



ACADEMIC POLICIES HANDBOOK

Office of the Academic Dean and Provost
United States Merchant Marine Academy
Kings Point, New York

September 2026

INTRODUCTION FROM THE ACADEMIC DEAN AND PROVOST

This handbook contains the core collection of policies that govern the educational program here at the United States Merchant Marine Academy. Familiarity with these policies, as well as the other Dean's Memoranda and Superintendent Instructions, helps us achieve our academic mission while applying our standards consistently.

Sea year, Coast Guard licensure, and commissioning requirements add complexity to our academic enterprise. Our policies exist to support these rigorous educational, professional, and statutory obligations. This handbook addresses a broad range of academic matters, including graduation requirements, degree program standards, grading systems, academic standing and deficiency policies, academic support programs, academic honors, Sea Year academic requirements, and eligibility to sit for license. It outlines the roles and responsibilities of Midshipmen, faculty, academic departments, and administrative offices in maintaining the integrity and effectiveness of the Academy's academic programs.

Our policies exist to promote fairness, consistency, accountability, and academic excellence. They ensure that every Midshipman is evaluated according to the same standards, that academic credentials retain their value and credibility, and that graduates are fully prepared to assume positions of responsibility at sea, in the military, and throughout the maritime industry. These policies also safeguard the rights of Midshipmen while providing clear expectations regarding academic performance.

Midshipmen, faculty, and staff have a shared responsibility for understanding and adhering to the Academic Policy Handbook. We are committed to providing every Midshipman with the resources, guidance, and support necessary to succeed. At the same time, success requires personal responsibility, hard work, and adherence to our standards and core values. I encourage all members of the Academy community to become familiar with this handbook and to seek clarification whenever necessary. Midshipmen should address any questions to their faculty advisors, company academic officers, or to the staff of the Academic Center for Excellence. Faculty should seek clarification from their department head, the Associate Dean for Faculty Affairs, or the Assistant Dean for Academic Affairs. Recommendations for policy changes can be brought to the attention of the Regimental Academic Officer, Faculty Forum President, or Assistant Dean for Academic Affairs.

Best regards,

Johnathan Gajdos, Ph.D.
Academic Dean and Provost

TABLE OF CONTENTS

INTRODUCTION FROM THE ACADEMIC DEAN AND PROVOST	2
I. GRADUATION REQUIREMENTS.....	4
II. CREDIT HOURS AND GRADES	5
III. COURSE AND CREDIT REQUIREMENTS.....	5
IV. GRADING.....	8
V. ACADEMIC STATUS	11
VI. ACADEMIC SUPPORT COURSES	19
VII. RESOLVING FAILING GRADES	19
VIII. TRANSCRIPTS	22
IX. ACADEMIC LOADS.....	22
X. SELECTING AND CHANGING MAJORS	23
XI. DESIGNATION AND CHANGE OF SAILING SPLIT	25
XII. ACADEMIC HONORS	26
XIII. INDEPENDENT STUDY COURSES.....	27
XIV. GRADING PROCEDURES	28
XV. COURSE SYLLABI	28
XVI. ACCESS TO ACADEMIC RECORDS	29
XVII. ACCESS TO GRADED MATERIALS	29
XVIII. ACADEMIC INTEGRITY	29
XIX. GRADE ADJUDICATION PROCEDURES	30
XX. SPECIAL PROGRAMS	32
XXI. ACADEMIC SUPPORT PROGRAM.....	32
XXII. SAILING PERIODS	32
XXIII. RETURNING MIDSHIPMEN	35
XXIV. CLASS ATTENDANCE	36
XXV. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.....	37
XXVI. ELIGIBILITY TO SIT FOR LICENSE	37
XXVII. COMPUTER REQUIREMENTS	37
XXVIII. DEAN'S MEMORANDA	38
XXIX. EXCEPTIONS AND SUBSTITUTIONS.....	38
APPENDIX I TEST ADMINISTRATION PROCEDURES	39
APPENDIX II MAJOR GPA REQUIREMENTS.....	40

The United States Merchant Marine Academy provides a four-year academic program leading to a Bachelor of Science degree, a license as a merchant marine officer (issued by the United States Coast Guard), and an appointment as a commissioned officer in an active or reserve component of the United States Armed Forces (including the Strategic Sealift Officer Program of the United States Navy). Each academic year is divided into three academic terms, or trimesters. All students spend 9 terms in residence, and 3 terms (sailing periods) on a seagoing vessel. Credit for courses is given in credit hours, and academic proficiency is determined by a combination of academic credits and grades, with a system of Grade Points for the grades earned. Academic credit is also earned for the successful completion of Sea Year Courses during the sailing periods.

