The **Corps Operations Manual** is about who Corps members are and what they are endeavoring to become. It is about the Corps’ mission, vision, priorities, and values. The Corps Operations Manual is at the very heart of the Corps’ disciplined way of life. Its carefully crafted policies, guidelines, standards, and rules are designed to support each Cadet’s academic success, physical and mental well-being, and development as a leader. It includes information relevant to every Cadet, regardless of rank or class, regarding administration, operations, conduct, discipline, honor, scholastics, and Cadet life. The Corps Operations Manual may be amended throughout the academic year via Superintendent’s Statements on Policy, Commandant’s Orders, or memorandum published by the Corps Commander in consultation with the Commandant.

The **Cadet Instructions Manual** is an appendix to the **Corps Operations Manual** and provides in-depth reference and/or details for specific plans, activities and programs of the Corps.

The **Charlie Noble** is a pocket-size summary of information intended for Fish, but strongly encouraged for use by all Cadets.

The above documents are to be used in the instruction and operation of the Corps of Cadets. These documents are in addition to the Texas A&M University at Galveston Student Rules found at [www.tamug.edu/studentrules](http://www.tamug.edu/studentrules).
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· Charlie Noble statement revised  
· Article 101 revised  
· Article 105 revised  
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| · Superintendent’s Statements on Policy Added  
· Article 907.1.c – General information regarding academic misconduct and the associated demerit schedule revised to reflect Academic Misconduct Descriptions from the Galveston Aggie Honor System Office. | 01/26/2018 | 8 |
| · Superintendent’s Statements on Policy Added | 02/19/2018 |   |
SUPERINTENDENT'S STATEMENTS ON POLICY

The Superintendent's Statements of Policy serve as clarifications, updates or addendums to existing policy contained in the Corps Operations Manual. In some cases, the Superintendent’s Statement of Policy may override or supersede a policy contained in the Corps Operations Manual.

Cadets who violate Statements of Policy shall be charged accordingly.

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Date: April 24, 2017

Subject: STCW Complete

References: (a) Texas A&M University Galveston Student Rules
(b) Standard Operating Procedures (SOP) for the Coast Guard’s Interaction with State and Federal Maritime Academies
(c) 46 Code of Federal Regulations 310.3(c)
(d) Texas A&M at Galveston Academic Catalog (Class year dependent)

1. **Purpose**
The purpose of this Policy Statement is to:

   1. Define the term “STCW complete,” and
   2. Establish the responsibilities of Cadets who become “STCW complete.”

2. **Applicability**
This Policy Statement applies to all Cadets who have completed their sea service, watch standing, and maintenance requirements prescribed by Federal law, regulations, or standards agreed by the United States Coast Guard (USCG), the Maritime Administration, and State Maritime Academies in order to sit for license but have yet to complete their academic catalog requirements.

3. **Discussion**
Reference (a) requires Cadets to register for a schedule of courses that follows the program of study for the degree the Cadet seeks (Rule 1).

Cadets who have completed the required length of service (3 years or 6 long semesters), as well as having achieved the required number of sea days, and have stood the required number of watches/maintenance hours required under Reference (c) to achieve their Merchant Mariner Credential (MMC) Third Mates Unlimited License\(^1\) but have not completed their academic requirements under reference (d) to graduate.

Texas A&M Maritime Academy (Academy) requires:

   1. Cadets to achieve the sea service required to qualify for an MMC through shipboard training assignments approved by the Executive Director of Operations and through maintenance and watchkeeping assignments approved and supervised by the officers of the Academy’s training vessel.

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\(^1\) See 46 CFR 1.01-05(e) for the definition of “Merchant Mariner Credential”.
2. Each Cadet to maintain enrollment in the Academy and membership in the Corps of Cadets in compliance with Reference (c).

3. The Superintendent shall interpret the requirements in References a-c consistent with Federal law and policies regarding maritime academies. The Superintendent may grant an LO Cadet credit for successful completion of coursework, sea service, or the demonstration of practical skills at another State or Federal Maritime Academy.

4. **Policy**
   It is the Academy’s policy that:

   1. “STCW complete” means the required number of sea days, watches, and maintenance time has been completed, and

   2. Cadets who become “STCW complete” but have not completed the requirements for an academic degree:
      
      i. Will be placed in Victor Company until they have completed outstanding requirements under References (d).

   3. Attend regular Victor Company formations

   4. Remain enrolled in Texas A&M Maritime Academies USCG mandated Drug testing program.

   5. Remain subject to all Academy instructions, policies, and the Corps Operations Manual

5. **Procedures**
   1. Cadets shall inform the Commandant and provide transcript evidence when they are close to completing their STCW requirements.

   2. Cadets who have met their STCW requirements will be assigned to Victor Company starting the following long semester.

   3. Cadets who fail to return to inform the Texas A&M Maritime staff are therefore choosing to “ghost” their way through a semester; once found will be forced to move back on campus and be placed in a regular company.

   4. This Policy Statement shall be posted appropriately and included in the Academies publications.

   5. Academy personnel shall inform Cadets of this Policy Statement.

   6. Cadets who fail to comply with this policy shall be suspended from the Corps of Cadets and the License Option.
6. **Expiration**
   This policy statement shall be effective immediately and shall remain in effect until rescinded.

   || SIGNED ||

   Michael J. Rodriguez
   RADM, USMS
   Superintendent
Date: April 5, 2017

Subject: Cadet enrollment in ‘No-Cost’ courses after returning to the Academy after the current semester has begun

References: (a) 46 Code of Federal Regulations 310.3 – Schools and Courses  
(b) Texas A&M University Student Rule 7

1. **Purpose**  
The purpose of this Policy Statement is to establish standardize Cadet enrollment in ZOPT courses during fall and spring cruises.

2. **Applicability**  
This Policy Statement applies to all Cadets who return to campus after the fall or spring semesters begin and are not permitted to enroll in courses that include skills and knowledge assessments required by the Standards for Certification, Training and Watchkeeping (STCW).

3. **Policy**  
Texas A&M Maritime Academy (Academy) requires:

   1. Cadets to achieve the sea service required to earn Coast Guard Credentials through shipboard training assignments approved by the Executive Director of Operations, and

   2. Each Cadet must maintain enrollment in the Academy and membership in the Corps of Cadets for at least 3 years according to Reference (a).

Reference (b) requires that Cadets attend a minimum number of sessions of each course that includes skills and knowledge assessments. However, Cadets who return to the Academy after the current semester has begun may not be able to ‘make up’ missed classes and comply with Reference (b).

Therefore, it is the Academy’s policy that Cadets who return late from shipboard training assignments approved by the Executive Director of Operations must:

   1. Return to the Academy immediately, and

   2. At a minimum, enroll in the following ‘no cost’ classes, MART 491 or MARE 491 AND ZOPT 100 or ZOPT 300 during the semester in which the Cadets return from shipboard training.

   3. Enrollment for cadets in Non STCW classes past the census day (12th class day) will be at the discretion of the individual professor and/or Department Head.
4. **Procedures**
   1. Academy personnel shall inform Cadets who have completed their shipboard training assignments after the semester has begun regarding this policy.

   2. Cadets who fail to return to the Academy and enroll as prescribed shall be suspended from the Corps of Cadets and the Academy.

5. **Expiration**
   This policy statement shall be effective immediately and shall remain in effect until rescinded.

|| SIGNED ||

Michael J. Rodriguez  
RADM, USMS  
Superintendent
Date: April 24, 2017

Subject: Academically Complete

References: (a) Texas A&M University Galveston Student Rules
(b) Standard Operating Procedures (SOP) for the Coast Guard’s Interaction with State and Federal Maritime Academies
(c) 46 Code of Federal Regulations 310.3(c)

1. Purpose
   The purpose of this Policy Statement is to:

   1. Define the term “academically complete” and
   2. Establish the responsibilities of Cadets who become “academically complete.”

2. Applicability
   This Policy Statement applies to all Cadets who have completed their academic catalog requirements, but have not completed sea service or other requirements prescribed by Federal law, regulations, or standards agreed by the United States Coast Guard (USCG), the Maritime Administration, and State Maritime Academies.

3. Discussion
   Reference (a) requires Cadets to register for a schedule of courses that follows the program of study for the degree the Cadet seeks (Rule 1).

   Cadets who have completed the required schedule of courses for their degrees may lack the sea service required under Reference (b) to achieve their Merchant Mariner Credential (MMC) or may have not completed the minimum period of training (3 years) prescribed in Reference (c).

   Texas A&M Maritime Academy (Academy) requires:

   1. Cadets to achieve the sea service required to qualify for an MMC through shipboard training assignments approved by the Executive Director of Operations and through maintenance and watchkeeping assignments approved and supervised by the officers of the Academy’s training vessel.

   2. Each Cadet to maintain enrollment in the Academy and membership in the Corps of Cadets in compliance with Reference (c).

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1 See 46 CFR 1.01-05(e) for the definition of “Merchant Mariner Credential”.
3. The Superintendent shall interpret the requirements in References a-c consistent with Federal law and policies regarding maritime academies. The Superintendent may grant an LO Cadet credit for successful completion of coursework, sea service, or the demonstration of practical skills at another State or Federal Maritime Academy.

4. **Policy**

   It is the Academy’s policy that:

   1. “Academically complete” means the required schedule of courses for a degree have been completed, and

   2. Cadets who become “academically complete” but have not completed the requirements for an MMC:
      i. Will be placed in a Victor Company until they have completed outstanding requirements under References (a) and (b).
      ii. Must enroll in the following courses at no cost until they complete all requirements of References (b) and (c):
         a) MART 491 (Research in Marine Transportation) or MARE 491 (Research in Marine Engineering Technology) and
         b) ZOPT 100 (Ship Training Activity) or ZOPT 300 (Ship Practical Training)
         c) Attend regular Victor Company formations
         d) Remain enrolled in Texas A&M Maritime Academies USCG mandated Drug testing program.
         e) Remain subject to all Academy instructions, policies, and the Corps Operations Manual.

5. **Procedures**

   1. Cadets shall inform the Commandant and provide transcript evidence when they near completion of their program of study.

   2. Cadets who complete their program of study will be assigned to a Victor Company starting the following long semester.

   3. Cadets who fail to return to inform the Texas A&M Maritime staff are therefore choosing to “ghost” their way through a semester; once found will be forced to move back on campus and be placed in a regular company.
4. This Policy Statement shall be posted appropriately and included in the Academies publications.

5. Academy personnel shall inform Cadets of this Policy Statement.

6. Cadets who fail to comply with this policy shall be suspended from the Corps of Cadets and the License Option.

6. **Expiration**

   This policy statement shall be effective immediately and shall remain in effect until rescinded.

   || SIGNED ||

   Michael J. Rodriguez
   RADM, USMS
   Superintendent
Date: April 24, 2017

Subject: Corps Complete

References: (a) Standard Operating Procedures (SOP) for the Coast Guard’s Interaction with State and Federal Maritime Academies
(b) TAMMA Corps Operations Manual
(c) 46 Code of Federal Regulations 310.3 – Schools and Courses

1. **Purpose**
   
   The purpose of this Policy Statement is to 1) define the term “Corps complete” and, 2) establish the responsibilities of Cadets who become “Corps complete”.

2. **Applicability**

   This Policy Statement applies to all License Option Cadets who have completed their academic catalog requirements, but have not completed sea service or other requirements prescribed by Federal law, regulations, or standards agreed by the United States Coast Guard (USCG), the Maritime Administration, and State Maritime Academies.

3. **Discussion**

   Texas A&M Maritime Academy (Academy) requires

   1. Cadets to achieve the sea service required to qualify for a Merchant Mariner Credential or MMC through shipboard training assignments approved by the Executive Director of Operations and through maintenance and watchkeeping assignments approved and supervised by the officers of the Academy’s training vessel. See Reference (a).

   2. Each Cadet to maintain enrollment in the Academy and membership in the Corps of Cadets for at least 3 years, in compliance with Reference (c) and/or at the discretion of the Superintendent.

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1 See 46 CFR 1.01-05(c) for the definition of “Merchant Mariner Credential”.
4. **Policy**

It is the Academy’s policy that

“Corps complete” means that a Cadet has met all of the following criteria:

1) Completed all the requirements set forth in Reference (a) with respect to sea service.
2) Completed all six (6) required long semesters of ZOPT 100 and ZOPT 300 according to Reference (c) and/or at the discretion of the Superintendent.
3) Completed all academically required courses in their License Option degree program.
4) Passed the USCG license examination.
5) Completed the above 1-4 before the first day of the start of the following semester.

Cadets who are “Corps complete” will not be required to return to the Corps of Cadets as they continue toward completion of their degree programs.

5. **Procedures**

a. Cadets shall inform the Commandant and provide transcript evidence when they have become “Corps complete”.

b. This Policy Statement shall be posted appropriately and included in the Academies publications.

c. Academy personnel shall inform Cadets of this Policy Statement.

6. **Expiration**

This policy statement shall be effective immediately and shall remain in effect until rescinded.

\[\text{\| SIGNED \|} \]

Michael J. Rodriguez

RADM, USMS

Superintendent
Date: April 25, 2017

Subject: Victor Company

References: (a) Texas A&M University Galveston Student Rules
(b) Texas A&M Maritime Academy Corps of Cadets Operations Manual
(c) 46 Code of Federal Regulations 310.3(c)

1. **Purpose**
   The purpose of this Policy Statement is to:
   
   1. Define who is eligible for Victor Company, and
   2. Establish the Victor Company transfer procedures.

2. **Applicability**
   This Policy Statement applies to all Cadets entering into the Texas A&M Maritime for their first semester as well as those requesting transfer into a Victor Company.

3. **Discussion**
   Reference (b) states that a cadet must be 25 years of age before his/her first day of enrollment, a military veteran, married or with children to be admitted into Victor Company.

   Cadets who turn 25 while enrolled in the Academy are authorized transfer into Victor Company. This transfer must be completed before the start of the Fall semester. No spring transfers will be allowed. They must have previously spent six long (Spring or Fall) semesters in the Maritime Academy Hall. Cadet must be in good academic standing within their respective majors as well as in good standing in regards the Academy and/or Corps discipline system.

4. **Policy**
   It is the Academy’s policy that Cadets who meet the following criteria:
   
   1. Be placed in Victor Company until they have completed outstanding requirements under References (a) and (b).
   2. Attend regular Victor Company formations
   3. Remain enrolled in Texas A&M Maritime Academies USCG mandated Drug testing program.
   4. Remain subject to all Academy instructions, policies, and the Corps Operations Manual.
5. **Procedures**

1. Newly entering Cadets who meet one or more of the (b) Victor policy requirements will be considered a “Day-Duck” Cadet. They will be allowed to live off campus but will be attached to an on-campus company for their first semester; thereby mimicking the day to day operations of a regular cadet during the hours of 0545-1700 Monday- Friday. After their first semester; if the cadet is in good academic/discipline standing then they can request transfer to Victor Company for the Spring semester.

2. Cadets who meet one or more of the (B) policy requirements will also go through the “Day-Duck” program for their first semester of off campus living. After their first semester if they are in good academic and discipline standing then they can request transfer to Victor Company beginning in the Spring.

3. The Victor Company program is a privilege. That privilege may be rescinded at the discretion of the Maritime Academy Commandant Staff; thereby returning a Cadet back to “Day-Duck” status.

4. Military Veterans will be exempt from the “Day-Duck” program and will be in Victor Company from the onset of their first semester. If unsatisfactory Academic/Discipline issues arise then they may be remanded to “Day-Duck” status.

6. **Expiration**

This policy statement shall be effective immediately and shall remain in effect until rescinded.

|| SIGNED ||

Michael J. Rodriguez  
RADM, USMS
Date: October 17, 2017

Subject: Cadet Commercial Cruise Selection Process

References: (a) Texas A&M University Galveston Student Rules
(b) Texas A&M University Galveston Academic Catalog (Class Year Dependent)
(c) Texas A&M Maritime Academy Corps of Cadets Operations Manual
(d) TAMMA Commercial Cruise Rubric (2017-006a)

1. **Purpose**
The purpose of this Policy Statement is to:

1. Define the cadet criteria for commercial cruise billet selection, and
2. Establish what happens to cadets who do not meet the criteria.

2. **Applicability**
This Policy Statement applies to all Cadets who are enrolled in a license option program and have sailed on their initial (Sophomore) cruise.

3. **Discussion**
Reference (a) requires Cadets to register for a schedule of courses that follows the program of study for the degree the Cadet seeks.

Texas A&M Maritime Academy (TAMMA) requires Cadets to:

1. Have passed the appropriate Commercial Cruise prerequisites determined by their catalog reference (b).
2. Have successfully completed the initial (Sophomore) cruise according to reference (b).
3. The cadet has been in good standing with the University Conduct system in reference (a) for his entire tenure at the Maritime Academy.
4. The cadet to be in good standing with the Corps of Cadets Conduct system in reference (c) for his entire tenure at the Maritime Academy.

4. **Policy**
It is the Academy’s policy that if the Cadet:

1. Has passed the appropriate prerequisite classes;
2. Has never been charged with Corps Conduct Probation, Corps Suspension, or Corps Expulsion;

3. Has not been charged with University Probation, University Suspension, or University Expulsion; and

4. Is up to date on maintenance and watch hours

   a) Will result in a cadet being eligible for commercial cruise billet or,

   b) If a cadet does not meet the above, then they are ineligible for a commercial cruise billet.

5. **Procedures**
   
   1. Cadets shall fill out the commercial cruise application with their applicable information.
   
   2. The academic departments department will verify that the student has completed their commercial cruise pre-requisites, will fill out the required student information (such as GPA), and then annotate on the application that the cadet has or has not met the academic requirements to sail on a commercial vessel.
   
   3. The application will then go to the Office of the Commandant. The commandant or his delegate will review the students discipline record and write down the findings. That cadets discipline record or lack thereof will be annotated on the application.
   
   4. The application will then be turned into the Maritime Academy Training Ship Representative. That representative will determine if the cadet is up to date on their maintenance and watch hours; the application will be filled out and marked signaling that the cadet is or is not up to date on his/her required maintenance.
   
   5. If all of the above departments/offices/personnel are in agreement that this cadet is commercial cruise eligible, then using the Corps of Cadet Commercial Cruise rubric found in reference (d) the cadet is given a score which determines the cadet competitive ranking.
   
   6. If it is found that the cadet is ineligible for a commercial cruise billet due to academics, discipline, or ship operations then that cadet will be placed on a school vessel for their second (junior) cruise.

6. **Expiration**
   
   This policy statement shall be effective immediately and shall remain in effect until rescinded.

   || SIGNED ||

   Michael J. Rodriguez  
   RADM, USMS  
   Superintendent
Date: October 17, 2017

Subject: Cadet Commercial Cruise Selection Process

Attachment: Texas A&M Maritime Academy Commercial Cruise Rubric

1. **Purpose**
   This attachment is written to define the Texas A&M Maritime Academy Commercial Cruise Rubric by:

   1. Determining the gradable criteria, and
   2. Establish a grading scale.

2. **Applicability**
   This Policy Statement applies to all Cadets who are enrolled in a license option program, have successfully sailed on their initial (Sophomore) cruise, and are applying for a commercial cruise billet.

3. **Gradable Criteria**
   1. Grade Point Average
   2. Corps of Cadet Standing
   3. Leadership positions held
   4. Core Values
      a) Selfless Service
      b) Corps Service
      c) Respect
      d) Integrity

4. **Policy**
   It is the Academy’s policy to develop a gradable commercial cruise rubric that will determine a ranking structure for cadets who are requesting to sail on a commercial cruise billet.

   1. Grade Point Average (GPA): the GPA will be the cadets major specific cumulatively GPA for classes completed up to the previous semester. No Rounding up of GPA’s.
a) 2.25: zero points (+0)  
b) 2.50: one point (+1)  
c) 2.75: two points (+2)  
d) 3.00: three points (+3)  
e) 3.25: four points (+4)  
f) 3.50: five points (+5)  
g) 3.75: six points (+6)  
h) 4.0: seven points (+7) 

2. Corps of Cadet standing: Graded using the Cadets Merits/Demerits. 
   a) For every ten merits a Cadet has in the Maxient System, he/she will be issued one (+1) point with a maximum of four points added to their total.  
   b) For every ten demerits a Cadet has in the Maxient System, he/she will be issued negative one (-1) point with a maximum of negative four points.

3. Leadership position held: Grade based on the cadets current standing in the Corps of Cadets chain of command or other non-cadet corps leadership positions held. Based on cadets highest position held.  
   a) Corps Staff/ 5 bars: five points (+5)  
   b) Company Commanding Officer/ 4 bars: four points (+4)  
   c) Company Executive Officer/ 3 bars: three points (+3)  
   d) Hearn Honor Guard/Drill Team Commander: three points (+3)  
   e) Student Government Senator: three points (+3)  
   f) Company Master Chief/ 2 bars: two points (+2)  
   g) Student Government representative: two points (+2)  
   h) Student Group president/vice president: two points (+2)  
   i) Company Squad leader/Chaplain/ 1 bar: one point (+1)
j) Student Group treasurer/secretary/etc.: one point (+1).

4. Core Values

a) Selfless Service: every eight hours of community service completed within the current and previous semester will give a cadet one quarter point (+.25) with a maximum allowed of one point (+1). Prior military service will be considered (+1).

b) Corps Service: For every semester of participation in a Corps of Cadet group (Hearn Honor Guard, USCG AUP, Drill Team) a cadet will be issued one quarter point (+.25) with a maximum allowed of one point (+1).

c) Respect: Three TAMMA Staff or Faculty will be asked to issue their opinion about the cadet applying for commercial cruise. These TAMMA representatives will either be a faculty member that the cadet is currently enrolled with or someone that the cadet has routine interactions with such as their Asst. Commandant. Each person will be able to give a positive point (+1), no points (+0), or a negative point (-1) at their own discretion.

d) Integrity: If the cadet has ever been assessed an academic dishonesty charge while attending Texas A&M University at Galveston then that cadet will be issued a three point penalty (-3).

5. Example

1. Third class Cadet Earl Rudder is the Master Chief of Alpha two and is hoping to get a commercial billet in the summer of 2018. He is an above average cadet with 30 merits, a 3.47 GPA, and he was a member of the Hearn Honor Guard for both the fall and spring of his freshmen year. Cadet Rudder volunteered for the fall 2017 small event and the spring 2018 big event. When asked; all three of the faculty/staff spoke very highly of him and recommended him to sail on commercial vessel. Cadet Rudder lives by the aggie code of honor and has never had an academic honor violation.

Cadet Rudder’s Commercial cruise score would be the following:

<table>
<thead>
<tr>
<th>Grade Point Average</th>
<th>+4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership Position held</td>
<td>+2</td>
</tr>
<tr>
<td>Corps of Cadet Standing</td>
<td>+3</td>
</tr>
<tr>
<td>Selfless Service</td>
<td>+.5</td>
</tr>
<tr>
<td>Corps Service</td>
<td>+.5</td>
</tr>
<tr>
<td>Respect</td>
<td>+3</td>
</tr>
<tr>
<td>Integrity</td>
<td>+0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12.50</strong></td>
</tr>
</tbody>
</table>

2. Third class Cadet Robert Dillon is also in Company Alpha two with Cadet Rudder, and just like cadet Rudder he is hoping to get a commercial cruise billet for the summer of 2018.
Cadet Dillon is the secretary of the two-step club, has 15 merits, and a 2.78 GPA. He volunteered for the spring 2018 big event, has never been in any Corps related groups, and received two positive and one neutral review by the staff and faculty of TAMMA. Cadet Dillon is currently in good academic standing with the Academy but during the fall of 2017 was charged with plagiarism on a ship report.

Cadet Dillon’s Commercial cruise score would be the following:

<table>
<thead>
<tr>
<th>Metric</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Point Average</td>
<td>+2</td>
</tr>
<tr>
<td>Leadership Position held</td>
<td>+1</td>
</tr>
<tr>
<td>Corps of Cadet Standing</td>
<td>+1.5</td>
</tr>
<tr>
<td>Selfless Service</td>
<td>+.25</td>
</tr>
<tr>
<td>Corps Service</td>
<td>+0</td>
</tr>
<tr>
<td>Respect</td>
<td>+2</td>
</tr>
<tr>
<td>Integrity</td>
<td>-3</td>
</tr>
<tr>
<td>Total</td>
<td>3.75</td>
</tr>
</tbody>
</table>

6. **Deciding Factor**
   If two or more cadets have the same score, then it is at the discretion of the Superintendent of the Maritime Academy as to who is deserving of the higher position in the commercial cruise rankings.

7. **Expiration**
   This policy statement shall be effective immediately and shall remain in effect until rescinded.

∥ SIGNED ∥

Michael J. Rodriguez  
RADM, USMS  
Superintendent
DATE: January 26, 2018

SUBJECT: Watch Standing Policy

REFERENCES: (a) Texas A&M at Galveston In Port Standing Orders
(b) TAMMA Corps Operations Manual

1. **Purpose**
The purpose of this Policy Statement is to:

   1) define the watch standing policy for use on board the training ship; and

   2) establish what is expected of all cadets while in a watch standing capacity.

2. **Applicability**
This Policy Statement applies to all Maritime Academy Cadets, both marine transportation and marine engineering license option, who are currently enrolled in Texas A&M Maritime Academy (TAMMA); to include those who reside either on and off campus.

3. **Discussion**
TAMMA cadets are responsible to stand the watch onboard the training ship on a continuous 24 hour rotation. Each cadet is expected to perform assigned duties as it is described in reference (a).

   1) Each Cadet is responsible for their actions onboard the vessel found in reference (a) with the sanctions for failing to fulfill watch responsibilities based on the severity of the failure.

   2) Cadets will continue to stand while enrolled in TAMMA. Current attendance regulations are provided in reference (b).

   3) The Master of the training ship, in consultation with the superintendent, will determine when to suspend watches aboard the training ship.

4. **Policy**

   A) It is the Academy’s policy that all cadets:

      1) Will stand the watch that they are assigned regardless of age, corps standing, prior military service, license completion, or class ranking.
2) Are to perform their assigned position’s duties and responsibilities as directed in reference (a).

