

MASSACHUSETTS MARITIME ACADEMY



COMMUTER HANDBOOK

Discipline, Knowledge, Leadership

WELCOME FROM THE DEAN OF STUDENTS

Dear Student,

Welcome to the Massachusetts Maritime Academy. For over one hundred years, this institution has been training and educating men and women to be productive, successful contributors in the maritime professions. Unfortunately, this long history of maritime excellence and the preponderance of uniformed students in the undergraduate ranks, often results in a commuting student feeling left out and very different.

Although you may feel in the minority, please be assured that when you enroll in the Massachusetts Maritime Academy, you will be welcomed into the academy family and will be entitled to all the educational benefits of the program. We are delighted that you chose us for your academic endeavors and we will do all we can to help you succeed in that pursuit. The Massachusetts Maritime Academy, has adopted a military lifestyle because it is efficient in teaching cadets the discipline and leadership. It is also required by the Federal statute, which still stands today. Despite our military appearance, we are members of the Massachusetts State University higher education system. You may dress differently from the cadets in your classes but you share the same objective, an objective to learn the material and get the degree. All of the faculty and staff are here to help you reach that objective.

This handbook is intended to acquaint you with the services available to you at the academy. You will also find what our expectations of your performance inside and outside the classroom. If you have questions in the course of reviewing this booklet or during your matriculation at the Academy, please feel free to contact LCDR Page, the commuting student advisor or refer to the Massachusetts Maritime Academy website directory at: maritime.edu/directory, to find the resources that you need. Welcome aboard, and I wish you the very best in your academic studies.

Sincerely,

Captain Edward Rozak
Vice President of Student Services
Commandant of Cadets

Office of the Commandant

CPT Edward Rozak	Commandant of Cadets/V.P. of Students Services	Ext. 5030
CDR Stephen Kelleher	Deputy Commandant/Dean of Students	Ext. 1412
Mirey Medina	Multicultural/International Affairs	Ext. 6682
LT John Muldoon	First Company	Ext. 1410
LT Michael Kelley	Second Company	Ext. 1411
LT Rory Deegan	Third Company	Ext. 1004
LT Melanie Appleman	Fourth Company	Ext. 2078
LT Nehemiah Jordan	Fifth Company	Ext. 1414
LCDR Edgar Pinero	Sixth Company	Ext. 1415
LT Wayne Magee	Seventh Company	Ext. 1202

Health Services

CAPT Jeffrey Cukor, M.D.	Medical Director/Academy Physician	Ext. 5046
Judith Kaechele	Director Health Services	Ext. 5243
Jennifer Levesque	Mental Health Counselor	Ext. 1480

Academics

Academic Dean	CAPT Brad Lima	Ext. 5012
Registrar	Michael Cuff	Ext. 5037
Science & Math Department	Dr. Amanda Woods	Ext. 2263
Humanities Department	Dr. Nelson Ritschel	Ext. 2271
ABS Information Commons	Susan Berteaux	Ext. 5035
Engineering	CDR George Howe, USCG (Ret.)	Ext. 2064
Environmental Protection, Safety & Emergency Management	Prof. Frank Veale	Ext. 2021
Marine Transportation	Linda Letourneau	Ext. 2107
Naval Science Department	LT Liam Hickey, USN	Ext. 5023
Social Science Department	Dr. Christopher Hannon	Ext. 2303

Administration and Finance

Vice President Of Administration and Finance	Rose Marie Cass	Ext. 5080
Director of Facilities	Paul O'Keefe	Ext. 5063
Controller	Jeanne Deree	Ext. 5082

Campus Police

Chief Christopher Slattery	Bresnahan Hall	Ext. 5060
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Continuing Education Department

CAPT James McDonald	Bresnahan Hall	Ext. 5096
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Student Services

Vice President of Students/ Commandant of Cadets	CAPT Edward Rozak	Ext. 5030
Deputy Commandant of Cadets/ Dean of Students	CDR Stephen Kelleher	Ext. 1412
Director of STCW/Licensing	CDR Marie Huhnke	Ext. 5071
Director of Career Services	CDR Maryanne Richards	Ext. 5039
Director of Orientation	LT Mike Kelley	Ext. 1411
Director of Athletics	Garin Veris	Ext. 5055
Director of Financial Aid	Cathy Kedski	Ext. 5042
Director of Human Resources	Elizabeth Benway	Ext. 5086

