203 - DRUG TESTING POLICY FOR DOCUMENTED EMPLOYEES AND STUDENTS

- 1) The drug testing policy for students of Texas A&M University at Galveston is presented below. Midshipmen should visit http://www.tamug.edu/stulife/Appendices/APPENDIX_VIIa.pdf to view the most current version of this rule.

Appendix VIIa – Drug Testing Policy for Documented Employees and Students:

In accordance with procedures for Transportation Workplace Drug Testing programs established by the Office of the Secretary of the Department of Transportation and administered under U.S. Coast Guard Regulations, 46 CFR Parts 4, 5, and 16; Texas A&M University at Galveston shall test for the following drugs: marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines. All tests shall be performed by the Department of Health and Human Services (DHHS) certified laboratories which meet the requirements of 49 CFR 40.

- 1. University Policy - Employees Holding a Merchant Marine Document and Cadets Who Test Positive

A TAMUG employee or cadet who, under any testing procedure required by this Policy, tests positive or refuses to submit to a test shall be removed from duties which directly affect the safety of the vessel's navigation or operations as soon as practicable, and will be subject to job termination and/or suspension from the Corps of Cadets, as applicable and will be reported to the Coast Guard as required under 46 CFR 16.201. An employee or cadet who tests positive during a cruise period, shall be terminated or suspended from the Corps, as applicable, and the employee or cadet shall be responsible for his/her cost to return home.

A person terminated from employment or suspended from the Corps may reapply for employment or readmission to the Corps in accordance with this Policy. Readmission to the Corps will be on a case-by-case basis, taking into account the person's prior performance and potential.

- 2. Pre-Employment Testing

Commencing 21 December 1989 all persons applying for employment with TAMUG who are required to hold a Merchant Marine license or document and license-option cadets prior to their first training cruise shall be required to pass a chemical test for dangerous drugs.

- a. Exempted from this requirement are individuals who possess satisfactory proof that they have passed a pre-employment test for another employer or a periodic chemical

test within the previous six months. Also exempted are persons who have been subject to a random drug testing program meeting the requirements of 46 CFR part 16.230 during the period of the previous twelve months. These persons must present proof that they have not failed or refused to participate in such testing.

- b. In the event that an employee applicant's drug screen is positive and that person is holding a valid Merchant Marine license or document, the test results will be reported in writing to the nearest Coast Guard Officer in Charge Marine Inspection, (OCMI). Also, in the event of a positive screen of an applicant or refusal to take a test, there will be no consideration of employment.
- c. The employee applicant who was denied employment because of a positive drug screen may reapply for employment after six months. At that time, the applicant must submit a current drug free certificate from a recognized Medical Review Officer (MRO). Employment will be considered based on the individual meeting the job requirements for the position. In addition, the individual shall agree to be subject to increased, unannounced testing for a period as determined by the MRO of up to 60 months.

3. Random Testing

All students and employees working for the University who, by law and assigned responsibilities, are required to hold a Merchant Marine document shall be subject to random drug testing in accordance with regulations promulgated by the Coast Guard.

- a. Each employee and cadet shall have an equal chance of selection for testing through their period of employment or enrollment as a student. The selection shall be made by drawing up to twenty-five percent of the employee and cadet names at a time. All personnel whose names have been drawn shall be placed back into the pool so that their names could be drawn again.
- b. Crew members and cadets will be tested on an annual rate of not less than fifty percent.
- c. The test results of any crew member or cadet testing positive will be reported in writing to the nearest Coast Guard OCMI.

4. Periodic Testing

Any employee, working for the University, who is an applicant for an original issuance or a renewal of a license or certificate of registry (COR), a raise in grade of a license, a higher grade of COR, an original issuance of a merchant mariner's document (MMD), the first endorsement as an able seaman, lifeboatman, qualified member of the engine department, or tankerman, or a reissuance of an MMD with a new expiration date shall be required to pass a chemical test for dangerous drugs.

- a. The applicant shall provide the results of the test to the Coast Guard Regional Examination Center (REC) at the time of submitting an application.
- b. The test results must be completed and dated not more than 185 days prior to submission of the application.

- c. An applicant need not submit evidence of passing a drug test as required above if he or she provides satisfactory evidence that:
 - (1) he or she has passed a chemical test for dangerous drugs within the previous six months with no subsequent positive chemical test during the remainder of the 6 month period; or
 - (2) during the previous 185 days been subject to a random testing program required by 46 CFR 16.230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs.

5. Serious Marine Incident Testing

The University will test an individual whose action or failure to act is determined to be a causative factor in the events leading to a serious marine incident in accordance with 46 CFR 4.06.

- a. A serious marine incident is defined as:

Any marine casualty or accident that occurs upon the navigable waters of the United States, its territories or possessions or any casualty or accident wherever such casualty or accident occurs involving any United States' vessel, including accidental grounding, or any occurrence involving a vessel which results in damage by or to the vessel, its apparel, gear, or cargo, or injury or loss of life of any person; and includes among other things, collisions, stranding, groundings, founderings, heavy weather damage, fires, explosions, failure of gear and equipment and any other damage which might affect or impair the seaworthiness of the vessel which must be reported to the Coast Guard under 46 CFR 4.05-1 and which results in any one of the following:

- (1) One or more deaths;
- (2) An injury to a crew member, passenger, or other person which requires professional medical treatment beyond first aid, or which renders the individual unfit to perform routine vessel duties;
- (3) Damage to property in excess of \$100,000.00;
- (4) Actual or constructive total loss of any vessel subject to inspection;
- (5) Actual or constructive total loss of any self-propelled vessel not subject to inspection under 46 U.S.C. 3301 of 100 gross tons or more;
- (6) Discharge of oil of 10,000 gallons or more, whether or not resulting from a marine casualty; or
- (7) Discharge of a reportable quantity of hazardous substance, whether or not resulting from a marine casualty.

- a. Any crew member or cadet on the training vessel who is determined to be directly involved in a serious marine incident shall provide,

within 24 hours of the incident, urine specimens, and blood or breath specimens, or both for chemical tests as required by 46 CFR 4.06-10 when directed to do so by the University or a law enforcement officer.

