



**Great Lakes Maritime Academy**

**1701 E. Front Street  
Traverse City, MI 49686-3061**

**Cadet  
Rules and Regulations**

**Revised July 2016**

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## PREFACE

Welcome to the Great Lakes Maritime Academy (GLMA). As one of only seven federally regulated maritime academies in the nation, and the only freshwater academy, we are a unique institution as well as a critical component of America's transportation infrastructure. Our core mission is to supply the nation with merchant marine officers ready to stand watch on the bridge, or in the engine room, of a U.S. flag merchant vessel that is in either ocean or Great Lakes service.

GLMA is regulated in accordance with 46 Code of Federal Regulations, and 46 United States Code. These statutes contain the requirement that GLMA promulgate, and issue regulations. They also mandate the wearing of uniforms. GLMA cadets are also required to comply with the Student Rights & Responsibilities, and all other policies promulgated by Northwestern Michigan College. GLMA is not regimented along the model used by the other maritime academies. However, cadets are still training to be officers, and will be expected to act accordingly. These regulations apply to every cadet, and they will be fairly and uniformly enforced.

All GLMA cadets are required to abide by the Cadet Rules and Regulations. The Great Lakes Maritime Academy reserves the right to revise the program in accordance with industry needs, and government agency requirements. These regulations are effective 01 August 2016.

I look forward to meeting with every cadet and wish you the best of luck as you embark on an exciting and rewarding career in the American Merchant Marine.

A handwritten signature in black ink, reading "G. P. Achenbach". The signature is written in a cursive, flowing style.

G. P. Achenbach, Rear Admiral, U.S. Maritime Service  
Superintendent

## **SECTION I: UNIFORMS & CADET BEHAVIOR**

### **A. UNIFORMS:**

1. The uniform of the day is required for all cadets during the hours of 0800-2100, Monday through Friday and during *In-Port Sea Days*. All cadets are required to wear the dress uniform during these times including: license prep, final exams, USCG license exams, any business in the GLMA building or aboard ship, meetings with instructors, office staff and/or the Superintendent, all-hands meetings, company visits, volunteer work, seminars and when required by Department Heads or the Superintendent. Uniforms are to be worn in a professional and acceptable fashion. All uniforms must be purchased from GLMA approved uniform vendor.
2. Cadets are not required to purchase the long sleeve black shirt. However, the long sleeve shirt is an optional uniform for cadets that previously purchased or wish to purchase it.
3. Regulation dress uniform is:
  - a. Long sleeve black shirt with tie (optional).
  - b. Short sleeve black shirt with open collar and white crew neck t-shirt.
  - c. Black shirt and black trousers.
  - d. Black tie (long sleeve shirt only).
  - e. Black belt with 2" plain brass buckle.
  - f. Black shoes (low cut, plain toe military style).
  - g. Black socks.
  - h. Proper insignia (name tags for all cadets, collar devices for those who have completed a sea project).
  - i. The GLMA sweater or lightweight black jacket may be worn with either uniform.
4. GLMA shoulder patches are worn on the left shoulder one inch below shoulder seam (dress uniform only).
5. Name tags are to be worn over right breast pocket.
6. Deck or engine collar devices are only authorized for wear by cadets who have successfully completed a sea project. US Navy Reserve Midshipmen will wear collar devices according to US Navy Uniform Regulations.
7. The GLMA sweatshirt or black GLMA jacket are the only additional garments authorized to be worn over the uniform while in the building. However, during winter months non regulation overcoats are authorized as long as they are: in good repair, presentable, and free of advertising that is not related to GLMA/ NMC or the maritime industry (e.g. jackets from merchant vessels, US Armed Forces, maritime industry and unions are authorized, but a Detroit Lions jacket is not).
8. In addition to the regulation dress uniform, the following are permissible: Black GLMA baseball-type hat or a black watch cap are the only authorized head gear that may be worn while in uniform on the Maritime Campus and the *T/S State of Michigan*. Naval midshipmen may wear the standard Naval Officer cover. Hats are not to be worn indoors.
9. Cadets authorized to wear US Naval Reserve (MMR) breast device must wear them over the left breast pocket. Veterans with awards from prior military service may wear them over the left breast pocket in accordance with appropriate DoD/ DHS regulations.

10. The Naval Science Department Head may require all US Naval Reserve Midshipmen to purchase naval midshipmen uniforms and insignia for wear on designated occasions of ceremonial or naval duties.
11. Cadets who are members in good standing of the Propeller Club may wear the Propeller Club Pin on the right side of his/her uniform, centered one half inch above the name tag. Wearing of Propeller Club "President" or "Past President" is also authorized as appropriate.

#### B. WORK UNIFORMS:

1. The regulation work coveralls may be worn by cadets in Academy and shipboard labs only.
2. GLMA baseball-type hat or the black watch cap are the only head gear allowed.
3. Blue chambray shirt, blue jeans and black reinforced toe boots are permitted in labs only.

#### C. CADET APPEARANCE:

1. Every cadet is to be well groomed, in proper uniform with clean appearance at all times.
2. Hair is to be kept above the ear for males and above the collar or tied back for females.
3. Facial hair: beards and mustaches are not allowed; sideburns shall not extend below a point level with the bottom of the ear.
  - a. Cadets that have been diagnosed with pseudofolliculitis barbae, or any other condition which authorizes not shaving are required to maintain beards in accordance with the most current U.S. Navy policy. Any medical diagnosis must state if the condition is temporary or permanent.
4. Visible body rings or piercings (other than ear piercings for female cadets) are not allowed.
5. Male cadets are not allowed to wear earrings. Female cadets may wear earrings if they comply with applicable US Navy regulations.
6. No tattoos on face, head, neck or below the wrist. Tattoos must be covered when in dress uniform. Indecent, sexist, or racist tattoos are strictly prohibited.
7. For each uniform violation, a cadet may be assigned additional duties or disciplinary action.