3) Will be held accountable under reference (b) for failing to conduct watches outside of the direction according to reference (a).

4) Are to stand a minimum of 24 hours of watch during their tenure at TAMMA.

B) Maintenance and watch hours are not interchangeable. Maintenance will not be counted toward watch hours, and neither will watch hours be counted as maintenance hours.

1) No maintenance credit will be given for community service or any other work not preformed onboard the training ship unless approval by Chief Mate or the ship’s Master.

5. **Procedures**
   A) Cadets shall arrive fifteen minutes before the hour to allow for proper turnover of duties before assuming the watch.
   
   B) Cadets will read and, if necessary, sign the Masters in port standing orders/night orders.
   
   C) Cell phones or other electronic devices are **not permitted** while standing watch.
   
   D) Ensure an efficient turnover is completed and documented for proper logging purposes.
   
   E) Cadets will only leave their post when properly relieved by the ongoing watch stander per the watch bill or the first class if said watch relief is unavailable.

6. **Expiration**
   This policy statement shall be effective immediately and shall remain in effect until rescinded.

|| SIGNED ||

Michael J. Rodriguez  
RADM, USMS  
Superintendent
Date: January 30, 2018

Subject: Maintenance

References: (a) ZOPT 300 Syllabus
(b) Texas A&M Maritime Academy Corps of Cadets Operations Manual
(c) The International Convention on Standards of Training, Certification and Watchkeeping (STCW) for Seafarers

1. **Purpose**
   The purpose of this Policy Statement is to:
   
   1. Define the STCW Maintenance policy for use on board the training ship, and
   2. Establish expectations of all cadets while enrolled in ZOPT 300.

2. **Applicability**
   This Policy Statement applies to all Texas A&M Maritime Academy Cadets (TAMMA), both Maritime Transportation and Marine Engineering Technology license option, who are currently enrolled in TAMMA; including those who reside either on and off campus.

3. **Discussion**
   TAMMA cadets are responsible for completing 216 hours of maintenance during their time of enrollment within TAMMA. Each cadet is expected to perform assigned maintenance duties in accordance with reference (a).
   
   1. Each Cadet is responsible for their actions at all times onboard the training ship. See reference (a).
   2. Cadets will continue to enroll in ZOPT 300 until they have completed 216 hours. Current attendance regulations are provided in reference (b).
   3. The Master of the training ship, in consultation with the Superintendent, will determine the daily maintenance schedule aboard the training ship.

4. **Policy**
   A) It is the Academy’s policy that all cadets:
   
   1) Will enroll in ZOPT 300 for 6 semesters regardless of age, corps standing, prior military service, license completion, or class ranking.
2) Are to arrive during their designated ZOPT 300 scheduled class time as directed in reference (a).

3) Will be held accountable under reference (b) for failing to successfully complete 12 sections of ZOPT 300 according to reference (a).

4) Are to stand a minimum of 36 hours of watch each semester until they have reached the required 216 hours of STCW maintenance hours that is required to graduate.

5) Cadets may complete their maintenance obligation early at the discretion of the Superintendent.

B) Maintenance and watch hours are not interchangeable. Maintenance will not be counted toward watch hours, and neither will watch hours be counted as maintenance hours.

   1) No maintenance credit will be given for community service or any other work not performed onboard the training ship during that cadets designated class time unless approved by Chief Mate or the ship’s Master.

5. **Procedures**
   A) Cadets shall arrive at least five minutes before their designated maintenance time, cadets arriving more than 10 minutes after class has begun will be refused admittance and will not be given credit for the day.

   B) Cadets will only be given credit for attending the ZOPT 300 during their scheduled period. A cadet who seeks to preform maintenance at a time other than the assigned time will be refused admittance and will not be given credit for the day.

   C) Cadets will sign in and keep track of their own maintenance hours. TAMMA will independently keep track of cadet’s maintenance time for that cadets official STCW record.

   D) Use of cell phones, other electronic devices, and vaping devices are strictly forbidden while working in a maintenance capacity.

   E) ZOPT 300 will officially end on the 12th week of the semester; at that time if a cadet has attended every class session, they will have reached the required 36 hours and be complete for the semester.

   F) If a cadet has missed ZOPT 300 at any previous time during the semester then they are allowed to make it up during their scheduled class time until the end of the semester.

   G) If a cadet has missed more than three classes of ZOPT 300 they will not receive credit for that semester’s maintenance and must repeat the class.
6. **Expiration**
   This policy statement shall be effective immediately and shall remain in effect until rescinded.

   || SIGNED ||

   Michael J. Rodriguez  
   RADM, USMS  
   Superintendent
CHAPTER 1 – WHO WE ARE AND WHAT WE HOLD TO BE IMPORTANT

ARTICLE 101 – MISSION AND PURPOSE STATEMENT

1) Texas A&M University at Galveston (TAMUG) is a special-purpose institution of higher education for undergraduate and graduate instruction in marine and maritime studies in science, engineering and business, and maritime officer education in leadership and ship operations and for research and public service related to the general field of marine resources. The institution is under the management and control of the Board of Regents of The Texas A&M University System, with degrees offered under the name and authority of Texas A&M University (TAMU).

2) The Texas A&M Maritime Academy (TAMMA) is one of only six state maritime academies in the United States and the only one in the Gulf of Mexico. The mission of the Texas A&M Maritime Academy is to provide the maritime industries of the State of Texas and the United States with highly educated, professional maritime officers, capable of serving aboard commercial and military vessels. To meet this mission, the Texas A&M Maritime Academy includes a Corps of Cadets.

3) The purpose and goal of the Texas A&M Maritime Corps of Cadets is: To develop leaders of character dedicated to serving the greater good.

ARTICLE 102 – PRIORITIES

1) Academic success for all Cadets.

2) Positive, challenging, values-based leadership development experience for all Cadets.

3) Maintain a highly specialized maritime training and education program.

4) Provide the maritime industries of the State of Texas and the United States with highly professional U.S. Coast Guard licensed Merchant Officers (deck/engine) and U.S. Naval Officers to serve our maritime interests.

ARTICLE 103 – CORE VALUES OF THE CORPS OF CADETS

1) The core values of Texas A&M University are the core values of the Corps of Cadets. They reflect what we hold to be important and guide our daily lives, especially our relationships with others. Our core values shape the environment in which we live, study, and develop our leadership.

a) Excellence (Set the bar)

i) “Excellence stems from a great sense of pride in who we are and what we believe in.” ~ Dr. Robert Gates (Former Texas A&M President and Former Secretary of Defense)

b) Integrity (Character is destiny)

i) “The Aggie Code of Honor which Aggies recite by heart: 'Aggies do not lie, cheat or steal nor tolerate those that do' shows what goes to the heart of being an Aggie.” ~ Texas A&M Leadership
c) **Leadership** (Follow me)
   
i) “The spirit of leadership is instilled in every student -- whether they go on to lead in the boardroom or in the backyard -- they have the values, the confidence and the experience to lead change in their world.” ~ *Texas A&M Leadership*

d) **Loyalty** (Acceptance forever)
   
i) “*Per Unitatum Vis.* Through unity, strength.” ~ *Texas A&M University Corps of Cadets Motto*

   ii) “Loyalty and respect for tradition is about a sense of belonging to something greater than yourself. You're a part of a history of traditions...of a larger community.” ~ *Former Executive Vice President and Provost, Dr. David Prior*

e) **Respect** (We are the Aggies, the Aggies are we)
   
i) “A&M students aren't just joining a university, they're joining a lifelong family that understands the value of loyalty, camaraderie, and unconditional support.” ~ *Texas A&M leadership*

f) **Selfless Service** (How can I be of service?)
   
i) “A&M encourages volunteerism, encourages being one of a thousand points of light, helping others ... and it comes naturally to Aggies.” ~ *Former U.S. President George H.W. Bush*

   ii) “Let future generations understand the burden and the blessings of freedom. Let them say we stood where duty required us to stand.” ~ *Former U.S. President George H.W. Bush*

**ARTICLE 104 – AGGIE CODE OF HONOR**

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

2) Articles of the Aggie Code of Honor include:

   a) **Article I**
      
i) A Cadet will not knowingly make any false statement, written or spoken.

   b) **Article II**
      
i) A Cadet will not impart or receive any assistance, either outside or inside a classroom or places of instruction, which would tend to give any student an unfair advantage.

   c) **Article III**
      
i) A Cadet will not take or receive any property of another person or persons, under any circumstances, without the specific authority of that person or persons.

   d) **Article IV**
      
i) A Cadet will not use evasive statements or technicalities in order to shield guilt or defeat the ends of justice.
e) **Article V**
   i) A Cadet will report to his/her Commander all known or suspected honor violations by any Cadet or Cadets.

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

**ARTICLE 105 – CADET OATH**

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

2) The Cadet Oath affirms and solidifies each Cadet’s commitment to the core values of the Corps of Cadets and Texas A&M University at Galveston. It is a promise to oneself, in the presence of family, friends, the University community, and the entire Aggie family, to always strive to be the epitome of soldier, states person, and knightly citizen. The Cadet Oath challenges us to always dedicate ourselves as leaders of character in service of the greater good and to be a part of something bigger than ourselves – the Aggie Spirit.

**ARTICLE 106 – HAZING**

1) It is imperative that every member of the Corps understands the University’s rule on hazing: It will not be tolerated nor should any Cadet participate in it.

   a) Cadets should reference the following:

      i) Student Rule 24 – Student Conduct Code

         (1) [www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html](http://www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html)

      ii) Hazing

         (1) [www.tamug.edu/studentrules/Appendices1/Appendix_VI.html](http://www.tamug.edu/studentrules/Appendices1/Appendix_VI.html)

**ARTICLE 107 – SEXUAL DISCRIMINATION, SEXUAL HARASSMENT, SEXUAL ASSAULT & VIOLENCE**

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

2) Texas A&M University at Galveston provides equal opportunity to all employees, students, applicants for employment or admission, and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity. Texas A&M University at Galveston will promptly investigate all complaints of illegal
discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws. Additional information regarding TAMUG Title IX – Sexual Discrimination, Sexual Harassment, Sexual Assault & Violence can be found at www.tamug.edu/hrd/Title IX.html.

a) Cadets should also reference the following:

i) Student Rule 24 – Student Conduct Code

(1) www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html

ii) Investigation and Resolution of Complaints Against Texas A&M Students for Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, Stalking and Related Retaliation (SSDDSR)

(1) www.tamug.edu/studentrules/Student_Grievance_Procedures/47_Sexual_Harassment.html

iii) Sexual Violence Protocol – Texas A&M University at Galveston

(1) www.tamug.edu/studentrules/Appendices1/Appendix_XII.html

3) Reporting an incident to a Designated University Official:

a) Students, faculty, staff, third parties, and applicants for employment or admission should report incident(s) to the appropriate Designated Official below who handles alleged violations committed by students, faculty, staff, and third parties.

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

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

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

4) Title IX Coordinators:

a) Texas A&M University (Main Campus) Title IX Coordinator:

i) For reporting incidents or making inquiries regarding discrimination based on sex, you also may contact the TAMU Title IX Coordinator at (979) 845-0977 or at TitleIX.Coordinator@tamu.edu. The office address is 750 Agronomy Road, Suite 2101, College Station, TX 77843. See the TAMU Title IX Website urc.tamu.edu/title-ix/.
b) Texas A&M University at Galveston Title IX Campus Coordinator:

i) For reporting incidents or making inquiries regarding discrimination based on sex, you also may contact Jeff Boyer, TAMUG Title IX Campus Coordinator at (409) 740-4503 or at TitleIXCoordinator@tamug.edu. The office address is 200 Seawolf Parkway, Powell Marine Engineering Complex (Building #3027) Suite 123, Galveston, TX 77554. See TAMUG Title IX website www.tamug.edu/hrd/Title IX.html.

5) Sexual Harassment

a) Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. Sexual harassment includes sexual violence, sexual assault, non-consensual sexual contact, sexual exploitation, and sex-based dating violence, domestic violence, and stalking.

6) Reporting Abuse or Neglect

a) State law requires all persons having cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect to immediately make a report (even if the belief is premised upon incomplete or dated information) to: any local or state law enforcement agency; the Department of Family and Protective Services (DFPS); the state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or the agency designated by the court to be responsible for the protection of children. Further, all persons having cause to believe that an individual 65 years or older or a disabled person 18 years of age or older is in the state of abuse, neglect, or exploitation are required to notify the DFPS.

b) To report abuse or neglect to DFPS, contact the Texas Abuse Hotline at (800) 252-5400 or visit http://www.dfps.state.tx.us/Contact_Us/report_abuse.asp
CHAPTER 2 – MEMBERSHIP IN THE CORPS OF CADETS

ARTICLE 201 – DEFINITION OF CADET

1) A “Cadet” is defined as any individual who is a currently approved member of the Corps of Cadets regardless of program designation (i.e., License Option, Drill & Ceremonies, NROTC).

ARTICLE 202 – GENERAL MEMBERSHIP INFORMATION

1) Membership into the Corps of Cadets requires an individual receive an admission into Texas A&M University at Galveston and the Texas A&M Maritime Academy. The Commandant is responsible for final approval of memberships based on established standard operating procedures for the Office of the Commandant and the Texas A&M Maritime Academy Quality Standards System. In the case of License Option Cadets, final approval may require input from the Office of the Superintendent as well as respective academic departments.

2) All incoming new Cadets are assigned into their initial unit at the start of O-Week. Unit transfers must be approved by the Commandant. Assignment to a unit in the combined Victor Companies is discussed below.

3) All Cadets are required to live in the Texas A&M Maritime Academy Hall until the conclusion of their senior year. Exemptions to this requirement are discussed in Article 203.

4) Active membership of a Cadet continues until he/she resigns, is removed, or graduates. However, continued membership is not guaranteed.

5) Selection for membership and/or maintaining active membership into the Corps of Cadets requires an individual to:

   a) Abide by all rules, policies and procedures of the Corps of Cadets and Texas A&M University at Galveston Student Rules.

   b) Attend all drill periods, practical training, watch duties/watch hours, ceremonies, and formations unless properly excused.

   c) Enroll in at least 12 semester hours of courses for undergraduate and 9 semester hours for graduates, or what is appropriate for the degree program.

   d) Maintain at least a 2.00 overall GPR.

   e) Complete a residence hall contract and live on-campus.

      i) This does not apply to current Cadets, who:

         (1) Have met the off-campus housing requirements for the Corps as identified in Article 106 below and/or;

         (2) Have been awarded the privilege of membership into one of the units in the combined Victor Companies pursuant to Article 106 below.
f) Agree to release any information from the Office of Responsible Citizenship (including but not limited to academic misconduct and student conduct) to the Office of the Commandant and/or the Office of the Superintendent.

g) Agree to random room inspections the academic week (Monday through Friday) between 0800-1200.

h) Agree to participate in the random drug testing program.

i) Agree to complete all outstanding demerits, restricted weekends, or maintenance work by the deadline and no later than two weeks before the end of the semester.

j) All License Option Cadets must spend a minimum of three (3) years in the Texas A&M Maritime Academy at Texas A&M University at Galveston in order to receive their license.

   i) This also applies to those Cadets who transfer from another academy regardless of the time spent at said academy.

6) Due to STCW requirements, to be considered “Corps Complete” all requirements established in the Superintendent’s Statement of Policy 2017-004 must be satisfied without exception.

ARTICLE 203 – CLASS SYSTEM

1) A Cadet’s designation in a particular class shall be based upon the expected date of graduation, and number of semesters completed in the Corps of Cadets.

   a) Cadet classification and academic classification are usually the same but may differ (i.e., a senior in the Corps may not necessarily be a senior by University academic standards).

   b) Cadet rank or class will not change until the after “First Pass” has concluded during the spring Change of Command Ceremony.

      i) Only the Commandant is authorized to change a Cadet’s rank or classification prior to the spring Change of Command Ceremony.

2) All new incoming Cadets for the fall semester will begin as Fish in the Corps, regardless of the number of hours you transfer in with, and will remain a Fish for one entire school year.

   a) Graduate students entering the Corps of Cadets for the very first time will also begin as a Fish and will remain in such status for one entire school year. The Cadet will then be assigned to the appropriate class the following school year.

3) Qualification for Cadet officer positions and certain Cadet privileges are based upon the class to which an individual Cadet is assigned.

4) The Cadet Class is as follows:

   a) 1st Class (1C; Senior): Seniors hold the rank of Cadet commissioned officers. They are the executive leaders of the Corps and are expected to establish, focus on, and communicate their Unit’s vision, purpose, and values; establish and maintain a positive environment, develop others, and make the decisions that affect unit operations.
b) **2nd Class (2C; Junior):** Juniors hold the rank of Chief Petty Officer/Cadet 2nd Class. They are the indirect leaders of the Corps and are expected to communicate their Unit’s vision, purpose, and values; maintain a positive environment, develop others, and implement the directions, programs, and rules made by the seniors.

c) **3rd Class (3C; Sophomore):** Sophomores hold the rank of Petty Officer/Cadet 3rd Class. They are the direct leaders and are expected to execute the directions, programs, and rules established by the juniors and seniors.

d) **4th Class (4C; Fish/Freshman/First Year):** Freshmen (First Year) hold the rank of Cadet 4th Class. They are expected to be good followers and to carry out the lawful orders of the upperclassmen.

**ARTICLE 204 – OFF-CAMPUS HOUSING, VICTOR COMPANY ASSIGNMENT, DAY-CADET**

1) **Off-Campus Housing**

   a) Off-campus housing is available only to Cadets who have met one of the following prior to admission into Texas A&M University at Galveston and the Texas A&M Maritime Academy:

      i) Married and residing with spouse in the area of Galveston County; or

      ii) 25 years of age or older prior to the first day of class for the semester of entry.

   b) Off-campus housing may be granted by the Commandant to those individuals who are veterans and/or prior service.

      i) A veteran is defined as “a person who served in the active military service and who was discharged or released under conditions other than dishonorable”)

      ii) Prior service is a designation given to those individuals who (a) served in the Reserves or in the National Guard, (b) does not have any active duty service, (c) has completed service requirements, and (d) has officially separated with either an honorable discharge or general discharge under honorable conditions.

      iii) A veteran or prior service Cadet seeking consideration from the Commandant for off-campus housing must submit a written request to reside off-campus must be submitted to the Commandant prior to the start of O-Week and must include the Cadet’s DD-214 Member 4 (or Copy 4) and proof of housing (i.e., copy of signed lease with the Cadet identified as a resident; proof of ownership of home; etc.). Upon receipt of the written request, the Commandant will review the documentation presented and render a decision, which is considered final.

   c) The Commandant may review individual requests for off-campus housing and may make recommendations to the Director of Residence Life. The decision for off-campus housing will be made by the Director of Residence Life and is considered final.

2) **Victor Company Assignment and Day-Cadet**

   a) Residing off-campus does not automatically result in automatic assignment into Victor Company.
i) Victor Company is considered a special unit of the Corps of Cadets. Therefore, assignment into a unit in the combined Victor Companies is a privilege awarded by the Commandant.

b) At the start of O-Week, all incoming Cadets residing off-campus are initially designated as a Day-Cadet and are assigned to a standard Corps unit (i.e., Company A, Company B, etc.).

(1) A Day-Cadet is an official member of the assigned initial unit.

(2) All Day-Cadets are included in the Company roster for the initial unit and will participate/engage accordingly under the direction of the Company Commander of the initial unit. This includes:

(a) Wearing the correct class belt (i.e., black cotton belt for Fish).
   (i) Only veterans and/or prior service individuals are authorized to wear the khaki belt.

(b) Attendance at all morning formations and morning activities unless excused via an approved military letter.

(c) Serving Call-to-Quarters (CQ) in a common study area of the unit’s floor unless released to study at his/her off-campus residence via an approved military letter.
   (i) To help promote academic success and ensure access to on-campus academic support resources, Day-Cadets are encouraged to remain on-campus during CQ.

(d) Participation in Corps activities and/or Company activities as required unless excused via an approved military letter.

c) After final grades post for the first semester, a Day-Cadet may submit a written request to the Commandant for consideration of assignment into Victor Company.

   i) The Commandant will review the academic, conduct, and discipline records of the Day-Cadet to determine if the Day-Cadet has earned the privilege for entry into Victor Company. The Commandant’s review may also include input from the Assistant Commandants and the Company Commander of the initial unit.

   ii) If the Commandant is satisfied the Day-Cadet has demonstrated strong academic success and does not have any major conduct infractions (or excessive demerits), the Commandant will then summon the Company Commander of the initial unit and the Victor Company Commander.

   (1) A Day-Cadet granted the privilege of assignment into Victor Company is:

   (a) Classified as Cadet (he/she sheds the title “Day-Cadet”) and

   (b) Awarded the privilege attending morning formations twice a week (as opposed to five days a week).
iii) If the Day-Cadet has not demonstrated strong academic success or has major infractions (or excessive demerits), then he/she will remain in his/her initial unit as a Day-Cadet for the following semester.

(1) The Day-Cadet may submit a new request for consideration upon completion of the additional semester in his/her initial unit.

iv) The Commandant can revoke a Cadet’s privilege of assignment into Victor Company as a result of poor academic performance and/or Cadet/student conduct.

(1) When the privilege is revoked, the Cadet will be returned to Day-Cadet status with his/her initial unit and shall remain in such assignment for the following two (2) full semesters.
   
   (a) After completing the (2) full semesters, the Day-Cadet may submit a new request for consideration.

  d) Day-Cadet status will not be approved for any Cadet living on-campus.

  e) Cadets identified by the Department of Residence Life and/or the Office of the Commandant as “ghost” will not be granted Day-Cadet status.

3) All Cadets living off-campus are subject to the rules, policies, and procedures in the Corps Operations Manual and Texas A&M University at Galveston Student Rules.
ARTICLE 301 – CHAIN OF COMMAND

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

2) Chain of Command at the Office of the Commandant level:
3) Chain of Command at the Corps level:

4) Chain of Command at Corps Staff level:
5) Chain of Command at Major Unit (Battalion) level:

![Chain of Command Diagram]

ARTICLE 302 – PROFESSIONAL STAFF POSITIONS AND POSITION DESCRIPTIONS

1) Superintendent

   a) The Superintendent of the Texas A&M Maritime Academy (TAMMA) oversees all professional, Standards Training Certification and Watch keeping (STCW) training of the TAMMA. The Superintendent ensures that Cadets meet all U.S. Maritime Service (USMS) license requirements for U.S. Coast Guard (U.S.C.G.) Third Mate (Deck), Third Assistant Engineer, and the requirements to commission as an officer in the Naval Service. The Superintendent also provides liaison between various components within the University and the various federal agencies that have responsibility over the maritime academies (i.e., U.S. Maritime Administration, Coast Guard and Navy).

2) Deputy Superintendent

   a) Position description to be added

3) Commandant of the Corps of Cadets

   a) Responsible to the Superintendent for the overall operations and plans of the Corps of Cadets. Responsible for developing young men and women of character to provide values based leadership for both the merchant marine and military services. Oversees all aspects of Cadets life to include organization and operation of the Corps, academics, leadership/training and assignments, discipline, housing, uniform rules, awards and decorations, and Corps formal events. The Commandant is the immediate supervisor of the Assistant Commandants and the Corps Commander. Included into the structure of the Office of the Commandant for operational purposes, but reporting directly to the Commandant, is the Navy ROTC Officer-In-Charge and Navy ROTC Assistant Officer-In-Charge as well as Corps Housing.

4) Assistant Commandants

   a) Responsible to the Commandant concerning the day to day activities of the Corps. Directs the training of the Color Guard, Cadet Drill Team, Sea Aggie Band and the drill and ceremonies
activities of the Corps. Directs the logistical and housing requirements of the Corps and may be assigned to oversee a specific major unit/battalion. May also serve as an advisor to a special unit within the Corps and/or a University-recognized student organization.

5) Master of the Vessel

a) Responsible to the Superintendent for the safe and efficient operations of the USTS GENERAL RUDDER. The Captain oversees all aspects of the ship operations. All members of the crew answer to the Captain and underway the Captain is responsible for the safety of everyone onboard. The Captain sets up the ship’s watch and practical training schedule and oversees budgeting and planning. The Captain is responsible for conducting Captain’s Mast for those Cadets who are not meeting standards.

6) Chief Mate

a) Responsible to the Captain for daily ship operations to include planning up keep and maintenance of deck spaces. Oversees all maintenance in conjunction with the Chief Engineer and First Assistant Engineer.

7) Chief Engineer

a) Responsible for all Engineering aspects of the ship. Responsible to the Captain of the vessel and the Superintendent for safe and efficient operation of the USTS GENERAL RUDDER Engineering Department.

8) Director for Administration and Operations

a) Responsible to the Superintendent for the Commercial Cruise planning and execution. Also provides oversight of logistical, planning and implementation of external operations, as well as recruiting external businesses to support the operations of the TAMMA.

ARTICLE 303 – CADET POSITIONS AND POSITION DESCRIPTIONS

1) Corps Staff

a) Corps Commander

i) The Corps Commander is the senior Cadet in the Corps and commands the Corps of Cadets. The Corps Commander is ultimately responsible for all Corps programs and Cadets. Command responsibilities begin at the end of the first pass of Final Review of the junior year and ends after the first pass of Final Review of the senior year.

(1) Primary duties include:

(2) Organize and supervise the Corps in all matters related to discipline, military smartness, welfare, moral, and training. The Corps Commander is also responsible for coordination of the daily routine, and publishing the Plan of the Week during the academic year.