- b. If an individual refuses to provide blood, breath or urine specimens, this refusal shall be noted on Form CG-2692B and in the vessel's official log book.
- c. No University crew member or cadet may be forcibly compelled to provide specimens for chemical tests required by 46 CFR 4; however, refusal is considered a violation of regulation and could subject the individual to suspension and revocation proceedings under 46 CFR 5 and removal from any duties which directly affect the safety of the vessel's navigation or operations.
- d. Whenever a crew member or cadet has been identified as being directly involved in a serious marine incident, CG-2692B form shall be completed and submitted to the nearest OCMI. The test results shall be submitted to the same OCMI for each person who was on the original form CG-2692B.
- e. In incidents involving discharges of oil or hazardous substances, a report will be filed with the Coast Guard OCMI having jurisdiction over the location where the discharges occurred or nearest the port of first arrival following the discharge. Any TAMUG crew member or cadet who has been identified as being directly involved shall be tested as per requirements of 46 CFR 4.06 and results reported to the same OCMI.

6. Reasonable Cause Testing

The University shall require any crew member or cadet who is reasonably suspected of using a dangerous drug to be chemically tested for dangerous drugs.

- a. The University's decision to test shall be based on a reasonable and articulable belief that the individual has used a dangerous drug based on direct observation of specific, contemporaneous physical, behavioral, or performance indicators of probable use. Where practicable, this belief should be based on the observation of the individual by two persons in supervising positions.
- b. When the University requires testing of an individual under the provisions of this section, the individual shall be informed of that fact and directed to provide a urine specimen as soon as practicable. This fact shall be entered in the vessel's official log book.
- c. If a crew member or cadet refuses to provide a urine specimen when directed to do so by the University under the provisions of this section, this fact shall be entered into the vessel's official log book.

- d. The test results of any crew member or cadet testing positive will be reported in writing to the nearest Coast Guard OMCI.

7. Test Collection and Handling Procedures

Urine specimens shall be collected by trained personnel using collection and shipping kits meeting the requirements of 40 CFR 49 and CFR 40 and 46 CFR 16.330 (b). The University shall ensure that the collection site is adequate to provide for collection security, temporary storage, and expeditious shipping of specimens to a DHHS-certified laboratory.

- a. Security procedures shall provide a secure collection site.
- b. No unauthorized personnel shall be permitted in any part of the collection site when specimens are collected nor shall unauthorized personnel be allowed access to stored specimens. Safeguards to ensure integrity of specimens shall be maintained at all times.
- c. TAMUG shall establish and maintain a chain of custody for each specimen to be chemically tested. If a specimen is not immediately prepared for shipment, it shall be safeguarded during temporary storage. TAMUG shall make every effort to minimize the number of persons handling specimens.
- d. The Training ship shall have in possession at all times specimen collection and shipping kits (that meet 49 CFR 40) to be used to collect specimens and ship them to a certified drug testing laboratory.
- e. TAMUG shall ensure that the specimen and chain of custody documents are promptly shipped by an expeditious means to a certified testing laboratory.

8. Medical Review Officer (MRO)

TAMUG shall designate a MRO meeting the qualifications of 49 CFR 40.27 and 49 CFR 40.33(b).

- a. All laboratory reports will be sent to the designated MRO. Whenever a report contains a confirmed positive result, the MRO shall review and interpret the report and submit the findings to TAMUG.
- b. In accordance with 46 CFR 16.201 (e) and 46 CFR 16.370 (d), before a crew member who has had a positive report may return to work, the MRO shall determine that the crew member is drug free and the risk of subsequent use is sufficiently low to justify return to work.
- c. Before a cadet who has had a positive report may report onboard in a working/training capacity, the MRO shall determine that the cadet is drug free and the risk of subsequent use is sufficiently low to justify return onboard in a working/training capacity.

- d. Any crew member or cadet who has failed a chemical test shall agree to be subject to increased, unannounced testing for a period as determined by the MRO up to sixty months or until no longer employed or discharged from the cadet training program.

9. Record keeping

The Superintendent's Office will maintain all results of drug screens on students. Employees' results will be filed in the Human Resources Office. All drug screens are considered confidential. Only persons who have a legitimate need to know the test results shall be informed.

- a. Negative Tests shall be maintained by TAMUG for a period of one year.
- b. Positive Tests shall be maintained by TAMUG for five years and shall be made available to the Coast Guard upon request.
- c. TAMUG records shall contain the total number of crew members and cadets tested annually in each category of the testing program, including the annual number of individuals testing positive and the number and types of drugs for which individuals tested positive.

10. Release of Information

Except as provided for in 46 CFR 16 and 46 CFR 4.06-60, TAMUG shall not release individual test results or other personal information from anti-drug program records.

- a. Individual results from a drug test required by 45 CFR 16 may be released if the individual tested signs a specific authorization for the release of the results to an identified person.
- b. Nothing in this section shall prevent an individual tested under this policy from obtaining the results of that test.

11. Employee/Cadet Assistance Program

TAMUG shall provide an Employee/Cadet Assistance program (ECAP). TAMUG's ECAP shall include education and training on drug use for crew members, cadets and ship supervisory personnel. The program will include the following elements:

- a. ECAP Training Program
 - (1) Effects and consequences of drug and alcohol use on personal health, safety and work environment.
 - (2) The manifestations and behavioral clues that may indicate drug and/or alcohol use and abuse.
 - (3) Documentation of training given to supervisory personnel, crew members and cadets. Supervisory personnel shall receive at least sixty minutes of training. All documentation of training records for students shall be available

from the Commandant and for employees in the Galveston Human Resources Office.

b. ECAP Education Program

- (1) Display and distribution of informational material.
- (2) Display and distribution of a community service hot-line telephone number for crew member assistance.
- (3) Display and distribution of the University's policy regarding drug and alcohol use in the workplace.

CHAPTER 13 - TITLE IX OFFENSES

ARTICLE 1301 - GENERAL INFORMATION

- 1) Pursuant to 20 U.S.C Section 1681, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...”

ARTICLE 1302 - UNIVERSITY NOTICE OF NONDISCRIMINATION AND ABUSE

- 1) Texas A&M University at Galveston provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Texas A&M University at Galveston will promptly investigate all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. Further, Texas A&M University at Galveston will strive to maintain a work and educational environment free from discrimination on the basis of sexual orientation, gender identity and gender expression.