#### D. CADET BEHAVIOR:

1. A maritime cadet is in training to become an Officer in the United States Merchant Marine. As such, a cadet will be judged on both personal conduct and professional performance. Merchant Marine Officers must demonstrate self-discipline, self-reliance, and leadership qualities. All GLMA Cadet Rules and Regulations are intended to reinforce these attributes.
2. Northwestern Michigan College has a tobacco free policy which prohibits the use and/or sale of tobacco products on all NMC properties. No person shall use, chew, smoke or sell tobacco products at any time or in any place on NMC properties, including sidewalks within the boundaries of any NMC campus.

## SECTION II: ACADEMIC REQUIREMENTS

### A. ACADEMIC STANDARDS:

1. Maritime cadets are required to maintain a grade point of 2.0 or above in ALL curriculum. This includes all GLMA and NMC courses. Failure to maintain a course grade of 2.0 or higher will result in academic probation and may result in dismissal from the maritime program until the course is repeated and a course grade of 2.0 or better is achieved.
2. Failing any required Maritime course twice may be grounds for permanent dismissal.
3. Maritime cadets are required to maintain continuous enrollment at GLMA/NMC for the duration of their program.
4. A leave of absence (LOA) may be granted in certain circumstances. An LOA request must be made in writing and approved by the Superintendent; re-admission to the Academy must also be requested, in writing to the Superintendent. In each case approval is at the discretion of the Superintendent.

### B. GLMA GRADE POINT SYSTEM:

<u>Grade</u>	<u>Percentages</u>	<u>Grade</u>	<u>Percentages</u>	<u>Grade</u>	<u>Percentages</u>
4.0	96-100	2.5	81-85	1.0	66-70
3.5	91-95	2.0	76-80	0.0	65-below
3.0	86-90	1.5	71-75		

### C. ATTENDANCE:

1. Cadets must successfully complete all courses described in their respective deck or engineering curriculum. To accomplish this, a cadet must demonstrate competence in the specific subject matter and exhibit the professionalism befitting a Merchant Marine Officer. To meet these criteria the cadet must attend at least 90% of the scheduled classes in MDK, MNG, or MNS courses.
2. Cadets failing to appear for scheduled classes must complete an absence report and conference with the class instructor. One copy of the absence report will be retained by the cadet, one copy retained by the instructor and one copy placed in the cadet's permanent file. Absence reports are available in the cadet ward room.
3. Cadets failing to attend a minimum of 90% of scheduled classes will be dismissed from the class with a failing grade.
4. Recognizing that prolonged illness or personal hardship may make it impossible for the cadet to attend all scheduled Maritime classes, certain accommodations are available through standard leave of absence policies. Should such a situation arise, it is the responsibility of the cadet to request a leave of absence from the Superintendent. It will be at the Superintendent's discretion to grant the leave of absence.
5. A cadet will be counted absent if not in the required uniform of the day.

#### D. CADET ADVISING / ACADEMIC PLAN:

1. Each cadet is required to schedule an appointment with his/her advisor prior to registration for the upcoming semester to review and approve their academic plan. The cadet academic plan follows the respective curriculum guide provided to the cadet upon entering the Academy. The plan also includes details regarding scheduled sea days, in-port sea days, STCW and other certifications. In addition, the anticipated date of graduation and schedule for writing for the USCG License should be clearly defined. The cadet has the responsibility to ensure their academic plan is complete, current and is placed in his/her permanent file.
2. Graduation Timeline:
  - a. As per 46 Code of Federal Regulations (CFR) 310.3 (c): The minimum period of training shall be three (3) years.
  - b. Cadets entering with a Bachelor's degree will be required to complete a minimum of three academic years at the Academy.
  - c. Cadets entering without a Bachelor's degree will be required to complete four academic years at the Academy.
  - d. If an incoming cadet has transfer credits, this may reduce semester course load, but will not reduce the number of required semesters at the Academy due to maritime pre-requisites, license prep, the licensing exam, class scheduling and three sea project semesters.

#### E. IN-PORT SEA DAYS:

1. Each cadet is required to complete 30 in-port sea days. These in-port days, including class labs, will be completed aboard the *T/S State of Michigan*. First year cadets must complete eight (8) in-port sea days in order to be eligible for their first sea project. Second and third year cadets will arrange a minimum of eight (8) in-port sea days each year.
2. Engineers shall schedule their in-port sea days, in advance, with the Chief Engineer. Deck cadets shall schedule their in-port sea days, in advance, with the Captain of the *T/S State of Michigan*.
3. In-Port days must be recorded in the *In-Port Sea Day Record Book* in the cadet portfolio and must be signed by the appropriate person.
4. Cadets will accrue either in-port days or a combination of in-port and underway days during pre-fall dependent upon the training ship's ability to get underway.

#### F. GRADUATION REQUIREMENTS:

1. In addition to NMC graduation requirements, Academy cadets must:
  - a. Successfully complete their academic program, including required sea days, in-port sea days, STCW requirements and all certifications as outlined in Attachment II.
  - b. Achieve a course grade of 2.0 better in all courses.
  - c. Be a cadet in residence at the Great Lakes Maritime Academy for a minimum of 3 academic years.
  - d. As per 46 USC 51506 all cadets must pass their Coast Guard Merchant Marine Officer's License exam. Engine cadets must sit for and pass steam and diesel endorsements, deck cadets must sit for and pass the 3<sup>rd</sup> Mate (unlimited) exam as well as Great Lakes Pilotage (e.g. sit for and pass the USCG exams for pilotage on all five Great lakes and every river a deck cadet has been approved to test).



