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# ***Academic Programs***

Massachusetts Maritime Academy is a special mission college of the Massachusetts State University System offering curricula leading to seven degrees accredited by the New England Association of Schools and Colleges. Bachelor of Science degrees are awarded in Marine Transportation; Marine Engineering; Facilities Engineering; Marine Science, Safety and Environmental Protection; Emergency Management; International Maritime Business; and Energy Systems Engineering.

## **Introduction**

The Academy's curricula are continually evolving in response to changes in the industries served by its programs. The Academy works to provide an exceptionally high level of academic support for an excellent instructional program. Course requirements and offerings are routinely evaluated and revised by departmental committees, the Curriculum Committee, other Standing Committees, and the All-University Committee. The following information incorporates changes made through the 2020-2021 academic year and introduced for academic year 2021-2022. Federally mandated Standards of Training, Certification and Watchkeeping (STCW) may require curriculum changes which are not yet reflected in this handbook but which may affect students entering or returning to the Academy for the fall term.

## **About the Curricula**

### Introduction

Incoming students must declare a major as part of the admissions process.

The academic year consists of two academic semesters of approximately fifteen weeks each and an intersession period during which qualified students are expected to complete one or more of the following: sea term, cooperative education placements, experiential learning opportunities, commercial shipping, or courses through continuing education.

Normally, each student is enrolled in five or six three-credit academic courses per semester. However, a student can retain full-time status by maintaining a minimum course load of twelve credit hours each academic semester. Students who do not successfully complete all of the courses designated during the appropriate semesters in the curriculum for their major must understand that such failure may affect their class designation, their expected date of graduation, their eligibility for financial aid, and their academic standing.

To carry a semester course load in excess of 19.5 credits, a student must first consult with his or her academic advisor and then obtain permission from the Dean of Undergraduate Studies or his designee.

The curriculum for each major is designed to be completed in a systematic and sequential manner. Each semester, students are expected to enroll in courses appropriate to their academic standing and class designation.

A major program at Massachusetts Maritime Academy includes approximately 128 credits of academic semester courses plus sea terms, commercial shipping, cooperative education placements, and/or experiential learning opportunities. Programs of study for each of the Academy's degree programs are shown in tables in a later section of this document. Within each program, the academic courses are designated as *Major* courses, *General Education* courses, and *Support* courses. Each major program includes at least two free electives. Students may choose to add more free elective courses, a concentration sequence of elective courses in the major, or a minor in an area outside of the major.

## Major Courses

Approximately sixty credits in each degree program are designated as *Major* courses. These courses are related specifically to the degrees offered and usually offered by the department of the degree program.

## General Education Courses

Certain required courses in the Humanities Department, the Social Science Department, and the Science and Mathematics Department are designated as *General Education* courses. Some of these courses are specified, and some are selected by the student. Additional information is included in the “General Education Requirements” section.

## Support Courses

Courses that are outside of those designated as *Major* courses or *General Education* courses but required by a degree program are designated as *Support* courses.

## Sea Terms and Commercial Shipping

Students in the Marine Transportation or Marine Engineering program must complete sea service, satisfying STCW and U.S. Coast Guard license criteria. Sea service is accrued by sailing on the USTS *Kennedy* and by sailing on commercial ships. Three experiences will be aboard the USTS *Kennedy*. A commercial ship experience will be completed during junior year sea term. Commercial shipping experiences must comply with USCG and MARAD requirements. Equivalent sea time calculations are in compliance with USCG program approval. Students must complete all sea time as a prerequisite for taking the USCG license examinations.

Students in other programs, such as the Facilities Engineering major or the Shipboard Environmental Health and Safety Officer concentration, may be required to complete all or part of a sea term aboard the USTS *Kennedy*.

## Cooperative Education

Depending upon the major, students completing degree program other than Marine Transportation or Marine Engineering must participate in up to three cooperative education placements.

The Office of Career and Professional Services will assist students in locating and setting up cooperative education placements.

## Experiential Learning

Students completing a non-license degree program are required to complete experiential learning opportunities. These opportunities introduce students to working environments related to a specific program of study. Through instruction and practice, the experiences reinforce core concepts learned within the degree major. Students earn academic credit for successfully completing experiential learning opportunities. The length and location of such opportunities varies. Recent experiential learning destinations include South Africa, Bermuda, Singapore/Malaysia, Florida, Costa Rica, and Guatemala.

## Undergraduate Degree Programs: Majors

### Emergency Management

This program provides graduates with the education and skills necessary for successful careers in public service and private industry. Career opportunities generated through this science-based curriculum include public sector positions in disaster management, law enforcement, fire science, and private sector positions in business continuity, health care, and risk management.

### Curriculum: B.S. in Emergency Management

Course Number	Course Name	Credits	Category	Course Number	Course Name	Credits	Category
<b>Semester 1</b>				<b>Semester 2</b>			
HU-1111	English Composition	3	Gen Ed	HU-1222	Writing About Literature	3	Gen Ed
SM-1111	Precalculus with Trigonometry	3	Gen Ed	SM-1131	Chemistry I	3.5	Gen Ed
MS-2221	General Biology	3.5	Support	SM-1214	Applied Calculus	3	Gen Ed
EM-1411	Public Safety	3	Major	SM-2121	College Physics I (plus Lab)	3.5	Support
EM-2212	Introduction to Emergency Mgt.	3	Major	EM-1215	EM Policy and Procedure	3	Major
<b>Total</b>		<b>15.5</b>		<b>Total</b>		<b>16.0</b>	
<b>Semester 3</b>				<b>Semester 4</b>			
EM-2144	Found. Tech. in EM	3	Gen Ed	EM-1311	Experiential Learning: EM	3	Exp Lrn
SM-2233	Organic/Hazardous Mat. Chemistry	3.5	Gen Ed	SS-XXXX	Social Science Group I	3	Gen Ed
SS-1211	Western Civilization	3	Gen Ed	SM-2218	Statistics	3	Support
EM-2120	EM Planning	3	Major	EM-4225	Emergency Mgmt. Operations	3	Major
EM-4222	Crisis Communication	3	Support	SS-2121	American Government	3	Gen Ed
<b>Total</b>		<b>15.5</b>		<b>Total</b>		<b>15.0</b>	
<b>Semester 5</b>				<b>Semester 6</b>			
MS-3242	Hazardous Materials Management	3	Major	EM-3311	Cooperative I: EM	6	Co-op
EM-2111	Infectious Agents	3	Major	HU-XXXX	Humanities Group I	3	Gen Ed
EM-3121	Risk Management	3	Major	EM-3211	Natural Hazards	3	Major
EM-7210	Business Continuity	3	Major	EM-3213	Public Health Issues in EM	3	Major
ELECT	Free Elective I	3	Support	EM-7225	Infrastructure Protection	3	Major
<b>Total</b>		<b>15</b>		<b>Total</b>		<b>15</b>	
<b>Semester 7</b>				<b>Semester 8</b>			
HU-XXXX	Humanities Group I or II	3	Gen Ed	EM-4311	Cooperative II: EM	6	Co-op
SS-4132	Legal Issues in Emergency Mgmt.	3	Gen Ed	SS-XXXX	Social Science Group III	3	Gen Ed
EM-4113	International Relief	3	Major	EM-4226	Transportation Security	3	Major
EM-4133	Exercise Planning & Development	3	Major	EM-4223	IT in Emergency Mgt. & Operations	3	Major
ELECT	Free Elective III	3	Support	EM-4224	Emergency Management Capstone	3	Major
<b>Total</b>		<b>15</b>		<b>Total</b>		<b>15</b>	
<b>Total Credits</b>						<b>137.5</b>	

## Energy Systems Engineering

The ESE program, accredited by ABET (the Accreditation Board for Engineering and Technology), prepares students for careers in engineering planning, design, and installation of technical equipment systems required for power generation and management. These systems assist in the distribution of electrical power with the ability to engage in all facets of energy engineering. The fast-growing energy industry — including conventional and alternative — demands graduates with technical problem-solving skills.

MMA students are ready to meet these demands.

Advanced mathematics and applied engineering courses drive curriculum and help students to develop technical skills; field work focuses on the necessary teamwork, communication, critical thinking, and ethical components. For example, in Costa Rica’s rain forests, students explore natural resources and help to develop a sustainable community at the local and national level.

### Curriculum: B.S. in Energy Systems Engineering

Course Number	Course Name	Credits	Category	Course Number	Course Name	Credits	Category
<b>Semester 1</b>				<b>Semester 2</b>			
HU-1111	English Composition	3	GenEd	HU-1222	Writing About Literature	3	GenEd
SM-1131	Chemistry I	3.5	GenEd	SM-1232	Chemistry II	3.5	GenEd
SM-1131L	Chemistry I Lab	0	Lab	SM-1232L	Chemistry II Lab	0	Lab
SM-1212	Calculus I	3	GenEd	SM-2113	Calculus II	3	GenEd
SS-1211	Western Civilization	3	GenEd	SM-2123	Engineering Physics I	3.5	GenEd
EN-1112	Engineering Systems & Safety	3	Support	SM-2123L	Physics I Lab	0	Lab
EN-1112L	Engineering Systems & Safety Lab	0	Lab	EN-1214	Computer Modeling	1	Major
				EN-1222	Auxiliary Machinery I for Facilities	3.5	Major
				EN-1211L	Auxiliary Machinery I Lab	0	Lab
	<b>Total</b>	<b>15.5</b>			<b>Total</b>	<b>17.5</b>	
<b>Semester 3</b>				<b>Semester 4</b>			
SM-2214	Differential Equations	3	Support	SM-3125	Engineering Physics III	3	Support
SM-2224	Engineering Physics II	3.5	Support	SM-6115	Calculus III	3	Support
SM-2224L	Engineering Physics II Lab	0	Lab	SS-XXXX	Social Science Group I	3	GenEd
SS-2121	American Government	3	GenEd	EN-3112	Strength of Materials	3	Major
EN-2101	Engineering Statics	3	Major	EN-3112L	Strength of Materials Lab	1	Major
EN-2112	Machine Tool Technology	2	Major	EN-3212	Electronics	3	Major
EN-2112L	Machine Tool Technology Lab	0	Lab	EN-3212L	Electronics Lab	1	Major
EN-2901	Computer Methods in Engineering	1	Major				
	<b>Total</b>	<b>15.5</b>			<b>Total</b>	<b>17</b>	
				EN-2242	Cooperative I - ESE	6	
<b>Semester 5</b>				<b>Semester 6</b>			
EN-2701	Introduction to Design	3	Major	HU-XXXX	Humanities Group I	3	GenEd
EN-3102	System Dynamics & Vibration	3	Major	SM-3005	Probability and Statistics	3	Support
EN-3111	Electrical Machines	3	Major	EN-3603	Instrumentation & Control	3	Major
EN-3111L	Electrical Machines Lab	1	Major	EN-3603L	Instrumentation & Control Lab	1	Major
EN-3201	Fluid Dynamics	3	Major	EN-3802	Energy Systems	3	Major
EN-7146	Heat and Mass Transfer	3	Support	EN-4803	Thermodynamics of Power Systems	3	Major
				EN-4803L	Power Systems Lab	1	Major
	<b>Total</b>	<b>16</b>			<b>Total</b>	<b>17</b>	
				EN-3242	Cooperative II - ESE	6	
<b>Semester 7</b>				<b>Semester 8</b>			
SS-XXXX	Social Science Group III	3	GenEd	HU-XXXX	Humanities Group I or II	3	GenEd
EN-3801	Energy Strategy and Management	3	Major	SS-XXXX	*Social Science Group II	3	GenEd
EN-4222	Heating, Ventilation & AC	3	Support	EN-4121	Electrical Power Distribution	3	Major
EN-4704	Energy Systems Design I	3	Major	EN-4705	Energy Systems Design II	3	Major
ELECT	Free Elective I	3	Support	ELECT	Free Elective II	3	Support
	<b>Total</b>	<b>15</b>			<b>Total</b>	<b>15</b>	
EN-4242	Cooperative III - ESE	6			* MS-3142 Environmental Law or SS-3221 Business Law		
					<b>Total Credits</b>	<b>140.5</b>	

## Energy Systems Engineering Eligibility

Because quantitative reasoning is essential to successfully advance in the Energy Systems Engineering major, a student must be Calculus I ready in order to enroll in the major. To remain in Energy Systems Engineering, a student must

- pass EN-1112 Engineering Systems and Safety with a grade of C- or better,
- pass SM-1212 Calculus I by the end of the second semester with a grade of C- or better,
- pass EN-2101 Engineering Statics on the first attempt with a grade of C- or better.

A student failing to meet any of these requirements may remain at the Academy by enrolling in a major for which he or she remains eligible.

Prior to receiving the diploma, an ESE student must sit for the FE examination (NCEES), a nationally recognized examination and the first step to becoming a professional engineer.

Note: Energy Systems Engineering students **are not** permitted to take SM-1111 Precalculus with Trigonometry as a free elective.

## Facilities Engineering

The FE program prepares students for careers in facilities engineering, management, and operations. Large facilities, manufacturing plants, office buildings, hospitals, and power plants require safe, economical, compliant, and sustainable operation.

Students acquire critical problem-solving skills, as well as an ability to gather, analyze, and interpret data. They learn how to use modern engineering tools and techniques to safely operate and maintain building management systems. This knowledge is reinforced through three required co-ops.

Students must pass the Facilities Engineering Qualification Exam (FEQE). Students who take certain electives are also eligible to take the Massachusetts Stationary Engineer license and the Massachusetts Municipal Wastewater Operator license exams. Cadets in the FE major participate in a first-year sea term for immediate exposure to a working power plant system.