Training Ship Kennedy

Master	CAPT Michael Campbell	Ext. 6461
Chief Engineer	CAPT William Laffan	Ext. 5010
Chief Mate	CDR Melissa Turner	Ext. 2135

Administrative Services

President

The Office of the President is located on the ground floor of the Harrington Building. Students, who wish to see the President about issues pertaining to the Academy, should ensure that they have attempted to resolve them by using the Administrative “Chain of Command”. Students wishing to communicate with the President may do so in writing or by appointment through his secretary.

Academic Dean

The Office of the Academic Dean is located on the ground floor of the Harrington Building. The Dean is responsible for the academic programs and the various offices of academic support.

Assistant Dean

The Office of the Assistant Dean is located on the third floor of the ABS Information Commons (Library) room 318. The Assistant Dean is responsible for the scheduling of classes, the recording of grades and the maintenance of all academic records and transcripts.

Vice President of Administration and Finance

The office of the Vice President of Administration and Finance is located on the ground floor of the Harrington Building. This office is responsible for the administrative and financial affairs of the Academy. The Director of Fiscal Affairs, Controller and Facilities report to this official, as do the Director of Camps and Conferences and Technology Services. All questions regarding tuition and fees should be referred to the Business Office located on the second floor of the Harrington Building.

Director of Athletics

The office of the Athletic Director is located on the second floor of the Alumni Gymnasium. The Athletic Director is responsible for the intercollegiate athletics, intramurals and all other recreational activities that take place in the Alumni Gymnasium.

The Head Coaches of Football, Soccer, Volleyball, Sailing, Crew, Lacrosse, Cross Country, Softball, Track, Baseball, the Director of Intramurals, the Athletic Trainer and the Equipment Manager all report to this office. All commuting students are eligible and encouraged to participate in varsity sports and intramurals.

General Information

Academic Affairs

Questions concerning class schedules, advisors and other academic matters should be referred to the Assistant Dean whose office is located on the third floor of the ABS Information Commons or the Registrar office located on the ground floor of the Harrington Building.

Alumni Gymnasium

Commuting students are eligible to use the facilities of the Alumni Gymnasium which is located at the entrance to the Academy. A wide variety of activities are available such as basketball, swimming, weightlifting, racquetball, handball, etc.

- Gym Hours: 0800-2030 Monday through Friday
- Swimming Pool Hours: TBA

Book Purchasing

During the semester, store hours are 0800-1600, during the summers, the hours are 0900-1500.

Business Office

Student accounts are maintained in the Business Office located on the second floor of the Harrington Building. Questions concerning student billing and payments should be referred to this office. Check here to find out the important dates and deadlines for paying bills or meeting other financial requirements for each semester.

Cadet Information Center (C.I.C.)

The Cadet Information Center, commonly referred to as "CIC", is located adjacent to the Fantail in the dormitory complex. C.I.C. is staffed from 1530-0730 hours by cadets whose function it is to answer the telephone, take messages for cadets and provide security/fire surveillance of the cadet living spaces. Anyone wishing to contact a student through C.I.C. must call the Academy at: 508-830-5043 or go to C.I.C. in person.

Campus Public Safety

The Campus Public Safety Office is located in the Bresnahan building. A blue lamp (on the Bresnahan Building outer wall) marks the location. The Campus Public Safety Officer(s) are on duty 24 hours a day for the protection and safety of the campus community. They can be reached via the radio at CIC or by calling (508) 830-1025. In an emergency: Dial 911! Parking permits can be purchased through Public Safety. Commuter parking has been designated on Bay State Drive next to the baseball field. In the event that all parking for commuters has been filled, overflow parking is available in the parking lot in front of the gym. If there is no parking available, contact Campus Public Safety. They will accommodate you. Temporary parking permits are available upon request. Seniors have the privilege of parking along the canal.

Students' vehicles must be registered with Campus Public Safety and display an MMA decal which can be purchased Monday through Friday, 0800-1600.

Career and Professional Services

The Office of Career Planning and Placement is located on the ground floor of Kurz Hall. This office assists students with resume preparation and other job-related skills. Career and Professional Services schedules a fall and spring job fair from a wide range of businesses.