Sexual harassment is a form of discrimination based on sex. It is defined as unwelcome conduct of a sexual nature, which includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence, which includes rape, sexual assault, sexual battery, sexual coercion, and sexual exploitation, is a form of sexual harassment.

Any Texas A&M University at Galveston employee who witnesses, is subjected to, or is informed about incidents of discrimination, sexual harassment, and/or related retaliation is required to report the incident to one of the Designated Officials listed below who investigates alleged violations perpetrated by students, faculty, staff, and visitors. All other members of the campus community or public are strongly encouraged to report any such incidents.

If you have questions or need support, please contact the Office of the Assistant Vice President for Student Affairs (students), the Office of the Dean of Faculties (faculty members), or the Office of Human Resources (staff and visitors) as indicated below.

ARTICLE 1302 - REPORTING ABUSE OR NEGLECT

- 1) The safety of our students, faculty, staff and visitors is a top priority at Texas A&M University at Galveston. State law requires all persons having cause to believe that an elderly or disabled person is in the state of abuse, neglect, or exploitation, report this information immediately.

The law also imposes strict requirements for “professionals,” which is defined as an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers. If a “professional” has cause to believe that a child has been abused or neglected, the professional is required to make a report not later than 48 hours after learning of the abuse or neglect. A professional may not delegate to or rely on another person to make the report.

Finally, State law requires all persons having cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect to immediately make a report to law enforcement, even if the belief is premised upon incomplete or dated information.

For emergencies call 9-1-1, the University Police Department (409-740-4545), or any local law enforcement agency including the Galveston Police Department (409-765-3702) or Galveston County Sheriff's Office (409-766-2300). For non-emergency cases of suspected or ongoing abuse or neglect, call the Texas Abuse Hotline at 1-800-252-5400.

ARTICLE 1303 - DESIGNATED OFFICIALS

- 1) Regarding discrimination, harassment, abuse, neglect, or exploitation: Students, faculty, staff, visitors, and applicants for employment or admission should notify the appropriate Designated Official below who investigates alleged violations perpetrated by students, faculty, staff, and visitors. Employees may also notify their supervisor (if that person is not the suspected offender), although they are not required to do so.

If the alleged offender is a Student or Student Employee, the Designated University Official is Dr. Todd Sutherland, Assistant Vice President of Student Affairs, Texas A&M University at Galveston, Seibel Student Services Center #101G, Galveston, TX 77553, 409-740-4598, TitleIXStudents@tamug.edu.

If the alleged offender is a Faculty Employee or Graduate /Postdoctoral Student working in an academic area, the Designated University Official is Dr. Blanca Lupiani, Associate Dean of Faculties, Texas A&M University, 108 YMCA Building, 1126 TAMU, College Station, TX 77843, 979- 845-4274, Dof@tamu.edu.

If the alleged offender is a Non-faculty Employee, Graduate /Postdoctoral Student working in a non-academic area, or Unrelated Third Party, the Designated University Official is Jeff Boyer, Executive Director of Human Resources/Title IX Campus Coordinator, Texas A&M University at Galveston, Powell Marine Engineering Complex, Suite #123, Galveston, TX 77553, 409-740-4503, TitleIXCoordinator@tamug.edu.

Inquiries about Title IX also may be referred to Dr. Merna Jacobson, Title IX Coordinator for Texas A&M University, 979-845-0977, TitleIXCoordinator@tamu.edu; the U.S. Equal Employment Opportunity Commission (employees) at 1-800-669-4000; or the U.S. Department of Education Office of Civil Rights (students) at 214-661-9600.

ARTICLE 1304 - CONFIDENTIALITY / PRIVACY

- 1) Reports of discrimination, sexual harassment, and/or related retaliation will be kept private to the extent possible; however, identification of parties on a need-to-know basis may be required in order to conduct a thorough investigation.

For confidential assistance and support, students and employees may contact one of the counselors listed below in the Student Counseling Center, Texas A&M University at Galveston, Seibel Student Services Center, Suite #104, Galveston, TX 77553.

Ken Bailey, MA, Director of Counseling and Career Services, 409-740-4725, baileyk@tamug.edu

Dr. Rick Ertell, Ed.D., Assistant Director of Counseling and Disabilities, 409-740-4587, ertellr@tamug.edu

Daisey McCloud, Assistant Director of Counseling and Career Services, 409-740-4537, mccloudd@tamug.edu

Diane Manley, Student Development Specialist, 409-740-4739, manleyd@tamug.edu

Employees may also contact the Employee Assistance Program at UTMB by calling 409-772-2485.

If a complainant requests that the university not take action against an accused person, the university may be limited in its ability to fully respond to the incident. In order to provide a safe environment for all employees and students, the university may need to take action in any case when violence, threat, predation, pattern, or weapons are involved.

CHAPTER 14 - FORMATIONS AND DRILL

ARTICLE 1401 - FORMATIONS

- 1) It is mandatory for all Midshipmen to attend formation between 0730-0745 on Monday, Wednesday, and Friday of each week. Victor Company shall meet once for formation after ZOPT 100 for Deckies and Engineers.
 - a) Attendance will be taken and general inspection will be conducted.
 - i) Midshipmen will receive demerits if they do not attend formation, are not groomed (i.e., unshaven, need of haircut, etc.), or they are not in the correct uniform.
 - b) The Company that has the best attendance and inspection results at the end of each month will not have to attend formation the next/following month.
 - i) This will be published in the weekly POW.
 - c) Mandatory formations at Kyle Field: Corps Trips are directed by the Superintendent. Failure to attend will require a military letter, or it is expected you will attend. Buses will be provided for those who need a ride. Make sure you have submitted your required Risk Management form for the travel. Failure to attend will result in more than just demerits. Failure to obey a direct order from the Superintendent will result in appropriate discipline that may include conduct review and conduct probation.

ARTICLE 1402 - PURPOSE OF FORMATIONS

- 1) Formation of units is a critical part of close order drill. The purpose of formations are:
 - a) To build unit cohesion and esprit de corps by recognizing Midshipmen during awards and promotion ceremonies.
 - b) To maintain continuous accountability and control of personnel.
 - c) To provide frequent opportunities to observe the appearance and readiness of the uniforms of each Midshipman.
 - d) To keep each Midshipman informed by providing the means to pass the word.
 - e) To develop command presence in unit leaders.
 - f) To instill and maintain high standards of military bearing and appearance in units and in each Midshipman.
 - g) To add color and dignity to the daily routine by reinforcing the traditions of excellence associated with close order drill.