The policies outlined in this handbook are applicable to all students. Midshipmen remain subject to these policies until their graduation or separation from the Academy.

I. GRADUATION REQUIREMENTS

To graduate, a Midshipman must:

- Successfully complete the number of credit hours required by the degree program in which enrolled. Exemptions from courses completed at other accredited institutions or waived due to physical disability may lower the number of in-residence credits required for some students.
- Pass all requirements stipulated by the Code of Federal Regulations: 46CFR 310.52 and 310.65. A maximum of five and half years in attendance as a Midshipman may be permitted in exceptional cases to complete degree requirements.
- Earn a Cumulative Grade Point Average (CGPA) of 2.00 for all courses.
- Earn a 2.00 CGPA for all required courses in the student's major. (See Appendix II.)
- Earn a United States Coast Guard (USCG) third mate or third assistant engineer license by successfully passing the USCG merchant mariner licensing exam. Those not eligible to receive a license, including foreign nationals, must nevertheless pass the required U.S. Coast Guard exam successfully.
- Satisfy all Standards of Training, Certification and Watchkeeping (STCW) certifications required by the USCG as specified in Section XXVII of this handbook.
- For U.S. citizens, satisfactorily complete all Naval Science courses prescribed by the Department of the Navy, as well as all the requirements for a Commission in the United States Navy Reserve, as outlined in 46 CFR 310.59(a) and 310.65 (G)i.
- Apply for and, if offered, accept an appointment as a commissioned officer in the United States Navy Reserve (including the Strategic Sealift Officer Program) or an active or reserve component of any other of the Armed Forces of the United States, per 46 CFR 310.65(G)iii.
- Pass the Academy Physical Fitness Test.

A Midshipman must complete all degree requirements in order to present for the USCG license examinations, as well as satisfactorily complete all requirements for commissioning.

A Midshipman will not be commissioned or receive a diploma, the USCG license, or any other official graduation documents unless all of the requirements specified above are satisfied.

II. CREDIT HOURS AND GRADES

Credit for courses at USMMA is counted in credit hours. Each successfully completed course earns a Midshipman a letter grade and a specified number of credit hours. The number of credit hours for each course is indicated in the Academy catalog. Academic proficiency is determined by a combination of academic credits and letter grades. Letter grades are converted to a grade point scale to obtain the term Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA).

III. COURSE AND CREDIT REQUIREMENTS

A. Satisfying Course Requirements

Course requirements may be satisfied as follows:

- Successful completion of the course while enrolled at USMMA.
- Successful resolution of a failed course through methods specified elsewhere in this handbook.
- Demonstrated proficiency in the subject through an Advanced Placement (AP) or International Baccalaureate examination as accepted by the individual Academic Department.
- Exemption from the course due to the successful completion of an approved course from another accredited college or university as specified elsewhere in this handbook.
- Demonstrated proficiency in the subject through a departmental examination.

B. Credit Hours

The credit hour is the primary academic measure by which progress toward the degree is gauged. In general, one credit hour is earned through the successful completion of one hour (50-55 minutes) of class work or two hours of laboratory work as well as additional time outside of class (such as homework, reading, or studying), per week per term. See DM 264 for additional guidance regarding the assignment of credit hours.

C. Limit on Credit Received by Exemption and Examination

A maximum of 12 credit hours required for graduation may be applied to a Midshipman's record as a result of course exemptions satisfied by Advanced Placement examination, International Baccalaureate examination, departmental examination, or transfer from another accredited institution of higher education. Specific departmental policies are discussed below.