Commandant's Office

The Commandant of Cadets and his staff are in charge of daily cadet activities and functions outside of the classroom. The Commandant and his staff are available to talk with any student and his/her parents. The Commandant's Office is located next to CIC in the dormitory complex.

The Regimental Plan (cadet information and action items) is updated daily and can be found on the web at: maritime.edu/student-services. Commuting students are advised to read the Regimental Plan regularly in order to be alert to Academy functions. The digital signage found outside the mess deck, CIC, in the Harrington and Kurz Hall as well as ABS Commons also contains important information for all Massachusetts Maritime students.

Technology Services

All students are required to have a Massachusetts Maritime Academy ID card. ID cards are issued and replaced by the IT department. The IT helpdesk is located on the ground floor of ABS (Information Commons). An electronic help ticket can also be created at: <http://massmaritime.mojohelpdesk.com>

Cooperative Education

All students are required to complete as many as three co-ops during his/her four years at the Academy. A co-op term typically lasts eight weeks and can be completed during the winter or summer break. Students are not eligible to participate in the co-op program until the winter break during the second year. A campus operation fee is charged for all students participating in the program. Co-ops are awarded academic credit.

Career Services works to provide co-op opportunities to all students. Co-ops can be arranged directly by the student provided both the Co-op Center and the academic department approve the project in advance.

Disability Resources Office

As part of the continuing effort to make the campus accessible, the Academy has designated the Disability Resource Office to coordinate services for students with documented learning and/or medical disabilities. Students are encouraged to meet with the disability resource coordinator, Dr. Fran Tishkevich, whose office is located in the Harrington building room 311A. The disability services coordinator will assist in developing a plan for academic accommodations.

Dormitory Complex

Commuting students are entitled to full access of the ground floor of the residence halls between the hours of 0800-2300 which includes the study lounges. TV lounges, recreation rooms, the mailroom, barber shop, dining hall, Fantail, Razor's Edge, and CIC. Commuting students may visit cadet rooms during authorized visiting hours.

Fantail/Razor's Edge

The Razor's Edge, adjacent to the Fantail, is a quick alternative to the Dining Hall. Meal options such as a burger or slice of pizza are available when you are in a hurry. Hours of operation are

0700-2000 Monday through Thursday and 0700-1330 on Friday. The Fantail is a place to gather with friends, study or just to relax. Hours are Monday through Friday 1800-2330.

Financial Aid Office

The Financial Aid Office is located in Flanagan Hall. Office Hours 0830 through 1630, Monday through Friday. The office can also be contacted by phone: 508.830.5087, fax: 508.830.5077 or by emailing: psmith@maritime.edu

Army ROTC & Navy SSMP

If you are interested in a career with the military, Massachusetts Maritime Academy has two programs located on campus. The Army ROTC program can fully or partially cover tuition and other expenses. The Navy SSMP has no money associated, however, the Maritime Administration (MARAD) offers a Student Incentive Payment (SIP) of \$4,000 a semester to students participating in the SSMP. These programs will train you to be a military leader and provide you the opportunity to earn a commission in the Army or Navy. See the following offices for more information:

Army ROTC: Col. Timothy (Ty) Dilliplane (AUS Ret.) - Officer in Charge

Office: [508-830-5000 ext. 2204](tel:508-830-5000) Email: tdilliplane@maritime.edu

Navy SSMP: MMCS (SW/AW/SS) Bill Ostrander III, USN - Administration Officer

Office: [508-830-5000 ext. 5022](tel:508-830-5000) Email: Bostrander@maritime.edu

MARAD SIP: LCDR Coleen McRae, USNR - SIP Coordinator

Office: [508-830-5000 ext. 2099](tel:508-830-5000) Email: cmcrae@maritime.edu

Health Insurance

Massachusetts State law requires that all students at institutions of higher education in this state have adequate health insurance. This law applies to all students who participate in at least 75% of the full-time curriculum (9 credits or more). The Academy sponsors an appropriate plan for those who are not covered by an approved plan. If a student is currently enrolled in an approved private or group insurance plan, that plan should be reviewed to ensure proper coverage.