### Curriculum: B.S. in Facilities Engineering

Course Number	Course Name	Credits	Category	Course Number	Course Name	Credits	Category
<b>Semester 1</b>				<b>Semester 2</b>			
HU-1111	English Composition	3	Gen Ed	HU-1222	Writing About Literature	3	Gen Ed
MT-1111	Vessel Familiarization & BST	4		SM-1212	Calculus I	3	Gen Ed
MT-1111L	Vessel Familiarization & BST Lab	0	Lab	SM-1232	Chemistry II	3.5	Gen Ed
SM-1111	Precalculus with Trigonometry	3	Gen Ed	SM-1232L	Chemistry II Lab	0	Lab
SM-1131	Chemistry I	3.5	Gen Ed	SS-1211	Western Civilization	3	Gen Ed
SM-1131L	Chemistry I Lab	0	Lab	EN-1212	Computer-Aided Design (CAD)	1	Major
EN-1112	Engine Systems & Safety	3	Support	EN-1222	Auxiliary Machinery I for Facilities	3.5	Major
EN-1112L	Engineering Systems Lab	0	Lab	EN-1211L	Auxiliary Machinery I Lab	0	Lab
	<b>Total</b>	<b>16.5</b>			<b>Total</b>	<b>17</b>	
ST-0999	Sea Term I	6	Sea Trm				
PE-0031	Basic Safety CPR (in EN-1112)		STCW				
<b>Semester 3</b>				<b>Semester 4</b>			
HU-6073	Technical Writing	3		SM-2214	Differential Equations	3	Support
SS-XXXX	Social Science Group I	3	Gen Ed	SM-2224	Engineering Physics II	3.5	Support
SM-2113	Calculus II	3	Gen Ed	SM-2224L	Engineering Physics II Lab	0	Lab
SM-2123	Engineering Physics I	3.5	Gen Ed	EN-2112	Machine Tool Technology	2	Major
SM-2123L	Physics I Lab	0	Lab	EN-2112L	Machine Tool Technology Lab	0	Lab
EN-2121	Auxiliary Machinery II for FE	4	Major	EN-2211	Mechanics	3	Major
EN-2111L	Auxiliary Machinery II Lab	0	Lab	EN-2222	Commercial Boilers	3.5	Major
	<b>Total</b>	<b>16.5</b>		EN-2222L	Commercial Boilers Lab	0	Lab
					<b>Total</b>	<b>15</b>	
				EN-2221	Cooperative I: FE	6	Co-op
<b>Semester 5</b>				<b>Semester 6</b>			
SM-3125	Engineering Physics III	3	Support	HU-XXXX	Humanities Group I	3	Gen Ed
SS-2121	American Government	3	Gen Ed	EN-3211	Thermodynamics	3	Major
EN-3111	Electrical Machines	3	Major	EN-3212	Electronics	3	Major
EN-3111L	Electrical Machines Lab	1	Major	EN-3212L	Electronics Lab	1	Major
EN-3112	Strength of Materials	3	Major	EN-3213	Refrigeration	2.5	Major
EN-3112L	Strength of Materials Lab	1	Major	EN-3213L	Refrigeration Lab	0	Lab
EN-3214	Municipal Wastewater Treatment	3	Support	EN-7151	Commercial Turbines	3	Support
	<b>Total</b>	<b>17</b>			<b>Total</b>	<b>15.5</b>	
				EN-3221	Cooperative II: FE	6	Co-op
<b>Semester 7</b>				<b>Semester 8</b>			
SS-XXXX	*Social Science Group II	3	Gen Ed	HU-XXXX	Humanities Group I or II	3	Gen Ed
EN-3216	Operational Controls	3	Major	SS-XXXX	Social Science Group III	3	Gen Ed
EN-4111	Fluid Mechanics	3	Major	EN-4222	Heating, Ventilation & Air Conditioning	3	Major
EN-4112	Thermodynamics/Fluids Lab	1	Major	EN-4224	Facilities Planning and Management	3	Major
EN-4121	Electrical Power Distribution	3	Major	ELECT	Free Elective II	3	Support
ELECT	Free Elective	3	Support				
	<b>Total</b>	<b>16</b>			<b>Total</b>	<b>15</b>	
EN-4221	Cooperative III: FE	6	Co-op				
*MS-3142 Environmental Law or SS-3221 Business Law or SS-4132 Legal Issues in EM					<b>Total Credits</b>	<b>152.5</b>	

## Facilities Engineering Eligibility

To remain in Facilities Engineering, a student must

- pass EN-1112 Engineering Systems and Safety with a grade of C- or better,
- pass SM-1111 Precalculus with Trigonometry by the second attempt with a grade of C- or better,
- pass SM-1212 Calculus I by the second attempt with a grade of C- or better,
- pass EN-2211 Mechanics by the third attempt.

A student failing to meet any of these requirements may remain at the Academy by enrolling in a major for which he or she remains eligible.

Prerequisites for Sea Term I include successful completion of EN-1112 Engineering Systems and Safety, MT-1111 Vessel Familiarization and Basic Safety Training, and SM-1111 Precalculus with Trigonometry (with a grade of C- or above).

Additionally, any student who falls below Academic Good Standing (GPA below 1.5) will be removed from Sea Term I and expected to take winter classes at MMA to strengthen his or her GPA.



## International Maritime Business

The International Maritime Business (IMB) program prepares students to be business professionals serving the global marketplace and the complex supply chains that enable the global economy.

Students acquire wide-ranging business skills — such as accounting, economics, finance, and negotiations — and maritime industry knowledge — such as admiralty law, port terminal operations, and shipping. These unique skills provide IMB majors with an edge in the increasingly global marketplace. With 90% of goods traveling by ship at some point in the journey from origin to destination, the industry is in need of professionals with this specific focus.

In the spirit of the Academy’s Learn-Do-Learn philosophy, in addition to traditional academic coursework, all students will complete one IMB experiential learning program (international, domestic, maritime, or online) and two cooperative experiences. Sea Term I (ST-0999) and experiential learning programs from other majors are not considered equivalent to the IMB experiential learning program, but are counted as electives.

Accredited by the International Accreditation Council for Business Education (IACBE), the IMB program combines the breadth of high-quality business education with a focus on the maritime sector.

### Curriculum: B.S. in International Maritime Business

Course Number	Course Name	Credits	Category	Course Number	Course Name	Credits	Category
<b>Semester 1</b>				<b>Semester 2</b>			
HU-1111	English Composition	3	Gen Ed	SM-XXXX	Chemistry I or College Physics I	3.5	Gen Ed
SM-1111	Precalculus with Trigonometry	3	Gen Ed	HU-1222	Writing About Literature	3	Gen Ed
SS-2131	Microeconomics	3	Support	SM-1214	Applied Calculus	3	Gen Ed
IM-2211	The Business of Shipping	3	Major	IM-3122	Business Data Analysis	3	Major
IM-1214	Foundations in Business Computing	3	Major	IM-1211	Organization Management.	3	Major
<b>Total</b>		<b>15.0</b>		<b>Total</b>		<b>15.5</b>	
<b>Semester 3</b>				<b>Semester 4</b>			
HU-XXXX	Foreign Language I	3	Support	HU-6072	Business Communication	3	Support
SM-XXXX	Science/Math Group III	3.5	Gen Ed	IM-2221	Principles of Accounting II	3	Major
SM-2117	Quantitative Methods for Mgmt.	3	Gen Ed	IM-2231	Business Decision and Strategy	3	Major
IM-1212	Macroeconomics for Business	3	Major	SM-XXXX	Chemistry I or College Physics I	3.5	Gen Ed
IM-2121	Principles of Accounting I	3	Major	IM-3231	Vessel Chartering and Brokerage	3	Major
<b>Total</b>		<b>15.5</b>		<b>Total</b>		<b>15.5</b>	
IM-3411	Experiential Learning: IMB	6	Exp Lrn				
<b>Semester 5</b>				<b>Semester 6</b>			
SS-1211	Western Civilization	3	Gen Ed	HU-XXXX	Humanities Group I	3	Gen Ed
SS-3225	Admiralty and Maritime Law	3	Gen Ed	SS-XXXX	Social Science Group III	3	Gen Ed
IM-3111	Transportation Operations Mgmt.	3	Major	SS-2121	American Government	3	Gen Ed
IM-3133	Finance I	3	Major	SS-3221	Business Law	3	Support
IM-3241	Principles of Marketing	3	Major	IM-3233	Finance II	3	Major
<b>Total</b>		<b>15</b>		<b>Total</b>		<b>18</b>	
IM-3311	Cooperative I: IMB	6	Co-op				
<b>Semester 7</b>				<b>Semester 8</b>			
MT-3252	Port & Terminal Operations Mgmt.	3	Support	HU-XXXX	Humanities Group I or II	3	Gen Ed
IM-4111	Marine Insurance	3	Major	IM-4212	Capstone Seminar in IMB	3	Major
IM-4112	Intl. Business & Ocean Shipping	3	Major	IM-XXXX	IMB Elective II	3	Major
IM-4151	Supply Chain Management	3	Major	IM-XXXX	IMB Elective III	3	Major
IM-XXXX	IMB Elective I	3	Major	ELECT	Free Elective II	3	Support
ELECT	Free Elective I	3	Support				
<b>Total</b>		<b>18</b>		<b>Total</b>		<b>15</b>	
IM-4311	Cooperative II: IMB	6	Co-op				
<b>Total Credits</b>						<b>145.5</b>	

## Marine Engineering

The Marine Engineering program prepares graduates for careers as licensed engineering officers in the U.S. Merchant Marine as well as engineering positions in associated shore-side industries. ME majors gain a firm grasp of mechanical and electrical engineering systems through classroom and hands-on learning. This includes practical shipboard training each year, typically during the annual sea term aboard the Training Ship (T.S.) Kennedy or on a commercial merchant ship assignment.

### Curriculum: B.S. in Marine Engineering

Course Number	Course Name	Credits	Category	Course Number	Course Name	Credits	Category
<b>Semester 1</b>				<b>Semester 2</b>			
HU-1111	English Composition	3	Gen Ed	HU-1222	Writing About Literature	3	Gen Ed
SM-1111	Precalculus with Trigonometry	3	Gen Ed	SM-1212	Calculus I	3	Gen Ed
SM-1131	Chemistry I	3.5	Gen Ed	SM-1232	Chemistry II	3.5	Gen Ed
SM-1131L	Chemistry I Lab	0	Lab	SM-1232L	Chemistry II Lab	0	Lab
MT-1111	Vessel Familiarization & BST	4	Support	SS-1211	Western Civilization	3	Gen Ed
MT-1111L	Vessel Familiarization & BST Lab	0	Lab	EN-1211	Auxiliary Machinery I	3.5	Major
EN-1112	Engineering Systems & Safety	3	Support	EN-1211L	Auxiliary Machinery I Lab	0	Lab
EN-1112L	Engineering Systems & Safety Lab	0	Lab				
	<b>Total</b>	<b>16.5</b>			<b>Total</b>	<b>16</b>	
ST-0999	Sea Term I	6	Sea Trm				
FF-0102	*FR Firefighting Practicum	0	STCW				
LB-0203	*FR STCW Immersion Suit Practicum	0	STCW				
PE-0031	*Basic Safety CPR	0	STCW				
PS-0301	*FR STCW Personal Survival	0	STCW				
SR-0401	*FR STCW Personal Safety/ Social Responsibility	0	STCW				
	*Completed during orientation						
<b>Semester 3</b>				<b>Semester 4</b>			
SM-2113	Calculus II	3	Gen Ed	SS-XXXX	*Social Science Group I	3	Gen Ed
SM-2123	Engineering Physics I	3.5	Gen Ed	SM-2214	Differential Equations	3	Support
SM-2123L	Physics I Lab	0	Lab	SM-2224	Engineering Physics II	3.5	Support
SS-2121	American Government	3	Gen Ed	SM-2224L	Engine Physics II Lab	0	Lab
EN-1212	Computer-Aided Design (CAD)	1	Major	EN-2211	Mechanics	3	Major
EN-2111	Auxiliary Machinery II	4	Major	EN-2232	Internal Combustion Engines I	4	Major
EN-2111L	Auxiliary Machinery II Lab	0	Lab	EN-2232L	Internal Combustion Engines I Lab	0	Lab
EN-2112	*Machine Tool Technology	2	Major				
EN-2112L	Machine Tool Technology Lab	0	Lab				
	<b>Total</b>	<b>16.5</b>			<b>Total</b>	<b>16.5</b>	
EN-2231	Sea Term II: ME	6	Sea Trm	LB-0201	*STCW Qualifications	0	STCW
FF-0104	SO Firefighting Practicum	0	STCW	LB-0202	STCW Lifeboat Exam	0	STCW
STCW-VPDSD	STCW-VPDSD	0	STCW				
	*Semester 3 or 4				*Semester 3 or 4		
<b>Semester 5</b>				<b>Semester 6</b>			
SM-3125	Engineering Physics III	3	Support	HU-XXXX	Humanities Group I	3	Gen Ed
EN-3112	Strength of Material	3	Major	EN-3111	Electrical Machines	3	Major
EN-3112L	Strength of Materials Lab	1	Major	EN-3111L	Electrical Machines Lab	1	Major
EN-3131	Steam Generators	3.5	Major	EN-3211	Thermodynamics	3	Major
EN-3131L	Steam Generators Lab	0	Lab	EN-3216	Operational Controls	3	Major
EN-3212	Electronics	3	Major	EN-3233	Steam & Gas Turbines	4	Major
EN-3212L	Electronics Lab	1	Major	EN-3233L	Steam & Gas Turbines Lab	0	Lab
	<b>Total</b>	<b>14.5</b>			<b>Total</b>	<b>17</b>	
EN-3232	Commercial Sea Term: ME	6	Sea Trm	FF-0106	JR Firefighting Practicum	0	STCW
<b>Semester 7</b>				<b>Semester 8</b>			
SS-4123	Internat'l Law & Legisl. Compliance	3	Gen Ed	HU-XXXX	Humanities Group I or II	3	Gen Ed
EN-3213	Refrigeration	2.5	Major	SS-XXXX	Social Science Group III	3	Gen Ed
EN-3213L	Refrigeration Lab	0	Lab	EN-4151	Applied Naval Architecture for ME	3	Support
EN-4111	Fluid Mechanics	3	Major	EN-4232	License Seminar: Engineering	3	Major
EN-4112	Thermodynamics/Fluids Lab	1	Major	ELECT	Free Elective II	3	Support
EN-4131	Internal Combustion Engines II	4	Major				
EN-4131L	Internal Combustion Engines II Lab	0	Lab				
ELECT	Free Elective I	3	Support				
	<b>Total</b>	<b>16.5</b>			<b>Total</b>	<b>15</b>	
EN-4231	Sea Term IV: ME	6	Sea Trm	PE-0032	STCW Medical Care Provider	0	STCW
FF-0108	SR Firefighting	0	STCW				
					<b>Total Credits</b>	<b>152.5</b>	

## Marine Engineering Eligibility

To remain in Marine Engineering, a student must

- pass MT-1111 Vessel Familiarization and Basic Safety Training with a grade of C- or better,
- pass EN-1112 Engineering Systems and Safety with a grade of C- or better,
- pass SM-1111 Precalculus with Trigonometry by the second attempt with a grade of C- or better,
- pass SM-1212 Calculus I by the second attempt with a grade of C- or better,
- pass EN-2211 Mechanics by the third attempt.