#### G. PROGRAM TRANSFER:

1. There is limited opportunity to transfer between the deck and engineering programs. Requests for transfer will be considered on an individual basis. Authorization is at the discretion of the Superintendent.
2. The guidelines for transfer are as follows:
  - a. All requests for transfer must be made in writing to the Superintendent of the Academy.
  - b. Transfers must be discussed with the appropriate Department Heads before written requests are submitted.
  - c. Requests must be submitted no later than the eighth week of the semester.
  - d. Transferring programs will lengthen the graduation timeline of a cadet. Prior sea projects may not apply to new program.

#### H. LEAVE OF ABSENCE:

1. A leave of absence (LOA) may be granted by the Superintendent after consultation with Department Heads. Any request for a leave of absence must be made in writing to the Superintendent of the Academy.
2. LOA policies are governed by 46 CFR 310 and applicable Coast Guard policy.

#### I. VOLUNTARY WITHDRAWAL:

1. If a cadet elects to voluntarily withdraw from the Academy, the cadet must submit a letter of resignation to the Superintendent in order to remain in good standing. A cadet who departs the Academy in good standing may re-apply for admission in the future, but is not guaranteed re-admission. If a cadet does not submit a letter of resignation, they will be considered dis-enrolled and be ineligible for readmission.

#### J. CLASS REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

1. Maritime cadets elect class representatives to speak on behalf of their class to Academy administration. Two representatives (one deck cadet and one engineering cadet) for each class year are chosen annually.
2. The principle duty of the class representative is to accurately represent the views, opinions and needs of his/her classmates to the Superintendent and to accurately transmit back to his/her class the views, opinions, needs and policy decisions of the Academy.
3. Class representatives shall schedule regular class meetings where attendance of all class members is mandatory. Within these meetings, cadets may bring to the attention of their representatives any issues concerning Academy processes/procedures, curriculum or classroom issues and any topic that may affect the good standing or success of a Maritime cadet. If a cadet must miss a class meeting, then his/her views should be passed to the representatives by other means, either written or verbal. Individual opinions and views may be expressed directly to the Superintendent, by appointment during regular business hours.

### **SECTION III: SEA PROJECT AND SEA DAY REQUIREMENTS**

#### **A. GENERAL:**

1. The federal regulations which govern sea projects are contained in 46 CFR 310.3 (c). Specific guidance is contained in the Academy's USCG Approval Letter. At least one commercial sea project must be completed on a Great Lakes vessel. All cadet sea projects will be arranged by GLMA. Sea project prerequisites can be found in the GLMA and NMC catalogs; in-port sea days and all additional requirements must be complete prior to departing. A cadet must have in his/her possession at all times while on a sea project their TWIC (Transportation Worker Identification Card) and their U.S. Passport. While on commercial vessel cadets must also have in his/her possession at all times their Merchant Mariner Credential (MMC).
2. During their first academic year, cadets will submit the required application, documents and fees, for the USCG issued MMC. The MMC is required to sail aboard any US flag commercial vessel as a cadet. This document should be handled in accordance with federal regulations and Coast Guard policy. Should a cadet take longer than four years to complete their academic program, it is the cadet's responsibility to ensure they have an updated MMC.
3. All academic and professional courses listed in the current curriculum guide provided upon entering the Academy must be satisfactorily completed prior to beginning sea projects. First year deck cadets must pass Rules of the Road, Navigation I and Navigation I lab (MDK 112, MDK 121 and MDK 122) with a 2.0 or higher to be considered eligible for their first sea project. First year engineering cadets must pass Diesel Engineering (MNG 314) with a 2.0 or higher to be considered eligible for their first sea project. If a cadet is ineligible for their first sea project, their semester of graduation will be directly affected and a meeting with the Superintendent must be scheduled.
4. In-port sea days must be completed as outlined in Section II, Part E.
5. Cadets not meeting the highest standards of conduct and/or appearance will not be assigned to a sea project. Department heads will review any cadet in question with the Superintendent. The Superintendent may permit or deny a sea project at any time.
6. A meeting with the Superintendent must be completed before being assigned a sea project which involves sailing on a commercial vessel. Cadets are required to bring the following with them to this meeting: cadet portfolio which will include all grades, in-port sea days, certifications, prior sea project time, graduation plan, and a cover letter and resume which will delivered to the vessel master.

#### **B. DECK CADETS:**

1. A deck cadet is required by USCG regulation to complete 360 days of sea service to write for Third Mate (unlimited). This number includes 30 in-port sea days, 30 days full mission simulator training and 300 sea days aboard commercial vessels and/ or the Academy's training ship (see Attachment II). Cadets are also required to write their pilotage for each lake (no exceptions) and every river (St Mary's, St. Clair, and Detroit) for which they have sufficient trips. Within six months prior to completing their application for license, a cadet must complete recency trips in order to be eligible write their Great Lakes Pilotage. The Academy will arrange required sea days.

### C. ENGINEERING CADETS:

1. An engineering cadet is required by USCG regulation to complete 360 days of sea days to write for a Third Assistant Engineering / Steam and Motor, Unlimited Horsepower license. This number includes 120 In-Port/Internship/Skill Training days and a minimum of 240 sea days aboard a motor or steam vessel and the Academy's training ship (see Attachment II). The Academy will arrange required sea days.