Health Services

All cadets enrolled full time at Massachusetts Maritime Academy may visit Student Health Services with an appointment. The office is located on the ground floor of Fourth Company dormitory between the hours of 0800 and 1630, Monday through Friday.

Our Services

- Urgent Care
- Preventive Medicine
- General Medicine
- Physical Exams
- Immunizations
- Laboratory Analysis
- Phlebotomy
- Education
- Referral
- Mental Health Counseling

For information on STDs, birth control and STD testing, call: Wareham Family Planning at 508-295-0283

MMA Emergency Medical Services (EMS)

The Academy has a collegiate EMS service dedicated to providing students, faculty and staff quality medical care after Health Services office hours (Monday through Friday 1600- 0800; Sunday 1600-0800. EMS can be reach via cadet information center watch personnel, Public Safety Officers (PSO) and the Academy Staff Duty Officer (ASDO) for non- life threatening injuries and illness.

Veterans Services

Benefits Coordinator

Flanagan Hall
ckedski@maritime.edu
508.830.5042

Graduate Admissions

Bresnahan Hall
dce@maritime.edu
508.830.5019

Health Services

4th Company Dorm
jkaechele@maritime.edu
508-830-5243

Veterans Affairs Coordinator

Commandant's Office
skelleher@maritime.edu
508.830.5000 x1412

Financial Aid

Flanagan Hall
psmith@maritime.edu
508.830.5087

Academy Book Store

Kurz Hall
maritime@bkstr.com
508.830.6488

Undergraduate Admissions

Flanagan Hall
admissions@maritime.edu
800.544.3411

Counseling Center

counseling@maritime.edu
508.830.5000 x1480

Intramural Sports

Intramural sports provide an opportunity for students to participate in friendly, healthy competition. At the Academy, intramural sports include soccer, basketball, floor hockey and volleyball. Commuting students may participate in these activities by contacting the Director of Intramurals whose office is located on the Second Floor of the Alumni Gymnasium.

ABS Information Commons: Library

The ABS Information Commons (Library) is the home of the IT helpdesk, Academic Resource Center (ARC), and LRC (Learning Resource Center) and well as an extensive collection of articles, databases and books to complement cadet classroom learning.

Mail Room

Commuting students may receive mail by contacting Ms. Barbara Jacob who will assign a mailbox, if available. The mail room is located on the ground floor of Second Company. Window service is available from 1200-1400 and after 1545, Monday through Friday. The mailroom is closed weekends and holidays.

Pande Dining Hall

The Pande Dining Hall (Mess Deck) is operated by Chartwell's and is located in the Student Union portion of the dormitory complex. All commuting students are charged a "meal fee" and have the privilege to eat during the Meal hours which are as follows:

Monday – Friday

Breakfast	0600 – 0730
Continental	0745 – 0900
Lunch	1030 – 1300

Monday – Thursday

Deli & Grill	1030 – 1615
	1630 – 2000
Dinner	1630 – 1900

Friday

Deli & Grill	1030 – 1615
	1645 – 1830
Dinner	1645 - 1830

Academy Store

The Academy Store (operated by Follett's) is open Monday through Friday from 0800 to 1600. The bookstore is also open for the Homecoming Football game, Admissions Open House and Sea Term Departure.

Student Government Association (S.G.A.)

All students belong to the S.G.A. which aims "to foster self-government among its members and promote student activities for the best interests of the cadets and students at the Academy". The association officers are: President, Vice President, Secretary and Treasurer. Each of the four graduating classes also elect a Class President, Class Vice President, Class Secretary and Class Treasurer who organize specific class activities and serve jointly as a general assembly for the Association. S.G.A. meets weekly: submitting an annual budget for all clubs and other S.G.A. activities authorized by the Academy administration.

Training Ship: *U.S.T. S. Kennedy*

The T.S. Kennedy is owned by the United States Maritime Administration and is operated by the Massachusetts Maritime Academy. Arrangements to tour the ship can be made with the Admissions office or the Chief Mate. Some labs take place on board the training ship. Labs meet at the foot of the gangway and board as a group. Personal protective gear is required for labs on the Kennedy. For the safety of personnel, it is important that all persons boarding "sign on" and "sign off" either as individuals or as a group in the case of a lab. The sign on log is located on the quarterdeck.