ARTICLE 1403 - DRILL

- 1) Close order drill is one of the cornerstones of naval customs, courtesies and traditions. These traditions are perpetuated from one generation to the next through constant use and practice. Through these traditions, “esprit de corps” of every member is brought by their ever-present feeling of pride,

not only in their unit, but also in themselves. A high standard of discipline and ‘esprit de corps’ should not only be maintained and preserved, but also further strengthened.

- 2) The United States Coast Guard has used the Marine Corps Drill and Ceremonies Manual as an official reference and guide for planning and conducting drills and ceremonies for the purpose of uniformity between the naval services. In keeping with this practice, the Corps of Midshipmen of the Texas A&M Maritime Academy has adopted and integrated the Marine Corps Drill and Ceremonies Manual.
 - a) All Midshipmen will be familiar with essential drills provided by instruction from key Midshipmen leaders in accordance to the Marine Corps Drill and Ceremonies Manual.
 - i) Drills, march-ins, and ceremonial activities will be scored and graded as performance measures.

ARTICLE 1404 - OBJECT AND PURPOSE OF DRILL

- 1) The object of close order drill is to teach Midshipmen by exercise to obey orders and to do so immediately in the correct way. Close order drill is one foundation of discipline and esprit de corps. It is still one of the finest methods for developing confidence and Midshipman leading abilities in subordinates/rising leaders.
- 2) The purpose of drill is to:
 - a) Move units from one place to another in a standard, orderly manner.
 - b) Provide simple formations from which other formations may be readily assumed.
 - c) Teach discipline by instilling habits of precision and automatic response to orders.
 - d) Increase the confidence of leaders through the exercise of command, by giving proper commands, and by control of drilling troops.
 - e) Give subordinates the opportunity to handle command at the smallest formation level.

CHAPTER 15 - PHYSICAL FITNESS AND TRAINING

ARTICLE 1501 - IMPORTANCE OF PHYSICAL FITNESS

- 1) Although physical fitness training is not mandatory for the Texas A&M Maritime Academy Corps of Midshipmen, physical fitness is critical. From climbing up and down the many ladders on the T/S General Rudder to keeping up with the fast pace of college life, a well-conditioned body and mind will help you succeed in school as well as your future careers. Additionally, the U.S. Coast Guard and the U.S. Navy require you to pass certain physical standards if you want to join their service. For these reasons, physical fitness is emphasized and encouraged for all Midshipmen to accomplish at their own pace.
- 2) Along with physical fitness training, a healthy diet and control of your physical weight will go a long way toward helping Midshipmen learn to live a healthy lifestyle.
 - a) We teach a healthy lifestyle by requiring all Midshipmen to have a meal plan and eat at the dining hall.
- 3) No formal training will be conducted before 0600 for any reason.
- 4) Physical fitness training in the residence hallways is strictly prohibited.

ARTICLE 1502 - U.S. COAST GUARD STANDARDS

- 1) The Texas A&M Maritime Academy will utilize the Coast Guard Weight and Body Fat Standards Program Manual (available at http://www.uscg.mil/hq/cg1/cg111/fitness_help.asp) as a reference for Midshipmen fitness.
 - a) Although physical fitness training is not mandatory, Midshipmen are strongly encouraged to utilize the reference in order to maintain a well-conditioned body and mind.

CHAPTER 16 - SAFETY

ARTICLE 1601 - SAFETY PROGRAM

- 1) Safety is everyone's responsibility. If you see an unsafe act, attempt to stop it then report it to a member of the chain of command. If you see an unsafe condition, report it to your commander. Use common sense to avoid unnecessary risks. If you are not able to contact your commander, contact the Office of Student Life at 409-740-4561 or CAMPUS POLICE at 409-740-4545. In case of an emergency dial 911.

ARTICLE 1602 - TEXAS A&M MARITIME ACADEMY SAFETY MANAGEMENT MANUAL

- 1) The Texas A&M Maritime Academy places the highest priority on personal safety and environmental protection. The Texas A&M Maritime Academy Safety Management Manual provides instructions and procedures to ensure a safe workplace and protection of the environment in compliance with all applicable rules and regulations. It is the responsibility of all seafarers, Midshipmen, and shore side support staff of the T/S General Rudder to have knowledge of all instructions, procedures, and policies contained in the Texas A&M Maritime Academy Safety Management Manual.

ARTICLE 1603 - FIRE SAFETY

- 1) There are heat and smoke detectors in the hallways and individual rooms and there are manual pull stations in each stairwell. Refer to the "Safety Operations" section of the TAMUG Residence Hall Manual, for additional information regarding fire-safety including safety inspections, fire drills, and evacuations. Do not cover smoke detectors or attempt to disable them.
- 2) Fire extinguishers are located in each stairwell. Use these only if it does not interfere with a safe evacuation. Do not tamper with fire extinguishers.
- 3) Hallway fire doors are designed to close automatically in the event of a fire alarm. Do not block these doors or cover the glass windows.
- 4) Room door closers are designed to automatically close the door to prevent fires from spreading. You may temporarily prop them open only while you are in the room.

ARTICLE 1604 - SMOKING

- 1) The danger of fire aboard ship is ever present primarily because people create these conditions through carelessness. Smoking in unauthorized places, at unauthorized times, and careless handling of lighted cigarettes are the usual cause of fire aboard ship. Smoking aboard ship is highly discouraged. Specific precautions listed below will be strictly observed: **NO SMOKING ALLOWED ON VESSEL AT TMA DOCK.**
 - a) Smoking is permitted only in designated area on cruise.
 - b) No smoking during fueling operations.
 - c) When welding or burning operations are conducted, a fire watch with a fire extinguisher must be employed.
 - d) No smoking in areas in and around paint lockers.
 - e) "Strike Anywhere" matches are prohibited.