### D. SEA PROJECT & PROCEDURES:

1. Sea projects must be completed aboard ship.
2. Training Ship *State of Michigan* or commercial departure dates are scheduled by the GLMA faculty and/ or staff and will be included in your sea project packet. Any deviation from these scheduled dates must be approved by the Superintendent.
3. All cadets are required to possess an MMC prior to sailing aboard commercial vessels. The Academy will arrange and pay for a drug screen as part of the MMC application. All other requirements of the application are to be completed by the maritime cadet, including the cost of the credential.
4. Cadets are to complete their sea project assignments aboard ship in the time-frame outlined in the instructions. When a cadet has finished his/her sea project, the following documents must be provided to the STCW Coordinator:
  - a. All assignments of the sea project satisfactorily completed (minimum 2.0 grade).
  - b. Letters of recommendation from two ship officers per sea project.
  - c. GLMA discharge forms, signed and dated (plus any unused forms).
  - d. Verification Log of Great Lakes Trips (deck cadets only).
  - e. Performance evaluations.
  - f. FCC License (deck cadets only).
5. Cadet sea project ship assignments are made by the Academy STCW Coordinator. Cadets should not contact shipping companies directly to request a berth. The Academy's Superintendent, STCW Coordinator and Department Heads will review a cadet's conduct, course grades and completed academic plan to evaluate eligibility for a sea project.
6. An assigned ship departure date must be adhered to in accordance with the sea project document signed by the cadet during Superintendent sea project meeting. If a cadet departs the sea project prior to the agreed upon date without first consulting with the Academy Superintendent, he/she will be disenrolled from GLMA for a minimum of one semester.
  - a. Once on board, cadets are not permitted to depart their assigned ship unless one of the following situations occurs. A cadet will notify the Academy and the ship's captain prior to departing the ship.
    - i. Serious illness or accident.
    - ii. Death in the immediate family (spouse, children, mother, father, sister, brother, grandparents, mother-in-law and father-in-law).
    - iii. Cadet is requested by Captain to leave.

#### E. LIABILITY FOR INJURY OR ILLNESS:

1. Cadets are not employees of the shipping companies for which they sail during sea projects. Maritime cadets are not covered by provisions of the Jones Act or the shipping companies' Workman's Compensation Insurance policies. Cadets are personally responsible for any costs arising from injuries or illnesses they experience while aboard ship as cadet observers. In some instances, shipping companies hosting cadet observers may require waivers of liability to be signed before cadets are allowed to board a company vessel. Medical plan coverage limitations should be evaluated when selecting an insurance carrier. It is the responsibility of the cadet to ensure proper medical insurance coverage is obtained prior to departing on sea projects. Medical coverage may be through a family medical plan or college student insurance plan available through NMC.

### **SECTION IV: UNITED STATES NAVAL RESERVE (USNR) / STRATEGIC SEALIFT OFFICER PROGRAM) & STUDENT INCENTIVE PAYMENTS (SIP)**

#### A. FEDERAL REQUIREMENTS

1. The federal government takes an active role in the training of merchant marine officers to insure there are well-trained officers available at all times during peacetime and national emergencies to support the economy and the national defense. The Student Incentive Payment Program (SIP) is a voluntary program designed to assist USNR/SSOP cadets in defraying the cost of uniforms, books and subsistence in return for military reserve obligations after graduation.
2. The USNR/SSO program is competitive and the selection process is thorough. Cadets selected to receive a Student Incentive Payment are currently paid \$8,000 per year, not to exceed four academic years. A maritime cadet who wishes to be considered for a Federal Student Incentive Payment shall:
  - a. Be a US citizen.
  - b. Meet the physical standards specified by the USCG for original licensing as a Merchant Marine Officer and any additional requirements set forth by the United States Navy.
  - c. Be at least 17 years of age and not have passed the 23rd birthday. Applicants with prior military service are eligible for up to a 36 month waiver.
  - d. Apply and be selected for an appointment as midshipman, U.S. Naval Reserve and concurrent Navy Enlisted Reserve Status.

#### B. SERVICE OBLIGATION:

1. If a cadet applies and is selected to receive Student Incentive Payment, they must sign a Service Obligation Contract with the Maritime Administration. The Contract obligates a cadet to:
  - a. Use the Student Incentive Payment to defray the cost of uniforms, books and subsistence.
  - b. Complete the course of instruction.
  - c. Pass the USCG examination for a license as an officer in the U.S. Merchant Marine,
  - d. Maintain a USCG license as an officer in the U.S. Merchant Marine for at least six (6) years from the date of graduation.
  - e. Apply for an appointment as a commissioned officer in the U.S. Naval Reserve (including the Merchant Marine Reserve, U.S. Naval Reserve), the U.S. Coast Guard Reserve, or any other reserve component of an armed force of the United States. If the application is accepted and a commission is offered, the cadet must accept the appointment and serve for at least 6 years from the date of graduation.
  - f. Maintain employment in the U.S. maritime industry for at least 3 years from the date of graduation in one the following capacities:

- i. As a merchant marine officer serving on U.S. Flagged vessels.
- ii. As an employee in a U.S. maritime-related industry, profession or marine science as determined by the United States Maritime Administration (MARAD), if MARAD determines that employment under paragraph 6a above is not available.
- iii. As a commissioned officer on active duty in an armed force of the United States or in the National Oceanic and Atmospheric Administration.
- iv. By combining the employment options specified in paragraphs 6a, b, and c above.