(3) Responsible to the Commandant. Accordingly, the Corps Commander must be familiar with and support the rules of Texas A&M University at Galveston and the Texas A&M Maritime Academy instructions. Render advice and participate in the administration of these rules and instructions.
(4) Direct and be assisted by the Corps Staff in carrying out the daily routine of the Cadet Corps. The Corps Staff officers are the direct representatives of the Corps Commander and assist in all matters relating to the organization and administration of the Cadet Corps. They are assigned specific areas of responsibility for the operation of the Cadet Corps.

ii) The Corps Commander may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for ensuring standards are met and rules followed by every member of the command. The Corps Commander is responsible for ensuring companies comply with all Corps and University rules; ensures proper risk assessments of organization activities; is accountable to the Chief of Staff; supervises subordinate commanders, staff officers, and the Master Chief Petty Officer of the Corps.

iii) The Corps Commander will wear the rank of Cadet Captain.

b) Deputy Corps Commander

i) The Deputy Corps Commander assists with Corps programs and Cadets as directed by the Corps Commander; may temporarily assume the duties, responsibilities and authority of the Corps Commander in his/her absence so as to ensure the commander’s rules are followed and his/her plans are executed to standard; and manages and coordinates staff and operations as directed by the Corps Commander. The DCC is accountable to the Corps Commander, and responsible for Housing and Residence Hall activities.

ii) The Deputy Corps Commander will wear the rank of Cadet Commander

c) Corps Chief of Staff

i) Position description to be added

d) Corps Adjutant

i) Position description to be added

e) Corps Operations Officer

i) Position description to be added

f) Corps Protocol Officer

i) Position description to be added

g) Corps Academic Officer

i) The Academic Officer is responsible for developing and implementing an academic success plan for the Cadet Corps. Duties may include:

(1) Ensure that academic success is the top priority of the Corps leadership and individual Cadets.
(2) Supervises Company Call to Quarters

(3) Work closely with Company Academic Officers in identifying Cadets in need of academic help.

(4) The Corps Academic Officer will wear the rank of Cadet Lieutenant.

h) Corps Administrative Officer

i) The Corps Administrative Officer is responsible for making notes of Company Commander, Council of Commanders, and Corps Staff Meetings.

ii) The Corps Administrative Officer is also responsible for the implementation of the awards manual as outlined in Chapter 6. He or she will coordinate with Company Executive Officers or appropriate staff to ensure cadet awards are being properly tracked and awarded.

iii) The Corps Administrative Officer will wear the rank of Cadet Lieutenant.

i) Corps Deck Training Officer/Engine Training Officer

i) The Corps DTO & ETO are directly responsible for the supervision of Corps administration. The DTO/ETO are responsible to the Corps Commander for proper information on ZOPT, and the Training Ship Captain for the Watch Bill. Specific duties and responsibilities are:

1. Assist the Deputy Corps Commander in determining housing assignments and publish the housing list. Also work closely with the Simulator Instructor for ZOPT information

2. Responsible for the Watch Bill. Works closely with the Training Ship Captain and the Company XOs to handle any changes to the Watch Bill

3. Perform other duties as may be directed by the Deputy Superintendent, Corps Commander or Deputy Corps Commander.

4. The Deck Training Officer/Engine Training Officer will wear the rank of Cadet Lieutenant Commander.

j) Corps Public Affairs Officer

i) Responsible to the Corps Commander and Superintendent’s Office in handling public information issues involving TAMMA.

1. Coordinate tour guides for authorized Corps events.

2. Support the Student Relations Office in new student recruiting initiatives.

3. Edit and publish an annual Year Book for the Corps

4. The Corps Public Affairs Officer will wear the rank of Cadet Lieutenant.

k) Corps Chaplain
i) The Chaplain is responsible for the morale, welfare, and well-being of all Cadets. Additionally, Chaplain provides support to Cadets by serving as a resource for locations of worship facilities and services as well as volunteer opportunities for the campus community and the local area.

(1) May be tasked to assist with monitoring Call-to-Quarters to ensure an environment conducive to academic success.

(2) Assists in referring Cadets to professional staff on campus.

(3) Assist and participates in appropriate religious activities.

(4) If trained in first-aid and basic life-saving skills, the Chaplain may assist with general first-aid and health issues.

(5) The Corps Chaplain will wear the rank of Cadet Lieutenant.

l) NROTC Commanding Officer

i) NROTC Cadets are members of the TAMMA Corps and are integrated into Corps companies but have unique ranking and administrative requirements in preparing for Navy commissions. The NROTC OIC will provide leadership of the NROTC Cadets when they are broken out from the Corps for special activities and training. The NROTC OIC’s duties include:

(1) Liaison with the Naval Science Department, Corps Commander and Corps Operations Officer on the special activities and operations of the NROTC Cadets. Supervise the NROTC Cadets anytime they are functioning as a company independent of the TAMMA Corps.

(2) In regards to integration of the NROTC unit into the Corps of Cadets, the NROTC Commanding Officer will act as a special unit commander with significant autonomy in the conduct of operations. However, the individual will not directly contradict policy established within the Corps Operations Manual or Corps Instruction Manual without approval of the Commandant, Assistant Commandant, or Corps Commander.

m) Drill Team Officer in Charge

i) The Drill Team OIC is responsible for the team and coordinates training, practices and events participation. The Drill Team is an extracurricular activity and functions as a university sponsored organization. Members of the team remain members of their Corps companies and platoons.

ii) The Drill Team Officer will wear the rank of Cadet Lieutenant Commander.

n) Corps Master at Arms

i) The Corps Master-at-Arms (MAA) is responsible for maintaining “Good Order and Discipline” of Corps personnel. When, for any reason, the Corps Commander and Deputy Corps Commander are absent or unable to fulfill their duties, the Corps Master-at-Arms shall assume command. The MAA responsibilities include:
(1) Coordinates the supervision of Restricted Weekends. Ensures a line staff Cadets is supervising each weekend.

(2) Record individual Cadets demerits for each semester during the academic year, and submits a report weekly to the Deputy Superintendent. The report will include demerit hours worked, reasons for demerits and accumulated total.

(3) Ensure proper instruction on wear of uniforms and execution of drill and ceremonies training.

(4) Monitor attendance during morning formation and other special Corps-wide events.

(5) Act as a liaison between Company Staff and upper staff.

(6) Mediate disputes between members of the chain of command.

(7) Track and publish a bi-weekly list of demerit counts for the Corps of Cadets.

(8) The Master at Arms will wear the rank of Cadet Commander.

o) Corps Sergeant at Arms (Junior line staff)

i) The Corps Sergeant-at-Arms (SAA) is responsible for assisting the Master-at-Arms in the performance of his or her duties.

(1) Act as a liaison for enlisted company staff to upper corps staff and battalion staff.

(2) If the Corps Master at Arms is an NROTC/SSO student, the Sergeant at Arms must be a license option student.

(3) Monitor weekly room, drill, and uniform inspections to ensure consistency between each company and adherence to published policy.

ii) The Sergeant at Arms will wear the rank of Cadet Lieutenant.

2) Battalion Staff

a) Battalion Commander

i) The Battalion Commander is responsible for reporting to the Corps Commander and Deputy Corps Commander. Primary responsibilities of the Battalion Commander include:

(1) Oversee implementation of Corps Commander policy at the battalion level. Battalion commanders are responsible for coordinating activities and communication between companies under their jurisdiction.

(2) Battalion Commanders have the autonomy and discretion to establish policy as allowed by the Corps Commander.

(3) Submit bi-weekly formation attendance reports.
(4) Responsible for coordinating with the Master at Arms in ensuring the implementation of various discipline, uniform, and inspection policies.

(5) Act as a mediator and liaison between the Company and Upper Staff.

ii) Battalion Commanders will wear the rank of Cadet Commander.

b) Battalion Executive Officer

i) Battalion Executive Officers will assist Battalion Commanders in the execution of their assigned duties.

ii) Battalion Executive Officers will wear the rank of Cadet Lieutenant Commander.

c) Battalion Senior Enlisted Leader

i) Top ranking Junior Cadet in the Corps, assigned to the Battalion Staff. Supervises Corps Battalion activities and ensures compliance with all Corps and University rules as directed by Corps Commander. Ensures proper risk assessments of organization activities. Is accountable to the Battalion Commander.

ii) The Battalion Senior Enlisted Leader will wear the rank of Cadet Master Chief (E-9)

3) Company Staff

a) Company Commander & Community Leader

i) The Company Commander is the senior Cadet responsible for all company programs and Cadets activities. Command responsibilities begin at the end of the first pass at Final Review of the junior year and end after the first pass of Final Review of the Senior Year. If employed as a Housing Officer, the CL will retain responsibilities throughout the closure of the residence halls at the end of the year. Commanders may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for meeting the standards.

ii) Conduct uniform and random room inspections. Quarters are to be inspection-ready between 0800 and 1200 weekdays.

iii) Ensure proper appearance of Cadets in their Company.

iv) Assess personal, disciplinary and academic issues and problems that affect Cadets of the company. Work with individual Cadets on appropriate remedies, including referral to others for assistance.

v) The CO should seek the opportunity to serve as a Community Leader (CL) in the residence halls requiring completion of training prior to the start of the fall semester.

vi) Commanders and only Commanders are exempt from pulling watches, because their CL duties cover the watch requirement.
vii) Follow additional directives as may be assigned from the Corps Commander, Deputy Corps Commander, Battalion Commander, or Corps Master at Arms.

viii) Company Commanders will wear the rank of Cadet Lieutenant Commander.

b) Company Executive Officer (XO)

i) The Company Executive Officer assists with company programs and Cadets as directed by the Company Commander; temporarily assumes the duties, responsibilities and authority of the Company Commander in his/her absence so as to ensure the commander’s rules are followed and his/her plans are executed to standard; and manages and coordinates staff and operations as directed by the Commander. The XO is accountable to the Company Commander and the Corps Adjutant for the efficient operation of the Watch Bill.

(1) The executive officer is also responsible for assisting the Corps Administrative Officer in the record keeping, recommendation, and approval of awards.

ii) Company Executive Officer will wear the rank of Cadet Lieutenant.

c) Company Senior Enlisted Leader (Junior line staff)

i) Top ranking Junior Cadet in the company, assigned to the company. Supervises company activities and ensures company complies with all Corps and University rules as directed by Company Commander. Ensures proper risk assessments of organization activities. Accountable to the Company Commander. Each Company Senior Enlisted leader is also responsible for reporting to the Battalion Senior Enlisted Leader. Supervises the Platoon Leader(s) and staff NCOs.

ii) The Company Senior Enlisted Leader will wear the rank of Cadet Senior Chief (E-8).

d) Senior Chief /Engine Training Officer (Junior line staff)

i) Supervises company compliance with all Corps operations and training rules. Assists the Operations/Training Officer in developing the company’s operations and training program and works to ensure the company personnel effectively manage the company Operations/Training program. Prepares operations orders and incorporates risk assessment. Ensures company members receive credit for activities as well as the accuracy of statistical information from that company for compiling/computing the various awards and recognition. Accountable to the Deck/Engine Training Officers.

e) Squad Leaders (Junior Company staff)

i) Supervises all platoon activities and Cadets and ensures compliance with all Corps and University rules as directed by the Senior Chief Petty Officer. Executes the directions of the Platoon Leader in the management of Officer. Accountable to the Company Commander. Supervises the Squad Leader(s).

ii) The Squad Leader will wear the rank of Cadet Chief Petty Officer.

f) Company Chaplain/Chief Petty Officer (Junior Company staff)
i) Supervises the Corps Chaplain in providing for Cadet’s spiritual needs and ensuring access and transportation to the religious facility of their choice. Works with the Commander and assists Cadets with problems; by referring them to the professional staff on campus.

g) PT Officer (physical training)/Chief Petty Officer (Junior line staff)

i) Supervises the Company’s PT program and keeps records of how each Cadet in the Company is performing. Responsible to the Commander to perform at least 1 PT Test a semester and records the information.

ii) The PT Officer is also responsible for ensuring the health and safety of all Cadets participating in physical training.

iii) The PT Officer must be trained in first-aid and basic life-saving skills including the use of an AED.

h) Guidon Bearer/Petty Officer (Freshmen Company staff)

i) Carries the company guidon. Ensures the company’s guidon is present at required formations and other appropriate activities. Accountable to the Senior Chief Petty Officer.

ii) The guide-on bearer will be selected by the Company Commander and approved by the Corps Master at Arms.

ARTICLE 304 – CADET KEY SENIOR LEADERSHIP SELECTION

1) There are four (4) Cadet Key Senior Leader positions (“Castles”): Corps Commander, Deputy Corps Commander, and two Major Unit (Battalion) Commanders.

2) Selection of Cadet Key Senior Leaders begins with selection of the Corps Commander and Deputy Corps Commander.

   a) Each spring semester, no earlier than the first class day and no later than the last day of the second week of semester, the Office of the Commandant will make available the application for Corps Commander and Deputy Corps Commander. The deadline to submit a completed application shall be identified on the application. The application deadline may be extended by the Commandant if such need arises. Applications received after the due date and time will not be accepted or considered regardless of the applicant’s qualifications.

   i) The application is available to all rising seniors (current juniors who will be seniors the following academic year) who meet the minimum requirements including:

      (1) Have a minimum term GPR of 2.80 for the preceding fall semester.

      (2) Have a minimum cumulative GPR of 2.80 at the time of application submission.

      (3) Be in good standing status with the Corps of Cadets and Texas A&M University at Galveston.

   ii) The Commandant may accept applications from rising juniors (current sophomores who will be juniors the following academic year) if there is not a significant pool of rising senior applicants.
iii) The Commandant may lower the minimum term GPR and/or minimum cumulative GPR if there is not a significant pool of rising seniors and/or rising juniors.

b) Immediately following the application deadline, each application packet will be assembled and applicant names will be entered alphabetically by last name into a candidate matrix.

i) The candidate matrix will include assessments focused on the candidate’s application responses and supporting documents.

(1) The candidate matrix will also be utilized during the interview phase.

c) The Commandant will then assemble the selection committee, which is comprised of the following:

i) Assistant Vice President for Student Affairs

ii) Three (3) Assistant Commandants

iii) The current Corps Commander

iv) The current Deputy Corps Commander

v) The NROTC Officer in Charge or Assistant Officer in Charge

vi) One (1) representative from Corps Housing

vii) One (1) representative (faculty/staff) from the Texas A&M Maritime Academy

The Commandant will serve as the non-voting chair.

3) Application packets will be distributed to each member of the selection committee. Each member will review each application packet independently and record the initial assessment scores on the candidate matrix.

a) The deadline for committee members to complete their initial assessment of all candidates will be established by the Commandant.

i) Each committee member will submit their completed candidate matrix to the Commandant so that scores can be totaled.

(1) The total scores from the initial assessment will then be shared with the committee members in order to identify those candidates who will proceed to the interview phase.

(a) The Office of the Commandant will schedule the interviews.

(b) Those candidates not advancing to the interview phase will be notified in writing by the Commandant.

4) On the date of interview, each candidate will be given a specified amount of time to answer predetermined questions from select members of the committee.
a) Each committee member will record his/her assessment of the candidate’s interview onto the candidate matrix.

b) After all interviews have concluded, all committee members will submit their completed candidate matrix to the Commandant, who will generate total scores for each candidate.

i) The scores will then be ranked from highest to lowest in order to determine the candidates to be recommended as the Corps Commander and Deputy Corps Commander.

(a) The committee’s recommendations are final and is not subject to appeal. The recommendation will be shared by the Commandant to the Superintendent prior to notifying the final candidates and announcing the information to the campus community.

(i) The Commandant will schedule a date and time to swear in the newly selected Corps Commander and Deputy Corps Commander in the presence of the Assistant Commandants, current Corps Commander, and the current Deputy Corps Commander.

1. In addition to reaffirming the Cadet Oath, the newly selected Corps Commander and Deputy Corps Commander will affirm their commitment to maintain “in good standing” status with the University and the Corps as well as affirm their commitment to maintain a 2.80 term GPR for the semester of selection and a cumulative 2.80 GPR upon completion of the academic year of selection.

5) After the final candidates for Corps Commander and Deputy Corps Commander have been sworn in, the Office of the Commandant will then release the application for the two Major Unit (Battalion) Commanders.

a) The above process will be utilized with specific reference to Major Unit (Battalion) Commanders.

i) The newly selected Corps Commander and Deputy Corps Commander will then replace the current Corps Commander and Deputy Corps Commander in the selection committee.

ii) Final candidates for Major Unit (Battalion) Commanders will be sworn in by the Commandant in the presence of the Assistant Commandants, the newly selected Corps Commander, and the newly selected Deputy Corps Commander.

6) After the final candidates for Major Unit (Battalion) Commanders have been sworn in, the newly selected Cadet Key Senior Leaders will coordinate the availability of applications for Company Commander.

ARTICLE 305 – SELECTION OF COMPANY COMMANDERS

1) Selection of Company Commanders will begin with an application process coordinated by the newly selected Cadet Key Senior Leaders.

2) The deadline to submit a completed application shall be identified on the application. Consultation from the Commandant is required if the application deadline is to be extended. Applications received
after the due date and time will not be accepted or considered regardless of the applicant’s qualifications.

a) The application is available to all rising seniors (current juniors who will be seniors the following academic year) who meet the minimum requirements including:

i) Have a minimum term GPR of 2.60 for the preceding fall semester.

ii) Have a minimum cumulative GPR of 2.60 at the time of application submission.

iii) Be in good standing status with the Corps of Cadets and Texas A&M University at Galveston.

b) Consultation with the Commandant is required in order to accept applications from rising juniors (current sophomores who will be juniors the following academic year) if there is not a significant pool of rising senior applicants.

c) Consultation with the Commandant is required in order to lower the minimum term GPR and/or minimum cumulative GPR if there is not a significant pool of rising seniors and/or rising juniors.

3) The newly selected Cadet Key Senior Leaders shall establish the review and selection process.

a) The Commandant must approve the process before review and/or selection begins.

4) The newly selected Cadet Key Senior Leaders shall determine who shall serve on the review and selection committee.

a) As Company Commanders also serve Community Leaders, a Corps Housing Coordinator must be included in the committee.

b) The new Corps Commander will serve as the non-voting chair.

c) The new Corps Commander shall submit in writing to the Commandant all final candidates recommended for the position of Company Commander.

5) The Commandant will schedule a date and time to swear in the newly selected Company Commanders in the presence of the Assistant Commandants and the newly selected Cadet Key Senior Leaders.

a) In addition to reaffirming the Cadet Oath, the newly selected Company Commanders will affirm their commitment to maintain “in good standing” status with the University and the Corps as well as affirm their commitment to maintain a 2.60 term GPR for the upcoming fall semester and a 2.60 cumulative GPR at the start of the following spring semester.

ARTICLE 306 – CADET LEADERSHIP STAFF SELECTION

1) “Cadet Leadership Staff” refers to all staff positions (other than Cadet Key Senior Leaders and Company Commanders) including Corps Staff, Major Unit (Battalion) Executive Officers, Major Unit Staff, Company Executive Officers, Master Chiefs, and Senior Chiefs.

2) All candidates for “Cadet Leadership Staff” must be “in good standing” with the University and the Corps of Cadets.
3) “Cadet Leadership Staff” selection is conducted by the Cadet in command of the staff (i.e., Corps Commander selects Corps Staff, Major Unit Commander selects Major Unit Staff, Company Commander selects Company Staff).

a) All candidates for Major Unit Executive Officer (Battalion XO), Company Executive Officer (XO), Master Chief Petty Officer, and Senior Chief Petty Officer must have a minimum 2.20 GPR for the preceding fall semester and a minimum 2.20 cumulative GPR.

b) All other candidates must have a minimum 2.00 GPR for the preceding fall semester and a minimum 2.00 cumulative GPR.

4) The selection process will begin no earlier than one (1) University business day after the Company Commanders have been sworn in.

5) All staff selections must be reviewed and approved by the Commandant.

a) The Corps Commander will schedule a date and time to swear in the newly selected “Cadet Leadership Staff.”

i) In addition to reaffirming the Cadet Oath, “Cadet Leadership Staff” will affirm their commitment to maintain “in good standing” status with the University and the Corps as well as affirm their commitment to maintain the minimum required GPR for the semester of selection and the semesters of service as staff.

ARTICLE 307 – PREPARING NEWLY SELECTED LEADERS

1) Selection of new leaders does not relieve current leaders from their respective position or their duties and responsibilities.

a) Current leaders are officially relieved at the conclusion of “First Pass” during the spring Change of Command Ceremony and no earlier. Newly selected leaders will officially assume their respective positions upon conclusion of “First Pass” during the spring Change of Command Ceremony and no earlier.

i) Leaders (current or newly selected) who violate this policy will come before the Commandant for immediate discipline.

2) Newly selected leaders must be fully prepared for assumption of their positions for the upcoming academic year. Newly selected leaders are strongly encouraged to partner with their current counterpart to acquire appropriate information about the required duties and responsibilities of the position.

a) Current leaders are strongly encouraged to mentor their soon-to-be successor by allowing them to assist (through delegation) with tasks associated in performing the duties and responsibilities of the position. It is important to keep in mind the current leader is only delegating tasks; he/she maintains authority and accountability for the duties and responsibilities of the position.
CHAPTER 4 – DAILY SCHEDULE OF THE CORPS OF CADETS

ARTICLE 401 – DAILY SCHEDULE

1) The following schedule is a general guide to the routine schedule for the Corps of Cadets. The Plan of the Week (published by Corps Staff) may vary. The Corps Commander, in consultation with the Commandant, may adjust the Daily Schedule to compensate for restrictions/adjustments as a result of the Plan of the Week.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>TIME</th>
</tr>
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<tbody>
<tr>
<td>Reveille (Monday, Wednesday)</td>
<td>0630</td>
</tr>
<tr>
<td>*** Fall-Out for Formation</td>
<td>0715</td>
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<tr>
<td>Reveille (Tuesday)</td>
<td></td>
</tr>
<tr>
<td>For Corps Drill</td>
<td>0600</td>
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<tr>
<td>For NROTC Reveille for PT</td>
<td>0600</td>
</tr>
<tr>
<td>*** Fall-Out for Corps Drill and NROTC PT</td>
<td>0615</td>
</tr>
<tr>
<td>Reveille (Thursday)</td>
<td>0600</td>
</tr>
<tr>
<td>For Corps PT</td>
<td>0600</td>
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<tr>
<td>For NROTC Reveille for PT</td>
<td>0600</td>
</tr>
<tr>
<td>*** Fall-Out for Corps PT and NROTC PT</td>
<td>0615</td>
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<tr>
<td>Reveille (Friday)</td>
<td></td>
</tr>
<tr>
<td>Corps</td>
<td>0630</td>
</tr>
<tr>
<td>*** Fall-Out for Formation</td>
<td>0715</td>
</tr>
<tr>
<td>NROTC</td>
<td>0515-0530</td>
</tr>
<tr>
<td>*** Fall-Out for Leadership Lab</td>
<td>0545</td>
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<tr>
<td>Morning Activity (Tuesday)</td>
<td></td>
</tr>
<tr>
<td>Corps Drill</td>
<td>0615-0700</td>
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<tr>
<td>NROTC PT</td>
<td>0615-0700</td>
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<tr>
<td>Morning Activity (Thursday)</td>
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<tr>
<td>Corps PT</td>
<td>0615-0700</td>
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<tr>
<td>NROTC PT</td>
<td>0615-0700</td>
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<tr>
<td>Morning Activity (Friday)</td>
<td></td>
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<tr>
<td>NROTC Leadership Lab</td>
<td>0600-0800</td>
</tr>
<tr>
<td>Morning Formation</td>
<td></td>
</tr>
<tr>
<td>With Lightning Uniform Inspection followed by Morning Colors</td>
<td>0720</td>
</tr>
<tr>
<td>(Monday, Thursday)</td>
<td>0730 Morning Colors</td>
</tr>
<tr>
<td>Morning Colors Only (Tuesday, Wednesday, Friday)</td>
<td>0730</td>
</tr>
<tr>
<td>Morning Chow (Monday-Friday)</td>
<td>Free Flow</td>
</tr>
<tr>
<td>Academic Day (Quiet Hours in the residence hall) (Monday-Friday)</td>
<td>0800-1800</td>
</tr>
<tr>
<td>Noon Chow (Monday-Friday)</td>
<td>Free Flow</td>
</tr>
</tbody>
</table>
ZOPT 100 (Engine) (Days and times as established on academic schedule and/or academic department)

ZOPT 100 (Deck) (Day and time as established on academic schedule and/or academic department)

ZOPT 300 (Days and times as established on academic schedule and/or academic department)

Evening Chow (Monday-Friday)  
Free Flow

Call to Quarters (CQ) (Sunday-Thursday)  
1830-2130  
Personal Time following CQ  
2130-2230  
Lights-Out  
2230  
Approved Red-Card (Studying past 2230)  
2230-0600

ARTICLE 402 – QUIET HOURS
1) The purpose of Quiet Hours is to create an environment conducive for academic study within the Texas A&M Maritime Academy Hall and the immediate perimeter. Quiet Hours exist from Sunday at 1930 until Friday at 1630 with the exception of approved training times. Quiet Hours is further broken into two periods: Academic Day and Call-to-Quarters (CQ). All 1C (1st Class) and 2C (2nd Class) Cadets are responsible for maintaining and enforcing Quiet Hours conditions including:

a) Speaking will be kept at a low but audible tone. Conversations in the hallway will be kept to a minimum. Cadets will not yell across the hallway.

b) Cadets will not sound off in the Texas A&M Maritime Academy Hall

c) Hallways and common areas will be kept neat, orderly, and quiet. All common area televisions will be kept at a low but audible tone. Music and other sounds should not be heard outside the room.

ARTICLE 403 – ACADEMIC DAY
1) The purpose of the Academic Day is to maintain an atmosphere within the Corps of Cadets conducive to the pursuit of academic endeavors and personal matters. Quiet Hours conditions in the hallways and rooms as well as the immediate perimeter of the Texas A&M Maritime Academy Hall will be in effect for all Cadets.

a) Monday through Friday, the Academic Day times is 0800-1800. Quiet Hours will be in effect during this time period.

2) The Academic Day will consist of:

a) Attending Class.

b) Individual/group study at any appropriate place on-campus as desired.
c) Rest. If a cadet is sleeping, he/she will not be awakened unless it pertains to academic matters (i.e., waking someone up for class, waking someone to ask why they are not in class if their bunk card indicates they have a class scheduled).

d) Personal endeavors needed for daily living (e.g., personal hygiene and errands), individual Corps activities (e.g., shining shoes, uniform preparation, room cleaning) and individual physical fitness training.