D. Credit for Courses Completed at other Educational Institutions (Exemptions)

College level work may be accepted for transfer and substitute for a required course as an Exemption. Courses submitted for consideration must have been successfully completed with a grade > “C”. Neither the credit hours nor the grades earned are transferable. Courses accepted for exemption do not affect the student’s Grade Point Average at the Academy. Requests for exemptions for work completed prior to entering the Academy, whether due to a completed course or exam scores, must be submitted by the end of the 4th class year and before the end of the add/drop period of the term in which the required course is offered in the curriculum map. The exemption request begins in the Registrar’s Office, which verifies official transcripts, and Advanced Placement and International Baccalaureate scores. The proposal will then be presented to the appropriate academic department head. For college courses taken elsewhere, the proposal must be supported by copies of the catalog description of the course, the course syllabus and outline obtained from the college or university, and a listing of the texts/references that are used in the course. Final approvals for all exemptions will be granted by the Office of the Academic Dean and Provost.

In general, once students are enrolled at the Academy, all coursework should be completed at the Academy. However, Midshipmen may file a petition with the Registrar for exemption or transfer credit for other courses. The Registrar will forward all such requests to the responsible department head for consideration. The department head will make a recommendation to the Assistant Dean for Academic Affairs regarding the request.

1. Course Exemptions Based on Departmental Examination

Departmental examinations as a basis for exemption may be administered where non-academic experience appears to provide a basis for successful completion of such an examination. A departmental examination may also be given where exemption credit for a course has not been granted. The academic Department Head must approve all requests for departmental examinations. A special examination to demonstrate proficiency in a course will not be authorized after a Midshipman registers for the course. Likewise, a special examination for purposes of exemption will not be authorized after a Midshipman has failed the Academy course.

2. Foreign National Midshipmen

A foreign national Midshipman may petition the Office of the Academic Dean and Provost for permission to waive a senior level Naval Science course.

3. Physical Education Courses (No Exemptions)

A Midshipman who, because of temporary physical limitations, is required to withdraw from a Physical Education course must satisfy the course requirement before the next sea period or graduation, whichever comes first.

4. Course Exemptions for Humanities Courses

A Midshipman may apply for an exemption from Composition and Literature (LITR101) on the basis of previous completion of a college English composition course (with a grade of an A or B) and after successful performance on the Humanities Department writing diagnostic and exemption examinations. Students with the requisite college credit who have met the department's standard on the exemption examination may then apply to the Department Head for exemption from the course. The Humanities Department generally does not grant exemptions for AP/IB classes.

5. Course Exemptions for Math and Science Courses

A Midshipman may apply for exemption from a course in the Department of Math and Science on the basis of either an Advanced Placement or International Baccalaureate examination or completion of comparable college work prior to arrival at the Academy.

- a. A Midshipman may apply for an exemption from a course in the Department of Math and Science on the basis of previous completion of a comparable college course or courses. If the course for which an exemption is being applied is part of a sequence and the course that precedes it was taken at the Academy, then exemption shall be granted only if a grade $\geq$ C was earned in the preceding course. For mathematics courses, the Midshipman will also have to successfully pass a departmental examination.
- b. To receive exemption based on Advanced Placement or International Baccalaureate examination, a Midshipman should achieve at least the scores below. No other exemptions based on AP examinations will be granted.
 - i. CHEM 100: 4 on AP Chemistry or 5 on IB Higher Level Chemistry
 - ii. MATH 101: 4 on AP Calculus AB
 - iii. MATH 130: 4 on AP Calculus BC
 - iv. MATH140: 4 on AP Calculus BC
 - v. MATH200: 4 on AP Statistics
 - vi. PHYS 110: 4 on AP Physics C: Mechanics

- #### 6. Course Exemptions for International Baccalaureate Degree Work
- Exemptions for coursework completed while earning the International Baccalaureate may be granted in accordance with the above departmental policies. Only scores of 6 or 7 will be considered for possible exemption, unless otherwise specified.

IV. GRADING

A. Authorized Grades

Upon completion of a course, a student is awarded one of the following letter grades:

- A or A- Outstanding
- B+, B, or B- Above Average
- C+, C, or C- Average
- D+ or D Minimally Passing
- P Passing (For Pass/Fail registration only)
- F Unsatisfactory/Failing
- W Withdrawal
- E Exempt
- I Incomplete

The plus suffix (+) may be assigned to the grades of “B,” “C,” or “D” to indicate strong performance at that grade level. The minus suffix (-) may be assigned to grades of “A,” “B,” or “C” to indicate below average performance at that grade level.