**C. APPLICATION TO THE SIP PROGRAM:**

- 1. The Officer in Charge (OIC) of the Academy's Naval Science department will explain the advantages and responsibilities of the SIP program to maritime cadets and provide details on how, when and where to apply. Any incoming cadet interested in the SSO program should contact the OIC prior to arrival at the Academy.
- 2. After a cadet has applied to the SIP program, the OIC will begin processing the required Navy application, medical evaluation forms and scheduling of the Navy physical examination. The Naval Science department will establish a timetable for completion of all required forms and the physical examination. Failure to comply with the Navy processing timetable will result in termination of the SIP application. Cadets should use the period during which the SIP application is being processed to further contemplate the SIP program obligations.
- 3. To be eligible to participate in the SIP program, a cadet must be appointed as a Naval Midshipman. The cadet will be required to sign the following documents:
  - a. Maritime Administration Service Obligation Contract for State Academy Midshipmen (MA Form 890).
  - b. Training and Service Agreement, Merchant Marine Reserve, USNR (State Maritime Academies) (CNET from 1534/3) for those cadets participating in the Navy Program.
  - c. Enlistment or Reenlistment Agreement, Armed Forces of the United States (DD Form 4/1).

**D. SERVICE OBLIGATION CONTRACT:** A cadet's service obligation begins when they sign both the MARAD and Navy agreements prior to the start of their first academic year. The \$8,000 SIP payment will consist of a split payment with the first payment of \$4,000 deposited early in the first semester of the midshipman's first year. The remaining \$4,000 will be deposited early in the second semester of the first year. Remaining payments will be split in a similar fashion throughout the midshipman's academic career.

**E. SELECTION:** The Great Lakes Maritime Academy is allocated a specific number of Student Incentive Payment opportunities for each incoming class. The number may vary from year-to-year, and there will be occasions when the number of qualified SIP applicants exceeds the number of payments allocated for that incoming class. Also, once assigned, SIP payments are permanently identified with a specific individual and are not thereafter transferable to others in the event the individual resigns or otherwise leaves the GLMA program. Therefore, a thorough process of selection is applied in choosing individuals to receive SIP in order to favor those having the highest potential for completing academic and professional requirements for licensing and commissioning as a Naval Reserve Officer.

## **SECTION V: UNITED STATES COAST GUARD EXAMINATION FOR LICENSE**

- A. **GENERAL:** All arrangements for sitting for a license will be made by the Great Lakes Maritime Academy. Approximately 120 days prior to the date of the exam or a date specified by GLMA, the Academy will present all documents required for a cadet to the USCG for review.
- B. **FIRST AID/CPR CERTIFICATION:** After successful completion of the designated First Aid Class, all cadets will obtain their Red Cross and CPR cards and submit them to the STCW Coordinator to be scanned and placed in cadet file. These documents are required by the USCG. Documents cannot be more than a year old at time of licensing.
- C. **LICENSE PREP CLASSES:** A final exam will be given to all cadets, deck and engineering, at the conclusion of the license prep class. A cadet may retake parts failed in accordance with the class syllabus. All retakes must be completed within a thirty (30) day period. All cadets eligible for licensing must satisfactorily pass license prep requirements before writing the USCG license exam.
- D. **CONDUCT IN USCG EXAM ROOM:**
  - 1. USCG licensing exam has the same requirements as any GLMA class; cadets must be in dress uniform, punctual, professional and courteous.
  - 2. Cadets will be permitted to take license prep and write the USCG license exam only if they have completed all in-port sea days and have no more than 60 sea days to complete and are on schedule academically with their program after the license prep semester.
  - 3. Other requirements as specified by the United States Coast Guard.
- E. **LICENSING FEES** (all fees payable to USCG and are subject to change):
  - 1. Cadet Merchant Marine Credential Fee (second year): \$140.00
  - 2. License Fees (senior year):
    - i. Evaluation Fee: \$100.00
    - ii. Examination Fee: \$110.00
    - iii. License Issuance Fee: \$ 45.00
    - iv. MMC Issuance Fee: \$ 45.00

**NOTE:** All licensing documentation (i.e. applications, forms, physicals, drug tests, etc.) are required to be provided to the Academy STCW Coordinator.

## **SECTION VI: DISCIPLINE**

- A. **AUTHORITY AND ACTIONS:**
  - 1. The Superintendent is responsible for the good order and discipline of the cadet corps at GLMA. For minor infractions the Superintendent has delegated this authority to GLMA faculty and staff (D.3). Disciplinary matters brought directly to the Superintendent for adjudication may result in one or more of the following actions:
  - 2. Special projects (extra duty).

3. Temporary or permanent dismissal from a class.
4. Disciplinary probation.
5. Disciplinary suspension from cadet status.
6. Disenrollment from maritime cadet status.
7. Dismissal from the Academy.

**B. DUE PROCESS:**

1. Procedure: If suspected of a major violation of the Cadet Rules and Regulations, a cadet may be required to appear before an Academy Review Board. Violations of rules and regulations of GLMA/NMC are handled under the college-wide due process system.
  - a. When the Academy becomes aware of any alleged violation, the Superintendent will inform the cadet, in writing, of the specific charges and when and where to appear before a Review Board.
  - b. The cadet will be given a minimum of a five day notice prior to a scheduled appearance before the Review Board.
  - c. At the hearing with the Review Board, the cadet will be permitted to present witnesses or submit depositions on his/her behalf. The Board normally conducts its proceedings in an open session. It may, at its discretion, conduct proceedings in private sessions, and will do so in all cases when requested by the cadet involved.
  - d. The Review Board is charged with conducting a full investigation of the facts and circumstances surrounding the alleged violation. On completion of this investigation, the Board will provide the Superintendent with a written report of its findings of facts, recommendations for disciplinary action (if any), and any appropriate evidence. All parties involved in the Board's deliberation shall receive a copy of the report.
  - e. A Review Board shall consist of:
    - a. Two GLMA faculty members, one of whom shall act as Chairman of the Board and the other as Recording Secretary.
    - b. One faculty member from any other department of NMC.
    - c. Two cadets chosen at random from the senior class and one cadet chosen by the cadet under review. All cadets chosen must be in residence (current cadets) at the Academy.
  - f. Within ten days, following the hearing, the cadet will receive written notification of the Board's findings and recommendations. Should the Board's recommendations include disciplinary action, such action will be specifically defined.
  - g. The Review Board shall have the power to recommend the suspension or expulsion of the cadet, or other penalties or sanctions deemed appropriate.
  - h. The Superintendent shall act on the Board's recommendation within five working days of receiving the Board's report. The Superintendent will then advise the cadet and the Board of the intended disciplinary action.
2. Appeal: The cadet shall have the right to appeal.
  - a. The cadet shall make such an appeal in writing to the Superintendent within 72 hours of receiving written notification of the outcome of the Review Board.
  - b. The written appeal must contain a statement of the charge, as set forth in the original charges