3) Activities permitted:
   a) On-the-spot corrections, as long as class arrival is not delayed
   b) Command-directed health and comfort inspections (normally conducted with representatives from the Office of the Commandant).
   c) Room inspections conducted by the Cadet Command and/or the Office of the Commandant staff between 0830 to 1530 daily, as long as these inspections do not interfere with the study environment.
   d) Academic support and/or morale/welfare visits will take place in the Company Commander’s office.
      i) In the case of a freshman and/or female Cadet, if an academic support and/or morale/welfare visit needs to take place in that Cadet’s room it must be authorized by the Company CO. During the visit, the door leading into the Cadet’s room and the main entry of the suite will be propped open with a shoe or boot (the door WILL NOT be propped wide open).

4) Activities not be permitted:
   a) Military/Corps training.
   b) Disciplinary actions.
   c) Corrective or directed physical training/exercise.
   d) Upperclassmen “details.”
   e) Waking those that are asleep (except as described above)

5) Violation of the Academic Day rule will result in disciplinary action.

**ARTICLE 404 – CALL-TO-QUARTERS (CQ)**
1) The purpose of Call-to-Quarters (CQ) is to maintain an appropriate scholastic environment for the Corps. CQ is required for all Freshmen and all Cadets nearing Academic Probation (GPA of 2.25 or less). Quiet Hours (2100-0830 on Sundays through Thursdays and 0000-1100 on Friday and Saturday) conditions in hallways and rooms will be in effect for all Cadets.
   a) The times for CQ is 1800-2100 Sunday through Thursday
      i) Cadets have 30 minutes after their last scheduled class or lab to sign-in to CQ.
b) CQ provides Cadets an opportunity to study when and where they desire on-campus (within reason and as approved by the Company CO/XO/Proctor) to achieve the best results possible. Making Cadets sit and study at their desk for a set amount of time during a set period of the evening is not always conducive to achieving success. With CQ, Cadets determine when they will study/rest and how much time they need to devote to their studies under their discretion.

c) Approved locations for Cadets during CQ are: [The proctor must be aware]

   i) Scheduled class/exam/academic support activity.

   ii) Campus library or a campus building corresponding with academic major.

   iii) Common areas and designated study areas in the Texas A&M Maritime Academy Hall and other residence halls.

   iv) Personal room.

d) Activities permitted during CQ [each is under the discretion of the proctor or their superior]:

   i) Academic activities (individual study, 1-on-1 and small group tutoring, test reviews, group study, supplemental instruction, departmental reviews, academic research, and other activities that promote academic progress).

   ii) In room rest/relaxation/sleep.

   iii) Personal hygiene.

   iv) Individual Corps activities (i.e., shining shoes and uniform preparation).

   v) Academic activities (individual study, 1-on-1 and small group tutoring, test reviews, group study, supplemental instruction, departmental reviews, academic research, and other activities that promote academic progress).

   (1) For the purpose of leadership development, freshmen are permitted a total of three (3) hours per week for participation in a University-related student organization. The three (3) hours can take place over the course of more than one day (for example: 1.5 hours participation on Monday and 1.5 hours participation on Wednesday; 3 hours participation just on one day; 1 hour of participation per day for three days, etc.).

   (2) Freshmen must submit an Organization’s Form through the Cadet Chain. The company officer in charge of CQ will keep a record of cadet organization days and times for accountability purposes.

e) Prohibited activities during CQ:

   i) Playing, watching someone else play, or any other actions related to video games.

   ii) Watching television shows, movies, or videos on a computer or TV.

   (1) Exception: Instructional videos are permitted as long as the volume does not disturb others engaged in CQ.
(2) Any Cadet on Academic Probation will not participate in intramurals during CQ.

(3) This does not apply to student organization membership. In other words, Cadets on Academic Probation may continue to attend student club meetings/times during CQ.

f) On-campus freshmen are not allowed to leave the campus once CQ begins.

i) An on-campus freshman needing to be off-campus during CQ due to extenuating circumstances will need to submit a military letter to his/her Commander for consideration. Approval must be sent through the Cadet Chain.

ii) Exception: Cadets having a legitimate emergency to tend to.

g) Freshmen are not allowed to attend social events during CQ unless they receive written approval from their Major Unit Commander (Battalion Commander) at least 48 hours before the event via military letter submitted through the Cadet Chain. Notification must also be made to the Assistant Commandants (i.e. Major Bertrand or Major Davidson). This includes one-on-one social events (i.e., dinner with a friend, etc.).

i) Two military letters are permitted per semester. This does not include the one-time military letter for religious activities.

ii) Battalion Commanders (or one of their representatives) must send a name or a list of names and their date of absence from CQ to one of the Assistant Commandants before the military letter takes effect.

h) Freshmen and Cadets nearing Academic Probation desiring to leave the residence hall during CQ (for an approved activity or study location) must sign out with their proctor in-charge of CQ and must sign back in upon their return.

i) The Proctor is considered a command representative and will maintain and enforce Quiet Hours conditions as well as ensure an atmosphere exists conducive for study and other academic pursuits.

(1) Upper-class Cadets on Academic Probation are not allowed to serve as proctor.

i) Free Night Out (FNO; Blue-Card)

i) At the Commander’s discretion, Freshmen may be granted a free night out (FNO) from CQ.

ii) The Commander should consider individual’s academic performance of each Cadet in the affected groups to determine appropriate assignment of FNO.

iii) FNO is limited to one (1) per week.

iv) Any Cadet on mandatory CQ due to academic probation status are not authorized an FNO.

v) A military letter is not required for the FNO, but the Commander (or their representative) must email his/her respective Battalion Commander and an Assistant Commandant.
(1) Cadets approved for FNO will need to place a Blue-Card (with the letters FNO) on their main hatch unless the Commanding Officer grants a company-wide FNO. The Blue-Card will include the Cadet’s last name, the Commander’s initials, date of FNO, and date of approval.

(a) Upon conclusion of the FNO, the Blue-Card is rendered invalid and will be discarded. The next FNO requires a new Blue-Card.

(b) The officer approving FNO’s and the Commanding Officer must avoid granting both individual FNO’s and company-wide FNO’s in a single week.

j) Participation in approved extracurricular programs on campus is encouraged once Cadets understand the rigors of college academics. Reference Article 404.1.

k) Attending on-campus religious activities (e.g., Bible studies, gatherings, etc.) is permitted with a one-time approved military letter. Participation will be dependent on the academic status of the Cadet.

l) Cadets will not be required to study in conditions that might hinder their academic pursuits (i.e., “four points of contact,” studying by flashlight, etc.). Rooms shall be neat and conducive to study (inspection conditions not required).

m) Dress should be appropriate and contribute to academic success. Dressed in undergarments/underwear is not considered appropriate dress.

n) In-room group study is limited to a total of four (4) people per room (this includes the common area of the suite).

   i) The group size may be greater under the approval of the Proctor.

o) Checks (not inspections) by Cadet Command, scholastic staff (i.e. Corps Academic Officer or their representative), and Chaplain staff is authorized and expected during CQ. These checks should be short in duration and should not interrupt studies. The purpose of the checks is to monitor a Cadet’s habits and morale.

p) Red-Card

   i) There are occasions when the amount of time allotted during CQ may not be sufficient. Additional study time is authorized using a Red-Card. The purpose of the Red-Card is to allow a Cadet to study past lights-out during the evenings of CQ.

      (1) A Cadet planning to Red-Card needs to advise his/her Proctor no later than 2100 on the night the Red-Card is to be used.

         (a) Approval for a Red-Card is for the evening requested only. If an additional night is required, the Cadet must advise his/her Proctor no later than 2100 on that night.

         (b) A Red-Card Cadet is restricted to the TAMMA residence hall or the library.

      (2) A Red-Card is not a substitute for a military letter.
(3) The Red-Card cadet may fill out a Red-Card form, have it signed and dated by the proctor in charge in permanent ink, and post it on their main hatch. The Red-Card must be discarded once the Red-Card cadet has returned.

q) CQ Pardon - Freshmen and Cadets on Academic Probation may be pardoned from CQ in the coming semester.
   i) Freshmen (including NROTC/SSO) must have a GPA of 3.25 or greater.
   ii) Cadets nearing Academic Probation must have a GPA greater than 2.25 unless they are a freshman.
   iii) Transfer students must have at least an Associate's Degree to be excused from CQ, but this is a case-by-case basis. Transfer students must provide proof to their CO and their CO must inform the Corps Academic Officer.

2) Implementation of CQ as described below is at the discretion of the Corps Academic Officer in consultation with the Corps Commander and the Commandant. All privileges and guidelines may be restricted by Corps Staff if it is deemed by the Corps Commander and Corps Academic Officer that CQ is not conducive to the academic success of Cadets in its administered form.

3) Proctors will be assigned to monitor and maintain order within CQ.
   a) Company CQ will typically be proctored by squad leaders, but at the discretion of the Company Commander, may be any Cadet who is not a first year Cadet.
   b) Proctor responsibilities include, but are not limited to the following:
      i) Accountability of Cadets via electronic or paper documentation every hour.
         (1) The Corps Academic Officer/representative will monitor attendance by touching base with each company weekly during CQ hours. Company Commanders must communicate through the chain of command if cadets are consistently missing CQ.
      ii) Maintenance of a quiet study environment free of unnecessary and inappropriate distractions. This includes checking all common areas near company hallway and freshmen rooms propped open.
      iii) Ensuring Cadets are utilizing CQ time in a productive and efficient manner.
      iv) Maintain accountability of Cadets who may need to utilize facilities outside of the designated CQ area.
   c) Proctors who fail to properly and effectively maintain a study environment conducive to academic success, through negligence or other reason, will be held accountable by the appropriate Company Commander, the Corps Academic Officer, or the Master at Arms.
      i) As determined by the Corps Academic Officer, continuous failure to maintain a proper study environment will result in Cadet Captain’s Mast or Conduct Review Board.
Corps Conduct Probation may not be administered as a result; however, all other potential Cadet disciplinary actions are appropriate.

**ARTICLE 405 – CORPS ACTIVITIES**

1) Quiet Hours is temporarily suspended during the following events, days, and times:

   a) Morning formations (Monday-Friday; 0730).

   b) Drill (Tuesday; 0600-0650).

   c) Physical Training (PT) (Thursday; 0600-0650).

   d) Any Corps/Company activities (Monday and Friday; 1630-1800) established by the Corps Commander as approved by the Commandant.

   e) With an approved military letter and/or NROTC OpOrder submitted to the Commandant, Corps special unit training/practice and NROTC training may be conducted no earlier than 0530 and between 1630-1800 on the approved day(s).

**ARTICLE 406 – COMPANY MEETINGS**

1) Communication down through the Chain of Command and to the Cadets is vital to the success of each Company. One of the most efficient ways to accomplish this is through a Company meeting. Attendance is mandatory for all Cadets within the Company (the Company CO will issue demerits to Cadets who fail to attend the Company meeting).

   a) The meeting shall take place in the Company’s hallway and shall be conducted in an orderly, efficient and professional manner.

2) The recommended schedule for Company meetings is 1700-1900 every Sunday.

   a) With approval from the Major Unit Commander (Battalion Commander) and the final approval from the Corps Commander, a Company Commander may designate a day and time for weekly Company meetings that is different from the recommended schedule so long as the Company meeting does not impede or interfere with the Academic Day and CQ.

   b) Under no circumstance will a Company meeting take place after 2200.

**ARTICLE 407 – CADET CURFEW**

1) All first year Cadets (or Fish) are required to be on-campus and in their rooms by 2230 and remain there until 0600 the following day.

   a) This only applies Sunday through Thursday and is in place to ensure the safety and accountability of all Cadets.

   b) Violation of curfew will result in issuance of demerits and/or other disciplinary action.
CHAPTER 5 – SCHOLASTICS

ARTICLE 501 – COMMANDANT'S INTENT
1) The scholastics policy is designed to reinforce the importance placed on academic pursuits within the Corps of Cadets. Academic success is the leading priority of the Corps of Cadets, because first and foremost, Cadets attend Texas A&M University at Galveston to attain a degree. The Corps promotes and enhances the scholastic performance of all Corps members by providing the most successful academic support program on campus. This scholastic policy utilizes an intentional, standards-based approach to establish the environment, provide professional academic advising, and a mentorship support program, and recognize academic achievement. Although this policy also promotes an academic plan with the structure to ensure graduation in a timely manner, the Cadet is ultimately responsible for his/her own academic progress and scholastic success.

ARTICLE 502 – KEYS TO ACADEMIC SUCCESS FOR CADETS
1) Attend every class. Sit in the center of the first three rows of the classroom so you can see, hear, and are less distracted.

2) Introduce yourself to each instructor and meet with the instructor during office hours within the first month of the semester. Have several substantive questions to ask.

3) Read all assignments before class.

4) During class, stay awake and take good notes. Ask questions in class.

5) Find a quiet place on campus to study between classes.

6) Review your readings and notes after each class and fill in any missing information.

7) Find a study partner in each class and meet once a week to exchange information and review notes.

8) Seek out tutoring, supplemental instruction, and departmental help when needed.

9) Attend all supplemental instruction and review sessions for each class, if offered.

10) Treat school like a full time job. Ideally, for every hour spent in class you should spend no less than three hours of study outside of class. First and foremost, your focus should be on academics.

11) Utilize Call-to-Quarters (CQ) efficiently. Use your free time on the weekends (or if necessary during the Academic Day) to conduct personal errands.

12) Schedule an office visit with your academic advisor each semester to review your courses, grades, and registration for the next semester. Do not wait until the end of the semester during registration for classes for the next semester.

13) Find a faculty/staff mentor each semester and get to know them well. They are valuable sources of information and can provide a supportive contribution to your adjustment to life in the Corps and the university.

14) Seek out and meet with campus academic resources sooner rather than later.
ARTICLE 503 – CLASS ATTENDANCE
1) Academic success of all Cadets is a priority of the Corps of Cadets.

2) Activities that prevent a Cadet from getting to class on time are prohibited.

3) Cadets will attend every class and will be on time. This is not an option.
   a) Any Cadet reported as having more than one unexcused absence in an STCW course will not be allowed to go on training cruise.

4) All Cadets should familiarize themselves with Student Rule 7 – Attendance (www.tamug.edu/studentrules/Academic_Rules/7_Attendance.html).

ARTICLE 504 – UNIVERSITY ACADEMIC STANDARDS
1) Regardless of classification (undergraduate or graduate), all Cadets should familiarize themselves with Student Rule 12 – Scholastic Deficiency/Probation (www.tamug.edu/studentrules/Academic_Rules/12_Scholastic_Deficiency_Probation.html).
   a) All undergraduate Cadets will maintain the established University Academic Standards including a 2.00 term GPR and a 2.00 cumulative GPR. In addition, the Cadet must have successfully completed an average of 12 hours per semester.
   b) Graduate level Cadets must maintain a 3.00 term/overall and successfully complete at least 9 hours per semester.

2) Any Cadet who is not academically “in good standing” will not be granted summer training cruise.

3) Cadets in Corps leadership positions must maintain the requirements as established in Article 303 and Article 304.

4) In order to maintain membership in the Corps, all Cadets must maintain the required minimum cumulative GPR as established in Article 201.
   a) Any Cadet who is a member of a University recognized student organization (including University recognized Corps special units) should review the requirements to maintain membership in said organization.

5) Cadets failing to meet and/or maintain University Academic Standards shall come before a Corps Review Board.

ARTICLE 505 – ACADEMIC SUSPENSION
1) Continued enrollment in the Corps of Cadets and the Texas A&M Maritime Academy is contingent upon continued enrollment at the University. A Cadet placed on academic suspension from the University is automatically suspended from the Corps of Cadets and the Texas A&M Maritime Academy for the same reason.
   a) An undergraduate Cadet placed on academic suspension must go through the University established appeal process as indicated in Student Rule 57 – Undergraduate Academic Appeals Panel (www.tamug.edu/studentrules/Student_Grievance_Procedures/57_Undergraduate_Academic_Ap
peals_Panel.html). A graduate level cadet appealing academic suspension should reference Student Rule 59 - Graduate Appeals Panel (www.tamug.edu/studentrules/Student_Grievance_Procedures/59_Graduate_Appeals_Panel.html).

i) It is important to note, a Cadet whose academic suspension appeal is granted by the University is not automatically readmitted to the Corps of Cadets and the Texas A&M Maritime Academy. The Cadet will need to come before a Corps Academic Review Board for consideration for readmission.

**ARTICLE 506 – ACADEMIC INSPECTIONS**

1) The Corps Academics Officer is responsible for conducting weekly inspections of the Academic Day and Call to Quarters. Company Academic Officers are responsible for assigning Cadets to inspect CQ daily:
   
a) All Cadets must have their class schedule posted on their door.
   
b) All underclass Cadets must have a military letter posted stating their location, if they are not in their room during CQ.
   
c) Blue-Cards and/or Red-Cards must be posted as appropriate and are subject to inspection as well as verification.

**ARTICLE 507 – ACADEMIC AWARDS**

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

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

2) Senior Cadets, who have over 95 academic hours, will not be required to enroll in 15 hours to receive an academic award. They must, however, be enrolled in at least 12 hours.

3) Graduate Cadets are eligible for the gold and silver star awards.

**ARTICLE 508 – GRADUATION AND COMMISSIONING**

1) All License Option Cadets must communicate with the appropriate staff member in the Texas A&M Maritime Academy with regards to the U.S. Coast Guard licensing exam and requirements for graduation.
ARTICLE 601 – CADET RESPONSIBILITIES AND PRIVILEGES

1) All Cadets must agree to membership requirements established in Article 201. In addition, each Cadet agrees to:

   a) Attend all required formations and classes unless properly excused; to include Corps Trips and Corps Reviews

   b) Complete all required ship operations and watches as scheduled.

   c) Purchase all required uniforms and rank for each class year.
      i) Cadets are required to have their proper Cadet rank shoulder boards.

   d) Be in “Good Standing” in academics and conduct with the University.

   e) Live on campus unless authorized otherwise by the Commandant.

   f) Follow and live by the Aggie Code of Honor.

2) It is a Cadet’s responsibility to:

   a) Be familiar with the Corps Operations Manual.

   b) Speak clearly and distinctly to all persons on campus and greet each person with “Howdy.”

   c) Not inappropriately raise one’s voice or cause a disturbance on or off campus.

   d) Be an example of good citizenship and Aggie spirit to all people at all times.

3) It is a Cadet privilege to live in a reasonably clean, and orderly room.

   a) To ensure the health and welfare of Cadets, random weekly room inspections will be conducted by Corps and/or Major Unit Staff, the Company CO/XO as well as the Assistant Commandants (i.e., Commandant’s Room Inspection).

4) All Cadets should engage the dead-bolt lock at night when going to bed.

5) Other privileges may be established by the Corps Commander in consultation with the Commandant.
CHAPTER 7 – UNIFORMS

ARTICLE 701 – GENERAL INFORMATION

1) Authorized uniforms of the Corps of Cadets include the following (details of these uniforms including but not limited required items and manner of wear) can be found in the Cadet Instructions Manual:

   a) Class Alpha (As): Service Dress White (with name tag)
      i) Class Alpha (As): Ceremonial Dress White (no name tag)
   b) Class Bravo (Bs): Summer White
   c) Class Charlie (Cs): Salt and Pepper
   d) Class Delta (Ds): Khakis
   e) Utility Blue Coveralls

2) The Commandant may prescribe an inclement weather uniform (IWX). Details of the uniform including but not limited to required items and manner of wear shall be provided in the POW/POD.

3) Appearance in uniform is a key element for how the public receives the men and women of the Texas A&M Maritime Academy, and how Cadets of the Texas A&M Maritime Academy honor those that came before them and those to follow as well as honoring the Texas A&M Maritime Academy, Texas A&M University at Galveston, and the maritime profession.

   a) Additional information and details related to uniform regulations can be found in the Cadet Instructions Manual, Chapter 6 – Uniform Regulations.

4) A very important part of the image a Cadet projects and the impression they create is how he or she wears their uniform. The Cadet uniform is a visual reminder of who we are and what we represent on this campus. Pride in one’s personal appearance and wearing the uniform, embodies the values and traditions of the Corps, and greatly enhances the esprit de corps of our organization. As with other personal appearance standards, the Corps of Cadets emphasizes a neat, clean, professional image. Grooming standards apply seven days-a-week during the fall and spring semesters, and when representing the Corps, whether in uniform or not.

5) All Cadets are expected to wear the correct uniform of the day properly.

   a) During cruise, Cadets who fail to wear their uniform in a professional manner may have their shore leave cancelled and continued violations will be grounds for dismissal from the cruise.

6) Detailed uniform and grooming standards can be found in the Cadet Instructions Manual.

7) Cadets are responsible for maintaining their personal appearance and their uniforms to reflect the long and proud history and traditions of the Texas A&M Maritime Academy and Texas A&M University at Galveston. Cadets in leadership positions at every level are responsible to promote and enforce high standards for uniform appearance. Cadets must maintain proper military decorum and present themselves with pride. All members of the Corps of Cadets are responsible for ensuring the following as outlined in The Cadet Instructions Manual:
a) Uniforms shall be worn properly at all times.

   (1) Cadets shall dress neatly and smartly at all times. The term “properly fitted” indicates a sharp military appearance.

   (2) Cadets will keep their uniform properly fitted, cleaned, pressed, and in good repair at all times.

   (3) Brass will be shined and free from tarnish.

   (4) Low quarters will be clean and shined.

   (5) Cadets will adhere to all grooming and appearance standards as outlined in the Cadet Uniform and Grooming Regulation.

      (a) Male Cadet should have a shave, hair well-trimmed and short sideburns.

b) Uniforms will be worn from 0700 – 1700 each school day. Cadets attending MART classes on or after 1700 must be in the proper uniform.

c) Cadets are responsible for knowing the authorized uniform combinations, appropriate wear of each uniform, and the correct placement of insignia, awards and decorations, and other uniform items.

   i) Failure to wear a proper uniform to all classes is in violation of CFR 46 and Cadets may be disciplined accordingly.

d) Cadets are authorized to wear only those uniform items, insignia, and awards and decorations prescribed for wear in the Cadet Uniform and Grooming Regulation and/or as approved by the Superintendent.

   i) Veterans may wear their service awards, ribbons and patches with their Cadet Rank and Deck/Engine insignia on their uniform.

      (1) Veterans who wear their ribbons must be sure they earned the awards. (Be prepared to show your DD 214 if required)

e) Cadets will be inspected regularly on uniform wear, grooming and appearance, and knowledge of policies and “campusology.”

ARTICLE 702 – CADETS INSPECTIONS (ON-CAMPUS AND ON CRUISE)

1) Anytime a Cadet is in uniform, both off and on the ship, they must meet the grooming standards and act responsibly.

   a) All Cadets are reminded that they are representing the university when they are on the ship or on shore, and they are expected to act accordingly.

2) Male Cadets will cut their hair in accordance to the Cadet Instructions Manual.

   a) Cadets must shave at least once a day. No beards or long sideburns are allowed.
3) All uniform items should be appropriate for the class year of the Cadet. (see Ops Manual on line)
   a) Uniforms shall be neat, pressed and clean at all times.
   b) Cadets are not allowed to mix civilian attire with the TAMMA uniform unless approved by the Master of the ship or the Deputy Superintendent.
   c) Ball caps must be replaced when they are faded or well-worn.

ARTICLE 703 – UNIFORM AND GROOMING

1) All Cadets are expected to wear the correct uniform of the day properly; to include keeping your hair cut within regulations, shave every day and sideburns no lower than halfway down the ear. Cadets who fail to wear their uniform in a professional manner may have their shore leave cancelled and continued violations will be grounds for dismissal from the cruise.

2) All Cadets will report to their summer cruises with a haircut and shave.
   a) You will not be allowed on the ship until you have both.
CHAPTER 8 – CADETS ROOMS

ARTICLE 801 – ROOM INSPECTIONS (ON-CAMPUS AND ON CRUISE)

1) Upon entering the Corps, Cadets voluntarily agree to a more regimented lifestyle than other University students. Part of this lifestyle involves random inspection of Cadet rooms and the Cadet environment, to ensure good order and discipline is maintained. The intent for the inspection process is to ensure the highest health and welfare standards, dorm/dorm room orderliness, uniform compliance, and adherence to directives.

a) To promote this environment, along with safe living conditions, room inspections will be conducted by the Cadet Command and/or the Office of the Commandant between 0830 to 1530 daily.

b) Inspections shall be scored and recorded.

i) The Corps Commander, in consultation with the Commandant, may reward merits and/or privileges (i.e., FNO) for a Company with distinctively high room inspection scores.

c) Corps Formal Inspections. This includes an announced inspection of uniforms and/or dormitory rooms. The purpose is to ensure good order, discipline, and a means to grade units for major unit awards.

d) Commandant’s Dorm Inspections. This is an unannounced inspection of all dorm rooms and common areas belonging to a unit during inspection times.

i) All units are subject to inspection as directed by the Commandant. The purpose is to ensure health and welfare standards are maintained within the dormitory. Failure of this inspection will result in the assessment of demerits to both Cadet occupants of the room inspected. Quantitative results of these inspections will be included in determining the Corps Awards.

2) All Cadets will observe and adhere to the policies, procedures, rules, and regulations contained in the Residence Hall Manual (www.tamug.edu/reslife/ResidenceHallManual.html).

ARTICLE 802 – ROOM MAINTENANCE

1) Cadets are responsible for maintaining the cleanliness of their room and/or suite.

2) Unit Commanders are responsible for ensuring all common areas (hallways, stairwells, and other common/public areas of the building of residence) are clean, presentable, and free of personal items.

3) Use of linoleum flooring, tiles, carpet, and other type of flooring coverage in which adhesives/tacks/screws/nails are used to secure the coverage is strictly prohibited.

4) Cadets should refer to the Residence Hall Manual with regards to topics including but not limited to common area furniture, assigned room furniture, wall-hangings, use of hanging devices, and wall decorations.