A student failing to meet any of these requirements may remain at the Academy by enrolling in a major for which he or she remains eligible.

Prerequisites for Sea Term I include successful completion of EN-1112 Engineering Systems and Safety, MT-1111 Vessel Familiarization and Basic Safety Training, and SM-1111 Precalculus with Trigonometry (with a grade of C- or above).

Additionally, any student who falls below Academic Good Standing (GPA below 1.5) will be removed from Sea Term I and expected to take winter classes at MMA to strengthen his or her GPA.

## Marine Science, Safety and Environmental Protection

The Marine Science, Safety, and Environmental Protection (MSSEP) program focuses on environmental safety, marine science, and public health issues. Graduates are prepared for careers that tackle global challenges such as climate change, diminishing natural resources, environmental degradation, ever-increasing safety and environmental regulations, green and sustainable development, and increasing energy demands.

First-year cadets participate in a tropical ecology field course in Bermuda. Cadets study the complexity of the ecosystems while basking in the natural environment. They also have an opportunity to enjoy snorkeling and hikes through mangroves and tropical dry forests.

This program requires a six-week co-op/internship and a three-credit co-op, with opportunities in industries such as cruise lines, environmental compliance, consumer and industrial goods, federal agencies, and research institutions.

### Curriculum: B.S. in Marine Science, Safety and Environmental Protection

Course Number	Course Name	Credits	Category	Course Number	Course Name	Credits	Category
<b>Semester 1</b>				<b>Semester 2</b>			
HU-1111	English Composition	3	Gen Ed	HU-1222	Writing About Literature	3	Gen Ed
SM-1111	Precalculus with Trigonometry	3	Gen Ed	SM-1131	Chemistry I	3.5	Gen Ed
MS-1111	Fund. of Occup. Health & Safety	3	Major	SM-1131L	Chemistry I Lab	0	Lab
MS-1211	Current Environmental Problems	3	Major	SM-1214	Applied Calculus	3	Gen Ed
MS-1252	Earth Science	3.5	Major	MS-1252	General Biology	3.5	Major
MS-1252L	Earth Science Lab	0	Lab	MS-2244	Introduction to GIS	3	Major
<b>Total</b>		<b>15.5</b>		<b>Total</b>		<b>16</b>	
				MS-1311	Experiential Learning: MSSEP	3	Exp Lrn
<b>Semester 3</b>				<b>Semester 4</b>			
SM-2115	Applied Environm. Mathematics	3	Gen Ed	HU-XXXX	Humanities Group I	3	Gen Ed
SM-2233	Organic/Hazardous Mat .Chemistry	3.5	Gen Ed	SM-2121	College Physics I	3.5	Gen Ed
SM-2233L	Organic/Haz. Mat. Chem. Lab	0	Lab	SM-2123L	Physics I Lab	0	Lab
SS-1211	Western Civilization	3	Gen Ed	SM-2218	Statistics	3	Support
MS-2131	Introduction to Communications	3	Major	SS-2121	American Government	3	Gen Ed
MS-XXXX	Departmental Elective I	3	Support	MS-XXXX	Departmental Elective II	3	Support
<b>Total</b>		<b>15.5</b>		<b>Total</b>		<b>15.5</b>	
<b>Semester 5</b>				<b>Semester 6</b>			
SS-XXXX	Social Science Group I	3	Gen Ed	SM-3234	Environmental Chemistry	4	Support
MS-3121	Physical Geology	3	Major	SM-3234L	Environmental Chemistry Lab	0	Lab
MS-3132	Life Sciences Lab	1	Major	MS-3221	Oceanography	3	Major
MS-3141	Coastal Ecology	3	Major	MS-3242	Hazardous Materials Management	3	Major
MS-3142	Environmental Law	3	Gen Ed	MS-4263	Oil Spill Management	3	Major
MS-XXXX	Departmental Elective III	3	Support	MS-XXXX	Departmental Elective IV	3	Support
<b>Total</b>		<b>16</b>		<b>Total</b>		<b>16</b>	
MS-3351	Cooperative I: MSSEP	6					
<b>Semester 7</b>				<b>Semester 8</b>			
HU-XXXX	Humanities Group I or II	3	Gen Ed	SS-XXXX	Social Science Group III	3	Gen Ed
MS-4111	Environmental Monitoring I	3	Major	MS-4211	Environmental Monitoring II	3	Major
MS-4141	Coastal Zone Management	3	Major	MS-4231	Risk Communication	3	Major
MS-4142	Human Health and Risk	3.5	Major	MS-4241	Environmental Risk	3	Major
MS-4142L	Human Health and Risk Lab	0	Lab	ELECT	Free Elective II	3	Support
ELECT	Free Elective I	3	Support				
<b>Total</b>		<b>15.5</b>		<b>Total</b>		<b>15</b>	
MS-4411	Cooperative II: MSSEP	3	Co-op				
<b>Total Credits</b>						<b>137</b>	

## Marine Transportation

This program prepares students for careers as USCG licensed deck officers in the U.S. Merchant Marine, as well as allowing them to transfer into shore-side management and operations positions within the transportation, intermodal, and petroleum industries.

### Curriculum: B.S. in Marine Transportation

Course Number	Course Name	Credits	Category	Course Number	Course Name	Credits	Category
<b>Semester 1</b>				<b>Semester 2</b>			
HU-1111	English Composition	3	Gen Ed	HU-1222	Writing About Literature	3	Gen Ed
SM-1111	Precalculus Trigonometry	3	Gen Ed	SM-1214	Applied Calculus	3	Gen Ed
SM-1131	Chemistry I	3.5	Gen Ed	SM-2121	College Physics I	3.5	Gen Ed
SM-1131L	Chemistry I Lab	0	Lab	SM-2123L	Physics I Lab	0	Lab
MT-1111	Vessel Familiarization & BST	4	Support	SS-1211	Western Civilization	3	Gen Ed
MT-1111L	Vessel Familiarization & BST Lab	0	Lab	MT-1221	Coastal Navigation	3	Major
EN-1112	Engine Systems & Safety	3	Support	MT-1221L	Coastal Navigation Lab	0	Lab
EN-1112L	Engineering Systems & Safety Lab	0	Lab				
	<b>Total</b>	<b>16.5</b>			<b>Total</b>	<b>15.5</b>	
ST-0999	Sea Term I	6	Sea Trm				
FF-0102	*FR Firefighting Practicum	0	STCW				
LB-0203	*FR STCW Immersion Suit Practicum	0	STCW				
PE-0031	*Basic Safety CPR	0	STCW				
PS-0301	*FR STCW Personal Survival	0	STCW				
SR-0401	*FR STCW Personal Safety/ Social Responsibility	0	STCW				
STCW-VPDSD	STCW-VPDSD	0	STCW				
	*Completed during orientation						
<b>Semester 3</b>				<b>Semester 4</b>			
SM-2119	Applied Mathematics - Deck	3	Gen Ed	SS-2121	American Government	3	Gen Ed
SM-2222	College Physics II	3.5	Gen Ed	MT-2222	Celestial Navigation	4	Major
SM-2222L	College Physics II Lab	0	Lab	MT-2222L	Celestial Navigation Lab	0	Lab
MT-2121	Deep Sea Navigation	3	Major	MT-2231	Basic Seamanship	4	Major
MT-2121L	Deep Sea Navigation Lab	0	Lab	MT-2231L	Basic Seamanship Lab	0	Lab
MT-2141	Ship Construction	3	Major	MT-3122	Radar Observer Certification	3	Major
MT-2161	Rules of the Road	3	Major	MT-3122L	Radar Observer Certification Lab	0	Lab
				MT-3221	Electronic Navigation	4	Major
				MT-3221L	Electronic Navigation Lab	0	Lab
	<b>Total</b>	<b>15.5</b>			<b>Total</b>	<b>18</b>	
MT-2371	Sea Term II: MT	6	Sea Trm	LB-0201	*STCW Qualifications	0	STCW
FF-0104	SO Firefighting Practicum	0	STCW	LB-0202	STCW Lifeboatman Exam	0	STCW
					*Semester 3 or 4		
<b>Semester 5</b>				<b>Semester 6</b>			
	Humanities Group I	3	Gen Ed	SS-XXXX	Social Science Group I	3	Gen Ed
MT-3151	Dangerous Liquid Cargo	4	Major	SS-XXXX	Social Science Group III	3	Gen Ed
MT-3151L	Dangerous Liquid Cargo Lab	0	Lab	MT-3224	ECDIS	3	Major
				MT-3224L	ECDIS Lab	0	Lab
MT-3222	ARPA (lab included)	2	Major	MT-3231	Applied Shiphandling	3	Major
MT-4122	GMDSS	4	Major	MT-4241	Stability and Trim	3	Major
MT-4122L	GMDSS Lab	0	Lab	ELECT	Free Elective I	3	Support
MT-4132	Advanced Seamanship	4	Major				
MT-4132L	Advanced Seamanship Lab	0	Lab				
	<b>Total</b>	<b>17</b>			<b>Total</b>	<b>18</b>	
MT-3372	Commercial Sea Term: MT	6	Sea Trm	FF-0106	JR Firefighting Practicum	0	STCW
<b>Semester 7</b>				<b>Semester 8</b>			
HU-XXXX	Humanities Group I or II	3	Gen Ed	EN-7142	Diesel Engines	3	Support
SS-4123	International Law and Legislative Compliance	3	Gen Ed	MT-3261	Containerization & Modern Cargo Stowage	3	Major
MT-3131	Meteorology	3	Major	MT-4251	Marine Safety	3	Major
MT-4133	Bridge Resource Management	4	Major	MT-4252	License Seminar: MT	3	Major
MT-4133L	Bridge Resource Management Lab	0	Lab	PE-0032	STCW Medical Care Provider	0	STCW
ELECT	Free Elective II	3	Support				
	<b>Total</b>	<b>16</b>			<b>Total</b>	<b>12</b>	
MT-4371	Sea Term IV: MT	6	Sea Trm				
FF-0108	SR Firefighting Practicum	0	STCW				
					<b>Total Credits</b>	<b>152.5</b>	

MT Skills are learned through extensive theoretical education that is applied practically via navigation, seamanship, ship construction, ship handling, and stability. Cadets graduate with an ability to stand proper and safe navigational and deck watches at the Third Mate level per STCW requirements. Cadets train on campus in state-of-the-art ship simulators as well as aboard commercial vessels and Academy training vessels.

Four sea terms are required and graduates must pass examinations conducted by the United States Coast Guard in order to qualify as third mate, steam, and motor vessels of unlimited tonnage on the oceans. Licensure also requires completing Standards of Training, Certification and Watchkeeping (STCW) requirements.

### Marine Transportation Eligibility

To remain in Marine Transportation, a student must

- pass MT-1111 Vessel Familiarization and Basic Safety Training with a grade of C- or better,
- pass EN-1112 Engineering Systems and Safety with a grade of C- or better,
- pass MT-1221 Coastal Navigation by the second attempt with a grade of C- or better

A student failing to meet any of these requirements may remain at the Academy by enrolling in a major for which he or she remains eligible.

Prerequisites for Sea Term I include successful completion of EN-1112 Engineering Systems and Safety, MT-1111 Vessel Familiarization and Basic Safety Training, and SM-1111 Precalculus with Trigonometry.

Additionally, any student who falls below Academic Good Standing (GPA below 1.5) will be removed from Sea Term I and expected to take winter classes at MMA to strengthen his or her GPA.

# General Education Requirements

## Introduction

Students at Massachusetts Maritime Academy participate in the General Education curriculum in order to obtain the full benefits of a college education and the skills and knowledge for success in their future education and careers. Moving beyond the bounds of the major requirements, students are encouraged to become lifelong learners through a balanced variety of courses. These courses contain enough depth and breadth in the areas of humanities, social science, mathematics, and science to provide the student with the skills necessary to succeed in an increasingly complex world. These fields of knowledge foster the aesthetic appreciation, quantitative reasoning, critical thinking, ethical analysis and evaluation, citizenship, and strong communication skills necessary for further self-development and personal inquiry.

## Humanities

The required courses in the Humanities Department build skills in reading, writing, critical thinking, and communication; aesthetic and cultural awareness; and humanistic inquiry.

In the first semester, students take a composition course that focuses on the skills necessary for logical presentation of thoughts and ideas in clear, concise language. In the second semester, students take Writing About Literature, where they strengthen their critical thinking and writing skills through reading, analyzing, and interpreting fiction, poetry, and drama for meaning, technique, cultural and historical context, and significance as literary art.

Students are then required to select two electives in the Humanities: a literature course (Group I) chosen from a variety of genres, historical periods, and subject matter, followed by either another literature course or a non-literature course (Group II) chosen from a broad range of offerings within the department.

## Humanities Requirements

- HU-1111 English Composition
- HU-1222 Writing About Literature
- One course from Humanities Group I
- One course from either Humanities Group I or Group II

### ***Humanities Group I***

HU-5021 Literature of the Sea  
HU-5022 Literature and Film  
HU-5023 Irish Literature  
HU-5024 Shakespeare's Tragedies and Comedies  
HU-5025 Short Stories  
HU-5026 Literature and Mythology  
HU-5027 Literature of the Supernatural  
HU-5028 Drama  
HU-5029 Contemporary Literature  
HU-5030 Poetry  
HU-5031 War Literature  
HU-5032 American Literature I: Colonial to the Civil War  
HU-5033 American Literature II: Civil War to the Present  
HU-5034 Writers of the American South  
HU-5035 American Theater

HU-5036 Survival Literature  
HU-5038 Moby-Dick  
HU-5039 Detective Literature  
HU-5040 The Graphic Novel  
HU-5041 African American Literature: Pre-Harlem Renaissance  
HU-5042 African American Literature Through the Blues  
HU-5043 African American Literature: Post-Harlem Renaissance  
HU-5044 Post-Humanism Literature  
HU-5046 Contemporary Literature: The Hunger Games  
HU-5055 Irish Fiction  
HU-5056 Sports Literature  
HU-5057 Science Fiction  
HU-5090 Special Topics: Humanities Group I

### ***Humanities Group II***

HU-2141 Spanish I  
HU-2242 Spanish II  
HU-2341 Elementary Chinese I  
HU-2342 Elementary Chinese II  
HU-6045 Environmental Writing  
HU-6051 Philosophy  
HU-6054 Ethics  
HU-6055 Introduction to World Religions  
HU-6057 Composing in New Media  
HU-6060 Creative Writing: Poetry  
HU-6061 Creative Writing: Fiction  
HU-6063 Introduction to Women's/Gender Studies  
HU-6064 Women and Film  
HU-6065 Creative Writing: Nonfiction  
HU-6071 Public Speaking  
HU-6072 Business Communications  
HU-6073 Technical Writing  
HU-6080 Introduction to Art  
HU-6090 Special Topics: Humanities Group II

### **Science and Mathematics**

The required courses from the Science and Mathematics Department enhance the ability to think quantitatively, critically, and logically, and they illustrate the manner in which problems of a quantitative nature are solved through the use of algorithms and logical thought.