notice, and a detailed account of why the cadet feels appeal is warranted.

- c. The cadet will receive written notification from the Superintendent a minimum of five days before the date scheduled for hearing of the appeal.
- d. Within ten days following the hearing, the cadet will receive written notification of the decision of the Superintendent.
- e. Following the decision of the Superintendent, the cadet has the right to make a final appeal to the College Review Board. The College Review Board's decision will be final.

### 3. Records of Disciplinary Proceedings:

- a. Complete records of disciplinary proceedings will be maintained in the cadet's permanent file. The record will consist of a summary transcript of the Board proceedings.

## C. STUDENT CONCERNS AND COMPLAINTS:

1. Student concerns and complaints are to be addressed to Northwestern Michigan College Dean of Students. At the time this edition of the GLMA Rules and Regulations is promulgated this position is held by Lisa Thomas
2. These complaints include, but are not limited to grade disputes, student conduct or faculty/staff conduct. The Dean of Students will then work with the Superintendent of the Maritime Academy to investigate and resolve the issue.

## D. CONDUCT:

1. General: Serious or excessive violations of the Cadet Rules and Regulations by a Cadet or Naval Midshipman may be considered as evidence of ineptitude for the demanding career of a merchant marine officer and warrant dismissal by the school (46 CFR 310.10 (a)).
  - a. It is the purpose of GLMA to prepare the cadet for a position as a merchant marine officer.
  - b. Federal regulations may require disciplinary action against maritime cadets. Certain violations must be reported to federal authorities and may impact eligibility for licensing. Drug and alcohol related incidents are of particular concern and will have direct consequences (see Attachment I).
2. Disciplinary Dismissal From the Academy:
  - a. Whenever a cadet is arrested he/ she must report the arrest to his/her department head the next academic day. If an arrest takes place while on a sea project he/she must notify the Academy immediately. If the arrest occurs during a break in the academic calendar he/she must notify the Academy within a reasonable amount of time.
  - b. The Superintendent will determine punishments for any cadet found guilty of: driving under the influence (or equivalent), minor in possession (or equivalent), or any dangerous drug related offense, not reporting an arrest. The punishment may include dismissal from the Academy.
  - c. It is the responsibility of the cadet to notify the Academy Director of Admissions of any conviction (felony or misdemeanor) that occurred prior to being admitted to the Academy and any conviction which occurred between the date of admission and the first day of orientation aboard the training ship. It is the Academy's discretion to withdraw any incoming cadet from the newly admitted class if charges of this nature are disclosed.
  - d. If a conviction is discovered by the Academy during the MMC application process that has not been disclosed by the cadet, it will be grounds for immediate dismissal from the Academy.
  - e. Conviction means any offense that is listed on a cadet's Federal or FBI record. Offenses which are adjudicated via Michigan law 7411 or any equivalent state statute are considered convictions



- for the purpose of Merchant Marine licensing.
- f. Any conduct deemed unbecoming of a maritime cadet by the Great Lakes Maritime Academy Superintendent will be referred to an Academy Review Board.
3. Minor Infractions: A minor infraction of the Cadet Rules and Regulations (conduct, uniform, etc) will be handled by the instructor of the class. Sanctions may include:
    - a. Cadet considered absent from class, which could lead to dismissal from the class and program and graduation delays if repeated (See Section IV-c).
    - b. Reduction in course grades. Instructors will advise the class at the first class session if this sanction is to be used.
    - c. Additional academic course work outside regular class hours (i.e. directed research on a topic chosen by the instructor).
    - d. Performance of additional professional tasks related to a laboratory activity (i.e. clean-up duties after lab sessions).
    - e. Additional projects required to obtain a passing grade in the lab or classroom. These projects may extend the scope and difficulty of the course work.
    - f. Other additional sanctions chosen by the instructor. Instructors will not be arbitrary or capricious in imposing added work for minor infractions. Cadets who are assigned such tasks shall have the right to appeal instructor sanctions to the appropriate department head and pursue informal and formal appeals procedures as outlined in this section.
  4. Conduct Aboard the *T/S State of Michigan* and commercial ships:
    - a. Sea projects are a privilege to a cadet and an expense to the Maritime Academy and shipping companies. This hands-on experience is extremely valuable academically and professionally. Therefore, no cadet will be assigned to a sea project without the recommendation of the appropriate department head and the Superintendent. Evidence of behavior unbecoming a cadet, such as rowdy or malicious conduct in the community, NMC dormitories or on any NMC campus may be cause for delaying or canceling a sea project.
    - b. If a formal complaint is lodged against a cadet by a shipping company while the cadet is sailing on a sea project aboard one of their ships, the cadet will be removed from the ship at the first opportunity and instructed to report immediately to the Academy Superintendent. Appearance before a Review Board may follow based on the results of the preliminary inquiry into the circumstances surrounding the complaint.
    - c. Adverse reports from ship personnel or the company office may result in the convening of a Review Board. Informal complaints, verbal or written, from ship's officers regarding cadet performance on sea projects will be referred to the appropriate department head who will recommend corrective or punitive action to the Superintendent. Ship's officers reporting such complaints will be advised by the Superintendent of actions taken.
  5. Cadet Disenrollment: If a cadet is disenrolled from the Academy for academic deficiency, a letter must be submitted to the Academy Superintendent and the Director of Admissions indicating whether the cadet plans to apply for readmission.
  6. Cadets Enrolled in the Power Plant Facilities Operator Program: While the entrance requirements for cadets enrolled in the Power Plant Facilities Operator Program are slightly different from the standards used for cadets who are in a license program (e.g. citizenship and legal background requirements). Cadets in this program are considered to be Great Lakes Maritime Academy cadets. All regulations contained in this publication apply to every cadet at Great Lakes Maritime Academy without exception.