ARTICLE 803 – ROOM STANDARDS

1) Cadet rooms will be clean, neat, and orderly at all times. Clothing or other personal items will not be left outside the room, on windowsills, or in the hallways. Arbitrary standards are prohibited. Rooms will be inspection ready between 0830 and 1530.
2) For items such as, but not limited to, bicycles and surfboards, Cadets should refer to the Residence Hall Manual.

3) Door
   a) All Cadets must have a current class schedule displayed on the door.
   b) Blue-Cards and Red-Cards must be displayed and current.

4) Closets
   a) Military and civilian clothes will be organized in a neat orderly fashion. Military clothes will be on hangers and hanging from the bar.
      i) When facing the closet, military clothing will be on the left and civilian clothing will be on the right. Clothes will be hung in a unified manner.

5) Hygiene Area
   1) Sink, mirror, shelves, and towel rack will be clean, neat, and orderly. The countertop shall be clean and free of any items.
      a) Items should be stowed in the drawers and/or cabinets.

6) Study and Academic Areas
   a) Desk/hutch, trash can, and bulletin board will be neat and orderly.
   b) Trash cans will be placed underneath the lap drawer or grounded to the side of the desk.
   c) Bulletin boards will remain uniform throughout the unit and include such items as a unit roster and any other item dictated by the unit; items will be tacked on all corners.

ARTICLE 804 – UNAUTHORIZED ITEMS
1) The following items are prohibited:
   a) Alcohol Containers – Alcohol containers of any kind (full, half full or empty) are not permitted in any Cadet room and is strictly prohibited on the Texas A&M University at Galveston campus.
   b) Street Signs and/or Construction Equipment – Unless a legal receipt of purchase is attached to the back/inside of the item, such items are prohibited.
   c) Racially offensive, hate group, gang-related symbols; any form of pornography or sexually related material (includes pictures, calendars, books, magazines, collections, files, and material stored/accessed through electronic media); drug paraphernalia; or flags (other than the U.S., any country, state, college, athletic, military, or POW/MIA) are prohibited.
CHAPTER 9 – CADET CONDUCT & CADET DISCIPLINE

ARTICLE 901 – CADET CONDUCT

1) All Cadets are expected to meet a higher standard of conduct than non-Corps students. All Cadets must comply with the Corps Operations Manual as well as Texas A&M University at Galveston Student Rules. All Cadets are to set a good example by demonstrating gracious conduct onboard ship and ashore, a neat personal appearance, proper language, and, in general, behavior befitting honorable men and women who live by the Aggie Code of Honor.

   a) Cadets on training cruise are also subject to the rules, policies, and procedures established by the hosting institution and/or agency.

2) Regardless of location (on or off-campus), all Cadets (in or out of uniform) will maintain normal class distinction while conducting themselves in a manner that will reflect favorably upon the Corps. No Cadet will create a scene or disturbance that would be displeasing to others and/or reflect negatively on the Corps of Cadets, the Texas A&M Maritime Academy, and the University.

3) Cadets are expected to maintain Corps grooming standards and wear the uniform properly and proudly regardless if they are on or off-campus or on training cruise.

4) Cadets will not have their hands in any pocket while walking in uniform.

5) Cadets will be covered (wearing headgear) immediately upon exiting a facility/building.

6) Cadets in uniform and covered (wearing headgear) will render the proper military salute to all commissioned officers regardless if the commissioned officer is in uniform or in civilian attire.

   a) When not in uniform or not covered (not wearing headgear), Cadets will render an appropriate greeting to the officer (i.e., “Howdy and good morning/afternoon/evening, sir/ma’am.”).

7) Consuming food/beverage while walking in uniform, outside of the residence hall or dining facility is prohibited.

   a) Reasonable exceptions for outdoor social events may be made by the Corps Commander in consultation with the Commandant.

8) Chewing gum or use of tobacco products while walking in uniform is prohibited. This includes smokeless tobacco and vapor-style electronic cigarettes.

9) Cadets may not use cell phones while walking in uniform. Use of headphones or earbuds while walking in uniform is prohibited.

10) While in uniform, a Cadet is not permitted to ride a bicycle or utilize a skateboard, longboard, hoverboard, or in-line-skates/roller-blades/roller-skates.

11) Whipping-out will follow the prescribed manner per the Corps Operations Manual and Charlie Noble.

12) Cadets are corrected according to the Corps Operations Manual and only at such times during which classes or study hours are not disturbed.
13) Specific to living quarters, no racially offensive, hate group, gang-related symbols, any form of pornography, drug paraphernalia or flags other than the US, country, state, college or POW/MIA are allowed.

14) Cadets will learn all the songs and yells. This is a part of being a Texas Aggie.

15) Specific to Corps Trips for football games:

   a) The prescribed uniform is worn properly.

      i) In Kyle Field:

         (1) Cadets will not remove or unbutton any part of the uniform while in the stands except when authorized to do so by the Corps Commander or the Commandant.

         (2) While on the Corps Quad and/or in formation in preparation for and during the March-in covers will be worn and salutes will be rendered as appropriate.

            (a) Cadets will only uncover (remove headgear) when instructed to do so by the Corps Commander or the Commandant.

         (3) Cadets will not leave the stands unless in a full, properly adjusted uniform.

         (4) Cadets will not “boo” officials or members of either team. Excessive hissing is not in good taste.

         (5) Cadets will not throw objects in the stands or onto the field.

         (6) Cadets will be permitted to kiss their dates whenever the Aggies score.

   b) Corps trips are considered required formations for all Cadets, unless properly excused by the Commandant.

   c) The Office of the Commandant will provide bus transportation to and from a Corps Trip game.

      i) Cadets may drive/ride in private vehicles if they have completed the Assumption of Risk Form.

ARTICLE 902 – PROHIBITED ACTIONS
1) Conduct standards for the Corps are set forth in writing in order to give Cadets general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

   a) Violation of Federal or State Law. In addition to the Corps Operations Manual and Texas A&M University at Galveston Student Rules, Cadets may be disciplined for violation of federal or state law including but not limited to 46 CFR, laws of the State of Texas, and/or municipal ordinances.

   b) Conduct Unbecoming a Cadet. A Cadet is responsible for “conduct unbecoming” when his/her actions or conduct could be interpreted to be detrimental to the best interests of the individual Cadet, other persons, the Cadet’s unit, the Corps, or Texas A&M University at Galveston.
c) Disrespect or Insubordination. Any Cadet who is disrespectful or insubordinate in demeanor, word or action toward any University official or Cadet in the Chain of Command, whether or not this occurs in their presence.

d) Failure to Follow Orders. Failure to follow the verbal or written orders/directions of the Commandant, Assistant Commandant, NROTC staff, and Corps Housing Coordinators, or any University official or Cadet in the Chain of Command.

e) Negligence of Leadership. Anyone in the Cadet Chain of Command is responsible for ensuring Cadets under their authority follow and obey the policies, procedures, and rules of the Corps. A Cadet in the Chain of Command must be wise with his/her use of authority. His/her actions and directives must be reasonable and prudent.

   i) Negligence of leadership is also applicable at the peer level including but not limited to a Cadet that contributes to negligent actions of his/her peers or fails to report negligent actions of his/her peers.

f) Permission to Touch. It is improper for a Cadet to touch another Cadet without his/her permission unless there is a legitimate safety reason (e.g., a Cadet about to fall; Cadet in danger of being hit by a vehicle, etc.). When an upper-class Cadet is addressing an under-class Cadet, a safe rule of thumb is for the upper-class Cadet to maintain at least one arm’s length away from the under-class Cadet.

   i) It is proper to touch, with permission, another Cadet when making minor corrections such as adjusting a hand salute.

   ii) It is never proper for a Cadet to touch or grab a fellow Cadet for the purpose of harassment or disciplinary action.

g) Abuse of Class Relationships. An upper-class Cadet will not require a lower-class Cadet to perform “personal service” tasks (e.g., moving the upper-class Cadet’s car to avoid a parking violation, picking up cleaning, etc.). Performing personal service or unauthorized details directed by an upper-class Cadet with or without remuneration is also a violation.

   i) An upper-class Cadet will not require a lower-class Cadet to “earn privileges” or perform unauthorized physical training to receive a “special position or duty.”

   ii) Do not borrow items (e.g., money, services, vehicles, uniform items, clothes, etc.) across class lines. This practice disrupts good order and discipline and may pose a question of coercion.

h) Improper Cadet Relationships. Improper relationships are those that could result in actual or perceived favoritism, unfairness, or partiality, that are detrimental to good order and discipline within the unit or the Chain of Command.

   i) Dating among Cadets is permissible; however, dating will be conducted with the same standards of discretion and good judgement expected of all Cadets. Should a personal relationship evolve within a Company or Chain of Command, Cadets will seek resolution with an Assistant Commandant.

      (1) An upper-class Cadet will not date a 4th Class Cadet (freshman).
(2) A Cadet will not date a Cadet in his/her Chain of Command.

(3) Cadets are prohibited from dating another Cadet, who is in the same unit.

i) Public Displays of Affection. Cadets in uniform will refrain from personal/romantic contact in public view. A male Cadet may offer his left arm to a woman when walking. A female Cadet may take the arm of a man while walking. Walking arm-in-arm does not preclude the requirement to render proper military courtesy (i.e., salute). Holding hands or walking or sitting with arm around waist or shoulder is not permitted.

   i) The Aggie tradition of kissing after the football team scores is permitted and not considered a violation of this policy.

j) Use of Profanity. A Cadet will not use profanity when performing Corps functions, in the “Corps environment”, or while wearing a uniform.

k) Interference with Free Time. As a general guide for conduct, all Cadets are entitled to use free time to study, sleep or attend to personal matters, except when otherwise directed. A Cadet will not curtail or interfere with the use of available free time of another Cadet. Refer to 1004.g.

l) Physical training inside the common areas of the residence hall are not allowed.

m) All Cadets will respect the rights of others to privacy and maintain good neighborly relations with those who are housed in the Texas A&M Maritime Academy Hall.

   i) No Cadet will disturb study conditions in the residence hall and all Cadets should be especially careful to comply with all Quiet Hours restrictions.

   ii) Cadets will not do anything that might cause personal injury or destruction of private property or campus facilities.

   iii) Cadets will be dressed appropriately at all times.

   iv) Cadets will not remove, disable, or render inoperative any fire protection equipment or other alarm system in the Texas A&M Maritime Academy Hall or other campus facility.

n) Cadets will not engage in inappropriate sexual behavior.

o) Cadets will adhere to the University’s policy on pet animals. Refer to www.tamug.edu/studentrules/Student_Life_Rules/36_Pet_Animals.html.


**ARTICLE 903 – REPORTING CADET CONDUCT**

1) Regardless of rank or position, every Cadet has a duty and responsibility to report any and all major infractions (i.e., alcohol, drugs, assault, acts of violence, hazing, activities/events that endanger persons or threaten property, etc.) using the “Report a Violation of the Student Rules” form located at
www.tamug.edu/studentrules. The Cadet may also report such violations to the Community Leaders, Corps Housing Coordinators, the Assistant Commandants, and the Commandant.

**ARTICLE 904 – CADET DISCIPLINE POLICY**

1) Texas A&M University at Galveston Student Rules (www.tamgu.edu/studentrules) is the governing authority on the administration of the Cadet conduct/discipline process.

2) The Superintendent (or designated representative) has the final review/administrative authority in all Cadet conduct and administrative cases.

3) During a training cruise:

   a) The Superintendent (or designated representative) may refer infractions of Texas A&M University at Galveston Student Rules for disposition within the Cadet conduct/discipline process.

   b) The Superintendent (or designated representative) has the authority to place a Cadet, who is on a training cruise, on interim suspension and removed from off the vessel, if it is believed that the presence of the Cadet poses a continuing danger or safety issue to persons or property, or presents a threat of disrupting the academic/operations on the vessel.

      i) A Cadet conduct conference will be scheduled as soon as practicable thereafter.

   c) Any Cadet on a training cruise is considered registered for class; therefore, all university rules apply. Infractions of the Texas A&M University at Galveston Student Rules will be disposed of accordingly as deemed necessary by the Superintendent (or designated representative).

      i) If you are repatriated during a training cruise, you will receive a failing grade for not completing the class and also the loss of the cruise fee. You will have to retake the course and pay for the class again. Being repatriated from a training cruise may also result in Corps suspension and/or University suspension.

**ARTICLE 905 – DISCIPLINE PROCESS**

1) Initial Action. Upon receipt of a report of an alleged violation, which can come from a variety of sources including the Internet, the Commandant will review the information to determine if the case is to be adjudicated within the Corps of Cadets or if it should be co-adjudicated with the University.

2) Rights.

   a) Cadets should reference the following, which can all be found at www.tamug.edu/studentrules/studentliferules.html:

      i) Students’ Rights and Responsibilities

      ii) 24 – Student Conduct Code

      iii) 25 – Student Conduct Code Procedures (System)

      iv) 26 – Student Conduct Proceedings
v) 27 – Sanctions

b) Appeal information (58 – University Disciplinary Appeals Panel) can be found at www.tamug.edu/studentrules/Student_Grievance_Procedures/58_University_Disciplinary_Appeals_Panel.html.

3) Charges. The issuance of a charge letter is the first step in the administrative hearing process. This letter states the alleged rules violation and/or incident of concern and requires the Cadet(s) to schedule a hearing with the appropriate office. The charge letter does not indicate a presumption of responsibility of a rule violation, but rather a complaint has been made against the Cadet and there is a need to hear both sides of the situation. Once a charge letter has been sent, the student may have access to view a part of the conduct file and information that brought charges against them.

a) The charge letter will also include information as to the date, time, and location of the hearing.

4) Hearing: Cases that may result in a sanction involving expulsion, and suspension from the University will follow University Student Rule procedures. This procedure will also be followed in cases co-adjudicated with the University with the exception that the University administrative hearing may be heard concurrently with a Corps of Cadets/Texas A&M Maritime Academy administrative hearing.

a) Category I violations that will not involve removal from the University will normally be heard by the Commandant (or designee).

b) Category II violations will normally be heard by Cadet Mast (or Corps Review Board if the violation has been repeated several times).

5) Sanctions. Sanctions involving expulsion, dismissal, suspension, and deferred suspension from the University will be assessed by the Commandant and the Assistant Vice President for Student Affairs (or designee) through a joint hearing process. Sanctions of Category I Violations not involving removal from the University will normally be assessed by the Commandant (or designee).

a) Sanctions for Category I offenses may include:

i) Corps Expulsion. Separation action without option for readmission.

ii) Corps Suspension. Separation for a defined period; readmission is not guaranteed but will be considered upon request.

(1) The sanction of Corps Suspension may be placed in deferred status. In this case, a violation of Corps Operations Manual during this period will cause the suspension to take effect immediately without further review. Additional action may also be taken regarding the most recent offense. Deferred suspension also carries the restriction a student is “Not in Good Standing” with the Corps of Cadets.

iii) Corps Conduct Probation. An official warning a Cadet’s conduct has been in violation of the Corps Operations Manual, but is not serious enough to warrant expulsion, dismissal, or suspension.

(1) Conduct Probation means a Cadet is “Not in Good Standing” with the Corps. Violation of any part of the probation may result in one of the sanctions above from the Corps of Cadets.
(a) This sanction includes the same restrictions as Deferred Suspension and therefore:

(i) May not hold a leadership position (defined in Article 303 and Article 304 as Key Senior Cadet Leadership, Key Cadet Leaders, and Cadet Leadership respectively). In addition, the Cadet may not hold a leadership position in a Corps special unit (i.e., Drill Team, Color Guard, Hearn Honor Guard). Finally, the Cadet will not be permitted to participate in any Corps activity/function/event in which the Corps’ presence is a representation of the University including Corps March-Ins, special unit competitions, etc.).

(ii) While under Corps Conduct Probation, a Cadet is considered “not in good standing” with the Corps and may not successfully obtain (due to no-priority placement on official Cruise Selection Lists) training-at-sea (i.e., TS General Rudder training-at-sea, Commercial training-at-sea, and/or Summer training-at-sea with any of the other State Maritime Academies).

(iii) May not hold office or positions in the Corps, Residence Life, or recognized student organizations or represent the University in any manner (that which includes but is not limited to NCAA sports).

(iv) May not participate in intramurals.

iv) Conduct Review. An official warning the Cadet’s conduct is in violation of the Corps Operations Manual, but is not sufficiently serious to warrant conduct probation. A cadet on conduct review shall remain “In Good Standing” with the Corps. This sanction may require regular meetings with an appropriate official within the Corps of Cadets, Texas A&M Maritime Academy, and/or the University.

v) Relief from Command or Position.

vi) Reduction of Cadet Rank.

vii) Restitution (i.e., payment of damages).

viii) Restricted Weekends/Marching Tours/Extra Duty.

ix) Letter of Reprimand.

x) Demerits.

xi) Ineligibility for training-at-sea or other similar and appropriate sanctions as approved by the Superintendent (or designee).

6) Corps Appeals of Sanctions for Category I Violations. Cadets receiving sanctions for Category I violations as a result of a Corps hearing have the opportunity to appeal as outlined in their Sanction Letter. The appeal process will be done through the Chain of Command using the following guidelines:

a) Instructions for appeal including the appeal form will be included in the Corps Sanction Letter.
i) The appeal must be filed within five (5) University business days of the decision regarding disciplinary action taken. The Cadet must include a written application supporting the basis of appeal. An appeal form submitted without any explanation will not be processed.

ii) The completed appeal form and accompanying explanation will be forwarded to the Commandant for review. The Commandant may act on the appeal immediately or refer the appeal to an appeals panel. The appeals panel will subsequently provide the Commandant a recommendation to present to the Superintendent (or designee).

iii) The Superintendent (or designee) is the final authority on the appeal.

b) In a case involving sexual misconduct, the appeal of any sanctions will be conducted at the University Appeal level as outlined in the sanction letter.

7) Instructions to Cadet Receiving Suspension from the Corps of Cadets. Any cadet who receives a sanction of suspension or higher, must follow the written instructions presented to them in their sanction letter. The instructions for administrative separation are the same as suspension from the Corps of Cadets. They include:

a) A definite time in which they must leave the Corps.

b) The Office of the Commandant will provide the Cadet with the necessary documentation for separation. This Cadet will need to acquire signatures from the different offices on the form. An incomplete form will indicate the Cadet did not properly separate from the Corps.

c) Re-admission into the Corps is dependent upon completion of the sanction and approval by the Superintendent.

i) Before receiving approval from the Superintendent, the prospective returning Cadet may be asked to come before select members of the Academy to discuss relevant expectations.

ii) Re-admission into the Corps and the Academy is not guaranteed.

ARTICLE 906 – DEMERIT SYSTEM

1) Per 46 CFR 310.10 (Discipline and Dismissal):

   (a) Each school shall establish and publish rules and regulations governing Cadet and Midshipman discipline and providing for a demerit system for infractions of these rules and regulations. Serious or excessive violations of the rules and regulations by a Cadet or Midshipman may be considered as evidence of inaptitude for the demanding career of a merchant marine officer and warrant dismissal by the school.

   (b) Each Cadet or Midshipman shall, upon admission to the school, be furnished a copy of the School’s rules and regulations.

   (c) Any Cadet or Midshipman placed on probation for failure to meet the conduct requirements of the school may, at the discretion of the Superintendent, be listed as not in good standing for any period not to exceed six (6) months for the purpose of §310.7(a)(5).

2) Demerits serve both as a Cadet disciplinary tool and a performance indicator.
a) The Corps Commander, in consultation with the Commandant, will determine who is authorized to issue demerits in the Cadet Chain.

b) The Assistant Commandants, NROTC Officer-in-Charge, NROTC Assistant Officer-in-Charge, and Corps Housing Coordinators are authorized to issue demerits.

c) Faculty and staff members of Texas A&M University at Galveston are not authorized to issue demerits directly, but may recommend issuance of demerits (or merits) to a Cadet by contacting the Commandant.

d) Cadets have the right to appeal demerits assigned. The appeal must be submitted in writing to the Commandant within five (5) Corps days from when the sanction was issued.

e) NROTC/SSOP Cadets who violate policies, procedures, and rules specific to NROTC/SSOP shall be issued demerits in accordance to what has been established by the NROTC/SSOP.

3) The established demerit system for the Corps of Cadets at the Texas A&M Maritime Academy is as follows:

a) The semester, academic year, and tenure demerit limits are 75, 125, and 350 demerits respectively. Cadets will receive a Warning Notice when they exceed 50 Demerits. Upon reaching or exceeding any of the demerit limits, the Cadet shall come before a Cadet Captain’s Mast to show cause why said cadet should not be separated for a period of not less than one calendar year.

i) The sanction of Corps Conduct Probation may be applied.

(1) While under Corps Conduct Probation, a Cadet is considered “not in good standing” with the Corps and may not successfully obtain (due to no-priority placement on official Cruise Selection Lists):

(a) A TS General Rudder Cruise, Commercial Cruise or, Summer Cruise with any of the other six (6) State Maritime Academies.

(b) Participate in student organizations or intramurals.

(c) Hold office or positions in the Corps, Residence Life, or recognized student organizations or represent the University in any manner (that which includes but is not limited to NCAA sports).

(d) Corps Conduct Probation will normally last for the current semester and will be maintained until the completion of the following semester, to include any TS General Rudder cruise, Commercial Cruise, Co-Op, or other Summer Cruise evolution.

ii) The Commandant must approve all administrations of Corps Conduct Probation in order to be considered “effective.”

(1) A Cadet may appeal Corps Conduct Probation. The appeal must be submitted in writing to the Commandant within five (5) Corps days from when the sanction was issued.
**ARTICLE 907 – CATEGORIES OF VIOLATIONS & DEMERIT SCHEDULE**

1) **Category I Violations.** These violations are considered to be of the most serious nature. The Commandant and the Assistant Commandants are the only individuals within the Office of the Commandant of the Corps of Cadets who can assess sanctions for all Category I violations.

   a) **Watch & Duty** (NOTE: Duty is defined as, anytime a Cadet is on watch, in class, at formation, at a mandatory meeting or conducting business anywhere on campus.)

<table>
<thead>
<tr>
<th>Violation</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent from Watch:</td>
<td></td>
</tr>
<tr>
<td>• More than thirty minutes late to a four-hour watch</td>
<td>4th Class Cadet, First Offense: 30-50 Demerits</td>
</tr>
<tr>
<td>OR</td>
<td>o Subsequent offenses may be referred to</td>
</tr>
<tr>
<td>• More than sixty minutes late to a 24-hour watch</td>
<td>an Assistant Commandant for Corps</td>
</tr>
<tr>
<td></td>
<td>Conduct Administrative Hearing</td>
</tr>
<tr>
<td></td>
<td>depending on the severity of the action;</td>
</tr>
<tr>
<td></td>
<td>Suspension from the Corps and the Academy</td>
</tr>
<tr>
<td></td>
<td>may be possible.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>• 4th Class Cadet, First Offense: 30-50 Demerits</td>
<td>3rd Class and 2nd Class Cadets, First Offense: 40-60 Demerits</td>
</tr>
<tr>
<td></td>
<td>o Subsequent offenses may be referred to</td>
</tr>
<tr>
<td></td>
<td>an Assistant Commandant for Corps</td>
</tr>
<tr>
<td></td>
<td>Conduct Administrative Hearing</td>
</tr>
<tr>
<td></td>
<td>depending on the severity of the action;</td>
</tr>
<tr>
<td></td>
<td>Suspension from the Corps and the Academy</td>
</tr>
<tr>
<td></td>
<td>may be possible.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>• Unauthorized absence from the Academy or Training Ship while assigned to</td>
<td>1st Class Cadet: 60-80 Demerits</td>
</tr>
<tr>
<td>a 24-hour watch or when assigned to a Duty Section, but not actually on</td>
<td>o An offense may be referred to an</td>
</tr>
<tr>
<td>watch</td>
<td>Assistant Commandant for Corps Conduct</td>
</tr>
<tr>
<td></td>
<td>Administrative Hearing depending on the</td>
</tr>
<tr>
<td></td>
<td>severity of the action; Suspension from the</td>
</tr>
<tr>
<td></td>
<td>Corps and the Academy may be possible</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>• Unauthorized absence from the Academy or Training Ship while assigned to</td>
<td></td>
</tr>
<tr>
<td>a 24-hour watch or when assigned to a Duty Section, but not actually on</td>
<td></td>
</tr>
<tr>
<td>watch</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Failure to sign the watch log</td>
<td>20-40 Demerits</td>
</tr>
<tr>
<td>Late to watch (up to 30 minutes)</td>
<td>20 Demerits</td>
</tr>
<tr>
<td></td>
<td>2nd Class and 1st Class Cadets may be</td>
</tr>
<tr>
<td></td>
<td>referred to an Assistant Commandant for</td>
</tr>
<tr>
<td></td>
<td>Corps Conduct Administrative Hearing</td>
</tr>
<tr>
<td></td>
<td>depending on the severity of the action;</td>
</tr>
<tr>
<td></td>
<td>Suspension from the Corps and the Academy</td>
</tr>
<tr>
<td></td>
<td>may be possible for watch violations.</td>
</tr>
<tr>
<td>Late to a 24-hour watch (in excess of 30 minutes but less than 60 minutes)</td>
<td>15 Demerits</td>
</tr>
<tr>
<td></td>
<td>1st Class Cadets may be referred to an</td>
</tr>
<tr>
<td></td>
<td>Assistant Commandant for Corps Conduct</td>
</tr>
<tr>
<td></td>
<td>Administrative Hearing depending on the</td>
</tr>
<tr>
<td></td>
<td>severity of the action; Suspension from the</td>
</tr>
<tr>
<td></td>
<td>Corps and the Academy may be possible for</td>
</tr>
<tr>
<td></td>
<td>watch violations.</td>
</tr>
<tr>
<td>Irresponsibility while on watch, negligence, or sleeping on watch</td>
<td>50 Demerits to Corps Suspension</td>
</tr>
<tr>
<td>Unauthorized absence from the Academy or Training Ship while assigned to</td>
<td>50 Demerits to Corps Suspension</td>
</tr>
<tr>
<td>a 24-hour watch or when assigned to a Duty Section, but not actually on</td>
<td></td>
</tr>
<tr>
<td>watch</td>
<td></td>
</tr>
<tr>
<td>Failure to perform watch duties</td>
<td>25-50 Demerits</td>
</tr>
</tbody>
</table>
### Conduct

**Conduct unbecoming of a Cadet, failure to conduct oneself as a responsible Cadet, on or off campus** (NOTE: A Cadet is responsible for “conduct unbecoming” when his/her actions or conduct could be interpreted to be detrimental to the best interests of the individual Cadet, other persons, the Cadet’s unit, the Corps, or Texas A&M University at Galveston.)