Students study fundamental mathematical functions in Precalculus with Trigonometry and explore the basic concepts of analysis in either Calculus I or Applied Calculus, depending on their major. Then students take one additional mathematics course with a Calculus I or Applied Calculus prerequisite. Thus, students learn to use mathematics, including calculus, in problem solving; to use technology appropriately in this process; and to apply mathematics to problems arising in other disciplines.

In the required science courses, students apply the scientific method in a variety of classroom and laboratory settings. In so doing, they develop the ability to carefully collect, organize, and analyze data for the purpose of synthesizing a model for better understanding or problem solving.

Basic concepts of matter are explored in Chemistry I to increase students' understanding of technology, health, and environmental issues.



Students study the laws of nature in College Physics I or Engineering Physics I in order to develop a method of reasoning that will enable them to interpret physical events in a rational manner.

To add necessary depth to their study of natural science, students also select a sequential laboratory science course in either chemistry or physics.

### Science and Mathematics Requirements

- SM-1111 Precalculus with Trigonometry
- SM-1131 Chemistry I
- SM-1212 Calculus I or SM- 1214 Applied Calculus
- One course (as required by major) from Science and Mathematics Group I
- One course (as required by major) from Science and Mathematics Group II
- One course (as required by major) from Science and Mathematics Group III

#### ***Science and Mathematics Group I***

SM-2113 Calculus II  
SM-2115 Applied Environmental Mathematics  
SM-2117 Quantitative Methods for Management  
SM-2119 Applied Mathematics for Deck Officers  
SM-2218 Statistics

#### ***Science and Mathematics Group II***

SM-2121 College Physics I  
SM-2123 Engineering Physics I

#### ***Science and Mathematics Group III***

SM-1232 Chemistry II  
SM-2222 College Physics II  
SM-2224 Engineering Physics II  
SM-2233 Organic/Hazardous Materials Chemistry

### Social Science

The courses from the Social Science Department strive to make students aware of the richness of their civilization and society and to prepare them to think critically about their world. These courses also strengthen students' skills in written and oral expression. Students first study the social, intellectual, political, and economic history of the modern era in Western Civilization and then explore the nature of American political culture in American Government.

After taking those two courses as a base, students take three additional courses from the Social Science Department. They will take one course in each of three groupings, which will further broaden their critical thinking and writing skills.

The underlying principles of our economic system, the dynamics of capitalism, and the fundamentals of the international economy are studied in Group I courses, where the students choose either Microeconomics or Macroeconomics.

To acquire a clear understanding of the legal regulations and legal dynamics of the fields they are entering, students take one course from Group II.

Finally, to develop a well-rounded education, students select one additional course from the Social Science Department's Group III electives, which provide a wide range of offerings in history, geography, sociology, psychology, anthropology, behavioral science, economics and economic policy, and military affairs.

### Social Science Requirements

- SS-1211 Western Civilization
- SS-2121 American Government
- One course from Social Science Group I
- One course (as required by major) from Social Science Group II
- One course from Social Science Group III

### ***Social Science Group I***

SS-2131 Microeconomics  
SS-2231 Macroeconomics

### ***Social Science Group II***

MS-3142 Environmental Law  
SS-3221 Business Law  
SS-3222 Real Estate Law  
SS-3223 European Union Law  
SS-3224 International Business Law  
SS-3225 Admiralty & Maritime Law  
SS-4122 International Law  
SS-4123 International Law & Legislative Compliance for Mariners  
SS-4132 Legal Issues in Emergency Management

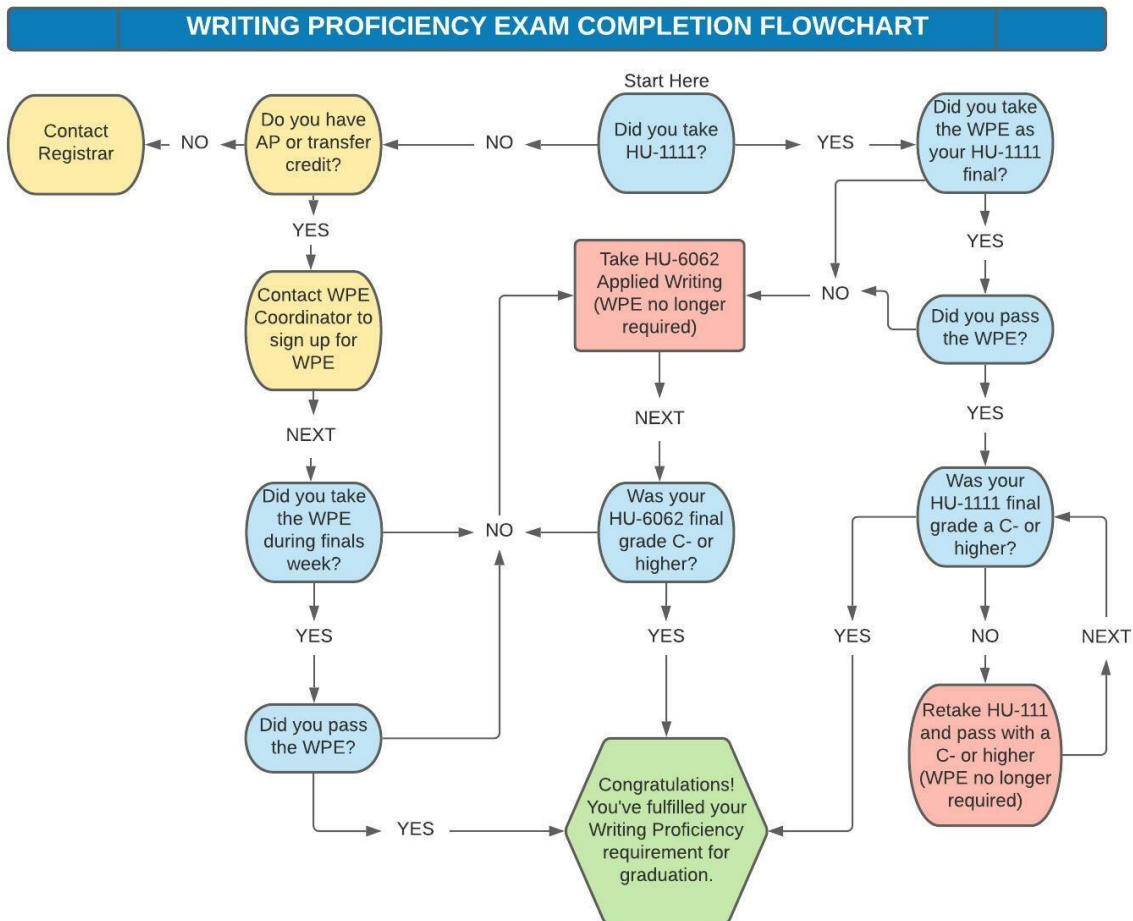
### ***Social Science Group III***

SS-2232 World Economic Geography  
SS-2233 Political Geography  
SS-3141 Introduction to Psychology  
SS-3211 American Maritime History  
SS-3212 U.S. Foreign Policy since 1945  
SS-3213 Sea Power in World History  
SS-3214 Europe in the Middle Ages  
SS-3216 Ancient History Seminar  
SS-3217 Vietnam and U.S. Policy  
SS-3218 Civil War and Reconstruction  
SS-3219 American History I: Origins to 1865  
SS-3220 American History II: 1865 to the Present  
SS-3233 Chinese Economy  
SS-3241 Sociology  
SS-3242 Ancient Greece  
SS-3243 Ancient Rome  
SS-3246 U.S. Energy Policy: Both Global & Domestic  
SS-3247 Modern Irish History  
SS-3248 New England History  
SS-4311 20th-Century History  
SS-4317 Intelligence and National Security Policy

## Writing Program Eligibility & Standards

At the end of *English Composition* (HU-1111), students will take the Writing Proficiency Examination (WPE) during final exams. All students must take and pass this examination in order to graduate. Students who do not pass or take the WPE are required to take *Applied Writing* (HU-6062) before taking *Writing About Literature* (HU-1222) and must earn a C- or better in *Applied Writing* order to pass the course and satisfy the WPE requirement.

Transfer students, students with English Literature AP credit, and students who have taken *Writing About Literature* (or its equivalent) elsewhere will be required to take and pass the WPE; they should check with their advisors or the Humanities Department Chairperson regarding testing.



# Undergraduate Degree Programs: Minors

## Introduction

A minor is a program of study of at least 18 credits that typically begins in the junior year with courses taken between semesters five through eight. With departmental permission, students with a 2.5 or higher cumulative grade point average (CGPA) may declare a minor. To declare a minor prior to the junior year, a student must also have completed either Calculus I or Applied Calculus.

Minor classes must be taken at the Academy. With the exception of department electives or free electives, a course cannot fulfill both a minor requirement and a major, general education, or support course requirement.

The following minors are currently offered at Massachusetts Maritime Academy.

## Energy Management

***Coordinator: Professor Gail Stephens***

Open to Marine Engineering and Facilities Engineering majors. This minor prepares students for careers ashore and/or for advanced studies in energy management, alternative and renewable energy, and power generation fields in the operation of large, complex facilities.

### ***Required Courses***

SM-2218 Statistics or SM-3005 Probability and Statistics  
EN-3801 Energy Strategy and Management  
EN-3802 Energy Systems

and three courses from the list below:

EN-2701 Introduction to Design  
EN-3102 System Dynamics and Vibrations  
EN-4121 Electrical Power Distribution (ME only)  
EN-4222 HVAC (ME only)  
EN-7141 Advanced CAD  
EN-7142 Diesel Engines (FE only)  
EN-7144 Nuclear Power  
EN-7146 Heat and Mass Transfer  
EN-7151 Commercial Turbines (ME only)  
EN-7214 Industrial Wastewater Treatment  
EN-7241 As-built CAD  
EN-7247 Construction Methods and Materials  
HU-6073 Technical Writing  
SS-3264 U.S. Energy Policy: Global and Domestic

## Facilities Operations

***Coordinator: Professor Carlos Montanez***

Open to Marine Engineering and Energy Systems Engineering majors. This minor prepares students for careers ashore and/or for advanced studies in facilities management and operation, stationary engineering (power generation), or wastewater treatment technology, as they relate to the operation of large, complex facilities.

### ***Required Courses***

EN-2222 Commercial Boilers  
EN-3213 Refrigeration (ESE majors)  
EN-3214 Municipal Wastewater Treatment  
EN-4222 HVAC (ME majors)

and three courses from the list below:

EN-2111 Auxiliary Machinery II or EN-2121 Auxiliary Machinery II for Facilities (ESE only)  
EN-4121 Electrical Power Distribution (ME only)  
EN-4224 Facilities Planning and Management  
EN-7141 Advanced CAD  
EN-7142 Diesel Engines  
EN-7144 Nuclear Power  
EN-7151 Commercial Turbines  
EN-7214 Industrial Wastewater Treatment  
EN-7241 As-built CAD  
EN-7247 Construction Methods and Materials  
HU-6073 Technical Writing  
IM-3131 Principles of Finance  
SM-2218 Statistics (ME only)

## Homeland Security

***Coordinator: Professor George Cadwalader***

Open to all majors. The minor is intended to provide students with a broad understanding of the international and domestic security issues involved in homeland security. Courses provide a focus on various professions and levels of government involved in homeland security and on related topic areas.

### ***Required courses***

Emergency Management students are required to complete any six of the courses listed below. Students in other majors are required to complete three of the courses listed below as well as EM-2213 *National Security in Emergency Management*, EM-4226 *Transportation Security*, and EM-3214 *International Terrorism*.

EM-3214 International Terrorism  
EM-4112 Fire Dynamics  
EM-7220 Cyber Security  
EM-7221 Military Operations and Security  
EM-7222 Legal Issues in Homeland and National Security  
EM-7223 Select Issues in Law Enforcement

EM-7224 Transnational Crime  
EM-7226 Fundamentals of Leadership  
EM-7228 Comparative Homeland Security  
SS-2232 World Economic Geography  
SS-2233 Political Geography  
SS-4317 Intelligence and National Security Policy

### International Maritime Business

***Coordinator: Professor Paul Szwed***

Open to all majors except International Maritime Business. For the seagoing majors who plan to start a shore-based career, for those interested in a graduate degree in business or law, or for those inclined towards entrepreneurial ventures, the IMB minor provides a basic business background with specialization in the shipping industry.

#### ***Required courses***

IM-2121 Principles of Accounting I  
IM-2211 The Business of Shipping

Students must also take four courses from the following:

IM-XXXX Any course with an IM designation as long as prerequisites are met  
HU-6072 Business Communications  
MT-3252 Port and Terminal Operations Management  
SM-2117 Quantitative Methods for Management  
SS-3225 Admiralty and Maritime Law  
SS-3231 Cultural Factors in International Business

### Marine Biology

***Coordinator: Professor Francis Veale, Jr.***

Open to all majors.

#### ***Required courses***

To earn a minor in Marine Biology, students must complete six of the seven courses listed below:

MS-4305 Principles of Aquaculture  
MS-4321 Biology of Fishes  
MS-4322 Marine Botany  
MS-4329 Marine Mammals  
MS-4333 Marine Invertebrate Zoology  
MS-4334 Tropical Marine Ecology  
MS-4342 Marine Microbiology

## Marine Construction

***Coordinator: Assistant Professor Peter Carroll***

Open to all engineering majors. This minor prepares students for careers or advanced studies in the fields of marine construction or construction project management as these fields relate to large and complex construction projects in the shore-side or marine environment.