- E. **SEXUAL HARASSMENT:** As students of Northwestern Michigan College, all Maritime cadets are protected from sexual harassment through the NMC Student Rights and Responsibilities policies listed on NMC's website. While on sea projects as a cadet observer, GLMA cadets may also be subject to a shipping company's policies and regulations (Attachment I). As indicated on the curriculum guide, cadets are required to attend sexual harassment/social responsibility seminars and training while attending the Academy.
- F. **CADET DRUG TESTING:** As per 46 CFR Subchapter B every cadet is required to be in the GLMA random urinalysis program effective upon the date they begin at the Academy. As per this regulation every cadet:
1. Whenever a physical exam is required for an individual under the licensing and documentation regulations, a letter showing a cadet has not failed or refused to participate in a chemical test for dangerous drugs must be included.
  2. GLMA cadets aboard ship for sea projects will be subject to random testing for dangerous drugs in accordance with individual shipping company policies established to comply with 46 CFR. The operator may also test cadets and crewmen whenever reasonable cause exists to suspect use of dangerous drugs (or alcohol).
  3. GLMA faculty who sail under the authority of their licenses aboard the *T/S State of Michigan* or aboard commercial vessels during vacation periods are subject to drug testing policies.
  4. Refusal to cooperate with Academy or company drug or alcohol testing programs when directed or at random will lead to termination of a sea project and/ or result in dismissal from GLMA.
  5. The test results of any cadet and/or instructor testing positive will be reported by the Academy in writing to the United States Coast Guard National Maritime Center.
3. **Reasonable Cause Testing:** GLMA will require any crew member or cadet who is reasonably suspected of using a dangerous drug or considered to be under the influence of alcohol be immediately tested at a facility designated by the Academy and return appropriate paperwork to the Academy within 24 hours.
- a. GLMA's decision to drug or alcohol test shall be based on a reasonable belief that the individual has used alcohol or a dangerous drug based on direct observation of specific physical, behavioral, or performance indicators. This reasonable belief should be based on the observation of the suspected individual by two persons in supervisory positions.
  - b. If a cadet and/or instructor refuses to provide urine specimens (or any other drug or alcohol test method) when directed to do so by the Academy under the provisions of this section, this fact shall be entered into his/her personal file. This will be grounds for cadet disenrollment or instructor dismissal from the Academy.
4. **Record Keeping:**
- a. The Academy will maintain results of all maritime cadet and/or instructor drug screens. Drug screens are considered confidential and are reviewed by only those required to know the outcome.
  - b. Negative tests shall be maintained by GLMA for a period of one year.
  - c. Positive tests shall be maintained by GLMA for five years and reported to the USCG.
  - d. GLMA records shall contain the total number of cadets and/or instructors 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.

5. Release of Information: Except as provided for in applicable sections of 46 CFR, GLMA shall not release individual test results or other personal information from the drug test program.
6. Nothing in this section shall prevent an individual tested under this policy from obtaining the results of that test.

## **SECTION VII: CADET ACADEMIC REVIEW BOARD**

### **A. GENERAL:**

1. GLMA Academic Review Board (ARB) is composed of the GLMA Superintendent and the deck and engineering department heads. The Board will meet periodically to review the academic progress of GLMA cadets in order to determine administrative or other actions to be taken in each instance of deficient or superior performance (i.e. Dean's List status).
2. The ARB will review the status of all cadets receiving course grade of less than 2.0. Regardless of cumulative GPA, the ARB will also review the status of all cadets receiving a course grade below 2.0 in any required subject.

B. GLMA CADET MEETING: All cadets under review by the ARB for any of the reasons cited are required to appear before their respective deck or engineering department head for advisement. This meeting should be arranged prior to the scheduled meeting of the ARB. Failure by a cadet to aggressively seek to schedule this meeting in a timely manner may be interpreted by the ARB as a sign of professional carelessness or indifference which could impact the outcome of the ARB.