- f) Extinguishing cigarettes out on decks or bulkheads is prohibited.
- g) Throwing lighted cigarettes over the side is prohibited. Cigarette butts must be disposed of in the 5-gallon buckets filled with sand around the deck.
- h) A fire watch will be maintained with security rounds between 2000 - 0600 to insure against fire in most areas of the ship.
- i) During cruise periods, weekly fire and boat drills will be held. A baseball hat, long sleeved shirt and pants, shoes and lifejacket must be worn. No smoking during fire and boat drills.

ARTICLE 1605 - EXPLOSIVE LIQUIDS

- 1) Keeping explosive/liquid in staterooms is strictly prohibited.
- 2) The unauthorized introduction, use, or storage of flammable, or combustible explosive material aboard ship is strictly prohibited.

ARTICLE 1606 - CANDLES

- 1) Candles are prohibited.

ARTICLE 1607 - MATCHES/LIGHTERS/OPEN FLAMES

- 1) Only safety matches or are permitted for use aboard ship.
- 2) "Zippo" type lighters are permitted, but lighter fluid may not be stored in berthing areas.
- 3) The unauthorized burning of incense, candles and the introduction or use of flammable, combustible or non-controlled combustible devices aboard ship are prohibited and grounds for dismissal from the Corps.

ARTICLE 1608 - SAFETY/SECURITY

- 1) Midshipmen will lock their doors when away from their rooms and at night when going to bed. Do not lend your key or ID card to any individual. Report a lost key immediately.
- 2) Do not allow someone to follow you into the residence hall after you swipe your card, especially if that person is unfamiliar to you (including uniformed Midshipmen).
- 3) Keep hallways clear. Place trash cans at the end of the hallways outside the fire doors.
- 4) Texas A&M University at Galveston rules prohibit smoking in any building on campus including residence halls, Midshipman rooms, and lounges.
- 5) Candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots) are prohibited in the Corps residence halls. Refer to the TAMUG Residence Hall Manual.
- 6) Additional safety information is described in the TAMUG Residence Hall Manual.

CHAPTER 17 - TREATMENT OF ILLNESS OR INJURY

ARTICLE 1701 - TREATMENT OR ILLNESS OR INJURY

- 1) While on campus at Texas A&M University at Galveston:
 - a) Midshipmen are responsible for seeking treatment of all personal injuries or illness. Routine treatment and physical examinations are available through TAMUG contract physicians or the Midshipmen may consult any physician desired. In all cases the costs of treatment, examinations or consultations are the responsibility of the individual Midshipmen except as noted under paragraph "B" below. Midshipmen covered by medical insurance should carry proof of such insurance to facilitate processing of claims.
 - b) Emergency medical treatment in Galveston is available in the Emergency Room of UTMB. The emergency room (11th and Strand/Harborside) should be utilized for treatment of any serious injury or for serious illnesses occurring after the regular office hours of the Midshipman's physician. Emergency room expenses are the responsibility of the student. USMS Midshipmen receiving student incentive payments (SIP) are covered by Worker's Compensation for injuries that happen during Corps activities to include shipboard related accidents. It is important that when a Midshipman is injured that the Ship Captain and his staff is notified first, followed by the Deputy Superintendent and Superintendent's offices. All workers compensation accidents must have an accident form completed and faxed to Maritime Administration within 24 hours of the incident, by the Chief Mate or the First Assistant Engineer. If this is not done, it may delay or even prevent an individual from receiving any compensation. See Superintendent's Instruction or successor instructions regarding Worker's Compensation.
 - c) An Emergency Care Team (ECT) staffed with Emergency Medical Technicians (EMT) is organized on campus (when adequately trained personnel are available). The Office of Student Life will publish information on a semester basis describing EMT resources available.
 - d) Injuries and illnesses should be properly treated by competent medical personnel. This will prevent the development of unexpected complications that may result from an injury or the spread of illness through the student body by the carrier of an untreated contagious illness.
 - e) Serious injury or illness must be reported to the Office of Student Life and the Superintendent's Office during working hours. After hours the report is made to the Community Leader (CL) on duty or the Midshipman Duty Officer (MDO) who will immediately inform the Deputy Superintendent or designee. This report must be made as soon as possible either by the afflicted Midshipman or some other person acting for the Midshipman. Midshipman being admitted for hospitalization shall, if possible, request that Texas A&M University at Galveston be notified. For any treatment given, a written report shall be obtained and submitted to the Superintendent's Office as fit/not fit for duty or light duty and shall be signed by the attending physician.
 - f) All Midshipmen are encouraged to be sure their family insurance will cover them on the cruise, especially out of the Continental US. This should include repatriation and hospital care in a foreign country. If not, a supplemental insurance policy is available through Texas A&M and the counseling service office: The Texas A&M 50K or 500K Insurance Plan, www.tamuinsurance.com, or 800-452-5772.
 - g) All Midshipmen are reminded that for any incident that might happen on the ship or the school, during the school year that their family insurance plan is their primary option for compensation.

2) While on cruise period:

- a) Any illness requiring immediate attention and all injuries, no matter how minor, shall be immediately reported to sickbay.
- b) Midshipmen with minor illnesses should call at the normal posted sickbay hours. Patients with minor illnesses that have been lingering for days should always seek medical treatment during NORMAL SICKBAY hours.
- c) The Medical Department will keep the Master informed as to the condition of Midshipmen and crewmembers requiring medical attention. Medical staff will determine an individual's fitness for duty status.
- d) During cruise it is strongly recommended that Midshipmen see the shipboard medical staff for all medical and dental problems. If the Midshipman goes ashore for treatment, s/he is responsible for all costs incurred. If the nature of the injury, illness or treatment requires the Midshipman to terminate the cruise, the Midshipman is responsible for all travel costs incurred. Repatriation will be coordinated by the University. If the Midshipman is unable to pay the travel costs at the time of repatriation, s/he will be billed.