- May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.
- 15-50 Demerits

**Violating sanctions or probation previously established by a Hearing Board or Conduct Administrator**

- May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.
- 20-50 Demerits

**Personal servitude, forcing others to perform unauthorized menial tasks or issuing unofficial punishments**

- 10-50 Demerits

**Use of vulgar or profane language**

- 10-25 Demerits

**Disrespect towards an officer, faculty/staff member, administrator, or Cadet involving a display of discourtesy, rudeness, or contempt of authority either in language or deportment**

- 20-50 Demerits

**Willful, material and substantial disruption or obstruction of a University related activity, or any on-campus activity**

- May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.
- 20-50 Demerits
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Possible Actions</th>
</tr>
</thead>
</table>
| Participating in an activity that substantially and materially disrupts the      | • 20-50 Demerits  
| normal operations of the University, or infringes on the rights of members of    | • May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action;  
| the University community                                                          | • Suspension from the Corps and the Academy may be possible.  
|                                                                                 | • Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct. |
| Willful, material and substantial obstruction of the free flow of pedestrian or   | • 20-50 Demerits  
| other traffic, on or leading to campus property or an off-campus University       | • May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action;  
| related activity                                                                  | • Suspension from the Corps and the Academy may be possible.  
|                                                                                 | • Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct. |
| Disorderly, lewd, indecent, or obscene behavior at a University related activity,  | • 10-50 Demerits  
| or directed toward a member of the University community                           | • May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action;  
|                                                                                 | • Suspension from the Corps and the Academy may be possible.  
|                                                                                 | • Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct. |
| Improper disposal of refuse, cigarette butts, or food on Academy property        | • 5-15 Demerits                                                                                                                                 |
| Unauthorized entry into, presence in, use of, or misuse of Academy and/or        | • 10-50 Demerits to Corps Suspension  
| University property                                                              | • May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action;  
|                                                                                 | • Suspension from the Corps and the Academy may be possible.  
|                                                                                 | • Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct. |
| Theft of property or services from the University community, or misappropriation  | • 10-50 Demerits to Corps Suspension  
| of University resources                                                           | • May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action;  
|                                                                                 | • Suspension from the Corps and the Academy may be possible.  
<p>| |
|                                                                                 |</p>
<table>
<thead>
<tr>
<th>Incident</th>
<th>Action</th>
</tr>
</thead>
</table>
| Destruction or damage to University property or other property in the University community | - 10-50 Demerits to Corps Suspension  
- May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.  
- Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct. |
| Failure to comply with directions, or interference with, any University official or any public safety officer while acting in the performance of his/her duties | - 20-50 Demerits to Corps Suspension  
- May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible.  
- Incident will also be reported to the Assistant Vice President for Student Affairs (or designee) for adjudication as a matter of student conduct. |
| Insubordination or failure to carry out orders issued by a member of the Commandant’s staff, NROTC staff, Corps Housing staff, Cadet officer, Community Leader or Cadet acting in a supervisory capacity, | - 20-50 Demerits |
| Violation of the University’s policy regarding soliciting on campus | - 20-50 Demerits |
| Violation of Federal or State Law | - 20-50 Demerits to Corps Suspension |
| Interference of free time | - 10-25 Demerits |
| Negligence of leadership, or dereliction of duty (NOTE: Anyone in the Cadet Chain of Command is responsible for ensuring Cadets under their authority follow and obey the policies, procedures, and rules of the Corps. A Cadet in the Chain of Command must be wise with his/her use of authority. His/her actions and directives must be reasonable and prudent. Negligence of leadership is also applicable at the peer level including but not limited to a Cadet that contributes to negligent actions of his/her peers or fails to report negligent actions of his/her peers.) | - 30-50 Demerits  
- May be referred to an Assistant Commandant for Corps Conduct Administrative Hearing depending on the severity of the action; Suspension from the Corps and the Academy may be possible. |
| Violation of policy on permission to touch | - 10-50 Demerits |
| Abuse of class relationships | - 10-50 Demerits |
| Improper Cadet relationships | - 10-50 Demerits |
| Public display of affection | - 10-50 Demerits |
| Violation of the Academic Day rule | - 50 Demerits to Corps Suspension |
| Hazing | - Corps Suspension to Corps Expulsion  
- Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct. |
c) **Academic Misconduct**

i) Academic misconduct will not be tolerated in the Corps of Cadets. A Cadet found responsible by the Galveston Aggie Honor System Office ([www.tamug.edu/honorsystem](http://www.tamug.edu/honorsystem)) for academic misconduct ([http://www.tamug.edu/studentrules/Academic_Rules/20_Academic_Misconduct.html](http://www.tamug.edu/studentrules/Academic_Rules/20_Academic_Misconduct.html)) will also receive appropriate sanctions by the Corps of Cadets.

ii) Cadets are strongly encouraged to familiarize themselves with the Academic Misconduct Descriptions found at [http://www.tamug.edu/honorsystem/descriptions.html](http://www.tamug.edu/honorsystem/descriptions.html) especially as it relates to the demerit schedule below.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.</td>
<td>50 Demerits</td>
</tr>
<tr>
<td>Fabrication: Making up data or results, and recording or reporting them; submitting fabricated documents.</td>
<td>50 Demerits</td>
</tr>
<tr>
<td>Falsification: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.</td>
<td>50 Demerits</td>
</tr>
<tr>
<td>Multiple Submission: Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.</td>
<td>50 Demerits</td>
</tr>
<tr>
<td>Plagiarism: The appropriation of another person’s ideas, processes, results, or words without giving appropriate credit.</td>
<td>50 Demerits</td>
</tr>
<tr>
<td>Complicity: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.</td>
<td>50 Demerits</td>
</tr>
<tr>
<td>Abuse and Misuse of Access and Unauthorized Access: Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise. See Student Rule 22 - Rules for Responsible Computing.</td>
<td>50 Demerits</td>
</tr>
<tr>
<td>Violation of Departmental or College Rules: Students may not violate any announced departmental or college rule relating to academic matters.</td>
<td>50 Demerits</td>
</tr>
<tr>
<td>University Rules on Research: Students involved in conducting research and/or scholarly activities at Texas A&amp;M University must also adhere to standards set forth in University Rule 15.99.03.M1 - Ethics in Research, Scholarship, and Creative Work.</td>
<td>50 Demerits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Offense</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishing false information to a University official, faculty member, or campus office</td>
<td>20-50 Demerits to Corps Suspension</td>
</tr>
</tbody>
</table>


d) **Dishonesty**

- Furnishing false information to a University official, faculty member, or campus office: 20-50 Demerits to Corps Suspension.
<table>
<thead>
<tr>
<th>Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 20-50 Demerits to Corps Suspension</td>
</tr>
<tr>
<td>• Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</td>
</tr>
<tr>
<td>Operating any motor vehicle, forklift, or waterfront equipment/vessel on Cal Maritime grounds in an unsafe manner</td>
</tr>
<tr>
<td>• 10-50 Demerits</td>
</tr>
<tr>
<td>Violation of safe practices and shipboard policies involving highly probable personal injury, loss, or damage to property</td>
</tr>
<tr>
<td>• 15-50 Demerits</td>
</tr>
<tr>
<td>Improper use of safety gear, improper wearing of lifejackets or failure to use such equipment (Harnesses, hearing protection, eye protection, etc.)</td>
</tr>
<tr>
<td>• 10-50 Demerits</td>
</tr>
<tr>
<td>Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct</td>
</tr>
<tr>
<td>• 10-50 Demerits to Corps Suspension</td>
</tr>
<tr>
<td>• Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</td>
</tr>
<tr>
<td>Participation in pranks or practical jokes that may involve risks of injury to persons or damage to property</td>
</tr>
<tr>
<td>• 10-50 demerits to Corps Suspension</td>
</tr>
<tr>
<td>Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations</td>
</tr>
<tr>
<td>• 10-50 Demerits to Corps Expulsion</td>
</tr>
<tr>
<td>• Incident will also be reported to the Assistant Vice President for Student Affairs for adjudication as a matter of student conduct.</td>
</tr>
</tbody>
</table>

**e) Health and Safety**

<table>
<thead>
<tr>
<th>Violation of the Department of Residence Life’s policy on appliances</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 20-50 Demerits</td>
</tr>
<tr>
<td>Violation of the Department of Residence Life’s policy on candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots, hibachis, and barbecue grills)</td>
</tr>
<tr>
<td>• 20-50 Demerits to Corps Suspension</td>
</tr>
<tr>
<td>Violation</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Heads (restrooms) located in the common areas are designated male or</td>
</tr>
<tr>
<td>female. The use of opposite sex bathrooms is prohibited. Cadets found</td>
</tr>
<tr>
<td>using opposite-gender bathrooms will be documented</td>
</tr>
<tr>
<td>Violation of the Department of Residence Life’s policy on significant</td>
</tr>
<tr>
<td>changes/alterations/modifications to an assigned room and/or suite,</td>
</tr>
<tr>
<td>damaged furniture, missing furniture, room and/or suite damage</td>
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<td></td>
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<tr>
<td>Climbing, rappelling or any related activity is prohibited on the</td>
</tr>
<tr>
<td>residence hall</td>
</tr>
<tr>
<td>Unauthorized presence on rooftops, overhang, ledge, or areas marked</td>
</tr>
<tr>
<td>for restricted access for any reason, including sunbathing, stargazing,</td>
</tr>
<tr>
<td>or walking is prohibited</td>
</tr>
<tr>
<td>Tampering with building smoke or fire detectors located in Cadet rooms</td>
</tr>
<tr>
<td>and/or suite, in hallways, or other common areas, and misuse of fire</td>
</tr>
<tr>
<td>extinguishers or any other fire safety equipment is prohibited</td>
</tr>
<tr>
<td>Failure to evacuate. Any Cadet who fails to immediately evacuate a</td>
</tr>
<tr>
<td>building during an alarm is subject to disciplinary action</td>
</tr>
<tr>
<td>Disabling, opening, damaging or propping exits used exclusively as fire</td>
</tr>
<tr>
<td>exits is prohibited (unless being used properly as an exit during an</td>
</tr>
<tr>
<td>emergency situation). All hallways, exits, stairwells, doorway or area</td>
</tr>
<tr>
<td>that may be deemed an “egress” (i.e. window) need to be free from</td>
</tr>
<tr>
<td>garbage, bicycles, clutter, furniture or other items that may or have</td>
</tr>
<tr>
<td>a potential to limit entry/exit (including tripping hazard). Propping</td>
</tr>
<tr>
<td>of any of the building’s exterior doors is prohibited</td>
</tr>
<tr>
<td>Violation of the Department of Residence Life’s policy on combustibles</td>
</tr>
<tr>
<td>including but not limited to gasoline, fireworks, charcoal and/or</td>
</tr>
<tr>
<td>charcoal fluid</td>
</tr>
<tr>
<td>Bypassing or tampering with the locking mechanism for any door</td>
</tr>
<tr>
<td>Violation of the University’s pet policy</td>
</tr>
<tr>
<td>Throwing any object or item from or to a building or down a hallway</td>
</tr>
<tr>
<td>or stairwell is prohibited</td>
</tr>
<tr>
<td>Violation of the Department of Residence Life’s policy on visitation</td>
</tr>
<tr>
<td>Removal and/or possession of common area furniture, décor, and</td>
</tr>
<tr>
<td>equipment</td>
</tr>
</tbody>
</table>

2) **Category II Violations.** Consists of violations of directives/long-standing, well and properly established University and/or Corps traditions, or customs, standards of courtesy and class privileges. In most cases, these will be handled within the Corps of Cadets through the use of demerits as well as restricted weekends, marching tours, and extra duty.
### a) Uniforms and Grooming

<table>
<thead>
<tr>
<th>Description</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to pass Command Inspection</td>
<td>20</td>
</tr>
<tr>
<td>Failure to conform to Corps standards for grooming including improper haircut and/or improper hairstyle, improper shave and/or failure to shave</td>
<td>10-20</td>
</tr>
<tr>
<td>Missing parts of uniform or improper placement of uniform decorations (i.e., no name tag, collar device, etc.)</td>
<td>5-10</td>
</tr>
<tr>
<td>Wearing no uniform or the wrong uniform</td>
<td>20</td>
</tr>
<tr>
<td>Failure to appear for re-inspection of uniform or grooming violations</td>
<td>20</td>
</tr>
<tr>
<td>Improper wear of the uniform (including untucked shirt, unbuttoned shirt, wrong color socks, wrong undershirt, etc.)</td>
<td>20</td>
</tr>
<tr>
<td>Dirty uniform</td>
<td>5-10</td>
</tr>
<tr>
<td>Uniform not pressed</td>
<td>5-10</td>
</tr>
<tr>
<td>Improperly arranged ribbons and/or medals</td>
<td>5</td>
</tr>
<tr>
<td>Unshined shoes</td>
<td>10</td>
</tr>
<tr>
<td>Wear of unserviceable uniform, head gear, and/or foot gear</td>
<td>10</td>
</tr>
<tr>
<td>Unauthorized articles (including but not limited to rank, collar device, insignia, ribbons, medals, belts, headgear, sunglasses, etc.)</td>
<td>20</td>
</tr>
<tr>
<td>Dirty or untrimmed fingernails and/or use of inappropriate nail polish color</td>
<td>10</td>
</tr>
</tbody>
</table>

### b) Room

<table>
<thead>
<tr>
<th>Description</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improperly made rack</td>
<td>10</td>
</tr>
<tr>
<td>Dirty mirror or medicine cabinet</td>
<td>5</td>
</tr>
<tr>
<td>Dirty sink</td>
<td>5</td>
</tr>
<tr>
<td>Dirty toilet</td>
<td>5-15</td>
</tr>
<tr>
<td>Dirty shower</td>
<td>5-15</td>
</tr>
<tr>
<td>Excessive dust</td>
<td>5</td>
</tr>
<tr>
<td>Dirty floor</td>
<td>10</td>
</tr>
<tr>
<td>Display of offensive/inappropriate material</td>
<td>20</td>
</tr>
<tr>
<td>Closet not properly arranged</td>
<td>10</td>
</tr>
<tr>
<td>Room in gross disorder and/or disarray</td>
<td>25</td>
</tr>
</tbody>
</table>

### c) Formations and Meetings

<table>
<thead>
<tr>
<th>Description</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent from Command Inspection</td>
<td>25</td>
</tr>
<tr>
<td>Absent from weekly personnel inspection</td>
<td>10</td>
</tr>
<tr>
<td>Absent from Formation or required activity</td>
<td>10</td>
</tr>
<tr>
<td>Absent from mandatory meetings</td>
<td>10</td>
</tr>
<tr>
<td>Late to formation or mandatory meetings</td>
<td>5</td>
</tr>
<tr>
<td>Failure to properly sign out of Call-to-Quarters</td>
<td>25</td>
</tr>
<tr>
<td>Violation of curfew</td>
<td>25</td>
</tr>
</tbody>
</table>
d) Administrative Violations

<table>
<thead>
<tr>
<th>Action</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to comply with an written and/or verbal order or directive</td>
<td>20</td>
</tr>
<tr>
<td>Failure to get the word, including failure to read and understand</td>
<td>10</td>
</tr>
<tr>
<td>official Corps email announcements, written announcements, to read</td>
<td></td>
</tr>
<tr>
<td>watch bills, standing orders, or other official campus notices and</td>
<td></td>
</tr>
<tr>
<td>publications</td>
<td></td>
</tr>
<tr>
<td>Late in submitting forms, muster sheets, watch bills, unit reports,</td>
<td>5</td>
</tr>
<tr>
<td>or other documents</td>
<td></td>
</tr>
<tr>
<td>Failure to complete unit training assignments</td>
<td>10</td>
</tr>
<tr>
<td>Violation of Call-to-Quarters mandatory quiet hours</td>
<td>10-20</td>
</tr>
<tr>
<td>Failure to appear as ordered</td>
<td>10</td>
</tr>
<tr>
<td>Disrespectful behavior towards another cadet</td>
<td>25</td>
</tr>
<tr>
<td>Riding bicycles, skateboards, roller blades, scooters, skates, etc.</td>
<td>15</td>
</tr>
<tr>
<td>within the residence hall including lobbies, hallways, stairwells and</td>
<td></td>
</tr>
<tr>
<td>elevators is not permitted</td>
<td></td>
</tr>
</tbody>
</table>

3) Category III Violations – Training Cruise & International Experience

a) Liberty and Duty

<table>
<thead>
<tr>
<th>Violation</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent Without Leave (AWOL) (Absence from the training ship or</td>
<td></td>
</tr>
<tr>
<td>International Experience in excess of 4 hours past the expiration of</td>
<td></td>
</tr>
<tr>
<td>liberty)</td>
<td></td>
</tr>
<tr>
<td>Absent Over Liberty (AOL) (Absence from the training ship or</td>
<td></td>
</tr>
<tr>
<td>International Experience in excess of 30-minutes but less than 4 hours</td>
<td></td>
</tr>
<tr>
<td>Late from liberty (up to 30 minutes late beyond expiration of liberty)</td>
<td></td>
</tr>
<tr>
<td>Cadet will be required to take a Breathalyzer test upon return</td>
<td></td>
</tr>
<tr>
<td>Commandant’s Mast</td>
<td></td>
</tr>
<tr>
<td>Cadet will be required to take a Breathalyzer test upon return</td>
<td></td>
</tr>
<tr>
<td>Commandant’s Mast (or Corps Review Board)</td>
<td></td>
</tr>
<tr>
<td>Cadet will be required to take a Breathalyzer test upon return</td>
<td></td>
</tr>
<tr>
<td>Corps Review Board</td>
<td></td>
</tr>
<tr>
<td>Cadet will be required to take a Breathalyzer test upon return</td>
<td></td>
</tr>
<tr>
<td>Removal of food, dishes, utensils, cups, etc. from the mess deck</td>
<td></td>
</tr>
</tbody>
</table>

b) Health and Safety

<table>
<thead>
<tr>
<th>Violation</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to comply with emergency signals</td>
<td>10-50</td>
</tr>
<tr>
<td>Failure to maintain room or berthing area to standards or failure to</td>
<td>5-25</td>
</tr>
<tr>
<td>comply with berthing area policy</td>
<td></td>
</tr>
<tr>
<td>Violation of the training ship’s trash disposal plan</td>
<td>10-50</td>
</tr>
<tr>
<td>Violation of the training ship’s or International Experience policy on</td>
<td>10-50</td>
</tr>
<tr>
<td>visitation in rooms and berthing areas</td>
<td></td>
</tr>
<tr>
<td>Failure to report to sick bay</td>
<td>10-30</td>
</tr>
<tr>
<td>Removing food, dishes, utensils, cups, etc. from the mess deck</td>
<td>10-25</td>
</tr>
</tbody>
</table>

b) Uniforms and Classes

---

Corps Operations Manual (Revised: February 19, 2018)
Uniform or grooming violations ashore during the cruise or on International Experience  5-15 Demerits
Unauthorized use of civilian clothing  5-15 Demerits
Wearing of tennis shoes or shorts before being authorized  5-15 Demerits
Absent from class  5-15 Demerits
Late to class  5-15 Demerits

**Formation Violations**

<table>
<thead>
<tr>
<th>Violation</th>
<th>Demerits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leaning or sitting on railing</td>
<td>5-20 Demerits</td>
</tr>
<tr>
<td>Bringing food to or eating while in formation</td>
<td>5-20 Demerits</td>
</tr>
<tr>
<td>Failure to stand at attention or at ease in the proper manner</td>
<td>5-20 Demerits</td>
</tr>
</tbody>
</table>

**ARTICLE 908 – REMOVAL OF DEMERITS**

1) **General Information**

   a) A weekly demerits list will be placed on all bulletin boards no later than 1700 on Wednesday of each week.

   i) Cadets are expected to reconcile their demerits that week, unless they have a validated excuse, by their Commander. Then they must do it the following week.

   ii) One month before the end of each semester, all Commanders will have a list containing the running total for each Cadet in their unit who has been issued demerits.

   (1) This list should be returned to the Master at Arms no later than 1700 on the fifth University business day of the issuing month.

   b) A Cadet must reconcile all demerits no later than one month prior to the end of the semester in which the demerits were earned.

      i) A graduating Cadet who has not reconciled all demerits fifteen (15) University business days before commencement will be charged with violating 24.4.6 (Failure to Comply) of the Student Conduct Code and may also be charged with violating 24.4.23 (Abuse of Student Conduct Process) of the Student Conduct Code.

      ii) For those Cadets not graduating, demerits not reconciled by the end of the current semester in which they were earned will roll over to the following semester. In addition, the Cadet will be charged with violating 24.4.6 (Failure to Comply) of the Student Conduct Code and may also be charged with violating 24.4.23 (Abuse of Student Conduct Process) of the Student Conduct Code.

2) **Reconciliation of Demerits**

   a) Each Cadet is responsible in determining how many merits/demerits he/she has earned/received throughout his/her time in the Corps of Cadets.
b) Each merit earned can be used to reconcile each demerit received in equal proportions. For example, five (5) merits can be used to reconcile five (5) demerits. In most cases, this reconciliation is automatic.

   i) Information on receiving merits for Meritorious Conduct is discussed in Chapter 10 – Meritorious Conduct.

c) Cadets who do not have any merits can reconcile demerits based on service hours. One service hour (60 minutes) equals five (5) demerits. Service hours are reported in one-hour increments only.

d) Commandant Approved Community Service. Pre-determined and/or pre-scheduled community service hours approved by the Commandant in partnership with the University as well as 501(c)3 agencies and/or 501(c)3 organizations outside the campus community.

   i) The Commandant is the only person that can authorized Commandant Approved Community Service.

e) Corps Service Hours. These are community service hours committed directly to the Corps of Cadets as approved by the Commandant. These hours may include classroom furniture arrangement, cleaning of dry-erase boards, dusting common areas of Corps Headquarters and its immediate surrounding areas, picking up trash in the TAMMA Parking Lot as well as its access roads including supervised trash pick-up of Rattle Snake Road.

f) Marching Tours. Although marching tours is a way of removing demerits it is the least productive as the individual is simply marching the designated area. Nonetheless, marching tours are treated just the same as service hours. One hour of marching is equal to five (5) demerits.

   i) During marching tours, a Cadet is given adequate breaks. The break-time is not included in the one-hour marching tour. No Cadet on marching tours will march more than a total of three (3) hours in one day.

g) Removal of demerits due to incorrect entry.

   i) Issued demerits may be appealed and removed due to an entry error or extenuating circumstances at the discretion of the Company Commander and Master at Arms. If demerits were issued in error, the process shall be:

      (1) Contact Company Commander via email. Include the Maxient Incident Report ID number in the email and provide reasoning or explain extenuating circumstance.

         (a) A removal of demerits in this manner is not for the purpose of removing demerits with which you disagree. An appeal of demerits cannot be made until appearing before a board. This process may only be utilized as a result of administrative or entry error.

      (2) If the Company Commander approves, he/she will forward his/her recommendation via email to the Master at Arms for removal.

      (3) If the Company Commander does not support removal, an appeal may be made in writing to the Master at Arms.
CHAPTER 10 – MERITORIOUS CONDUCT

ARTICLE 1001 – MERITORIOUS CONDUCT

1) Merits are awarded for acts of courage, exceptional behavior, and significant contributions to the University, the Texas A&M Maritime Academy, the Corps of Cadets, and quality of life of the members of the campus community. Merits are not generally awarded for actions performed as part of an assigned work project, required functions, or activities counted as campus stewardship. Any member of the Corps of Cadets, Staff, or Faculty may recommend a Cadet to receive merits.

2) Merit Levels

a) **Category I Meritorious Acts** – Meritorious acts of distinguished or significant service to the Corps that have a lasting positive effect for the Corps and life of Cadets. Also includes meritorious acts above-and-beyond the normal course of duty, including acts of bravery, heroism, and courage by a Cadet.

<table>
<thead>
<tr>
<th>Merits</th>
</tr>
</thead>
<tbody>
<tr>
<td>500*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acting above-and-beyond the call of duty in the face of imminent danger</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Responding to emergency situations on board the training ship</td>
</tr>
<tr>
<td>• Responding to or rendering assistance to a serious injury on campus</td>
</tr>
</tbody>
</table>

* Can only be awarded by the Commandant. Review and consideration will be made based on documentation and record of the action above-and-beyond the call of duty.