B. Calculation of Grade Points Earned

Each letter grade corresponds to a number of Grade Points; the student earns that number of Grade Points for each credit completed. The Grade Points are used to compute the Grade Point Average (GPA) for one term, and the Cumulative Grade Point Average (CGPA) for all terms completed. The GPA and CGPA are used to determine academic proficiency. Table 1 outlines the number of Grade Points awarded for each grade.

Table 1: Letter Grade to Grade Point Conversion

Letter Grade	Grade Points Earned per Credit	Letter Grade	Grade Points Earned per Credit
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	F	0.00
C+	2.33		

For a single course, each credit is multiplied by the number of Grade Points per credit. Example: an “A” in a 1-credit course earns 4 Grade Points; a 2-credit course earns 8 Grade Points; a 3-credit course earns 12 Grade Points and a 4-credit course earns 16 Grade Points (credits multiplied by Grade Points for the grade). No Grade Points are earned for the grades of “W” (Withdrawal), “E” (Exempt), “I” (Incomplete), and “P” (Passed).

C. Computation of the GPA and CGPA

The GPA applies to a single term; the CGPA is for all terms of study at the Academy.

1. Grade Point Average (GPA): The GPA is calculated at the end of *each* term by dividing the Grade Points earned by the credit hours attempted.
2. Cumulative Grade Point Average (CGPA): The CGPA is the student's average for *all* terms of study. The CGPA is calculated at the end of each grading period by dividing the *total Grade Points* earned for the duration of the Midshipman's enrollment by the *total credit hours* attempted.

Courses in which a grade of "W," "E," "I," or "P" has been assigned are not included in the calculations, i.e., these courses do not earn credits and Grade Points and do not figure in the calculations of the GPA and CGPA.

The following two examples show how to calculate the GPA.

Term 1

Course	Credit Hours	Grade	Grade Points	Total Grade Points
MATH101	3	B	3.00	$3 \times 3.00 = 9.00$
NAUT101	4	C	2.00	$4 \times 2.00 = 8.00$
LITR101	3	A	4.00	$3 \times 4.00 = 12.00$
NASC100	2	B+	3.33	$2 \times 3.33 = 6.66$
CHEM100	4	F	0.00	$4 \times 0.00 = 0.00$
Totals:	$3 + 4 + 3 + 2 + 4 = 16$			$9 + 8 + 12 + 6.66 + 0 = 35.66$

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credit Hours Attempted}} = \frac{35.66}{16} = 2.228$$

Note: The GPA is computed using the total number of credits attempted, including CHEM100 in which the student earned the grade of F.

Term 2

Course	Credit Hours	Grade	Grade Points	Total Grade Points
NAUT120	3	C-	1.67	$3 \times 1.67 = 5.01$
MATH130	3	A	4.00	$3 \times 4.00 = 12.00$
BUSN210	3	A	4.00	$3 \times 4.00 = 12.00$
PE&A110	1	B+	3.33	$1 \times 3.33 = 3.33$
PHYS110	3	D	1.00	$3 \times 1.00 = 3.00$
Totals:	$3 + 3 + 3 + 1 + 3 = 14$			$5.01 + 12 + 12 + 3.33 + 3 = 35.34$

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Credit Hours Attempted}} = \frac{35.34}{14} = 2.524$$

The following example shows how to calculate the cumulative GPA (CGPA) for the above two terms:

$$\text{CGPA} = \frac{\text{Total Accumulated Grade Points}}{\text{Total Credit Hours Attempted}} = \frac{35.66 + 35.34}{16 + 14} = \frac{71}{30} = 2.366$$

D. Special Case Grade Calculations

Students must repeat all failed required courses. There are two different policies which apply to the calculation of the CGPA when failed courses are repeated successfully. One policy applies only to Fourth Class courses and those failed after the fourth class year:

1. Repeat Grades for Fourth Class Year Courses (Forgiveness Policy): Students who retake and pass a course that was failed during the first three terms (in residence) of their Fourth Class year will have their CGPA recalculated excluding the credit hours attempted from the first enrollment of the course from the denominator used when calculating their CGPA. In other words, the CGPA will include only the grade and credit hours from the successful repeat. The original grade will remain on the transcript. This Forgiveness Policy will be in effect regardless of the class year in which the Midshipman repeats the Fourth Class course for the first time. On the transcript, courses subject to this policy will be coded with a "P" next to the course identifier.
2. Repeated Course Grades for All Other Class Years: All other failing grades, whether for in residence courses or Sea Year courses, regardless of whether successfully repeated or not, will remain a part of the CGPA calculations. In other words, the CGPA will include both grades and credit hours from the failed course as well as the repeated course.
3. Summer School Grades: The grades for all courses taken in summer school will be calculated along with the grades for the last residential term, which, in most cases, is the third term.
4. Grades Requiring Approval of the Office of the Academic Dean and Provost: Grades of "W," "E," and "I" must have the approval of the Office of the Academic Dean and Provost. Additionally, enrollment in a course on a Pass/Fail basis must have the prior approval of the Provost, unless the course is offered only on a Pass/Fail basis or offered on an optional Pass/Fail basis.

E. Incomplete Grades

An individual Faculty member may request approval to assign an "I" (Incomplete) grade in circumstances where they determine that the requirements of the course could not be met by the end of the grading period. The "I" grade is reported on a special form available from the Registrar. The work required to resolve the "I" must be specified on the form. The Department Head and the Office of the Academic Dean and Provost must approve all Incomplete grades.

Normally, an Incomplete will be resolved by the end of the sixth week of the succeeding residential grading period. An extension beyond the sixth week requires the approval of the Office of the Academic Dean and Provost. A grade of "I" that is not resolved, or that is not approved for extension beyond the sixth week of the succeeding grading period will be converted to an "F."

V. ACADEMIC STATUS

A. Academic Proficiency

In order to continue in their educational programs, Midshipmen must make satisfactory academic progress towards earning their degrees, i.e., remain proficient. A Midshipman is Academically Proficient for a term if the student's CGPA is at least a 2.00, if the term GPA is also at least a 2.00, and if there are no F's earned that term. Proficiency is defined as both proficiency in academic coursework, and proficiency towards earning a USCG Merchant Mariner's Credential and STCW endorsement to that credential.

B. Academic Deficiency Status

The Office of the Academic Dean and Provost analyzes all grades at the conclusion of each term and each sailing period. A Midshipman will be assigned an academic deficiency status if the student does not meet the criteria in Table 2 below. The deficiency codes assigned to Midshipmen are tracked by the Registrar's Office. Academic deficiency status has consequences for retention, especially when students are in a deficient status for successive terms.

Academic Warning (AW) is the least serious deficiency status, followed by Academic Probation (AP), and then Referred for Disenrollment (RFD) (the latter resulting in an Academic Review Board, see below).

Midshipmen are notified by the Office of the Academic Dean and Provost, via email, of RFD status immediately after term grade analysis is completed. AW or AP status is also indicated in the student information system where Midshipmen view their grades.

C. Midterm Grades for Fourth Class Students

Faculty members submit mid-term grades for Fourth Class students each term. The Registrar's Office prepares a grade report for each student which shows all course grades. The grade reports are distributed to students by their mentors. The Office of the Academic Dean and Provost analyzes the grades and assigns deficiency codes where applicable. While these codes do not remain on the student's permanent transcript, the intent is to put the student on alert of a possible deficiency status at the end of the term if grades are not improved. Students may also be subject to appropriate restrictions described in this handbook.