Tutoring

Members of the faculty as well as students offer tutoring in the Learning Resource Center located on the third floor of the ABS Information Commons (Library). Hours for the Learning Resource Center and Academic Resource Center are posted on the digital signage, in the Regimental Plan and on the website.

Varsity Athletics

The athletic program at the Academy is highly competitive and maintains twelve varsity sports. The college is a member of NCAA and ECAC Division III, and does not provide athletic scholarships.

Men's varsity sports: Crew, Baseball, Football, Soccer, Lacrosse, Cross Country, Track and Field

Women's varsity sports: Crew, softball, Lacrosse, Sailing, Cross Country, Soccer, Track and Field

Academy Regulations and Standards

The regulations, standards, rules and orders that control discipline for the Regiment of Cadets are prescribed by the President. Since all cadets must abide by this strict Code of Conduct, non-regimental students are asked to show proper respect and support for the system.

Commuter students are a part of Massachusetts Maritime Academy and therefore have joined an institution that has honored long standing maritime traditions. In keeping with these traditions, the removal of caps and hats when inside a building is expected of all students.

Dress Code

Commuting students, while outside the uniform requirements of the students in the Regiment, share in the benefits of the professional education offered by the Academy. Commuters share an equal responsibility in supporting the tone of respect necessary for the work of the Academy.

Consistent with this emphasis on professional appearance, commuting students will be required to abide by a dress code while on Academy grounds.

Males

- No hats or caps will be worn inside buildings.
- Shirts with collars (T-Shirts and tank tops are not acceptable).
- No clothing that is ripped, torn, dirty or in general disrepair is acceptable.
- Pants or slacks consistent with a business setting are expected.
- Footwear appropriate to a business setting (no Flip Flops).

Females

- Shirts with collars or appropriate blouses (T-shirts and tank tops are not acceptable).
- Conservative styles consistent with business settings (ie: long pants, knee-length shorts)
- No clothing that is ripped, torn, dirty or in general disrepair is acceptable.
- Footwear appropriate to a business setting (no Flip Flops!).

For questions concerning these standards, please contact: CAPT Rozak at: (508) 830-5030.

Alcoholic Beverage Policy

The possession and or consumption of alcoholic beverages are strictly prohibited on Academy grounds, buildings and vessels. The following is a partial list of Academy and State regulations regarding the use of alcohol.

1. Persons must be 21 years of age to purchase, possess or consume alcoholic beverages in the state of Massachusetts.
2. Persons must not present false identification, either written or oral in order to obtain alcoholic beverages.
3. Persons of legal drinking age may not provide alcoholic beverages to underage individuals.
4. No alcohol may be consumed or openly transported in any visible spaces or at campus athletic events.
5. MMA is a dry campus. No alcohol is allowed on campus.

Drug Free Campus Policy

Massachusetts Maritime Academy prohibits its members to possess, use, or distribute illegal drugs, including, but not limited to, opiates, barbiturates, amphetamines, marijuana and hallucinogens, except for legally authorized medical purposes. The Academy considers a violation of the drug free policy a serious matter and reserves the right to take action appropriate to the circumstances of each case including dismissal from the institution.

Smoke (Tobacco) Free Campus Policy

In June 2012 the Massachusetts Maritime Academy became a tobacco free campus (to include e-cigarettes). Smoking and the use of tobacco products will not be permitted anywhere on the campus; including centers, campus buildings, sidewalks, beaches, parking lots, building entrances and common areas and in Academy-owned vehicles (to include the training ship and other marine

vessels). The Administration shall fully implement this policy, all applicable laws, regulations and local ordinances related to smoking and tobacco use.

Hazing

Hazing is prohibited by law in the Commonwealth of Massachusetts. Anyone who is a victim of a hazing incident or who is aware of an incident involving another student should report the offense to the Commandant of Cadets and/or Dean of Students.