<table>
<thead>
<tr>
<th>Demonstration of Meritorious Service:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Volunteering or serving with a student organization/committee (i.e., Big Event, Walk-a-Mile in Her Shoes, Relay for Life)</td>
</tr>
<tr>
<td>• Volunteering and completing a significant campus beautification project (when not counting hours for campus stewardship)</td>
</tr>
<tr>
<td>• Volunteering and serving in community awareness programs such as Walk-a-Mile in Her Shoes, Take Back the Night</td>
</tr>
<tr>
<td>• Completing Step In Stand Up training</td>
</tr>
<tr>
<td>• Becoming a Maroon Delegate</td>
</tr>
<tr>
<td>• Agreeing to and presenting information about the Corps of Cadets and the Texas A&amp;M Maritime Academy to a civic organization (i.e., A&amp;M Mothers’ Club)</td>
</tr>
<tr>
<td>• Participating in a Student Leadership Development program sponsored by the Division of Student Affairs</td>
</tr>
<tr>
<td>• Participating in diversity initiatives sponsored by the Division of Student Affairs</td>
</tr>
</tbody>
</table>

b) **Category II Meritorious Acts** – Meritorious acts that display exceptional professionalism, unrelenting perseverance, and loyal devotion to duty, that reflects credit upon the Cadet and are in keeping with the highest traditions of the Corps of Cadets and Texas A&M University at Galveston.
<table>
<thead>
<tr>
<th><strong>Being a good Cadet</strong></th>
<th><strong>Merits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• <em>Helping a sick, injured, or distressed Cadet</em></td>
<td>5-10</td>
</tr>
<tr>
<td><strong>Volunteering for service during a function (when not counting hours for campus stewardship)</strong></td>
<td>5-10</td>
</tr>
<tr>
<td><strong>Volunteering for additional duty or watch</strong></td>
<td></td>
</tr>
<tr>
<td>• <em>Reporting in place of another Cadet when not actually assigned the watch</em></td>
<td></td>
</tr>
<tr>
<td>• <em>Standing double watches when not required (when not performing extra duty/restricted weekends, or when not counting hours for campus stewardship)</em></td>
<td>5-20</td>
</tr>
<tr>
<td><strong>Giving blood during a University sponsored blood drive</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Service to the Corps of Cadets</strong></td>
<td></td>
</tr>
<tr>
<td>• <em>Picking up trash, providing ad hoc tours to guests, etc. (when not counting hours for campus stewardship)</em></td>
<td>5</td>
</tr>
<tr>
<td><strong>Assistance to faculty and/or staff (submission must be by the faculty and/or staff member)</strong></td>
<td>5-10</td>
</tr>
<tr>
<td>• <em>Classroom set-up</em></td>
<td></td>
</tr>
<tr>
<td><strong>Receiving an “Outstanding” by the Commandant during a Command Inspection</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

**c) Category III Meritorious Acts** – Class III merits are earned for campus stewardship as indicated below and are awarded by the Assistant Commandants:

<table>
<thead>
<tr>
<th><strong>Active participation as a member in a University recognized student organization outside the Corps of Cadets.</strong></th>
<th><strong>Merits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• <em>An individual serving as an officer in more than one student organization (including Student Government) can only receive merits for service in one student organization</em></td>
<td>10*</td>
</tr>
</tbody>
</table>

*Documentation from student organization’s advisor must be provided each month. Merits are assigned at the end of each month.*

<table>
<thead>
<tr>
<th><strong>Participation in a 5K event on campus</strong></th>
<th><strong>Merits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Proof of participation must be provided.</em></td>
<td>10*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Serving as a non-member volunteer for a function hosted by a University recognized student organization (outside the Corps of Cadets)</strong></th>
<th><strong>Merits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Documentation must be provided by the President (or Vice President) of the organization hosting the function.</em></td>
<td>10*</td>
</tr>
</tbody>
</table>
3) Merits for community service (time donated to charity organizations) will be awarded under the following guidelines:

a) Five (5) merits may be awarded for every one (1) hour of community service completed. In order to receive merits for community service, the Cadet must provide the following to his/her Company Commander or Company Disciplinary Officer and must also include the information into Maxient:

   i) Name of organization for which service was provided AND location for which service was performed.

   ii) Name and contact information of volunteer coordinator for service provided/ performed.

   iii) Description of service provided/ performed.

b) Community service includes activities such as volunteering at an animal shelter, food bank, soup kitchen, youth group, etc.

   i) Activities such as Seawolf Park when conducted for maintenance hours or restricted weekend activities (i.e., picking up trash) does not constitute community service.

   ii) On campus activities do not qualify as community service.

c) Cadets submitting fraudulent community service entries shall be disciplined.
CHAPTER 11 – MASTS AND HEARINGS

ARTICLE 1101 – COMPANY MAST

1) Once a Cadet has accumulated a total of 50 demerits, a counseling session should be conducted within five (5) University business days. The Cadet will be notified by the appropriate Company staff member of his/her required presence.

2) Company Mast will consist of the Company Commander (or designee) and the Cadet’s squad leader. The Cadet to be heard shall be present. The panel will discuss the reasoning and causation behind each demerit received by the Cadet and attempt to find resolution to prevent repetition of such behavior. If deemed necessary by the panel, in consultation with the Master at Arms, the Cadet may be assigned the following:

   a) One (1) restricted weekend.

   b) One (1) or (2) marching tours.

   c) 500-word essay on a topic of the panel’s choosing.

   d) Assignment to extra duty within the Company.

   e) Assignment of one (1) to two (2) hours of mandatory community service at Seawolf Park or other location approved by the Commandant.

   f) Other incentives deemed necessary by the Company Commander (or designee). Items not explicitly mentioned within this article must be approved by the appropriate Battalion Commander prior to assignment of punishment.

3) All Company Masts will be completed using the Corps Counseling form. Cadets may appeal the decision of a Company Mast to the Master at Arms via email within five (5) University business days of the Company Mast.

   a) The Company Commander or the Company Disciplinary officer is required to submit a copy of the completed Corps Counseling form to his/her respective Battalion Commander and the Master at Arms within three (3) University business days of the Company Mast. Failure to submit a completed Corps Counseling form within the allowed time period will prevent the form from being introduced in the appeal process.

   b) A Cadet will not be sent to a Cadet Captain’s Mast or Corps Review Board without a Company Mast on file.

ARTICLE 1102 – CADET MAST

1) Cadet Mast generally will hear cases of Cadets who have accumulated 75 or more demerits throughout the semester.

   a) Cadet Mast does not apply to NROTC/SSOP Cadets who violate policies, procedures, and rules specific to NROTC/SSOP. Violations of policies, procedures, and rules specific to NROTC/SSOP shall be handled by NROTC/SSOP.
a) The Cadet Mast shall consist of the Corps Commander (or designee), Master at Arms, a Battalion Commander (or designee) and a Company-level leader (i.e., CO, XO, or SCPO).

i) An additional member to Cadet Mast can be added by the Corps Commander in consultation with the Commandant.

3) Notification to the Office of the Commandant

a) For records purposes only, the Office of the Commandant is notified of all scheduled Cadet Masts. The notification should be made before the Cadet Mast begins. A follow-up notification will be made to the Commandant upon conclusion of the Cadet Mast.

4) Notification to the Cadet

a) Written notification must be given to the Cadet at least three (3) Corps days prior to the scheduled Cadet Mast. The notification must include the charge(s) for which the Cadet is being summoned to Cadet Mast.

i) In some instances, depending on the severity of the infraction, and the timing of the Cadet Mast, it may not be possible to provide the minimum three (3) days notice.

5) Hearing procedures:

a) Cadet Mast will be scheduled by the Master at Arms in consultation with the appropriate company staff. All efforts will be made to hold Cadet Mast at the same time each week, but is not guaranteed.

b) During Cadet Mast, the panel chair will remind the Cadet of the charges and will then give the Cadet a chance to explain himself/herself. Members of the panel may ask questions as needed.

i) After the Cadet has completed his/her explanation and questions have been answered the Cadet will leave the room so the panel can discuss the information and render a decision.

c) Decisions from Cadet Mast shall be made immediately unless it is agreed by the members of Cadet Mast that more time may be necessary to ascertain the facts.

i) Cadet Mast will only find the Cadet responsible or not responsible.

(1) In a finding of responsibility, the panel may assign one or more of the following sanctions:

(a) Warning

(b) Relief of command or position

(c) Reduction of Cadet rank

(d) Restitution (i.e., payment of damages)

(e) Marching Tours, Restricted Weekends, and/or Extra Duty
(f) Letter of Reprimand

(g) Commandant Approved Community Service

(h) Corps Service Hours

(i) Demerits

   (i) If the responsible Cadet already has demerits for the charges being heard, the panel cannot increase the number of demerits.

   d) Attendance at Cadet Mast is voluntary for the Cadet. If the Cadet fails to show for Cadet Mast, then the original sanction shall stand. Although the Cadet was not present, he/she may still appeal.

6) Appeals:

   a) Any Cadet who wishes to appeal the sanctions of Cadet Mast must notify the Office of the Commandant within five (5) University business days of the decision from Cadet Mast. The Cadet must submit the appeal in writing and must include explanation as to the basis of appeal.

      i) The Master at Arms will advise any and all Cadets interested in the appeal process and should be contacted with questions and/or concerns.

   b) Appeals related to Cadet Mast will be conducted as an administrative appeal hearing by an Assistant Commandant. The Assistant Commandant may invite members of the Cadet Mast into the appeal hearing should there be any questions related to the initial Cadet Mast.

      i) The Assistant Commandant may only take one of the following actions: Grant the appeal; Deny the appeal; or Reduce the sanction(s).

      ii) The decision of the Assistant Commandant is final.

**ARTICLE 1103 – CORPS CONDUCT ADMINISTRATIVE HEARING**

1) A Corps Conduct Administrative Hearing is held for all Category I violations as well as any cases in which a Cadet may be separated from the Corps.

2) At the discretion of the Commandant, a Corps Conduct Administrative Hearing can either be held by just the Commandant (or designee) or may involve a panel.

   a) If a panel is to be utilized, it shall consist of the following individuals:

      i) Commandant (or designee)

      ii) One Assistant Commandant

      iii) One Texas A&M Maritime Academy Faculty member

      iv) One member of Corps Staff
v) One member of Battalion Staff

vi) One Company Commander

b) During the summer, Corps Conduct Administrative Hearings will be conducted by the Commandant.

3) Hearing procedures:

a) Corps Conduct Administrative Hearings will be conducted as the need arises based on documentation or incident reports received.

b) Information regarding cases to be heard will be reviewed by the Commandant prior to the hearing.

c) Attendance of the Corps Conduct Administrative Hearing by the Cadet charged is not required; however, it is encouraged so that pertinent information may be heard.

d) At the discretion of the Commandant, witnesses may be interviewed prior to or during the Corps Conduct Administrative Hearing.

e) If a Corps Conduct Administrative Hearing panel is utilized, the panel members will vote on the findings and sanction for each case heard. The Commandant will serve as a non-voting member.

4) Sanctions:

a) In a finding of responsibility, the following sanctions are authorized through a Corps Conduct Administrative Hearing, regardless if it is heard by the Commandant alone or if a panel is utilized.

   (a) Corps Conduct Review which may include one or more of the following:

      (i) Warning

      (ii) Letter of Reprimand

      (iii) Demerits

         1. Available only if the Cadet found responsible was not issued demerits as part of the violation.

      (iv) Marching Tours, Restricted Weekends, and/or Extra Duty

      (v) Corps Service Hours

      (vi) Commandant Approved Community Service

      (vii) Restitution (i.e., payment of damages)

   (b) Corps Conduct Probation which may include one or more of the following:
(i) Any of the items listed in 1103.4.a.a above

(ii) Ineligibility for training-at-sea

(iii) Relief of command or position

(iv) Reduction of Cadet rank

(c) Corps Suspension

(d) Corps Expulsion

5) Appeals:

a) A Cadet may only appeal sanctions of Corps Conduct Probation, Corps Suspension, and Corps Expulsion. Corps Conduct Review sanctions cannot be appealed.

b) The appeal must be made in writing to the Superintendent through the Commandant within five (5) University business days of the decision from Corps Conduct Administrative Hearing. The Cadet must include explanation as to the basis of appeal.

c) By practice, the appealing Cadet will only appear before the Superintendent if summoned.

d) By practice, the Superintendent will review all documentation associated with the case and render a decision. The decision of the Superintendent is final.
CHAPTER 12 – ALCOHOL AND DRUGS

ARTICLE 1201 – GENERAL INFORMATION

1) Pursuant to 33 CFR 95.020 (Standard for Under the Influence of Alcohol or a Dangerous Drug):

An individual is under the influence of alcohol or a dangerous drug when:

(a) The individual is operating a recreational vessel and has a Blood Alcohol Concentration (BAC) level of .08 percent or more, by weight, in their blood;

(b) The individual is operating a vessel other than a recreational vessel and has an alcohol concentration of .04 percent by weight or more in their blood; or,

(c) The individual is operating any vessel and the effect of the intoxicant(s) consumed by the individual on the person's manner, disposition, speech, muscular movement, general appearance or behavior is apparent by observation.

ARTICLE 1202 – ALCOHOL USE

1) Alcohol is prohibited on the campus property of Texas A&M University at Galveston. Regardless of location (i.e., on-campus, off-campus, on training-at-sea), all Cadets are required to comply with the University’s rule regarding alcohol as referenced in 24.4.13 of Texas A&M University at Galveston Student Rule 24 – Student Conduct Code (www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html).

a) Cadets violating 24.4.13 – Alcohol will be charged with violating Corps and University Student Rules and with Conduct Unbecoming of a Cadet. Intoxicated Cadets will be sanctioned under the rules of the training ship as well as the Corps Operations Manual and University rules.

b) Cadets will not consume alcohol while in uniform on and/or off-campus unless specifically approved by the Commandant or designated representative. Cadets performing a duty representing the University or the Corps of Cadets will not consume alcohol during the period starting twelve (12) hours prior to the duty and ending after the completion of the duty.

i) For off-campus events, the duty begins at the planned/actual departure from the campus for the event and the completion of duty is upon return to the campus. Exceptions to this policy can only be granted by the Commandant.

c) Cadets who are 21 years old or older and publicly intoxicated, on and/or off-campus, will be charged with violating University Student Rules. This rule also applies to Cadets, who allow, provide, or do not attempt to stop a Cadet under the age of 21 from drinking, on and/or off campus. Sanctions for most alcohol-related infractions include University/Corps Conduct Probation and alcohol abuse education. Cadets who provide alcohol to minors may be suspended from the Corps for at least one semester.

d) Cadets who are under the age of 21, and in possession of, or drinking alcohol, or publicly intoxicated, on and/or off-campus, will be charged with violating University Student Rules. Sanctions for most under 21 alcohol-related infractions include University/Corps Conduct Probation, alcohol education, and a letter to the Cadet’s parents/guardian.
e) During training-at-sea, Cadets in possession of alcohol, consuming alcohol, or are intoxicated are subjected to the rules of the training ship, the rules established in the Corps Operations Manual, and the Texas A&M University at Galveston Student Rules.

i) Cadets found responsible and sanctioned for violating the alcohol policy while on training-at-sea, shall be adjudicated further by the Corps of Cadets and the Texas A&M Maritime Academy upon returning from cruise, if not sooner.

f) In addition, while on any training cruise, all Cadets are subject to U. S. Coast Guard Drug and Alcohol Testing, in accordance with 46 CFR Parts 4 and 16.

i) Suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year is possible if the Cadet’s alcohol concentration in their blood exceeds what is stated in 33 CFR 95.020(c).

2) If you know of a Cadet who appears to have a serious drinking problem (e.g., constantly drinking, getting drunk several nights a week, etc.) express your concerns to an Assistant Commandant. If the Cadet of concern is having drinking problems, he/she also may be having other problems (e.g., social, academic, mental, physical, etc.). Referral of the Cadet to Counseling & Career Services (www.tamug.edu/counsel) may also help.

ARTICLE 1203 – ILLEGAL DRUG USE & ABUSE OF LEGAL SUBSTANCES

1) The use of illegal/inappropriate drugs in the Corps of Cadets runs counter to the values we hold, and our vision for character and leadership development. Illegal drug use in the Corps of Cadets and/or while on training-at-sea will not be tolerated. Being under the influence and/or misuse of a controlled substance, or abuse of prescription drugs will also not be tolerated. This also includes substances similar to that of a controlled substance (e.g., “designer drugs”). Cadets should reference 24.4.12 of Texas A&M University at Galveston Student Rule 24 – Student Conduct Code (www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html).

a) Inappropriate drugs are defined as non-prescription substances that produce effects that impair the judgment of the cadet and interfere with “good order and discipline” (e.g., salvia, “herbal tobacco”, etc.). Use of prescription drugs without a valid prescription is illegal. Cadets found to be using drugs without a prescription will be dealt with as though they were using illegal drugs.

b) Cadets should submit any information regarding illegal drugs in the residence hall to the appropriate authority (i.e., Depute Superintendent, Director of Student Life or their community leaders, etc.), who will notify Campus Police and take appropriate student conduct action.

i) In the event of an overdose or other drug related problems needing medical attention, call the emergency number 9-911.

c) As a deterrent against the illegal use of drugs, all Cadets are subject to selection for a random drug test. At random times during the school year, Cadets will be notified via school email or in person at ZOPT 100/300 that they have been selected for a drug test and must comply. A Cadet may be removed from a training cruise and/or the Corps for non-compliance.

d) Cadets who violate 24.4.12 – Drugs will be co-adjudicated by the Corps of Cadets and the University. Cadets found responsible for violating 24.4.12 – Drugs are normally suspended from for one year. If the Cadet is allowed to remain in the University (due to extraordinary circumstances, or is readmitted, he/she may be required to submit to drug testing (at their own
expense) and test negative on all required drug tests as outlined in the sanction letter from the Corps. Additional provisions on drug related sanctions may be required by the Commandant. The Corps sanction letter and any provisions required from the Commandant is in addition to the sanctions outlined in the University sanction letter.

e) On a training cruise, Cadets in possession of drugs, consuming drugs, or are under the influence of drugs will be subjected to the rules of the training ship and the Texas A&M University at Galveston Student Rules.

f) Cadets found responsible and sanctioned for violating the drug policy while on training cruise, shall be adjudicated further by the Corps of Cadets and the Texas A&M Maritime Academy upon returning from cruise, if not sooner. The usual sanction for any Cadet testing positive in a drug test is suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year.

2) All cadets are required to comply with the University’s rule regarding drugs as indicated in Texas A&M University at Galveston Student Rule 24 – Student Conduct Code (www.tamug.edu/studentrules/Student_Life_Rules/24_Student_Conduct_Code.html) as well as the Random Drug Testing Policy and Drug Testing Policy for Documented Employees and Students below.

a) Random Drug Testing Policy:

   i) All cadets are required to comply with Texas A&M Maritime Academy’s drug testing policy for documented employees and students as referenced in Article 1403 below.

   ii) The use of illegal drugs in the Corps of Cadets runs counter to the values we hold, and our vision for character and leadership development. This policy outlines Cadet expectations for compliance, execution of random drug testing, and actions taken upon the results of a positive test or when Cadets are found to be using or possessing illegal drugs.

   iii) Illegal drug use will not be tolerated. Being under the influence and/or misuse of a controlled substance, or abuse of prescription drugs will also not be tolerated. This also includes substances similar to that of a controlled substance (e.g., “designer drugs”).

   iv) As a deterrent against the illegal use of drugs, and in accordance with Department of Transportation procedures, all Cadets are subject to selection for a random drug test.

      (1) At random times during the school year, Cadets will be informed that they have been selected for a drug test. They must comply with procedures of the published program within the time specified or be dismissed from the Corps for non-compliance.

      (2) Cadets may be informed by school email, or at ZOPT 100/300 that they have been selected for a drug test.

   v) They must comply with CFRs of the published program within the time specified or be dismissed from a summer cruise and the Corps for non-compliance.

   vi) In accordance with 46 CFR, 16.230, refusal to participate in a drug test, constitutes a “positive” drug test and the appropriate disciplinary actions will follow.
b) Drug Testing Policy for Documented Employees and Students:

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

ii) University Policy - Employees Holding a Merchant Marine Document and Cadets Who Test Positive

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

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

iii) Pre-Employment Testing

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

(1) Exempted from this requirement are individuals who possess satisfactory proof that they have passed a pre-employment test for another employer or a periodic chemical test within the previous six months. Also exempted are persons who have been subject to a random drug testing program meeting the requirements of 46 CFR part 16.230 during the period of the previous twelve months. These persons must present proof that they have not failed or refused to participate in such testing.

(2) In the event that an employee applicant's drug screen is positive and that person is holding a valid Merchant Marine license or document, the test results will be reported in writing to the nearest Coast Guard Officer in Charge Marine Inspection, (OCMI). Also, in the event of a positive screen of an applicant or refusal to take a test, there will be no consideration of employment.

(3) The employee applicant who was denied employment because of a positive drug screen may reapply for employment after six months. At that time, the applicant must submit a current drug free certificate from a recognized Medical Review Officer (MRO). Employment will be considered based on the individual meeting the job requirements for the position. In addition, the individual shall agree to be subject to increased, unannounced testing for a period as determined by the MRO of up to 60 months.
iv) Random Testing

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

(1) Each employee and cadet shall have an equal chance of selection for testing through their period of employment or enrollment as a student. The selection shall be made by drawing up to twenty-five percent of the employee and cadet names at a time. All personnel whose names have been drawn shall be placed back into the pool so that their names could be drawn again.

(2) Crew members and cadets will be tested on an annual rate of not less than fifty percent.

(3) The test results of any crew member or cadet testing positive will be reported in writing to the nearest Coast Guard OCMI.

v) Periodic Testing

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

(1) The applicant shall provide the results of the test to the Coast Guard Regional Examination Center (REC) at the time of submitting an application.

(2) The test results must be completed and dated not more than 185 days prior to submission of the application.

(3) An applicant need not submit evidence of passing a drug test as required above if he or she provides satisfactory evidence that:

(a) he or she has passed a chemical test for dangerous drugs within the previous six months with no subsequent positive chemical test during the remainder of the 6 month period; or

(b) during the previous 185 days been subject to a random testing program required by 46 CFR 16.230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs.

vi) Serious Marine Incident Testing

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

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

(a) One or more deaths;

(b) An injury to a crew member, passenger, or other person which requires professional medical treatment beyond first aid, or which renders the individual unfit to perform routine vessel duties;

(c) Damage to property in excess of $100,000.00;

(d) Actual or constructive total loss of any vessel subject to inspection;

(e) Actual or constructive total loss of any self-propelled vessel not subject to inspection under 46 U.S.C. 3301 of 100 gross tons or more;

(f) Discharge of oil of 10,000 gallons or more, whether or not resulting from a marine casualty; or

(g) Discharge of a reportable quantity of hazardous substance, whether or not resulting from a marine casualty.

(2) Any crew member or cadet on the training vessel who is determined to be directly involved in a serious marine incident shall provide, within 24 hours of the incident, urine specimens, and blood or breath specimens, or both for chemical tests as required by 46 CFR 4.06-10 when directed to do so by the University or a law enforcement officer.

(3) If an individual refuses to provide blood, breath or urine specimens, this refusal shall be noted on Form CG-2692B and in the vessel's official log book.

(4) No University crew member or cadet may be forcibly compelled to provide specimens for chemical tests required by 46 CFR 4; however, refusal is considered a violation of regulation and could subject the individual to suspension and revocation proceedings under 46 CFR 5 and removal from any duties which directly affect the safety of the vessel's navigation or operations.

(5) Whenever a crew member or cadet has been identified as being directly involved in a serious marine incident, CG-2692B form shall be completed and submitted to the nearest OCMI. The test results shall be submitted to the same OCMI for each person who was on the original form CG-2692B.

(6) In incidents involving discharges of oil or hazardous substances, a report will be filed with the Coast Guard OCMI having jurisdiction over the location where the discharges
occurred or nearest the port of first arrival following the discharge. Any TAMUG crew member or cadet who has been identified as being directly involved shall be tested as per requirements of 46 CFR 4.06 and results reported to the same OCMI.

vii) Reasonable Cause Testing

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

(1) The University's decision to test shall be based on a reasonable and articulable belief that the individual has used a dangerous drug based on direct observation of specific, contemporaneous physical, behavioral, or performance indicators of probable use. Where practicable, this belief should be based on the observation of the individual by two persons in supervising positions.

(2) When the University requires testing of an individual under the provisions of this section, the individual shall be informed of that fact and directed to provide a urine specimen as soon as practicable. This fact shall be entered in the vessel's official log book.

(3) If a crew member or cadet refuses to provide a urine specimen when directed to do so by the University under the provisions of this section, this fact shall be entered into the vessel's official log book.

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

viii) Test Collection and Handling Procedures

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

(1) Security procedures shall provide a secure collection site.

(2) No unauthorized personnel shall be permitted in any part of the collection site when specimens are collected nor shall unauthorized personnel be allowed access to stored specimens. Safeguards to ensure integrity of specimens shall be maintained at all times.

(3) TAMUG shall establish and maintain a chain of custody for each specimen to be chemically tested. If a specimen is not immediately prepared for shipment, it shall be safeguarded during temporary storage. TAMUG shall make every effort to minimize the number of persons handling specimens.

(4) The Training ship shall have in possession at all times specimen collection and shipping kits (that meet 49 CFR 40) to be used to collect specimens and ship them to a certified drug testing laboratory.

(5) TAMUG shall ensure that the specimen and chain of custody documents are promptly shipped by an expeditious means to a certified testing laboratory.
ix) Medical Review Officer (MRO)

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

(1) All laboratory reports will be sent to the designated MRO. Whenever a report contains a confirmed positive result, the MRO shall review and interpret the report and submit the findings to TAMUG.

(2) In accordance with 46 CFR 16.201 (e) and 46 CFR 16.370 (d), before a crew member who has had a positive report may return to work, the MRO shall determine that the crew member is drug free and the risk of subsequent use is sufficiently low to justify return to work.

(3) Before a cadet who has had a positive report may report onboard in a working/training capacity, the MRO shall determine that the cadet is drug free and the risk of subsequent use is sufficiently low to justify return onboard in a working/training capacity.

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

x) Record keeping

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

(1) Negative Tests shall be maintained by TAMUG for a period of one year.

(2) Positive Tests shall be maintained by TAMUG for five years and shall be made available to the Coast Guard upon request.

(3) TAMUG records shall contain the total number of crew members and cadets tested annually in each category of the testing program, including the annual number of individuals testing positive and the number and types of drugs for which individuals tested positive.

xi) Release of Information

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

(4) Individual results from a drug test required by 45 CFR 16 may be released if the individual tested signs a specific authorization for the release of the results to an identified person.

(5) Nothing in this section shall prevent an individual tested under this policy from obtaining the results of that test.
xii) Employee/Cadet Assistance Program

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

(1) ECAP Training Program

(a) Effects and consequences of drug and alcohol use on personal health, safety and work environment.

(b) The manifestations and behavioral clues that may indicate drug and/or alcohol use and abuse.

(c) Documentation of training given to supervisory personnel, crew members and cadets. Supervisory personnel shall receive at least sixty minutes of training. All documentation of training records for students shall be available from the Commandant and for employees in the Galveston Human Resources Office.

(2) ECAP Education Program

(a) Display and distribution of informational material.

(b) Display and distribution of a community service hot-line telephone number for crew member assistance.