### ***Required courses***

EN-7247 Construction Methods & Management  
EN-7257 Marine Construction I  
EN-7262 Marine Construction II

and a selection of courses totaling nine credits from the following list:

EN-3102 System Dynamics and Vibrations (ME & FE only)  
EN-4121 Electrical Power Distribution (ME only)  
EN-4253 Construction Industry Cooperative  
EN-7141 Advanced CAD  
EN-7142 Diesel Engines (FE & ESE only)  
EN-7151 Commercial Turbines (ME & ESE only)  
EN-7241 As-built CAD  
HU-6073 Technical Writing  
MS-2244 Introduction to GIS  
MS-311 Physical Geology

## Marine Science, Safety and Environmental Protection

***Coordinator: Professor Francis Veale, Jr.***

Open to all majors except Marine Science, Safety and Environmental Protection.

### ***Required courses***

Students must complete each of the following six courses:

MS-1111 Fundamentals of Occupational Health & Safety  
MS-1211 Current Environmental Problems  
MS-3142 Environmental Law  
MS-4263 Oil Spill Management  
MS-4271 Advanced Principles of Occupational Health & Safety  
MS-4341 Ecological Sustainability

## Occupational Health and Safety

*Coordinator: Professor Francis Veale, Jr.*

Open to all majors except Emergency Management.

### **Required courses**

To earn a minor in Occupational Health and Safety, students must complete each of the following six courses:

MS-4271 Advanced Principles of Occupational Health and Safety

MS-4272 Environmental Health and Safety Audit Program

EM-2111 Infectious Agents

EM-3212 Toxicology

EM-3213 Public Health Issues in Emergency Management

SM-3111 Introduction to Radiological Materials



# Undergraduate Concentrations

## Introduction

With departmental permission, students with a minimum CGPA of 2.5 may enroll in a concentration of study. A concentration is a program of study with at least 12 credits not prescribed in the major program. These courses are typically taken during semesters five through eight.

Concentration courses must be taken at the Academy. With the exception of department electives or free electives, a course cannot fulfill both a concentration requirement and a major, general education, or support course requirement.

The following concentrations are currently offered at Massachusetts Maritime Academy.

## Homeland Security

***Coordinator: Professor George Cadwalader***

Open to all majors. This concentration gives Emergency Management students the opportunity to use their four free electives for specialized study of homeland security.

### ***Required courses***

EM-3214 International Terrorism  
EM-7220 Cyber Security

and two of the following electives:

EM-4112 Fire Dynamics  
EM-7221 Military Operations and Security  
EM-7222 Legal Issues in Homeland and National Security  
EM-7223 Select Issues in Law Enforcement  
EM-7224 Transnational Crime  
EM-7226 Fundamentals of Leadership  
EM-7228 Comparative Homeland Security  
SS-2232 World Economic Geography  
SS-2233 Political Geography  
SS-4317 Intelligence and National Security Policy

## Marine Biology

***Coordinator: Professor Francis Veale, Jr.***

Open to all majors. This concentration provides students with a series of electives focused on particular aspects of the field of marine biology.

### ***Required courses***

MS-4305 Principles of Aquaculture  
MS-4321 Biology of Fishes  
MS-4322 Marine Botany  
MS-4333 Marine Invertebrate Zoology

## Occupational Health and Safety

***Coordinator: Professor Francis Veale, Jr.***

Open to all majors. This concentration gives students an opportunity for specialized study in occupational health and safety.

### ***Required Courses***

Choose four of the following courses:

EM-2111 Infectious Agents (any major except EM)  
EM-3212 Toxicology  
EM-3213 Public Health Issues in Emergency Management (any major except EM)  
MS-4271 Advanced Principles of Occupational Health & Safety  
MS-4272 Environmental Health and Safety Audit Program  
SM-3111 Radiological Materials

## Shipboard Environmental, Health and Safety Officer (MSSEP only)

***Coordinator: Professor Francis Veale, Jr.***

Open to Marine Science, Safety and Environmental Protection majors. This provides students with a series of electives that will enhance their opportunities for being an Environmental, Health and Safety Officer aboard cruise and merchant vessels. Students will be required to participate for three weeks in the winter Sea Term aboard the T.S. *Kennedy*, generally in their 3rd year. The curriculum will highlight specific environmental topics for which such an officer would be responsible, with particular emphasis on Marine Pollution (MARPOL) Annexes and other regulations.

### ***Required Courses***

MT-1111 Vessel Familiarization and Basic Safety Training  
EN-3214 Municipal Wastewater Treatment or MS-9143 Wastewater Treatment Plant Operations  
MS-1313 Shipboard Environmental Operations (3 weeks)  
MS-4232 Introduction to MARPOL

## **Dual Degree**

Students with a minimum cumulative grade point average of 3.0 may enroll in a dual-degree program with the permission of the department chairperson of each program. Interested students may pursue dual degree combinations by presenting their proposals for approval by the chairperson of each department.

In order to officially declare a dual major before the end of the third semester, a student must have completed either Calculus I or Applied Calculus.

## **Graduate Study Opportunities (“4 + 1” Program)**

### Introduction

The 4+1 program is aimed at the eligible, high-achieving cadet who is prepared to launch his or her graduate education in the senior year of undergraduate studies. Motivated students from any of the seven MMA undergraduate degree programs can apply to any of the three MMA graduate degree programs in the spring semester of the junior year. Accepted students would begin taking master’s-level classes in the fall semester of the senior year alongside their graduate classmates, a student body comprising working professionals, at the Conference Center at Waltham Woods in Waltham, MA.

4+1 students complete five of their master’s classes during their senior year. Optimally, these students will have found a job upon graduating from their undergraduate program and will complete the remaining master’s-level courses during their first year of employment. Such employment is not required but is strongly encouraged.

The first five courses of the 4+1 program will be offered at a highly discounted rate to accepted undergraduate students. In addition, with department chair approval an accepted student may use two of the five graduate classes taken in the first three semesters to fulfill undergraduate electives, assisting students with time management while dual-enrolled.

Note: Students cannot reside on campus following graduation from an undergraduate degree program, but hotel lodging is provided in Waltham on graduate class weekends.

Each of the three Master’s Degrees offers a specialized management curriculum.

For information on the program, visit [www.maritime.edu/graduate-studies](http://www.maritime.edu/graduate-studies).

### Emergency Management

The graduate program in Emergency Management comprises 31 credits. Its mission is to provide graduates with the knowledge, skills and tools necessary to implement both proactive and reactive strategies to reduce the cost of a disaster in life and property and thus to be successful emergency managers and leaders in both the public and private sectors.

### Facilities Management

The graduate program in Facilities Management comprises 31 credits. Its mission is to challenge students to think and act on a broader and higher plane. These skills should directly help them to succeed in their personal and professional careers.

## Maritime Business Management

The graduate program in Maritime Business Management comprises 31 credits. Its mission is to produce highly skilled maritime business managers by providing students with the knowledge and tools necessary to become creative problem solvers, leading to success in senior maritime business management and leadership positions.

## **Military Commissioning Opportunities**

### Introduction

In recent years, MMA students interested in military service have been commissioned upon graduation as officers in the National Guard, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, and the U.S. Navy Reserve.

### Navy Strategic Sealift Midshipman Program (SSMP)

The Department of Naval Science administers the Strategic Sealift Midshipman Program (SSMP).

The Strategic Sealift Midshipman Program (SSMP) is a unique type of NROTC Unit that is only offered at the seven maritime schools, and it differs in several key ways. Upon graduation, the SSMP allows students earning a Coast Guard License to be directly commissioned as officers into the Strategic Sealift Officer Program (SSOP), a specialized component of the Navy Reserve. Formerly known as the Merchant Marine Reserve, the SSOP is a cadre of naval officers who are licensed merchant mariners with sealift, maritime operations, and logistics subject matter expertise. The SSOP is called upon to provide integrated sealift operations in support of National Defense.

SSMP Midshipmen who commission into the Navy Reserve will have an eight-year military service obligation. The program also offers a limited number of opportunities to pursue an Active Duty commission. This limited number of billets is based upon the current needs of the Navy and is not guaranteed. If selected for active duty, an individual incurs a military obligation that is dependent upon the community.

Once commissioned into the Navy Reserve, Strategic Sealift Officer Program Officers serve in an Active Reserve status as either Individual Ready Reserve (IRR) or Selected Reserve (SELRES), with the majority of members falling under the Individual Ready Reserve. Strategic Sealift Officers are reservists who serve on periods of active duty to support both afloat and shore-side military and reserve fleet operations that call for the training and experience of Merchant Marine Officers. While most members of the SSOP work in the maritime industry in their civilian careers, doing so is not a requirement of the program.

### U.S. Army Reserve Officer Training Corps (ROTC)

Army ROTC is a mentally and physically challenging opportunity available to cadets who are interested in serving their country as officers in the nation's most senior service, who are ready to achieve an unparalleled level of confidence and excellence as leaders, and who are committed to scholarship and physical fitness. The program includes weekly classes in leadership, customs and traditions, and other subjects, and it incorporates hands-on, practical training. Cadets in the program undergo physical training twice each week and field training exercises once each semester. They also participate in various social events, benefit from affiliation with prestige organizations, and have the opportunity to attend, as cadets, such elite schools as Airborne and Air Assault. Freshmen attend ROTC classes at the Academy, while sophomores, juniors, and seniors attend classes at nearby Stonehill College.

# *Academic Standards and Policies*

## **Grading Standards**

### Letter Grades

Letter grades are assigned to students according to a 4.0 grading scale (see table for letter grades and applicable GPA equivalency):

<b>Alphabetical Grade</b>	<b>4.0 Equivalent</b>	<b>Alphabetical Grade</b>	<b>4.0 Equivalent</b>
<b>A</b>	<b>4.00</b>	<b>D+</b>	<b>1.33</b>
<b>A-</b>	<b>3.67</b>	<b>D</b>	<b>1.00</b>
<b>B+</b>	<b>3.33</b>	<b>D-</b>	<b>.67</b>
<b>B</b>	<b>3.00</b>	<b>F</b>	<b>0.00</b>
<b>B-</b>	<b>2.67</b>	<b>P (Pass)</b>	
<b>C+</b>	<b>2.33</b>	<b>I (Incomplete)</b>	<b>---</b>
<b>C</b>	<b>2.00</b>	<b>X (Exempt)</b>	<b>---</b>
<b>C-</b>	<b>1.67</b>	<b>W (Withdrawn)</b>	<b>---</b>

A single, alphabetical grade certified by the instructor within the deadline published on the academic calendar is assigned to each student and submitted to the Registrar.

Students questioning a grade awarded must follow the Grade Appeal Process section of this chapter.

Grade changes must be submitted in writing to the Registrar by the instructor within two weeks after the start of the term immediately following the term in which the grade was given. An extension of the two-week period may only be allowed upon special arrangement by the instructor with the Dean of Undergraduate Studies.

### Pass-Fail

*Eligibility:* No course required for a major degree may be taken as a pass/fail option. Permission to take an eligible course for a pass/fail grade is granted at the sole discretion of the instructor. To request the pass/fail course option, a student must have a current academic standing of junior or senior status and a minimum cumulative grade point average (CGPA) of 2.5. The student must submit a fully completed request form to the Registrar prior to the end of the add/drop period; otherwise, the student will be graded according to the existing Academic Grading Standards. A student may take no more than one pass-fail course in a given semester and no more than two pass-fail courses as part of his or her overall curriculum.

*Grading:* The student's grade shall be calculated on the same basis as that used for all other students taking the course. The student shall receive a 'P' for a grade that exceeds the instructor's established passing benchmark. The student shall receive an 'F' for a grade that falls below the instructor's established passing benchmark. A passing grade of 'P' will not affect the student's cumulative grade point average (CGPA) and will be excluded from any GPA calculations. However, a failing grade of 'F' will negatively affect the student's CGPA by the applicable course credit being included in the calculation of the semester grade point average and the CGPA.

## Incomplete

At the student's request, an instructor may agree to award an incomplete grade ('I') at the end of an academic term if the student has failed to meet a course requirement due to illness or other reasons beyond his or her control. Students are authorized a maximum of two weeks into the following semester to rectify a grade of incomplete. If the incomplete is not rectified within that period, the incomplete is automatically converted to a failure ('F').

An extended period to submit a final grade may be allowed by the instructor upon approval of the Dean of Undergraduate Studies. The instructor shall submit a recommended grade to the Registrar within 48 hours of the extended period allowed above.

## **Coursework Policies**

### Add/Drop

A student may add courses, consistent with other requirements, up to six business days into the semester. A student may drop a course, consistent with other requirements, up to 15 business days into the semester.

**Note: Students are reminded that full-time status is 12 credits or more and changes made during Add/Drop could affect this status.**

### Withdrawal

If a student wishes to withdraw from a course after the add/drop period, he or she must obtain written acknowledgment from the instructor, the student's academic advisor, and the Registrar. Such withdrawal may affect the student's date of graduation, eligibility for financial aid, and anticipated graduation date. Students may withdraw from no more than one course per semester. No student may withdraw from a course after the 10th week of classes. Students may not withdraw from a course previously failed or from SM-1111. No student may withdraw from the same course more than once. A "W" will appear on the student's transcript.

### Academic Deficiency, Mid-term

A student found deficient at midterm will be notified by the Registrar of his or her deficiency. The student's academic advisor will be notified by the Registrar at that time.

### Class Attendance

Policies relating to attending class are published in the syllabus for each course.

### Faculty Office Hours

Faculty office hours are found in the course syllabus.

## Academic Honesty

Massachusetts Maritime Academy expects all cadets and students to abide by its Honor Code, which states that “Cadets and students do not lie, cheat, or steal, nor do they tolerate these acts from others.”

The Cadet Regimental Manual clearly outlines the various actions that may be considered cheating. These include plagiarism, misrepresentation, and unauthorized notes, among other things. Individual instructors may set the requirements for their courses as they wish, and students should make sure they understand these requirements.

Academic freedom has traditionally allowed instructors to address academic dishonesty in many ways, including (but not limited to) requiring the student to redo an assignment, assigning a grade of zero for the test or assignment, or failing the student for the course. When the situation warrants, the instructor may also refer the matter to the Honor Board, which may recommend suspension or dismissal from the Academy for violations of the Honor Code.

## Verification of Student Identity in Distance Education

To ensure compliance with the provisions of the United States Federal Higher Education Opportunity Act, Public Law 110-315, concerning the verification of student identity in distance education, the Academy has established policy for the following:

- providing students with a secure login and password;
- proctored examinations;
- utilization of current technologies and practices effective in verifying student identification.