Sexual Harassment

Sexual harassment can take many forms from constant joking to physical assault. It may involve threats that you will fail in class or be given extra work assignments. Academy employees or fellow students may make your academic or recreational environment uncomfortable through continuing sexual comments, suggestions or pressures. You may be a victim of sexual harassment if:

- Unwelcome sexual advances or comments interfere with your studies or activities
- Acceptance or rejection of sex affects your status as a student in any manner
- Submission to sexual advances is a condition of education or maintaining your status as a student

Sexual harassment, in any form is not permitted. Do not accept sexual harassment as “This is the way it is”. If you have a sexual harassment problem – TELL SOMEONE!

The following personnel are available for consultation:

Captain Edward Rozak -Vice President of Students Service /Commandant of Cadets

CDR Stephen Kelleher – Deputy Commandant

All students are encouraged to assist in the elimination of every form of harassment.

A more descriptive handout of the topic of sexual harassment is available to all students. Copies may be obtained in the Office of the Commandant or Appendix D and Appendix E of the Regimental Manual.

Discrimination/Discriminatory Harassment/Retaliation

The Academy has specific Complaint Investigation and Resolution Procedures to review and resolve allegations of discrimination, discriminatory harassment and retaliation on the campus. Any member of the Academy community who believes that he or she has been a victim of conduct in violation of this policy may initiate a complaint as promulgated in the Equal Opportunity, Diversity and Affirmative Action Plan; Discrimination/Harassment Complaint Form may be found online or in any Student Services Office.

- **REPORT IT**

No member of the Academy community, including a faculty member, can ignore a report of discrimination, discriminatory harassment or retaliation. He or she should provide the reporter with as much assistance in bringing it to the attention of the EO Officer or Commandant of Cadets as is reasonably appropriate given his or her position at the Academy and relationship with the reporter.

- **FALSE CHARGES**

Filing a false charge of discrimination, discriminatory harassment or retaliation is a serious offense. If an investigation reveals that a person knowingly filed a false charge, the Academy may take appropriate actions and issue sanctions, up to and including expulsion, pursuant to other applicable Academy policies. The imposition of such sanctions does not constitute retaliation.

- **CAMPUS RESOURCES**

Director of Equal Opportunity & Diversity - Ms. Elizabeth C. Benway, Harrington Bldg, Ext. 5086
Commandant of Cadets - CAPT Edward Rozak, Dormitory Complex, Ext. 5030

- IF YOU ARE NOT SATISFIED

If you wish to file a complaint of discrimination or discriminatory harassment or retaliation outside of the Academy or in addition to a complaint filed locally, the following agencies may provide additional resources.

U.S. Department of Education

Office for Civil Rights

33 Arch St., 9th Floor

Boston, MA 02119-1424

<http://www2.ed.gov/about/offices/list/ocr/index.html>

Massachusetts Commission Against Discrimination

One Ashburton Place, Rm. 601

Boston, MA 02108

Email: OCR.Boston@ed.gov

Judicial System

The intent of the judicial system is to ensure that all students enjoy the most advantageous environment within which to pursue an education. Protection of personal and property rights, protection from unlawful acts and a code of ethical behavior that is fundamental to our society constitutes the aspiration of the system that follows.

1. In order to provide personal protection, the protection of property and to recognize the duty to others, the following activities are prohibited:
 - a. Personal Protection:
 - i. Consumption or possession of alcohol on Academy property.
 - ii. Public Drunkenness on or off Academy property.
 - b. Duty to Others/Personal Rights and Protection:
 - i. Lewd and lascivious behavior
 - ii. Infringement on the privacy of others
 - iii. Harassment
 - iv. Physical or verbal assault without trauma
 - v. Smoking in prohibited areas
 - vi. Unlawful entry
 - c. Duty to Others/Protection of Property:
 - i. Vandalism
 - ii. Theft
 - d. Unlawful Activities:
 - i. Consumption or possession of alcohol on Academy property except as authorized
 - ii. Consumption or possession of alcohol under the age of 21 years
 - iii. Possession or use of drugs
 - iv. Trafficking in any illegal substance
 - v. Weapons
 1. Unlawful possession
 2. Possession of unlicensed weapon
 3. Possession of a handgun
 - vi. Physical assault with trauma
 - e. The Honor Committee will adjudicate violations of the Honor Code

- f. Students are expected to comply with the requests of Academy Officials. Failure to comply with an Academy Official is an action subject to review within the judicial system.

Commuter students, while on Academy grounds, are subject to all regulations that govern the proper behavior of regimental students.