CHAPTER 18 - SUMMER DEPLOYMENT (CRUISE)

ARTICLE 1801 - PRE-REQUISITE FOR FIRST CRUISE

- 1) Prerequisites for 1st Cruise, include graduation from Texas A&M Fire School, TWIC, Passport, MMC (obtained during O-Week), and appropriate vaccinations.
 - a) Deckies must take and pass MART 102,103 and 204
 - b) Engineers must take and pass MARE 103

ARTICLE 1802 - GENERAL RUDDER AND SHIPBOARD TRAINING DEFINITIONS

- 1) **Captain (Master), GENERAL RUDDER** - is a licensed officer (Master-Ocean, Unlimited Tonnage) responsible for the safety of life at sea which includes safe navigation and observance of prudent seamanship by all embarked personnel. The Captain is responsible for performance of all duties required by law and regulation.
- 2) **Licensed Officer** - The GENERAL RUDDER will sail with the prescribed number of licensed officers onboard as required by the United States Coast Guard. The licensed officers onboard shall, in so far as practicable, be members of the faculty/staff of Texas A&M University at Galveston.
- 3) **Staff and Unlicensed Personnel** - Staff and Unlicensed personnel sufficient to comply with the United States Coast Guard requirements and reflecting the need of the At-Sea Training Program will be embarked.
- 4) **Public Vessel** - The GENERAL RUDDER has been classified as a public vessel, specifically as a Public Nautical School Ship of the United States.

ARTICLE 1803 - TRAINING SHIP (T/S) GENERAL RUDDER

- 1) **Purpose** - The purpose of the T/S GENERAL RUDDER is to support the mission of training maritime Midshipmen in consonance with the educational principles of Texas A&M University at Galveston. The GENERAL RUDDER is a public vessel owned by United States of America that is on loan to the State of Texas and under the operational control of Texas A&M University at Galveston. The vessel serves the educational and training interests of the University.
 - a) The Deck License Training Program is conducted to:
 - i) Qualify Midshipmen for the U.S. Coast Guard license examination as Third Mates, Any Gross Tons, Oceans.
 - ii) Prepare Midshipmen to stand watches, perform necessary maintenance and become proficient in all aspects of Marine Transportation, including navigation, communication, seamanship, rules of the road, administration and management, line handling, cargo and port procedures.
 - iii) Permit Midshipmen to apply theoretical instruction to all situations and conditions at sea and in port.
 - iv) Demonstrate to Midshipmen new technologies and to provide opportunities to visit different types of ships for briefing while in port.

- v) Expose Midshipmen to all aspects of a career as a professional licensed Third Mate in the U.S. Merchant Marine.
- b) The Engineering Program Training is conducted to:
- i) Qualify Midshipmen for the U.S. Coast license examination for Third Assistant Engineer, Unlimited Horsepower, Steam and Motor.
 - ii) Prepare Midshipmen to stand watches, perform necessary maintenance and become proficient in all aspects of ship engine systems, including boiler, turbine, diesel, refrigeration, electrical and safety.
 - iii) Develop Midshipmen practical expertise as a supplement to theoretical classroom training ashore.
 - iv) Familiarize Midshipmen with new industry technology by visiting other ships while in port and observing their engineering systems.
 - v) Expose Midshipmen to all aspects of a career as a professional licensed Marine Engineer.

ARTICLE 1804 - SHIPBOARD ROUTINE

- 1) Shipboard Routine, generally described in the Plan of the Day underway and the Plan of the Week while in port in Galveston, will be so ordered as to create an atmosphere conducive to the mission of the At-Sea Training Program and the University.
 - a) ***At-Sea Routine*** - The At-Sea Training Manuals published annually by the Departments of Marine Transportation and Marine Engineering will govern to a major extent the daily routine when underway.
 - b) ***In-Port Routine*** - The training manual, particularly when shipboard maintenance is scheduled for in-port periods, is the primary reference for in-port routine. An important advantage of the summer training cruise is the opportunity to visit other cities, states, nations and people of diverse backgrounds and cultures. When in port, maximum opportunity will be granted to all liberty sections to make the best use of the time in port. The GENERAL RUDDER will be kept clean and ready for sea at all times.

ARTICLE 1805 - LEAVE AND LIBERTY

- 1) Leave and Liberty is considered a privilege, not a right.
 - a) Definitions:
 - i) Leave: Authorized absence from the campus for a period of forty-eight hours or more.
 - ii) Leave of Absence: Authorized absence from participating in the Corp of Midshipmen.
 - iii) Liberty: Authorized absence from the campus for a period of less than forty-eight hours.
 - iv) Special Liberty: Authorized absence from the campus during any period of time when regular leave or liberty would not be granted, specifically during days on which the Midshipmen have scheduled classes (requires stand-by if in watch status).

- v) Extended Liberty: Authorized absence from the ship, while in port, outside authorized liberty time (cruise only). Extended Liberty may only be granted by the Captain!

2) Rule for Leave and Liberty

- a) The Superintendent of the Academy shall establish normal leave periods, in accordance with Title 46 Code of federal Regulations, Part 310 and the University holiday schedule.
- b) A copy of the CFR is available in the University Library. The Deputy Superintendent has the authority to approve leave requests for periods up to fifteen calendar days with the academic instructor's approval. The Superintendent must approve Leave in excess of fifteen days.
- c) Leave of Absence (LOA) from the Corps may be granted to Midshipmen for an entire semester for sound and valid reasons. Requests for a Leave of Absence shall be submitted in writing to the Superintendent through the Deputy Superintendent. Failure to submit, and have approved, an LOA request may result in involuntary withdrawal from the LO program and the loss of student incentive payments.
- d) In an emergency, the Faculty Duty Officer (FDO) may permit a Midshipman regular liberty/leave as posted in the Daily Routine. The FDO may grant leave or liberty if a clear emergency exists and higher authority cannot be contacted.
- e) Midshipmen do not have the authority to grant or withhold any leave or liberty privileges except when acting in an official capacity (Quarterdeck Watch stopping a Midshipman from leaving ship in inappropriate attire). Any action taken under this authority shall be reported to the Deputy Superintendent as soon as possible.
- f) Midshipmen will not be permitted to depart the training ship unless his/her appearance is in accordance with the published grooming standards.

3) All special liberty and leave requests will be processed expeditiously.

- a) Special Liberty is granted only in unusual situations and
 - i) Must be authorized by the Deputy Superintendent. Special liberty will not be granted to Midshipmen on Corps or University Conduct Probation except for emergency situations. Special Liberty Requests forms must be filled out in triplicate and signed by the individual making the request and submitted to the Deputy Superintendent twenty-four (24) hours prior to the start of requested liberty. The copies of approved requests, will be distributed to the Deputy Superintendent, Company Commander, and requesting Midshipmen.
 - ii) General – The Deputy Superintendent shall establish normal liberty hours during the academic year. Liberty in port during summer cruise is a privilege and granting liberty is at the discretion of the Master.
 - iii) Cruise Period - Liberty hours during the cruise period will be dictated by the circumstances in the ports visited and as published in the Plan of the Day.
 - iv) Overnight Liberty will be only granted by the Captain

- v) While on cruise, Midshipmen with demerit hours will not be permitted to go on liberty.