Detailed information on policy applicable to distance education is available at the MMA website.

## **Academic Credit Policies**

### Course Failures

A student must receive a passing grade (D- or better), unless otherwise indicated in the course description, to receive credit for a course. A student who fails a course has two options:

1. Repeat the failed course on campus. The repeated course grade and credit hours (see “Forgiveness of One” policy) will be used in calculating the term grade point average of the term in which the course is repeated. The cumulative grade point average will include the repeated grade and credit hours only;
2. Repeat the failed course, or equivalent, at another accredited institution. A minimum grade of ‘C’ (2.00) will be required for the course to be deemed successfully completed. Transfer grades will not be used in calculating the CGPA (see “Transfer Credits” section).

### “Forgiveness of One” Policy

This policy allows a student to replace a failing grade with a higher grade for the purpose of calculating the Cumulative Grade Point Average. If a student were to fail a course on multiple attempts, all but the first failure would be calculated in the student’s CGPA. Note: All grades will continue to be shown on the transcript.

### Repeated Courses

A student may repeat a course previously passed (but never failed) once within one year of the original grade. The repeated course grade and credit hours will be used in calculating the term grade point average of the term in which the course is repeated. The cumulative grade point average will be calculated using the higher of the two grades and credit hours.

### Grade Appeal Process

The grade appeal policy is designed to resolve a student’s specific concerns with regard to a final course grade. If such a concern exists, the student is encouraged to initiate this process, mindful that no adverse consequences will result from making an informal or formal appeal.

If a student feels that a final course grade is inappropriate, the student must make an appointment with the faculty member to discuss the matter informally. The appointment must be requested within the first two weeks of the academic semester following the semester for which the grade was given. Every effort will be made to resolve the student’s concerns informally.



If the student's concerns are not resolved through the informal appeal policy, the student may pursue the formal appeal process by meeting with the appropriate department chairperson. The burden of proof is on the student to show that a grade is inappropriate. The formal appeal must be initiated within two weeks after the conclusion of the informal process. The formal process commences when the student submits in writing a description of the basis for the grievance, including any corroborating materials, to the department chairperson. The department chairperson will promptly notify the instructor of the formal appeal. Within two weeks of said notification, the instructor must provide the department chairperson a written response to the grade appeal. The department chairperson will then make an assessment as to the validity of the student's grievance and provide a written copy of any recommendations to both the instructor and the student.

Whatever the recommendation of the department chairperson, it remains the sole prerogative of the instructor to change the grade given.

Exceptions to the policy time limits of both the informal and formal appeal processes may be permitted if the Dean of Undergraduate Studies determines that clear and compelling extenuating circumstances have occurred.

### Course Exemption

An exemption is awarded to a student who has been authorized by the Dean of Undergraduate Studies or designee to omit taking a course. Exemptions apply only to the following:

- through Advanced Placement examination, with a grade of 3 or better, the student has been determined to be proficient in course subject matter;
- through transfer credit awarded for International Baccalaureate (IB) higher-level courses in which the student has earned a score of 4 or higher. Credit is not awarded for standard-level courses. All decisions regarding transfer credit for IB courses will be made by the Registrar in consultation with the appropriate department chairperson;
- through validation of grades received at another accredited institution of higher education with a grade of 'C' or better;
- through validation of certified professional licenses or transcripts of grades by the Dean of Undergraduate Studies or designee;
- through the College Level Examination Program (CLEP) with a score of 50 or higher with the approval of the Dean of Undergraduate Studies or designee.

### Transfer Credits

In order for a student enrolled at the Academy to receive credit for a course taken at another institution, the following conditions must be met:

- The transfer course must be offered at an accredited institution;
- The catalog description of the course must be substantially similar to that of the corresponding Academy course and be of equal or greater credit hours;
- A request for approval to take the course for transfer credit must be submitted to the appropriate department chairperson at least two weeks prior to the start of the course; A student who requests a transfer course while enrolled during a semester at the Academy as a full-time student will have his or her course load reviewed specifically to determine whether the transfer course will constitute an overload or excessive load for the semester;

- Authorization to take the course for transfer credit will be granted or denied at the discretion of the Dean of Undergraduate Studies with the advice and consent of the respective chairperson of the academic department in which the course is offered at the Academy;
- A grade of ‘C’ or better (2.0 or higher) must be obtained in the course for it to be deemed successfully completed. The grade received for the course transferred will not be included in calculating the student’s CGPA and will not appear on the transcript;
- An official transcript showing completion of the course must be sent to the Registrar’s office no later than six weeks after the course completion. Credit for the course will be awarded once the official transcript is received;
- No Standards of Training, Certification and Watchkeeping (STCW) course may be taken online;
- A student must be in academic good standing in accordance with MMA policy at the time of his or her request to take an online course.

### VALOR Act

The Registrar or designee shall serve as the contact point for evaluation of student military occupation, training, coursework, and experience. The Registrar will evaluate the prospective student’s official transcripts, using the ACE Guide as a key reference for course descriptions and equivalencies.

Courses must carry the equivalent of three or more credits for transfer, and the students must have earned the equivalent of a “C” grade (75%) or better. Accepted coursework will appear on the student’s transcript as transfer courses.

As per Academy policy, only the credits will transfer, not the grades. When necessary, the Registrar will consult with the appropriate department chairperson to determine transferability.

The Registrar will accept CLEP and/ or DANTES exam scores based on Academy policy and the recommended guidelines of these programs.

STCW courses, whether knowledge- or practical-based, will not be replaced by military coursework, training, or experience.

### Cooperative Education Credit for Military Service

With appropriate documentation, credit for one, six-credit cooperative education placement may be awarded to students who meet one of the following eligibility requirements for military service in the U.S. Armed Forces or State National Guard:

- at least one year of full-time, active duty within the preceding five years;
- at least one year of active reserve service within the preceding five years;
- at least 40 days of active service in a single calendar year while enrolled as a full-time student at the Academy;
- fulfillment of the calendar year active reserve commitment while a full-time student at the Academy.

Note: Under the MARAD approved 310 Programs, sea service accrued as part of active or reserve military service cannot be substituted for or credited as sea service toward a USCG license.

## **Academic Program Policies**

### Residency Requirements

Residency requirements for students earning their first baccalaureate degree at the Academy are as follows:

1. Students must complete at least 40 credit hours in residence at the Academy;
2. At least half of courses required in the major must be in residence;
3. All of all courses required in any minor or concentration must be in residence;
4. At least 30 of the last 40 credit hours earned must be in residence (i.e., “final year” requirement).

Residency requirements for students earning their second baccalaureate degree at the Academy are as follows:

1. Students must complete at least 40 credit hours in residence at the Academy;
2. At least half of courses required in the major must be in residence;
3. All of all courses required in any minor or concentration must be in residence.

Residence credit includes the following:

- fall and spring term courses offered for credit through the Academy (including hybrid courses);
- winter and summer intersession courses offered for credit through the Division of Graduate and continuing Education;
- foreign study credit earned through Academy-sponsored programs.

Residence credit does not include the following:

- transfer credit (including any foreign study credit through programs not sponsored by the Academy);
- international baccalaureate credit;
- course exemptions awarded for Advanced Placement (AP coursework, ATP examinations, the College-Level Examination Program (CLEP), and the DSST Program.

## Academic Standing

The following minimum standards are established for fall and spring semester cumulative grade point averages (CGPA):

<b>Year</b>	<b>Retention</b>	<b>Good Standing</b>
First Semester	1.0	1.5
Second Semester	1.5	1.8
Third Semester	1.5	1.8
Fourth Semester	1.8	2.0
Fifth Semester and beyond	2.0	2.0

Note: Academic standards for the purposes of financial aid differ from those above. For more information, see the section titled “Financial Aid and Satisfactory Academic Progress” in the “Financial Aid Policies” section of this handbook.

## Grade Point Calculation

The student academic record contains an alphabetical grade for each course, a semester hour credit for each course, and a grade point notation for each course. The grade point is the product of the alphabetical grade 4.0 point equivalent and the semester hour grade, e.g., grade ‘B’ (3.0 points) times 3 semester hour credits = 9 grade points.

At the end of each term, the grade points for each course are added together and the sum divided by the total of all credit hours to obtain a Term Grade Point Average (TGPA).

At the end of each academic term, the Cumulative Grade Point Average (CGPA) is computed by dividing the total number of grade points earned by the student since entrance to the college by the total number of credit hours.

## **Academic Progress Policies**

### Satisfactory Progress

A student is deemed to be making satisfactory progress toward a degree if the student maintains academic good standing and retains the same academic year designation for no more than three academic semesters.

Students who are not making satisfactory progress toward a degree will be reviewed by the Academic Review Board.

A student must complete all degree requirements, including license programs, within 10 years from the original date of enrollment. All courses, taken either at MMA or at another accredited institution, will have a 10-year time limitation except where Coast Guard regulations otherwise require. Exemptions to the 10-year limit may be considered on an individual basis when recommended by the Vice-President of Academic Affairs and President of the Massachusetts Maritime Academy. Factors that may result in a waiver might include time spent on humanitarian efforts or in military service.

### Academic Year Designation

Students in a degree program have the academic year designation of freshman, sophomore, junior, or senior.

A *sophomore* has successfully completed at least one-fourth of the courses required for the degree program, including all but two required first-year courses.

A *junior* has successfully completed at least one-half of the courses required for the degree program, including all required first-year courses and all but two required second-year courses.

A *senior* has successfully completed at least three-quarters of the courses required for the degree program, including all required first-year and second-year courses and all but two required third-year courses.

### Class Designation

Members of the Regiment of Cadets are designated 1/C, 2/C, 3/C, and 4/C.

4/C status: Cadet Candidates receive recognition as 4/C cadets during the fall semester of their first year of enrollment.

4/C to 3/C status: Students who have successfully completed all but two freshman requirements and have a 1.8 cumulative grade point average.

3/C to 2/C status: Students who have successfully completed all freshman requirements, have successfully completed all but two sophomore requirements, and have a 2.0 cumulative grade point average.

2/C to 1/C status: Students who have successfully completed all freshman and sophomore requirements, have successfully completed all but two junior requirements, and have a 2.0 cumulative grade point average.

4/C to 3/C status (transfer students): Students who have completed one semester at MMA, completed the two-week orientation, completed Sea Term I or experiential learning, earned at least 48 credits (including transfer and MMA credits) prior to the start of spring semester (including English Composition, Precalculus with Trigonometry, and Chemistry I), and have a 1.8 cumulative grade point average.

Transfer students' class year designation is determined on an individual basis by the Vice President for Student Services or designee, based on the anticipated graduation date.

### President's List and Dean's List

At the end of each academic term, full-time student grades are reviewed. For students with no incompletes or grades below C-, term grade point averages are calculated and academic proficiency is noted as follows:

Honor TGPA:

*President's List* 3.6 or higher

*Dean's List* 3.3 -- 3.59

A cadet who appears on the Dean's List or the President's List is entitled to wear the appropriate device on his or her uniform. All ribbons will be awarded by the Vice-President of Academic Affairs or designee at the appropriate time.

## **Student Standing**

### Academic Review Board

The Academic Review Board reviews the academic status and potential of those students subject to dismissal from the Academy. The Board is empowered to recommend mitigation of a student's academic dismissal to suspension or probation.

The Academic Review Board comprises the department chairpersons, the Registrar, and the Dean of Undergraduate Studies. The deliberations of the Academic Review Board are conducted in accordance with procedural rules adopted on its motion. Recommendations are submitted to the President for consideration and final disposition.

Students who fail to meet the standards for retention may be dismissed from the Academy at the discretion of the Academic Review Board.

The Academic Review Board can place a student on academic dismissal, academic suspension, academic probation, or set-back status.

### Academic Dismissal

Academic dismissal constitutes the removal of a student from the Academy because he or she was unable to achieve minimum academic standards.

Students who are academically dismissed from the Academy may not take courses through the Academy's standard 'day' program or through its Division of Graduate and Continuing Education. An academically dismissed student may apply for readmission to the Academy only after having completed at least 12 credits, approved by Massachusetts Maritime Academy and taken at other accredited institutions of higher learning, achieving a minimum cumulative grade point average of 2.50 at those institutions.

Any student falling in one or more of the following categories will be subject to dismissal from the Academy:

- having failed to meet the minimum standards established for retention;
- having failed three or more courses in a single term;
- having been unable to achieve academic good standing after being on probation for two consecutive semesters;
- having failed to advance to the next level of academic standing after three or more semesters.

### Academic Suspension

Academic suspension constitutes temporary removal from the college for academic deficiencies that must be rectified before readmission, as identified by the Academic Review Board. The conditions of suspension include a written notification to the student of the course(s) that must be successfully completed either at MMA, as a non-matriculated student, or at another accredited institution of higher

learning before he or she can be considered for readmission to the Academy. The Dean of Undergraduate Studies will determine the grade and/or grade point average the student must achieve to be considered for readmission to MMA.

Suspension will automatically result when a student fails to complete SM-1111 Precalculus with Trigonometry by the end of the second semester at the Academy.

In order to be considered for readmission, subject to the approval of the Dean of Undergraduate Studies, a student who fails to complete SM- 1111 Precalculus with Trigonometry by the end of the second academic semester may:

1. re-take the course at MMA, as a non-matriculated student, and earn a passing grade (D- or better), or
2. take a similar, pre-approved course at another accredited institution of higher learning and earn a grade of “C” or better.

A student who does not meet the condition of his or her suspension will be academically dismissed from the Academy. A student who satisfies the conditions of his or her suspension will be on academic probation for the following term.

### Academic Probation

Probationary status is a warning to a student that he or she is no longer in academic good standing and is in jeopardy of falling below those standards established for retention or graduation. It is the responsibility of the student to increase his or her academic efforts in order to regain academic good standing.

Probation will automatically result when

- a student’s CGPA falls below those numbers established for academic good standing;
- a student is readmitted following academic suspension or dismissal.

A student will be removed from academic probation by

- raising his or her CGPA to the level necessary to be in academic good standing; and/or
- repeating and obtaining a passing grade in a course necessary to be in compliance with graduation requirements.

A student cannot remain on academic probation for more than two consecutive semesters without being subject to dismissal from the Academy.

A student on academic probation may not take more than 13 academic credits, may not hold any regimental or shipboard leadership position, and may not participate in Academy sponsored clubs, extracurricular activities, or varsity athletics.