### **C. ACTIONS WHICH MAY RESULT FROM AN ACADEMIC REVIEW BOARD:**

1. NMC Academic Probation: A cumulative GPA lower than 2.0 will result in the cadet being placed on academic probation in accordance with stated NMC academic regulations. The cadet will be promptly advised by the ARB of actions required of the cadet while on probationary status.
2. GLMA Cadet Probation: A cadet receiving a course grade lower than 2.0 in any academic course (GLMA/NMC) will be placed on cadet probation until the deficient course is completed with a grade of 2.0 or better. It is the responsibility of the cadet to inform their advisor immediately when a grade of less than 2.0 is recorded. If the deficient course is listed as a pre-requisite for other maritime courses, the advanced course will not be available until the pre-requisites are completed with a grade of 2.0 or higher. Sea projects will be assigned to probationary cadets only after department head review of individual academic and professional progress. This review will address, but not be limited to, the issue of a cadet's ability to complete sea project work while deficient in any maritime course. Cadets with any course grade less than a 2.0 may not be eligible for sea projects.
3. GLMA Cadet Disenrollment: Whether or not a cadet has been previously awarded academic or cadet probation, the ARB may request the disenrollment of a cadet from the maritime program if a pattern of poor academic or professional performance is deemed to exist after complete review of all information. A disenrolled cadet may remain a student in good standing at NMC. A disenrolled cadet who desires to withdraw completely from NMC must follow stated NMC procedures.

### **D. CADET RESPONSE:**

1. A cadet whose academic performance is under review may appear before the ARB to provide any evidence in explanation of deficient course work. The Board will determine its action only after review of the cadet's entire record.
2. The ARB will meet between the posting of academic grades from one semester and the end of the add-drop period of the following semester. This timing is to permit a cadet who may be disenrolled from GLMA by the ARB action to either withdraw from NMC/GLMA courses or rearrange study programs without added financial penalty. A cadet will be advised of the date and time of any ARB meeting to review his/her record.
3. Cadets whose superior academic performance is recognized by inclusion on the NMC Dean's List will receive letter of recognition from the GLMA ARB.

**GREAT LAKES MARITIME ACADEMY  
CADET SEA PROJECT GUIDELINES**

- The cadet will have proof of health insurance before being assigned to a ship. Medical insurance must be kept in effect for the entire sea project. A “cadet observer” is not considered a member of the ship’s crew and therefore not covered by the Merchant Marine Act of 1920, section 33 (Jones Act). Shipping companies will not cover medical expenses incurred by a cadet while aboard ship.
- A zero tolerance policy is in effect for alcohol and drug use during a sea project. A cadet will be removed from the ship if the Academy becomes aware of any drug or alcohol use during the sea project.
- The cadet will report aboard ship in uniform at the time and place agreed upon and specified by the shipping company. Cadets will follow terms of agreement outlined in the sea project meeting with the Superintendent.
- The cadet will notify the Academy within 24-hours of his/her arrival aboard ship and mail this completed Sea Project Guidelines/Ship Assignment form.
- The cadet will stand all watches as specified by the Captain and/or Chief Engineer.
- The cadet will also be available to observe all maneuvering, docking, loading, unloading, repair work, etc. (Sea time is a privilege and best spent performing shipboard duties as often as possible.)
- The cadet's conduct and appearance will be in a manner consistent with the Cadet Rules and Regulations.
- The cadet will comply with all shipping company policies and procedures, while maintaining a professional relationship with the officers and crew members aboard.
- The cadet will keep an orderly and tidy cabin and follow accepted dining room etiquette.
- The cadet will not miss the ship under any circumstances. Stay in contact with the ship and be aboard a minimum of one hour before the posted departure time.
- The cadet will keep a personal log of all watches and activities. This log will be sent to the Academy as outlined in your sea project instructions.
- The cadet will remain aboard ship to complete the minimum number of sea days agreed upon with Superintendent at the sea project meeting prior to departure. An early discharge must be approved by the Academy Superintendent **prior** to departing the ship. If possible, a cadet should endeavor to complete additional sea days as they are essential for graduation.
- The cadet will obtain the appropriate discharges and letters of reference before departing the ship.
- If the cadet fails the sea project he/she will be disenrolled from the Academy for one year. A course grade below 2.0 is considered to be a failing grade.

**I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THESE GUIDELINES AS ESTABLISHED BY THE GREAT LAKES MARITIME ACADEMY.**

## Attachment II

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### Deck Sea Projects REQUIREMENTS FOR SEA DAYS:

A Deck Cadet must complete the following minimum Sea Days requirements for the Deck Officer Program in accordance with STCW '95 and the United States Coast Guard.	
Category of Sea Days	Third Mate Oceans, Unlimited Tonnage and First Class Great Lakes Pilot
Training Ship and Commercial Vessels	300 sea days (minimum)
In-Port Sea Days	30 days
Full mission simulator training	30 days
<b>Total</b>	<b>360 days</b>

### Engineering Sea Projects REQUIREMENTS FOR SEA DAYS:

An Engineering Cadet must complete the following minimum Sea Days requirements for the Engineering Officer Program in accordance with STCW '95 and the United States Coast Guard.	
Category of Sea Days	Third Assistant Engineer/Steam and Motor, Unlimited Horsepower
Training Ship Cruise and Commercial Vessels	240 sea days (minimum)
In-Port/Internship/Skill Training Sea Days	120 days
<b>Total</b>	<b>360 sea days</b>

**Please Note:** First year cadets must complete eight (8) in-port sea days for watchkeeping duties aboard the *T/S State of Michigan* to be eligible for their first sea project. Second and third year cadets will arrange a minimum of eight (8) in-port sea days each year.



**Northwestern  
Michigan  
College**

**Office of Timothy J. Nelson, *President***

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Welcome to Northwestern Michigan College, the home of the Great Lakes Maritime Academy (GLMA). I am pleased that you have chosen to pursue your education with us. GLMA is an important division of Northwestern Michigan College and is one of our programs demonstrating national and international competencies. I encourage you to take full advantage of the talents of our faculty and staff. You will form lasting relationships here that will serve you the rest of your life. Thank you for choosing us and good luck on your journey.

Timothy J. Nelson, President  
Northwestern Michigan College

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