ARTICLE 1806 - SHIPBOARD RULES

- 1) Safety aboard ship is of paramount importance and breaches of safety carry the most severe disciplinary response. All of the following violations, if serious enough, can be considered a Class I offense or may result in a serious injury to yourself or others.
 - a) General Rules to prevent injury:
 - i) Use Personal Protective Equipment (PPE).
 - ii) Be alert at all times. Don't go about daydreaming and unaware of your surroundings – it's a good way to get injured.
 - iii) Be particularly careful about everything you do in rough weather, when the ship is rolling and pitching. This includes cups of boiling water for coffee, heavy objects sliding, doors not properly secured, falling off the ladder and slippery floors, to name a few areas that you normally don't worry about in calm seas.
- 2) Contraband and stowaway searches are required by Maritime Law and will be carried out by authorized University officials.
 - a) Midshipmen are not permitted to carry out searches without the presence of a ship's officer. Contraband searches are random and can be held at the Master's discretion.
 - b) Alcohol and drugs are prohibited, and any Midshipman violating these rules will meet a Captain's Mast and sanctions issued when found responsible.
- 3) Texas A&M University at Galveston assumes no responsibility for personal belongings damaged, lost or stolen aboard the GENERAL RUDDER. It is the Midshipman's responsibility to keep his/her locker locked at all times.
- 4) All clothing, books, personal gear, and equipment shall be kept neatly stowed when not in use and secured for rough weather when at sea.
- 5) Bunks shall be kept neatly made when not in use.
- 6) All heads and showers, sinks are to be kept sanitary and free of standing water.
- 7) Cooking is prohibited in staterooms.
 - a) Eating shall be confined to messing areas.
 - b) Open or unsealed snack foods will not be kept in staterooms.
- 8) Staterooms at the end of the cruise shall be left in the same condition as they were at the beginning of cruise, less reasonable wear and tear.
 - a) The Corps Operations Officer or ship's crew shall inspect all staterooms prior to arrival/departure for summer cruise.

- 9) The following items are not permitted to be used on stateroom bulkheads, overheads, bunk bottoms, decks or lockers:
 - a) Stickers, decals, etc.
 - b) Nails, hooks, eyelets, screws, pins, tacks, staples, brads, etc.
 - c) Paint, marker pen, pencil, etc.
- 2) Permanent fixtures or furniture may not be altered or moved without permission of the Chief Mate.
- 3) A bunk card will be posted outside each stateroom. The bunk card shall give the name, Corps classification, assigned bunk and watch section of each Midshipman in that particular stateroom.
- 4) The occupants of each room are responsible for the condition of the room and its contents.
 - a) Losses, damages, or soiling beyond what would be considered normal wear and tear must be replaced, repaired, or cleaned at cost to the individual Midshipman concerned.
 - b) Damage to any part of a room, its equipment, including but not limited to light fixtures, bulkheads, overheads, and plumbing fixtures that results in an expense for repair or replacement will be charged to the occupants of the room and may further result in disciplinary action.
 - c) Outstanding charges for room damages or non-return of keys may result in registration and transcript blocks, or delay the Midshipman's completion of cruise period.
- 5) Midshipmen shall not tamper with any stateroom door so as to render it difficult to open from either side with proper key.
- 6) No televisions shall be allowed in Midshipman staterooms.
- 7) Each room must be ready for inspection between the hours of 0800 and 1600, Monday through Friday, except holidays, and for all announced formal inspections.
 - a) The following additional requirements must be met for a room to be considered ready for inspection.
 - i) All interior surfaces are to be clean and dusted.
 - ii) Sinks, mirrors, and bathtubs are to be scrubbed.
 - iii) All decks are to be swept, clean and dry.
 - iv) Windows are to be kept clean.
 - v) Trash cans shall be emptied.
 - vi) Shower curtains will be scrubbed and free of mold and dirt.
 - vii) All clothing and personal items stowed neatly.

ARTICLE 1807 - MISCELLANEOUS SHIPBOARD RULES

- 1) The use of any type of drugs is prohibited, that reduces your ability to make a reasonable and prudent decisions. (This includes but not limited to synthetic marijuana, all illegal drugs, alcohol, or prescription drugs that aren't prescribed for a specific medical condition.)
- 2) Only safety matches or are permitted for use aboard ship. "Zippo" type lighters are permitted, but lighter fluid may not be stored in berthing areas.
- 3) The unauthorized burning of incense, candles and the introduction or use of flammable, combustible or non-controlled combustible devices aboard ship are prohibited and grounds for dismissal from the Corps.
- 4) The unauthorized introduction, use, or storage of flammable, or combustible explosive material aboard ship is strictly prohibited.
- 5) The following types of knives are prohibited aboard ship; Sheath, spring activated, gravity and knives with a blade length of greater than four inches.
- 6) Safety glasses and hearing protection shall be worn for grinding, chipping, applying OSPHO (chemical solution used for removing rust) or other similar conditions.
- 7) Hard hats will be worn for cargo/crane operations, mooring/unmooring & ship maintenance.
- 8) All footwear must have a manufactured toe and a minimum heel strap. No sandals/open toe or open heel footwear.
- 9) Midshipmen must wear steel-toed shoes for ship's maintenance.
- 10) Deck Midshipmen on maintenance duty and Corps Activity shall have a folding pocket knife on them at all times and safety glasses.
- 11) Engine Midshipmen on maintenance duty and Corps Activity shall have flashlights/ safety glasses on them at all times.
- 12) There will be no diving, jumping, swimming or wading into the water adjacent to the training vessel for any reason other than safety training.
- 13) Midshipmen who go swimming, wading or into the water during a training cruise, without written permission by the Master of the Vessel, will be considered for discharge from the cruise.
- 14) Any Midshipman discharged from the training vessel for misconduct/academic or safety violations will not get credit for their cruise and will have to repeat it, and pay the additional expense for another cruise and travel costs.