## Setback

Academic setback may be granted by the Academic Review Board when it concludes that a student otherwise subject to academic dismissal may benefit by repeating an academic semester at the Academy. A setback student will retake at least three courses for which he or she previously received grades of 'D+' or lower. Grades earned will replace the previous grades in the calculation of the CGPA. The student remains on academic probation during the setback semester and must bring his or her CGPA up to retention standards at the end of the semester or be dismissed from the Academy.

*Eligibility:* A student must have sophomore status or higher as defined by the Academic Standards to be eligible for academic setback, and a student is allowed only one setback while at the Academy.

*Restrictions:* A student on academic setback:

- must retake at least three courses;
- may not take more than one course not taken previously;
- may not take more than 13 academic credits;
- may not hold any regimental or shipboard leadership position;
- may not participate in Academy sponsored clubs, extracurricular activities, or varsity athletics.

## *Dismissal from the Academy*

Any student dismissed from the Academy for conduct reasons will not be allowed to enroll in MMA courses, to include courses offered through the Division of Graduate and Continuing Education.

## **Graduation Standards and Policies**

### Graduation Requirements

To receive a Bachelor of Science degree, a student must

1. be recommended for the degree by the appropriate department in recognition of satisfactory completion of the minimum number of courses and credits as established in the degree curriculum;
2. maintain a cumulative grade point average of 2.0 as well as a grade point average of 2.0 in the major;
3. have not failed, without repeating successfully, any courses in the required curriculum (only failures in courses not required to complete the degree are allowed);
4. maintain prescribed standards of conduct and aptitude;
5. discharge all financial obligations to the Academy;
6. successfully complete applicable U.S. Coast Guard license examinations prior to the awarding of a degree in Marine Engineering or Marine Transportation, as required by the Maritime Administration (MARAD).

### Graduation Honors

Academic excellence for the baccalaureate program is recognized by awarding degrees *summa cum laude* (CGPA of 3.8 or higher), *magna cum laude* (CGPA of 3.6 to 3.79), and *cum laude* (CGPA of 3.3 to 3.59). The CGPA determined for honors is based on all college-level work attempted at Massachusetts Maritime Academy. Students who received three or more 'F' grades at MMA are not eligible for graduation honors.



Graduate students are recognized as having achieved *highest honors* (CGPA of 3.85 or higher) or *high honors* (CGPA of 3.7 to 3.849).

The commencement booklet is printed prior to grades being submitted for the last term. Therefore, the Office of the Registrar must print the honors designation that a student has earned up to but not including his or her final semester. The student's official degree transcript will reflect the appropriate honors designation.

### Rule of Two

Students who are delinquent in no more than two credit-bearing requirements (course, sea term, co-op, or commercial shipping) may participate in the June commencement ceremony by showing proof of registration in their remaining requirements. Their degree will be issued after successful completion of outstanding requirement(s).

Under no circumstances will students delinquent in more than two credit-bearing requirements be allowed to participate in the commencement ceremony.

## **Student Support Resources and Services**

### Academic Resource Center

The Academic Resource Center (ARC) provides tutoring, advising, and disability services throughout the academic year at no cost to students. Services are offered in a supportive, accommodating learning environment by appointment and on a drop-in basis. Students are strongly advised to utilize these services and resources, which impart valuable skills for success in college and which are designed to help students achieve success in their academic programs.

The ARC comprises four academic support units, each of which provides critical support in a particular area. All except the Writing Resource Center are located on the 3<sup>rd</sup> floor of ABSIC, though some evening tutoring takes place in designated rooms in Harrington.

The *Learning Resource Center* offers faculty and peer tutoring in science, technology, engineering, mathematics, business, and a host of other subjects.

The *Writing Resource Center* offers tutoring in written and verbal communication to support literature and composition courses as well as other courses with an oral or written communication component. The Writing Center, located on the 4<sup>th</sup> floor of the ABSIC, also assists students with professional correspondence relevant to their future careers.

The *Advising Office* offers academic advising services and provides resources for college skills and success.

The *Disability Resources Office* offers academic disability services for those students who meet specific criteria.

## Service Desk

The Service Desk, located on the first floor of the ABS Information Commons, provides the campus community with technology assistance.

## Counseling Services

Our on-campus counselors are licensed mental health professionals who provide supportive interventions for a range of issues related to adjustment, development, and social and emotional wellness. Services provided are individual counseling, crisis assessment, prevention programming, community referrals, and consultation to staff and faculty regarding students of concern.

Professional standards of confidentiality are maintained by all staff members. By Federal and Massachusetts law, information cannot be disclosed, even to parents of cadets over the age of 18 years, without written permission from the student. Our Confidentiality Policy and more information may be found on the Academy website at <https://www.maritime.edu/health-safety/clinic>.

## Care and Action for Students Team (CAST)

The focus of Massachusetts Maritime Academy's Care and Action for Students Team (CAST) is the care and concern for students who may be in distress. The team's aim is to connect identified students with the resources and support needed to facilitate achievement of their personal and academic potential while at the Academy.

Members of the MMA community may refer students of concern to CAST by submitting an online referral or by contacting any member of the team.

## Supporting Approaches to Learning Together

Through the Office of Intercultural Engagement, The SALT Program provides comprehensive support services to assist students in graduating successfully. The program is designed to allow first-generation students or low-income students to explore and engage their educational and personal goals within a learning community by offering academic coaching and mentoring.

## Faculty Advising

Each student is assigned a faculty advisor, who is available to help students make progress through their academic programs. Students are encouraged to reach out to their faculty advisor or an advisor in the Academic Resource Center before making schedule changes during the Add/Drop period.

## Disability Resources

Massachusetts Maritime Academy is committed to providing reasonable accommodations for students with documented learning disabilities. The *Americans with Disabilities Act* (ADA) of 1990 defines a disability as a physical or mental impairment that substantially limits one or more life functions.

The ADA Coordinator works in collaboration with faculty and other campus departments to provide support for students with learning disabilities (including ADD and ADHD). This coordination of efforts complies with the mandates of Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act* of 1990.

For more information, visit the Disability Resources web page at <https://www.maritime.edu/academic-resources/disability-resources>.

# Core Competencies and Learning Outcomes

## Introduction

Consistent with its mission of providing each undergraduate student with educational experiences employing both conventional classroom instruction and practical, hands-on experience in state-of-the-art simulators, aboard a seagoing training vessel, aboard commercial ships, in shore-side laboratories, in the workplace, and during experiential learning, Massachusetts Maritime Academy has established institutional student learning outcomes that are derived from the Academy's core competencies and address expectations for the undergraduate experience within the majors, the general education program, and the co-curriculum.

The institutional learning outcomes are as follows:

### *Specialized Knowledge*

- Basic knowledge and understanding of the history, theories, scholarship, tools, technologies, methods, and/or specialized terms of a field of study;

### *Broad and Integrative Learning*

- Basic knowledge and understanding of humanities, social sciences, sciences, and mathematics;
- Ability to explore concepts and questions that bridge different areas of learning;

### *Intellectual Skills*

- Ability to write, read, speak, and listen effectively;
- Ability to critically and creatively comprehend and evaluate new information and ideas;
- Ability to use quantitative reasoning skills, applying basic concepts of mathematics and science;
- Capacity for lifelong learning, including the ability to utilize technology and information literacy;

### *Applied and Collaborative Learning*

- Ability to work and achieve goals as a member of a team;
- Capacity for leadership, including the ability to make rational decisions while complying with a set of standards;
- Ability to perform and behave in a professional manner acceptable for career goals;
- Ability to make appropriate future decisions based on past and present conditions and circumstances;

### *Civic and Global Learning*

- Basic knowledge, understanding, and appreciation of diverse social and political values;
- Capacity for ethical reasoning, including the ability to make decisions and act in a socially responsible manner;
- Ability to integrate knowledge and skills in civic and global contexts;
- Capacity for empathy, including an appreciation for diversity and inclusion;
- Capacity for civic action, including the ability to engage in service that benefits the public good.

## **Refund Policies**

### Massachusetts Maritime Academy Refund Policies

The MMA refund policy complies with state and federal guidelines and applies to all tuition, fees, room, and board. A copy of the refund policy is included in the Academic Standards Manual provided to each student. The refund policy is also available on the Massachusetts Maritime Academy web site.

Academy operating expenses and student charges are determined on an annual basis. The refund policies have been established both in recognition of the Academy's advance commitment to operating expenses and in a spirit of fairness to students who withdraw from the Academy.

#### **Tuition**

Consideration for refund of tuition and fees requires written notice to the Registrar's Office of the student's intention to drop a course or withdraw from the Academy. The date this notice is received by the Registrar's Office is the effective date for determining the refund amount according to the following schedule.

#### **Maritime Academy Preparatory Seminar**

There is no refund of MAPS fees after the first day of classes (50% refund before the end of the first day).

#### **Orientation Fee + Seabag**

There is no refund of orientation fees after the first day of orientation.  
There is no refund of the seabag fee after the first day of orientation.

#### **Academic Semesters**

- Withdrawal prior to first day of classes: Full refund of tuition, fees, room, and board charges;
- Withdrawal during first week of classes: 80% refund of tuition and fees; No refund for room and board charges;
- Withdrawal during second week of classes: 50% refund of tuition and fees; No refund for room and board charges;
- Withdrawal during third week of classes: 20% refund of tuition and fees; No refund for room and board charges;
- Withdrawal after the third week of classes: No refund;
- Withdrawal from the training cruise, cooperative education, commercial shipping, or experiential learning on or after the first day: No refund.

#### **Room and Board**

In accordance with the MMA refund policy, there will be no refund of room and board charges after the start of each semester.

#### **Other Charges**

All other fees and charges are non-refundable unless specifically stated in this handbook and in the MMA Course Catalog.

## Refund Payments

Refund payments of credit balances will not be made until the student's scholarships, loans, and grants are received and credited to the student's account.

Students should consult with the Office of Student Financial Services and review the section titled "Financial Aid" (below) for information on the effect of withdrawal or change in course load on financial aid. The student must pay all charges owed at the time of withdrawal or dismissal.

## Financial Aid Policies

### Financial Aid and Satisfactory Academic Progress

In accordance with federal and state regulations, all students who apply for federal, state, and institutional financial assistance, including student loans and parent PLUS loans, must maintain satisfactory academic progress. A large number of private, credit-based alternative loans also require that the student maintain satisfactory academic progress. Satisfactory academic progress standards for cumulative grade point average (CGPA) and successfully completed credits since beginning at MMA are evaluated at the end of each academic year, following the close of the spring semester. After evaluation, aid applicants will be notified if they do not meet the standards to qualify for aid in the coming year. Students who did not apply for financial aid at the time of review will be evaluated when a financial aid application is received.

*Massachusetts Maritime Academy Policy:* In accordance with applicable federal regulations, the MMA satisfactory academic progress policy requires that students meet both qualitative and quantitative standards for maintaining satisfactory academic progress for financial aid. For financial aid purposes, all grades are used in determining a student's CGPA, including failures that are replaced by passing grades. This may differ from the way these grades are treated by the Registrar's Office.

*Qualitative Measure:* Students must have a financial aid calculated cumulative grade point average (see above), on a 4.0 basis, according to the following schedule:

Attempted Credits	Cumulative GPA
0-12	1.50
12.01-36	1.80
Greater than 36	2.00

*Quantitative Measure (Maintenance of Effort):* The student's entire MMA academic record is reviewed, and the student must successfully complete (pass) at least 67% of all attempted credits. Attempted credits include all credits for which a passing grade, a failing grade, an incomplete grade, or a withdrawal are recorded. The majority of students who fail to meet the completion rate requirement are students who withdraw, for any reason, during a semester.

Any student who does not meet these standards is not eligible for financial aid. Any aid awarded prior to the determination of unsatisfactory academic progress will be cancelled.

Students have the right to appeal the determination of unsatisfactory academic progress if extremely unusual circumstances (e.g., accident, prolonged illness, death in the family) contributed to the student's failure to maintain satisfactory academic progress. Students not meeting the satisfactory academic progress standards are sent a notice outlining their deficiencies, along with an appeal form. The instructions on this form must be followed when submitting an appeal.

All appeals must be submitted in writing to the Satisfactory Academic Progress Committee, c/o Director of Student Financial Services. Appeals can be e-mailed, but are only accepted if sent from the

student's MMA e-mail address. Appeals that do not address all of the points required by the form will automatically be denied.

If the appeal is granted, a written plan developed in conjunction with the Director of Student Financial Services and signed by the student must be submitted to the Office of Student Financial Services no later than one week prior to the start of the semester. The agreement must outline the student's specific academic plan to ensure that the student will be in compliance with the satisfactory academic progress policy by the end of the term specified in the agreement. At a minimum, the plan must include the number of credits the student will take each semester and the minimum grade point average the student must maintain each semester specified in the agreement. For some students, the agreement may be only one semester in length; for others, it may encompass multiple semesters, depending upon how close the student is to being in compliance with the policy.

### Financial Aid Withdrawal Process

Students who receive any financial aid, including grants, scholarships, and federal loans, are subject to the Federal Return of Title IV Funds requirement, which provides a formula to determine the amount of financial aid a withdrawn student may retain. The requirement applies to all students who withdraw from the Academy, including students who do not follow the official withdrawal process and students who are dismissed by the Academy. The requirement remains in effect through the 60% point of the semester, after which the student is entitled to all aid awarded for the semester. MMA applies the same formula to state and institutional scholarships when a student withdraws, whether officially or unofficially, and when a student is dismissed for any reason.

In accordance with these guidelines, the student may retain only a pro-rated portion of the financial aid awarded, regardless of whether the student qualifies for a tuition and fee refund. Based on the student's length of enrollment, MMA must return grants, scholarships, and loans to the federal, state or institutional agency that made the award. If a student completes 45% of a semester, for example, that student is eligible for only 45% of the awarded financial aid for the semester. MMA will return the remaining 55% to the awarding agency or institution. In most cases, the student will end up with a balance due to the Academy.

If the student received a cash disbursement of federal aid in the form of a book voucher or refund, he or she may owe a repayment to the federal government. A student who withdraws may owe a repayment to the Academy or to the federal or state agency providing the financial aid.

# **Information Technology**

## Acceptable Use Policy

### ***Purpose***

The purpose of this policy is to define acceptable use of Massachusetts Maritime Academy's (MMA) applications, hardware, information and other information technology-based resources and systems.

### ***Scope***

This policy applies to any person utilizing MMA's information technology-based resources, including faculty, staff, students and contractors.