Complaints

When an individual with a complaint chooses to use the Academy's Commuting Student Non-regimental Judicial System, he/she should discuss the matter with the Dean of Students, who shall assist him/her in completing a Student Action Report. Due process will be followed in any case stemming from the Student Action Report.

General Procedures:

When evidence is present that indicates that a non-regimental student has violated a state, federal, or college rule/law/regulation; other than those of dormitory or vehicle policies, the Dean of Students will receive a Student Action Report. The disciplinary system at Massachusetts Maritime Academy is based on the preponderance of evidence. The Vice President of Student Services/Dean of Students shall evaluate the evidence and may accept the report for a Disciplinary Hearing. In order for sanctions to be awarded at this hearing the student must admit guilt. If in the judgment of the Dean of Students there is probable cause to investigate further, then the Disciplinary Hearing will commence and review the options available.

Honor Board Hearing

The Honor Board convenes to hear cases involving possible Honor Code Violations. Membership of the Board consists of thirteen voting members including a Co-Chair. A quorum is nine members.

Academy Disciplinary Board

The disciplinary board hears cases involving possible violations of Academy regulations as well as residential or fire safety rules and regulations. Membership of the board is chosen by the President.

At the request of the student, the decision to hold a Summary Session Hearing during which the Dean of Students has the authority to issue sanctions. All requests for a Summary Session must be submitted to the Dean of Students, in writing, no later than 24 hours after being notified of a Board Hearing. Summary Sessions are not considered an admission of guilt.

In the case of an Honor Board or Academy Disciplinary Hearing, a student will receive at least three class days advance notice of the date of the hearing. The student will be clearly informed of what the charges are and upon what grounds the hearing is being held, will be informed of the nature of the evidence presented, shall be given an opportunity to present his/her position as to the charges and grounds for innocence and will receive discipline only on grounds that are reasonably supported by the evidence. As these are administrative hearings, no legal counsel will be permitted in the hearing. Students can reasonably expect the following rights:

Students shall be afforded due process in accordance with the guidelines outlined below:

1. Students have the right to freedom from discrimination or harassment on the basis of race, ethnicity, gender, sexual orientation, religion, national origin, age or handicap.
2. The Academy shall not interfere with the rights of students to join associations

3. Student records will be maintained in keeping with the Family Educational Rights and Privacy Act of 1974 and its guidelines for implementation
4. In all instances of general discipline, academic discipline and academic evaluation, the student has the right to fair and impartial treatment
5. The Academy recognizes the rights of all students to engage in discussion, to exchange thought and opinion and to speak, write, or print freely on any subject in accordance with the guarantees of Federal and State of Massachusetts Constitutions
6. Students have the right to be free of illegal searches and seizures
7. The regulations at the Academy are set forth in writing in order to give students general notice of prohibited conduct. The regulations are to be read broadly and are not designed to define misconduct in exhaustive terms
8. Students shall be notified in writing at least 72 hours in advance of a hearing and will receive an advisor at that time. The student has the right to accept the advisor or select his/her own

Due Process for the Accused

Is as follows:

1. Notification of the nature of the charges and the recommended sanction that may be imposed upon a finding of guilty
2. The hearing will be held no earlier than 72 hours (three class days) after the accused receives notification of the charge(s) unless
 - i. Accused waives the 72 hour stipulation in writing.
 - ii. During periods before extended breaks, 24 hours of notice will be given to accused students
3. The names of witnesses the Academy may call to testify
4. Access to any written statements the Academy may have against the accused

The accused has the right to the following:

1. Be present during all open sessions
2. Remain silent when the answer may incriminate the accused
3. Present a defense
4. The accused may present evidence on his/her behalf
5. The accused may testify in person or submit a written statement
6. The accused may introduce any mitigating or extenuating circumstances he/she feels are relevant to the case
7. An Advisor may assist the accused. The Advisor may not answer or help to answer questions for the accused, nor cross examine a witness, but they may communicate with the accused regarding their rights and may suggest questions to the accused
8. If a student who is directed to report to any Disciplinary Hearing fails to do so, the case will be heard by the Hearing Board and judgment made *"in absentia" based on evidence and witnesses presented*
9. No student may be tried more than once for a single infraction (double jeopardy). However, should a student commit a criminal or civil offense off campus, which brings discredit upon the Academy, he/she may be considered to have brought discredit upon the University. Such students are subject to a disciplinary hearing upon returning to campus

10. The accused student will be notified of the results and sanctions within 48 hours after the decision by the Dean of Students
11. All students have the right of appeal to the President

The student may request a hearing before the Disciplinary Board in those instances where serious probationary conditions, suspensions, or dismissal are likely actions if the evidence is substantiated.