(c) Display and distribution of the University's policy regarding drug and alcohol use in the workplace.

ARTICLE 1404 – DISCIPLINE AND DISMISSAL FOR POSITIVE DRUG TEST

1) The usual sanction for any Cadet testing positive in a drug test is suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year.

a) Pursuant to 46 CFR, 16.230, refusal to participate in a drug test, constitutes a “positive” drug test; therefore, the usual sanction of suspension from the Corps of Cadets and the Texas A&M Maritime Academy for at least one year applies.
CHAPTER 15 – FORMATIONS AND DRILL

ARTICLE 1501 – FORMATIONS
1) It is mandatory for all Cadets to attend formation.

   a) Attendance will be taken and general inspection will be conducted.

      i) Cadets will receive demerits if they do not attend formation, are not groomed (i.e., unshaven, need of haircut, etc.), or they are not in the correct uniform.

   b) Mandatory formations and Corps Trips.

      i) Corps Trips are directed by the Superintendent.

         (1) Failure to attend will require a military letter, or it is expected you will attend.

         (2) Buses will be provided for those who need a ride.

         (3) Make sure you have submitted your required Risk Management form for the travel.

         (4) Failure to attend will result in more than just demerits.

         (5) Failure to obey a direct order from the Superintendent will result in appropriate discipline that may include conduct review and conduct probation.

ARTICLE 1502 – PURPOSE OF FORMATIONS
1) Formation of units is a critical part of close order drill. The purpose of formations are:

   a) To build unit cohesion and esprit de corps by recognizing Cadets during awards and promotion ceremonies.

   b) To maintain continuous accountability and control of personnel.

   c) To provide frequent opportunities to observe the appearance and readiness of the uniforms of each Cadet.

   d) To keep each Cadet informed by providing the means to pass the word.

   e) To develop command presence in unit leaders.

   f) To instill and maintain high standards of military bearing and appearance in units and in each Cadet.

   g) To add color and dignity to the daily routine by reinforcing the traditions of excellence associated with close order drill.

ARTICLE 1503 – DRILL
1) Close order drill is one of the cornerstones of naval customs, courtesies and traditions. These traditions are perpetuated from one generation to the next through constant use and practice. Through these traditions, “esprit de corps” of every member is brought by their ever-present feeling of pride,
not only in their unit, but also in themselves. A high standard of discipline and ‘esprit de corps’ should not only be maintained and preserved, but also further strengthened.

2) The United States Coast Guard has used the Marine Corps Drill and Ceremonies Manual as an official reference and guide for planning and conducting drills and ceremonies for the purpose of uniformity between the naval services. In keeping with this practice, the Corps of Cadets of the Texas A&M Maritime Academy has adopted and integrated the Marine Corps Drill and Ceremonies Manual.

a) All Cadets will be familiar with essential drills provided by instruction from key Cadets leaders in accordance to the Marine Corps Drill and Ceremonies Manual.

i) Drills, march-ins, and ceremonial activities will be scored and graded as performance measures.

ARTICLE 1504 – OBJECT AND PURPOSE OF DRILL

1) The object of close order drill is to teach Cadets by exercise to obey orders and to do so immediately in the correct way. Close order drill is one foundation of discipline and esprit de corps. It is still one of the finest methods for developing confidence and Cadet leading abilities in subordinates/rising leaders.

2) The purpose of drill is to:

a) Move units from one place to another in a standard, orderly manner.

b) Provide simple formations from which other formations may be readily assumed.

c) Teach discipline by instilling habits of precision and automatic response to orders.

d) Increase the confidence of leaders through the exercise of command, by giving proper commands, and by control of drilling troops.

e) Give subordinates the opportunity to handle command at the smallest formation level.
CHAPTER 16 – CADET HEALTH AND FITNESS

ARTICLE 1601 – PHYSICAL FITNESS

1) Maintaining a reasonable amount of physical fitness is important in the Corps of Cadets regardless of the Cadet’s program affiliation (i.e., Drill & Ceremonies, NROTC, License Option). From climbing up and down the many ladders on the Training Ship General Rudder to keeping up with the fast pace of college life, a well-conditioned body and mind will help you succeed in school as well as your future careers. Additionally, the U.S. Coast Guard and the U.S. Navy require you to pass certain physical standards if you want to join their service. For these reasons, physical fitness is emphasized and strongly encouraged for all Cadets.

2) Beginning Fall 2016, physical fitness training is required for every entering Cadet class. Cadets who entered in Fall 2016 and forward will participate in weekly PT every semester.
   a) Physical fitness training is restricted to one day per week. The date and time will be agreed upon by the Commandant, Corps Commander, and NROTC.
   b) Physical fitness training will not be conducted prior to 0600.
   c) Upper-class Cadets responsible for Fish physical fitness training will also actively participate in such training.
   d) A full-time staff member of the Office of the Commandant must be present for all physical fitness training.
   e) Unless authorized by the Commandant, all physical fitness training will take in the immediate vicinity of Texas A&M Maritime Academy Hall.
      i) Training exercises in restricted areas (e.g., the building’s weather deck, stairwells, hallways, wetlands) is strictly prohibited.

   a) NROTC/SSO Cadets will utilize standards established by their respective program.

ARTICLE 1602 – DIET AND NUTRITION

1) Along with physical fitness training, Cadets are strongly encouraged to maintain a healthy diet and control of physical weight. A reasonable and nutritional diet will go a long way toward helping Cadets learn to live a healthy lifestyle.
   a) Cadets seeking information regarding diet and nutrition are strongly encouraged to visit the Texas A&M University at Galveston link on Chartwells’ page (www.dineoncampus.com).
CHAPTER 17 – SAFETY

ARTICLE 1701 – TEXAS A&M MARITIME ACADEMY SAFETY MANAGEMENT MANUAL

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

ARTICLE 1702 – SMOKING

1) The danger of fire aboard ship is ever present primarily because people create these conditions through carelessness. Smoking in unauthorized places, at unauthorized times, and careless handling of lighted cigarettes are the usual cause of fire aboard ship. Smoking aboard ship is highly discouraged. Specific precautions listed below will be strictly observed: NO SMOKING ALLOWED ON VESSEL AT TAMMA DOCK.

   a) Smoking is permitted only in designated area on cruise.
   b) No smoking during fueling operations.
   c) When welding or burning operations are conducted, a fire watch with a fire extinguisher must be employed.
   d) No smoking in areas in and around paint lockers.
   e) “Strike Anywhere” matches are prohibited.
   f) Extinguishing cigarettes out on decks or bulkheads is prohibited.
   g) Throwing lighted cigarettes over the side is prohibited. Cigarette butts must be disposed of in the 5-gallon buckets filled with sand around the deck.
   h) A fire watch will be maintained with security rounds between 2000 - 0600 to insure against fire in most areas of the ship.
   i) During cruise periods, weekly fire and boat drills will be held. A baseball hat, long sleeved shirt and pants, shoes and lifejacket must be worn. No smoking during fire and boat drills.

ARTICLE 1703 – EXPLOSIVE LIQUIDS

1) Keeping explosive/liquid in staterooms is strictly prohibited.

2) The unauthorized introduction, use, or storage of flammable, or combustible explosive material aboard ship is strictly prohibited.

ARTICLE 1704 – MATCHES/LIGHTERS/OPEN FLAMES

1) Only safety matches or are permitted for use aboard ship.

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

**ARTICLE 1705 – SAFETY/SECURITY**

1) Cadets will lock their doors when away from their rooms and at night when going to bed. Do not lend your key or ID card to any individual. Report a lost key immediately.

2) Do not allow someone to follow you into the residence hall after you swipe your card, especially if that person is unfamiliar to you (including uniformed Cadets).

3) Keep hallways clear. Place trash cans at the end of the hallways outside the fire doors.

4) Texas A&M University at Galveston rules prohibit smoking in any building on campus including residence halls, Cadet rooms, and lounges.

5) Candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots) are prohibited in the Corps residence halls. Refer to the TAMUG Residence Hall Manual.

6) Additional safety information is described in the TAMUG Residence Hall Manual.
CHAPTER 18 – ILLNESS OR INJURY

ARTICLE 1801 – ILLNESS OR INJURY

1) While on campus at Texas A&M University at Galveston, Cadets are responsible for seeking treatment of all personal injuries or illness. Costs of treatment, examination or consultation are the responsibility of the individual Cadet.

   a) Cadets covered by medical insurance should carry proof of such insurance to facilitate processing of claims. For any incident that might happen on or off-campus or on the Training Ship during the school year, the Cadet’s family insurance plan is their primary option for compensation.

      i) It is the Cadet’s responsibility to confirm that his/her family insurance plan will cover them while on training cruise especially when not in the United States. This should include repatriation and hospital care in a foreign country.
      ii) Cadets should reference tamug.myahpcare.com for information regarding availability of student insurance policies.

   b) Cadets should reference www.tamug.edu/counsel/Resources/HealthServices.html for information regarding student health services offered by UTMB in partnership with Texas A&M University at Galveston.

      i) Emergency medical treatment in Galveston is available in the Emergency Room of UTMB. The emergency room (11th and Strand/Harborside) should be utilized for treatment of any serious injury or serious illnesses occurring. Emergency room expenses are the responsibility of the Cadet.

      ii) US Military Sealift Cadets receiving student incentive payments (SIP) are covered by Worker’s Compensation for injuries that happen during Corps activities to include shipboard related accidents.

         (1) When a Cadet is injured, the Ship Captain and his staff are notified first, followed by the Commandant and Superintendent.

         (2) All worker’s compensation accidents must have an accident form completed and faxed to Maritime Administration within 24 hours of the incident, by the Chief Mate or the First Assistant Engineer. If this is not done, it may delay or even prevent an individual from receiving any compensation.

   c) A Cadet being admitted for hospitalization shall, if possible, request that Texas A&M University at Galveston be notified.

      i) For any treatment given, a written report shall be obtained and submitted to the Office of the Commandant as fit/not fit for duty or light duty and shall be signed by the attending physician.

2) While on a training cruise:

   a) Any illness requiring immediate attention and all injuries, no matter how minor, shall be immediately reported to sickbay.
b) Cadets with minor illnesses should call at the normal posted sickbay hours. Patients with minor illnesses that have been lingering for days should always seek medical treatment during normal sickbay hours.

c) The Medical Department will keep the Master of the Vessel informed as to the condition of Cadets and crewmembers requiring medical attention. Medical staff will determine an individual’s fitness for duty status.

d) During cruise it is strongly recommended that Cadets see the shipboard medical staff for all medical and dental problems.

i) If the Cadet goes ashore for treatment, s/he is responsible for all costs incurred.

ii) If the nature of the injury, illness or treatment requires the Cadet to terminate the cruise, the Cadet is responsible for all travel costs incurred. Repatriation will be coordinated by the University. If the Cadet is unable to pay the travel costs at the time of repatriation, s/he will be billed.
CHAPTER 19 – TRAINING CRUISE

ARTICLE 1901 – PRE-REQUISITE FOR FIRST CRUISE

1) Prerequisites for First Cruise, include graduation from Texas A&M Fire School, TWIC, Passport, MMC (obtained during O-Week), and appropriate vaccinations.

   a) Deck Cadets must check with their Department Head to ensure pre-requisite courses (including STCW courses) are complete prior to applying for first cruise.

   b) Engine Cadets must check with their Department Head to ensure pre-requisite courses are complete prior to applying for first cruise.

ARTICLE 1902 – GENERAL RUDDER AND SHIPBOARD TRAINING DEFINITIONS

1) Captain (Master), GENERAL RUDDER - is a licensed officer (Master-Ocean, Unlimited Tonnage) responsible for the safety of life at sea which includes safe navigation and observance of prudent seamanship by all embarked personnel. The Captain is responsible for performance of all duties required by law and regulation.

2) Licensed Officer - The GENERAL RUDDER will sail with the prescribed number of licensed officers onboard as required by the United States Coast Guard. The licensed officers onboard shall, in so far as practicable, be members of the faculty/staff of Texas A&M University at Galveston.

3) Staff and Unlicensed Personnel - Staff and Unlicensed personnel sufficient to comply with the United States Coast Guard requirements and reflecting the need of the At-Sea Training Program will be embarked.

4) Public Vessel - The GENERAL RUDDER has been classified as a public vessel, specifically as a Public Nautical School Ship of the United States.

ARTICLE 1903 – TRAINING SHIP (T/S) GENERAL RUDDER

1) Purpose - The purpose of the T/S GENERAL RUDDER is to support the mission of training maritime Cadets in consonance with the educational principles of Texas A&M University at Galveston. The GENERAL RUDDER is a public vessel owned by United States of America that is on loan to the State of Texas and under the operational control of Texas A&M University at Galveston. The vessel serves the educational and training interests of the University.

   a) The Deck License Training Program is conducted to:

      i) Qualify Cadets for the U.S. Coast Guard license examination as Third Mates, Any Gross Tons, Oceans.

      ii) Prepare Cadets to stand watches, perform necessary maintenance and become proficient in all aspects of Marine Transportation, including navigation, communication, seamanship, rules of the road, administration and management, line handling, cargo and port procedures.

      iii) Permit Cadets to apply theoretical instruction to all situations and conditions at sea and in port.

      iv) Demonstrate to Cadets new technologies and to provide opportunities to visit different types of ships for briefing while in port.
v) Expose Cadets to all aspects of a career as a professional licensed Third Mate in the U.S. Merchant Marine.

b) The Engineering Program Training is conducted to:

i) Qualify Cadets for the U.S. Coast license examination for Third Assistant Engineer, Unlimited Horsepower, Steam and Motor.

ii) Prepare Cadets to stand watches, perform necessary maintenance and become proficient in all aspects of ship engine systems, including boiler, turbine, diesel, refrigeration, electrical and safety.

iii) Develop Cadets practical expertise as a supplement to theoretical classroom training ashore.

iv) Familiarize Cadets with new industry technology by visiting other ships while in port and observing their engineering systems.

v) Expose Cadets to all aspects of a career as a professional licensed Marine Engineer.

**ARTICLE 1904 – SHIPBOARD ROUTINE**

1) Shipboard Routine, generally described in the Plan of the Day underway and the Plan of the Week while in port in Galveston, will be so ordered as to create an atmosphere conducive to the mission of the At-Sea Training Program and the University.

   a) **At-Sea Routine** - The At-Sea Training Manuals published annually by the Departments of Marine Transportation and Marine Engineering will govern to a major extent the daily routine when underway.

   b) **In-Port Routine** - The training manual, particularly when shipboard maintenance is scheduled for in-port periods, is the primary reference for in-port routine. An important advantage of the summer training cruise is the opportunity to visit other cities, states, nations and people of diverse backgrounds and cultures. When in port, maximum opportunity will be granted to all liberty sections to make the best use of the time in port. The GENERAL RUDDER will be kept clean and ready for sea at all times.

**ARTICLE 1905 – LEAVE AND LIBERTY**

1) Leave and Liberty is considered a privilege, not a right.

   a) Definitions:

      i) Leave: Authorized absence from the campus for a period of forty-eight hours or more.

      ii) Leave of Absence: Authorized absence from participating in the Corp of Cadets.

      iii) Liberty: Authorized absence from the campus for a period of less than forty-eight hours.

      iv) Special Liberty: Authorized absence from the campus during any period of time when regular leave or liberty would not be granted, specifically during days on which the Cadets have scheduled classes (requires stand-by if in watch status).
v) Extended Liberty: Authorized absence from the ship, while in port, outside authorized liberty
time (cruise only). Extended Liberty may only be granted by the Captain!

2) Rule for Leave and Liberty

a) The Superintendent of the Academy shall establish normal leave periods, in accordance with Title
46 Code of federal Regulations, Part 310 and the University holiday schedule.

b) A copy of the CFR is available in the University Library. The Deputy Superintendent has the
authority to approve leave requests for periods up to fifteen calendar days with the academic
instructor’s approval. The Superintendent must approve Leave in excess of fifteen days.

c) Leave of Absence (LOA) from the Corps may be granted to Cadets for an entire semester for
sound and valid reasons. Requests for a Leave of Absence shall be submitted in writing to the
Superintendent through the Deputy Superintendent. Failure to submit, and have approved, an
LOA request may result in involuntary withdrawal from the LO program and the loss of student
incentive payments.

d) In an emergency, the Faculty Duty Officer (FDO) may permit a Cadet regular liberty/leave as
posted in the Daily Routine. The FDO may grant leave or liberty if a clear emergency exists and
higher authority cannot be contacted.

e) Cadets do not have the authority to grant or withhold any leave or liberty privileges except when
acting in an official capacity (Quarterdeck Watch stopping a Cadet from leaving ship in
inappropriate attire). Any action taken under this authority shall be reported to the Deputy
Superintendent as soon as possible.

f) Cadets will not be permitted to depart the training ship unless his/her appearance is in accordance
with the published grooming standards.

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

a) Special Liberty is granted only in unusual situations and

i) Must be authorized by the Deputy Superintendent. Special liberty will not be granted to
Cadets on Corps or University Conduct Probation except for emergency situations. Special
Liberty Requests forms must be filled out in triplicate and signed by the individual making
the request and submitted to the Deputy Superintendent twenty-four (24) hours prior to the
start of requested liberty. The copies of approved requests, will be distributed to the Deputy
Superintendent, Company Commander, and requesting Cadets.

ii) General – The Deputy Superintendent shall establish normal liberty hours during the
academic year. Liberty in port during summer cruise is a privilege and granting liberty is at
the discretion of the Master.

iii) Cruise Period - Liberty hours during the cruise period will be dictated by the circumstances in
the ports visited and as published in the Plan of the Day.

iv) Overnight Liberty will be only granted by the Captain
v) While on cruise, Cadets with demerit hours will not be permitted to go on liberty.

**ARTICLE 1906 – SHIPBOARD RULES**

1) Safety aboard ship is of paramount importance and breaches of safety carry the most severe disciplinary response. All of the following violations, if serious enough, can be considered a Class I offense or may result in a serious injury to yourself or others.

   a) General Rules to prevent injury:

      i) Use Personal Protective Equipment (PPE).

      ii) Be alert at all times. Don’t go about daydreaming and unaware of your surroundings – it’s a good way to get injured.

      iii) Be particularly careful about everything you do in rough weather, when the ship is rolling and pitching. This includes cups of boiling water for coffee, heavy objects sliding, doors not properly secured, falling off the ladder and slippery floors, to name a few areas that you normally don’t worry about in calm seas.

2) Contraband and stowaway searches are required by Maritime Law and will be carried out by authorized University officials.

   a) Cadets are not permitted to carry out searches without the presence of a ship's officer. Contraband searches are random and can be held at the Master's discretion.

   b) Alcohol and drugs are prohibited, and any Cadet violating these rules will meet a Commandant’s Mast and sanctions issued when found responsible.

3) Texas A&M University at Galveston assumes no responsibility for personal belongings damaged, lost or stolen aboard the GENERAL RUDDER. It is the Cadet’s responsibility to keep his/her locker locked at all times.

4) All clothing, books, personal gear, and equipment shall be kept neatly stowed when not in use and secured for rough weather when at sea.

5) Bunks shall be kept neatly made when not in use.

6) All heads and showers, sinks are to be kept sanitary and free of standing water.

7) Cooking is prohibited in staterooms.

   a) Eating shall be confined to messing areas.

   b) Open or unsealed snack foods will not be kept in staterooms.

8) Staterooms at the end of the cruise shall be left in the same condition as they were at the beginning of cruise, less reasonable wear and tear.

   a) The Corps Operations Officer or ship's crew shall inspect all staterooms prior to arrival/departure for summer cruise.
9) The following items are not permitted to be used on stateroom bulkheads, overheads, bunk bottoms, decks or lockers:
   a) Stickers, decals, etc.
   b) Nails, hooks, eyelets, screws, pins, tacks, staples, brads, etc.
   c) Paint, marker pen, pencil, etc.

2) Permanent fixtures or furniture may not be altered or moved without permission of the Chief Mate.

3) A bunk card will be posted outside each stateroom. The bunk card shall give the name, Corps classification, assigned bunk and watch section of each Cadet in that particular stateroom.

4) The occupants of each room are responsible for the condition of the room and its contents.
   a) Losses, damages, or soiling beyond what would be considered normal wear and tear must be replaced, repaired, or cleaned at cost to the individual Cadet concerned.
   b) Damage to any part of a room, its equipment, including but not limited to light fixtures, bulkheads, overheads, and plumbing fixtures that results in an expense for repair or replacement will be charged to the occupants of the room and may further result in disciplinary action.
   c) Outstanding charges for room damages or non-return of keys may result in registration and transcript blocks, or delay the Cadet’s completion of cruise period.

5) Cadets shall not tamper with any stateroom door so as to render it difficult to open from either side with proper key.

6) No televisions shall be allowed in Cadet staterooms.

7) Each room must be ready for inspection between the hours of 0800 and 1600, Monday through Friday, except holidays, and for all announced formal inspections.
   a) The following additional requirements must be met for a room to be considered ready for inspection.
      i) All interior surfaces are to be clean and dusted.
      ii) Sinks, mirrors, and bathtubs are to be scrubbed.
      iii) All decks are to be swept, clean and dry.
      iv) Windows are to be kept clean.
      v) Trash cans shall be emptied.
      vi) Shower curtains will be scrubbed and free of mold and dirt.
      vii) All clothing and personal items stowed neatly.
ARTICLE 1907 – MISCELLANEOUS SHIPBOARD RULES

1) The use of any type of drugs is prohibited, that reduces your ability to make a reasonable and prudent decisions. (This includes but not limited to synthetic marijuana, all illegal drugs, alcohol, or prescription drugs that aren’t prescribed for a specific medical condition.)

2) Only safety matches or are permitted for use aboard ship. “Zippo” type lighters are permitted, but lighter fluid may not be stored in berthing areas.

3) The unauthorized burning of incense, candles and the introduction or use of flammable, combustible or non-controlled combustible devices aboard ship are prohibited and grounds for dismissal from the Corps.

4) The unauthorized introduction, use, or storage of flammable, or combustible explosive material aboard ship is strictly prohibited.

5) The following types of knives are prohibited aboard ship; Sheath, spring activated, gravity and knives with a blade length of greater than four inches.

6) Safety glasses and hearing protection shall be worn for grinding, chipping, applying OSPHO (chemical solution used for removing rust) or other similar conditions.

7) Hard hats will be worn for cargo/crane operations, mooring/unmooring & ship maintenance.

8) All footwear must have a manufactured toe and a minimum heel strap. No sandals/open toe or open heel footwear.

9) Cadets must wear steel-toed shoes for ship’s maintenance.

10) Deck Cadets on maintenance duty and Corps Activity shall have a folding pocket knife on them at all times and safety glasses.

11) Engine Cadets on maintenance duty and Corps Activity shall have flashlights/ safety glasses on them at all times.

12) There will be no diving, jumping, swimming or wading into the water adjacent to the training vessel for any reason other than safety training.

13) Cadets who go swimming, wading or into the water during a training cruise, without written permission by the Master of the Vessel, will be considered for discharge from the cruise.

14) Any Cadet discharged from the training vessel for misconduct/academic or safety violations will not get credit for their cruise and will have to repeat it, and pay the additional expense for another cruise and travel costs.

ARTICLE 1908 – STATEROOM ASSIGNMENT PROCEDURES (CRUISE)

1) Cadet leaders from the Texas A&M Maritime Academy will work with the appropriate maritime academy or agency representative when making berthing/stateroom assignments.
a) Berthing/stateroom assignments will be made hierarchically starting with senior Cadet leadership positions and followed by Class Level (i.e., 1st Class/Seniors, 2nd Class/Juniors, 3rd Class/Sophomores; 4th Class/Freshmen).

b) Although personal preference is taken into consideration it is not guaranteed due to limited berthing/stateroom availability.

2) Berthing compartments for all Cadets shall be segregated by gender.

ARTICLE 1909 – TRAINING SHIP SEA BAG
1) The sea bag for at-sea training is established by the maritime academy (i.e., Texas A&M Maritime Academy, California Maritime Academy, State University of New York Maritime College, Great Lakes Maritime Academy, etc.) or agency (i.e., Military Sealift Command).

2) It is the responsibility of each Cadet participating in at-sea training for acquiring the correct and final sea bag list from the maritime academy or agency.

3) A sea bag check and uniforms inspection will be conducted by the Office of the Commandant prior to boarding for at-sea training on any training ship.

ARTICLE 1910 – STUDENT SERVICES DURING SUMMER DEPLOYMENT
1) During the summer cruise a representative from the Division of Student Affairs may be embarked. This representative will be responsible for advising the Master and Deputy Superintendent concerning student issues. Student Affairs functions may include any of the following:

a) Personal, educational, and career counseling.

b) Crisis intervention.

c) Assisting with new student orientation.

d) Financial aid liaison with Texas A&M University at Galveston.

e) Admissions and registration liaison with Texas A&M University at Galveston.

f) Student employment during Summer Cruise.

g) Preparatory (Prep) Cadet program evaluation.

h) In-port tours.

i) Onboard entertainment programs.

j) Coordination of the Cruise band, when interest available.

k) Recreational and music equipment.

l) Athletic equipment and events.

m) Onboard games and tournaments.
n) Assisting in the coordination and/or supervision of in port events sponsored by A&M Clubs, Propeller Clubs, local academic institutions, foreign governments, etc.
RESOURCES

Emergency
911

Step In Stand Up
stepinstandup.tamu.edu

Tell Somebody
www.tamug.edu/care/Tell_Somebody

CARE Team
www.tamug.edu/care

TAMUG Police Department
www.tamug.edu/police
(409) 740-4545 (Non-Emergency)

Counseling & Career Services
www.tamug.edu/counsel
(409) 740-4736

Resource & Crisis Center of Galveston County, Inc.
www.rccgc.org
(888) 919-SAFE (7233)

TAMUG Office of Diversity
www.tamug.edu/diversity
(409) 740-4582

TAMUG Student Rules
www.tamug.edu/diversity

TAMUG Aggie Honor System Office
www.tamug.edu/honorsystem

TAMUG Title IX
www.tamug.edu/hrd/Title_IX