ARTICLE 1808 - STATEROOM ASSIGNMENT PROCEDURES (CRUISE)

- 1) The Corps Operations Officer will make berthing assignments utilizing request from members of the Corps.
 - a) The Operations Officer shall also be responsible for the signing out and signing in of all room keys.

- b) During the cruise, rooms will be inspected by the Operations Officer.
 - i) Final stateroom approval will be by the Master of the Vessel.
- 2) Berthing assignments shall be made using the following guidelines:
 - a) Room assignments will be made hierarchically and with personal preference.
 - i) Starting with senior Midshipman leadership positions (by rank Corps Commander, Executive Officer, etc.), followed by Midshipman seniors from pre-change of command leadership, followed by Class Level (i.e., Seniors-first; Juniors-second; etc.).
 - b) If a conflict between two Midshipmen of the same rank should arise, higher GPA will determine outcome.
 - c) Although personal preference is taken into consideration for room assignments, lack of availability limits some individual choices.
- 3) Berthing compartments for all Midshipmen shall be segregated by gender and there will be no staying

ARTICLE 1809 - T/S GENERAL RUDDER SEA BAG

- 1) The standard sea bag for all Midshipmen will include, but it's a guide:
 - a) Khakis (x2), Bates, Class Belts-Both engine and deck will be required to wear in class per each instructor
 - b) Khaki Bermuda shorts (x2)- no cargo shorts and color must closely match shirt or won't be allowed
 - c) Maroon TMA polo shirts in good condition
 - d) Coveralls (x2) with name and school patch, long sleeve school issue
 - e) TMA embroidered Work Jacket
 - f) Salt and Pepper (x1) with Combo Cover with shoulder boards
 - g) Foul Weather gear –yellow
 - h) TMA Blue or Black Ball Caps (x2)
 - i) Hard Hat – Maroon
 - j) Appropriate respectable civilian attire (space limitation keep to a minimum)
 - k) Collapsible duffle bag or equivalent
 - l) Linens for twin XL bunk, mattress pad for twine XL bunk, pillow, blanket or sleeping bag
 - m) Toiletries, vitamins for 70 days/sanitary provisions

- n) Medical Prescriptions/Sea Sick medications
 - o) Alarm Clock (battery operated) & wrist watch (Phones don't work at sea)
 - p) Towel and a face cloth
 - q) Safety glasses, Spare glasses or Contacts
 - r) Folding Knife, 4 inches or less
 - s) Good Flashlight that fits in pocket with Red Lens & batteries
 - t) Work Gloves
 - u) Steel Toes (black)
 - v) Tennis Shoes (white) or near as white as possible (bridge at sea)
 - w) Plenty of sets of underwear, under shirts and socks (2 weeks' worth)
 - x) Passport/MMD/MMC/Personal ID
 - y) Cash/Credit Card (limit yourself)
 - z) Laundry Bag
 - aa) Shower shoes & anti-fungal cream
 - bb) Lock
 - cc) Surge protector for laptops, cell phones
 - dd) Water bottle
 - ee) Academic materials (remember that space is limited)
 - ff) Safety Glasses - including prescription, which must be safety glasses
 - gg) Other items: camera, sun screen, swim suit, sunglasses, laptop computer
- 2) We will do a uniform/Seabag check prior to sailing Galveston. Remember, you are representing Texas A&M University when you go ashore. Midshipmen not dressed appropriately will be denied Liberty in port.

ARTICLE 1810 - STUDENT SERVICES DURING SUMMER DEPLOYMENT

- 1) During the summer cruise a representative from the Division of Student Affairs may be embarked. This representative will be responsible for advising the Master and Deputy Superintendent concerning student issues.
- 2) Student Affairs functions may include any of the following:

- a) Personal, educational, and career counseling.
- b) Crisis intervention.
- c) Assisting with new student orientation.
- d) Financial aid liaison with Texas A&M University at Galveston.
- e) Admissions and registration liaison with Texas A&M University at Galveston.
- f) Student employment during Summer Cruise.
- g) Preparatory (prep) Midshipman program evaluation.
- h) In-port tours.
- i) Onboard entertainment programs.
- j) Coordination of the Cruise band, when interest available.
- k) Recreational and music equipment.
- l) Athletic equipment and events.
- m) Onboard games and tournaments.
- n) Assisting in the coordination and/or supervision of in port events sponsored by A&M Clubs, Propeller Clubs, local academic institutions, foreign governments, etc.

CHAPTER 19 - ASSISTANCE PROGRAMS

ARTICLE 1901 - RESOURCES

- 1) There are numerous sources of assistance available to help all students at Texas A&M University at Galveston. Some of these resources are:
 - a) Emergency. On-campus 9-911 or off-campus 911.
 - b) University Police. (409) 740-4545.
 - c) Student Counseling Services. <http://www.tamug.edu/Counsel/index.html> or (409) 740-4736. Services offered include personal counseling, crisis intervention, stress management, career counseling, and academic enhancement.
- 2) If in need of assistance, please contact any of the above or seek out the Cadet Training Officers, or members of the faculty and/or staff.

ARTICLE 1902 - IMPORTANT PHONE NUMBERS

- 1) The following phone numbers are provided for information purposes only.

Academic Enhancement	409-740-4343
Admissions & Records	409-740-4414
Bookstore.....	409-740-4488
Campus Police.....	409-740-4545
Career Planning & Placement	409-740-4736
Computing & Information Services (CIS)	409-740-4714
Corps Office	409-740-4953
Financial Management Services.....	409-740-4433
Dining Services	409-740-4590
General Academics.....	409-740-4498
Gym (P.E. Facility)	409-740-4700
Library	409-740-4560
Mail Room.....	409-740-4489
Marine Biology.....	409-740-4531
Marine Engineering (Technology)	409-740-4921

Marine Science.....	409-740-4515
Marine Transportation.....	409-740-4887
Maritime Administration.....	409-740-4478
Maritime Studies.....	409-740-4498
Maritime Systems Engineering.....	409-740-4504
Residence Life.....	409-740-4445
Student Counseling.....	409-740-4537
Student Health Service.....	409-740-4736
Student Life.....	409-740-4561
Student Relations.....	409-740-4559