### ***Policy***

Information technology resources are intended to support the mission of the Academy. As such, users are encouraged to utilize MMA's information technology resources to the fullest extent. The Academy expects that these information technology resources are utilized in a responsible manner and reserves the right to limit or remove access at any time.

MMA's electronic communications systems, including internet access, telephone, email, and messaging services, are to be used primarily for Academy-related purposes. Users shall have no expectation of privacy over any communication, transmission, or work performed using or stored on MMA's information technology resources. The Academy reserves the right to monitor any and all aspects of its information technology resources and to do so at any time, without notice, and without the user's permission.

Inappropriate use of the MMA information technology-based resources include the following list, which is a representative sample and may not be complete:

- activities that violate local, state, or federal laws;
- excessive, unreasonable or unauthorized personal use;
- performing large data downloads of movies, music, or similar, whether academically appropriate or not, during peak or busy times;
- storing, sending or forwarding e-mails that contain libelous, defamatory, racist, obscene, inappropriate, or harassing remarks;
- visiting or sending information to or receiving or downloading information from Internet sites involving inappropriate topics such as pornography, terrorism, violence, racism, or gambling;
- running servers or wireless access points without prior permission from an MMA IT staff member or designee;
- accessing online games or gambling sites other than for academic purposes;
- soliciting the purchase, sale, rental, or lease of private personal property, goods, services, or real estate;
- infringing on intellectual property rights;
- for any political purpose not permitted under a collective bargaining agreement.

## Use of Information Technology Resources

### ***Access***

Users of MMA's information technology resources are authorized to access only systems, including hardware and software, where access has been approved, per the Computer Access Control and Management Policy.

### ***Remote Access***

Remote access to MMA's information technology resources can be less secure than local access. As such, remote access is authorized for only those users with an approved business use. Users who have been approved for remote access are responsible for adhering to the requirements as defined in the Remote Access Policy.

### **Cloud Computing and Storage**

Advances in cloud computing offer convenient solutions to technology-based problems such as data storage and connectivity. Data placed on any cloud computing storage solution must adhere to the same policies as data stored on MMA's internal computing resources.

### **Computer Virus and Malware Protection**

It is important that users take particular care to avoid compromising the security of the MMA network. Users shall exercise reasonable precautions in order to prevent the introduction of a computer virus or other malware into the MMA network. Virus scanning software is installed on all MMA systems and is used to check any software downloaded from the internet or obtained from any other source. Users are prohibited from disabling, or attempting to disable, virus scanning software. Users must scan portable media devices for viruses and malware before using them to see if they have been infected. If users are unsure of how to utilize virus and malware scanning tools, they should contact the MMA Helpdesk for additional information.

### **Messaging Technologies**

Email should never be used to transmit confidential or restricted information in an unencrypted format. Users must pay additional attention to email content and senders and they must not open email attachments from unrecognized or suspicious senders. If there are questions about the security of an email, email attachment, or email messaging technology users should contact the MMA Helpdesk. For additional information on the use of e-mail and messaging technologies at MMA, consult the Email Communication Policy.

### **Password Use**

Many of MMA's information technology resources require the use of a unique user account and password. Unfortunately, due to the rising use and effectiveness of password guessing tools and social engineering campaigns targeting users, it is important for all MMA technology users to create strong passwords and protect these passwords. To this end, users must never share their passwords with anyone else, must maintain privacy of their password and must promptly notify the MMA Help Desk if they suspect their passwords have been compromised. For additional information on password creation, use and protection, refer to the MMA Computing Password Policy.



## **Physical and Environmental Security**

Assistance from users is required to ensure a physically and environmentally secure working environment. Users are required to be aware of locking and access restriction mechanisms and must proactively challenge unidentified or unescorted personnel within restricted areas of the campus. Additionally, to aid in the physical security of workstations and information technology resources, users who will be leaving their devices unattended must log off or lock the system before leaving. Some campus computers will automatically lock after a specified amount of time of inactivity for additional security. For additional information, refer to the MMA Physical Security Policy.

### ***Enforcement***

Any person found to have violated this policy, intentionally or unintentionally, may be subject to disciplinary action, up to and including loss of access rights, termination of employment or expulsion from the Academy.

### ***Roles and Responsibilities***

Under the direction of the Vice President of Technology and Library Services, the TLS Directors are responsible for coordinating and establishing procedures and practices which are necessary for compliance with this policy.

This policy is owned by the Vice President of Technology and Library Services, who will coordinate any and all revisions.

## Students' Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. Schools may charge a fee for copies.
- Eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- MMA must have written permission from the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information, which MMA defines as follows: student's name, hometown and state, major field of study, dates of attendance, degrees and awards, licenses and certifications, participation in officially recognized sports and activities, weight and height of athletic team members, most recent previous school attended, and a photograph. However, schools must tell eligible students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Further information on FERPA can be found online at the following sites:

<https://studentprivacy.ed.gov/frequently-asked-questions>

[https://studentprivacy.ed.gov/sites/default/files/resource\\_document/file/FERPAforeligiblestudents.pdf](https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPAforeligiblestudents.pdf)

## 2021-2022 Undergraduate Academic Calendar

### 2021 Fall Term (72 Class Days)

Wednesday	1 September	Faculty Academic Orientation
Thursday	2 September	Commence Fall Classes
Monday	6 September	Labor Day – No Classes
Friday	10 September	Last Day to Add Courses
Thursday	23 September	Last Day to Drop Courses
Monday	11 October	Columbus Day – No Classes
Tuesday	12 October	<b>Observe Monday Academic Schedule</b>
Monday	25 October	Mid-Term Deficiencies due by End of Day
Thursday	11 November	Veterans' Day – No Classes
Friday	12 November	Last Day to Withdraw from a Course
Tuesday	23 November	Commence Thanksgiving Break after Last Class
Monday	29 November	Resume Classes
Monday	13 December	Last Day of Classes
Tuesday	14 December	Begin Final Examinations
Friday	17 December	Final Examinations End, End of Fall Semester
Monday	20 December	Final Grades Due by End of Day
Monday	27 December	Academic Review Board Meets – 0900

### 2022 Winter Term (Sea Term 51 Days)

Monday	3 January	Winter Term Begins, Sea Term Begins
Saturday	8 January	Ship Departs Buzzards Bay
Monday	10 January	Commence Winter Classes
Monday	17 January	Martin Luther King Jr Day – No Classes
Friday	18 February	End of Winter Classes
Sunday	20 February	Ship Arrives Buzzards Bay
Tuesday	22 February	End of Sea Term
Thursday	24 February	Sea Term & Winter Class Grades Due by End of Day
Friday	25 February	End of Winter Cooperatives, End of Winter Term

### 2022 Spring Term (72 Class Days)

Tuesday	1 March	Faculty Academic Orientation
Wednesday	2 March	Commence Spring Classes
Wednesday	9 March	Last Day to Add Courses
Tuesday	22 March	Last Day to Drop Courses
Thursday	14 April	Commence Spring Pause after Last Class
Monday	18 April	Patriots' Day Holiday – No Classes
Tuesday	19 April	Resume Classes
Wednesday	20 April	Mid-Term Deficiencies due by End of Day
Wednesday	11 May	Last Day to Withdraw from a Course
Monday – Thursday	16-19 May	License Examinations - <b>(2022 License Candidates Excused from Classes)</b>
Wednesday	25 May	Change of Command, Classes Dismissed at 1530 and Resumed at 1800
Monday	30 May	Memorial Day – No Classes
Tuesday	31 May	<b>Observe Monday Academic Schedule</b>
Tuesday	7 June	Last Day of Classes
Wednesday	8 June	Begin Final Examinations
Monday	13 June	Final Examinations End, End of Spring Semester
Wednesday	15 June	Final Grades due by End of Day
Saturday	18 June	Graduation, Class of 2022
Thursday	23 June	Academic Review Board Meets – 0900

### 2022 Summer Term

Monday	20 June	Summer Term Begins, Commence Intermediate Algebra
Monday	27 June	Commence Summer Classes
Monday	4 July	4 <sup>th</sup> of July – No Classes
Monday	25 July	End of Intermediate Algebra
Sunday	31 July	Commence MAPS
Monday	8 August	End of Summer Classes
Wednesday	10 August	Summer Class Grades Due by End of Day
Friday	26 August	End of Summer Cooperatives, End of Summer Term

# ***Educational Records Policy***

## **DEFINITIONS**

For the Purposes of this policy, Massachusetts Maritime Academy has adopted the following definitions of terms:

Student - any person who attends or has attended Massachusetts Maritime Academy. Attendance commences on the first day of academic classes each term.

Education records - any record (in written, print, tape, film, electronic, or other medium) maintained by Massachusetts Maritime Academy or an agent of the Academy which is directly related to the student, except:

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible by or revealed to any other person except a temporary substitute for the maker of the record.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
3. Records maintained by the Massachusetts Maritime Academy's Campus Police if the record is maintained solely for law enforcement purposes and is revealed only to law enforcement agencies of the same jurisdiction.
4. Records maintained by Health Services if the records are used only for treatment of a student and made available only to those persons providing the treatment.
5. Alumni records which contain information about a student after she or he is no longer in attendance at Massachusetts Maritime Academy and which do not relate to the person as a student.

## **PROCEDURE TO INSPECT EDUCATIONAL RECORDS**

Students may inspect and review their education records upon request to the appropriate record custodian.

Students should submit to the record custodian a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian will make necessary arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days of receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to her or him.

## TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATION RECORDS

The following table identifies the types of records that Massachusetts Maritime Academy maintains, their locations, and their custodians.

Record Type	Office & Custodian	Location
Academic Records	Registrar's Office Danielle Bumpus	Harrington Building
Admissions Records (Excluding application & Academic record)	Admissions Office CDR Josh Tefft	Flanagan Hall
Admissions Records (Academic & application only)	Registrar's Office Danielle Bumpus	Harrington Building
Disciplinary Records	Commandant's Office CDR Steven Kelleher	Dormitory Complex
Financial Aid	Student Financial Svcs. Cathy Kedski	Flanagan Hall
Financial Records	Student Financial Svcs. Cathy Kedski	Harrington Building
Health Records	Sick Bay Dr. Jeffrey Cukor	Dormitory Complex – 4 <sup>th</sup> Co.
Naval Commissioning	Dept. of Naval Science LT Matthew Campbell	Kurz Hall
Occasional Records (not included elsewhere)	As deemed likely	As appropriate
Placement Records	Placement Office CDR Maryanne Richards	Kurz Hall
Student Incentive Program (SIP)	Dept. of Naval Science LT Matthew Campbell	Kurz Hall
USCG License and STCW Documentation	Mariner Credentialing CDR Marie Huhnke	Harrington Hall

### RIGHT OF THE ACADEMY TO REFUSE ACCESS

Massachusetts Maritime Academy reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her rights of access or which were placed in file before 1 January 1975.
3. Records connected with an application to attend Massachusetts Maritime Academy if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

### REFUSAL TO PROVIDE COPIES

Unless required by FERPA regulations, Massachusetts Maritime Academy reserves the right to deny transcripts or copies of records in any of the following situations:

1. The student lives within a reasonable commuting distance of the Academy.
2. The student has an unpaid financial obligation to the Academy.
3. There is an unresolved disciplinary action against the student.

### FEES FOR COPIES OF RECORDS

The fee for copies will be \$2.50 per page not to exceed \$10 per requested record.

### DISCLOSURE OF EDUCATION RECORDS

Massachusetts Maritime Academy will disclose information from a student's education records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records.

\* A person employed by the Academy in an administrative, supervisory, academic, or support staff position.

\* A person employed by or under contract to the Academy to perform a special task, i.e., attorneys or auditors.

A school official has a legitimate educational interest if the official is

\* Performing a task that is specified in her or his job description or by a contract agreement.

\* Performing a task related to the student's education.

\* Performing a task related to the discipline of a student.

A school official is

\* Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.

2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To certain officials of the U.S. Department of Education and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. If required by any state law requiring disclosure that was adopted before 19 November 1994.
6. To organizations conducting certain studies for or on behalf of the Academy.
7. To accrediting organizations to carry out their functions.
9. To comply with a judicial order or a lawfully issued subpoena. The Academy will first make a reasonable attempt to notify the student.
10. To appropriate parties in a health or safety emergency.
11. To the alleged victim of a crime of violence.

## **RECORD OF REQUESTS FOR DISCLOSURE**

Custodians of records will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional parties to whom it may be subsequently disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or eligible student. The following disclosures need not be recorded:

1. To the student, to parents of dependent students, or to parties to whom the student requests disclosure.
2. To properly designated Academy officials.
3. To any party with written consent.
4. To any party seeking directory information only.

## **DIRECTORY INFORMATION**

Massachusetts Maritime Academy designates the following items as **Directory Information**:

student's name,  
hometown and state,  
major field of study,  
dates of attendance,  
degrees and awards,  
licenses and certificates,  
participation in officially recognized sports and activities,  
weight and height of athletic team members,  
most recent previous school attended, and  
a photograph.

The Academy may disclose any Directory Information without prior written consent, unless notified in writing to the contrary during the Add/Drop period of each academic term.

Directory information will be released only when the petitioner has a demonstrated need for information. Commercial and fund-raising enterprises will not outweigh the student's right to privacy.

### **CORRECTION OF ACADEMIC RECORDS**

Students have the right to request corrections to records that they believe are inaccurate, misleading, or in violation of their privacy rights. The following procedure must be followed to initiate the review and/or correction of academic records:

1. A student must ask in writing that a record be amended. In doing so, the student should identify the part of the record to be changed and specify items believed to be inaccurate, misleading, or in violation of her or his privacy or other rights.
2. If the record is not amended, Massachusetts Maritime Academy will notify the student of the decision and advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the record custodian will arrange for a hearing and notify the student, reasonably in advance, of the date, time, and place of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the Academy. The student will be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. Massachusetts Maritime Academy will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Massachusetts Maritime Academy decides that the information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If Massachusetts Maritime Academy discloses the contested portion of the record, the statement must also be disclosed.
8. If Massachusetts Maritime Academy determines that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

### **POLICY ADMINISTRATION**

The Registrar shall maintain this document and retain copies for reference by all parties. Comment and inquiries regarding this policy should be forwarded to the Registrar. Changes, other than those mandated by law or legal interpretation, shall be incorporated only at the beginning of each fiscal year.

Inquiries may also be addressed to:      Family Policy Compliance Office  
United States Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202-4605  
(202) 732-1807