The Disciplinary Board

The Disciplinary Board is appointed by the President. The Board will hear evidence presented by the Dean of Students or his designee according to the rules of due process as described above. After hearing evidence, the Board will deliberate in private to decide both verdict and the appropriate action, if any. Decisions will be by vote, each member having one vote and the recommendation of the Board will be communicated to the student.

Disciplinary actions as a result of a Disciplinary Board hearing will be one or a combination of the following:

1. A letter of warning
2. Probation with or without conditions
3. Remuneration for damages
4. A work assignment
5. Suspension
6. Dismissal
7. Judicial Work Hours
8. Creative learning opportunities
9. Counseling

Disciplinary actions shall be appropriate to the severity of the behavior evaluated.

Honor Code Violations

1. A student found guilty of stealing may be dismissed from the Academy
2. A student found guilty of an Honor Code Violation (other than stealing) may be suspended from the Academy for one year
3. Any student found guilty of a second Honor Code Violation will be dismissed from the Academy
4. A student who has been suspended for a second time from the Academy will be dismissed from the Academy
5. Appeal: A student may choose to appeal a decision to the President

Campus Map



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| 1.) Dormitory Bldg. 1 st Co. | 9.) Pande Hall | 17.) Clean Harbor Alumni Gymnasium |
| 2.) Dormitory Bldg. 2 nd Co. | 10.) U.S.T.S. Kennedy | 18.) Wind Mill |
| 3.) Dormitory Bldg. 3 rd Co. | 11.) Flanagan Hall | 19.) Kurz Hall. |
| 4.) Dormitory Bldg. 4 th /7 th Co. | 12.) Maritime Park | 20.) Facilities Bldg. |
| 5.) Dormitory Bldg. 5 th Co. | 13.) Bresnahan Hall | 21.) Parade/Softball Field |
| 6.) Dormitory Bldg. 6 th Co. | 14.) Bresnahan Bldg. | 22.) Clean Harbor Stadium |
| 7.) Fantail: Student Union | 15.) Harrington Hall | 23.) Baseball Field |
| 8.) Bay State Conf. Center | 16.) Admiral's Hall | 24.) ABS Information Commons |

Campus Guide

Alumni Gymnasium

Athletic Director
Athletic Trainer
Basketball Courts
Coaching Offices
Equipment Manager
Weight Room
Intramural Director
Physical Therapy Room
Sports Information Office
Swimming Pool
Varsity Locker Rooms

ABS Information Commons: Library

Undergraduate Library
Computer Room
Classrooms
Learning Resource Center
Ship Simulator
Assistant Dean

Flanagan Hall

Admissions
Financial Aid
Auditorium
Boat Donations

Bresnahan Building

Campus Police
Cargo Handling Simulator
Classrooms
Continuing Education Office
Diesel Engine Simulator
Machine Shop
Welding Shop
Naval Science Office

Kurz Hall

Advancement Office
Career Services
Faculty Offices
Bookstore
Conference Rooms

Harrington Building

Academic Dean
Audiovisual Office
Bridge Simulator
Business Office
Classrooms
CMT
Human Resources
Faculty Offices
Admiral's Hall
Oil Spill Simulator
President
Radar Simulator Laboratory
Registrar
Administration and Finance
CMEPS
Disabilities and Resource Office

Dormitory Complex

Band Room (5th Co)
Bay State Conference Center
Cadet Information Center (CIC)
Pande Dining Hall
Fantail
Dining Services Office (Chartwells)
Academy Staff Duty Office (2nd Co)
Barber Shop (4 corners)
Chapel (3rd Co)
Commuter Student Advisor (1st Co)
Commandant Office
Honor Guard Room (3rd Co)
Counseling Center (3rd Co)
Health Services (4th Co)