TABLE 2 DEFICIENCY STATUS CRITERIA

Student status	Proficient	Academic Warning (AW)	Academic Probation (AP)	Referred for Disenrollment (RFD)
1 st Term Fourth Class Year	CGPA > 2.00; <i>and</i> Term GPA > 2.00; <i>and</i> No course failures	1 Course Failure (F) <i>or</i> Term GPA 1.67-1.99	Term GPA 1.33-1.66	2 Course Failures (Fs) <i>or</i> Term GPA 0.00-1.32
2 nd Term Fourth Class Year		1 Course Failure (F) <i>or</i> Term GPA 1.67-1.99 <i>or</i> CGPA 1.67-1.99	Term GPA 1.33-1.66 <i>or</i> CGPA 1.33-1.66	2 Course Failures (Fs) <i>or</i> Term GPA 0.00-1.32 <i>or</i> CGPA 0.00-1.32
3 rd Term Fourth Class Year and beyond		1 Course Failure (F) <i>or</i> Term GPA 1.67-1.99	Term GPA 1.33-1.66	2 Course Failures (Fs) <i>or</i> Term GPA 0.00-1.32 <i>or</i> CGPA 0.00-1.99
- Midshipmen who are on a deficiency status for a given term, and who fail to become academically proficient the next term, will be assigned the next lower status. For example, if a plebe is on Academic Warning as a result of academic performance during the first term and fails one course with a CGPA of 1.90 and a GPA of 1.75 during the second term, the Plebe would be placed on Academic Probation status and not remain on Academic Warning. - Midshipmen who are not academically proficient 3 terms in a row will be Referred for Disenrollment (see Section F, below.) - When assigning deficiency status, the lowest designation applies. For example, a first term Plebe with one F (meeting Academic Warning criteria) and a GPA of 1.50 (meeting Academic Probation criteria) will be designated as being on Academic Probation.				

D. Other Factors Leading to Designation as Referred for Disenrollment (RFD)

In addition to the above indicated cases that lead to the designation of RFD, a Midshipman may be placed in this status as a result of any one of the following:

- Failing the Introduction to Nautical Science course (NAUT101)
- Failing the Introduction to Marine Engineering course (ECME101)
- Violating proficiency requirements for three or more consecutive terms
- Failing the same required course two times
- Failing two or more courses during either a residential or sea term
- Failing to achieve a CGPA of at least 2.00 in the major
- Failing a sequence of required courses; e.g., math, English, or physics, either within one term or over different terms
- Failing to achieve a combined GPA of at least 2.00 for the two sea terms
- Violating the Terms of Probation (TOP) that were in effect during the current term
- Failing to make sufficient academic progress as determined by the Provost

E. Sea Year and Satisfactory Progress Towards the Degree

A Midshipman normally must have a CGPA of ≥ 2.00 to be assigned to sea training, and must have satisfied, prior to sea duty, the Basic Safety competences required by the Standards of Training, Certification and Watchkeeping (STCW).

Terms spent at sea are subject to the same proficiency criteria as terms spent in residence. Midshipmen who have a GPA of < 2.00 in a sea period are subject to the same terms in Table 2 Deficiency Status Criteria. Midshipmen who are RFD will be reviewed by the Academic Review Board (ARB) and considered for probation, setback, deferred graduation, or disenrollment, all defined below.

F. Academic Review Board (ARB)

Grades are analyzed for proficiency following each term, following each sailing period, and after the annual summer school session. Immediately following the academic analysis of the grades, Midshipmen who are deemed to be RFD are referred to the Academic Review Board (ARB). The ARB convenes at the call of the Provost and consists of the following members: Academic Dean and Provost, Commandant, Assistant Dean for Academic Affairs, Academic Department Heads, Director of Shipboard Training and Career Services, Director of the Academic Center for Excellence, Director of Admissions, and Director of Waterfront Activities. Members may designate alternates to act on their behalf at ARB meetings. The Superintendent, at his or her discretion, may attend meetings of the ARB.

For ARBs following the sailing periods, Midshipmen who neglect to submit the coursework for two or more Sea Year courses by the deadline will be declared RFD and subject to an ARB which may be convened prior to the regular grade analysis. Additionally, if a Midshipman fails a Sea Year course for which a repeat must occur on a non-USMMA waterfront asset, it may not be possible to rectify the failing grade and the Midshipman will be referred to the ARB for lack of progress in the degree program.

Members of the ARB are apprised, in advance, of the names of students who will be reviewed. At the actual meeting, the members review the academic history of each student, as presented by the Assistant Dean for Academic Affairs. The Academic Department Heads each provide details about each "D" and "F" grade. Board members or their designees make available to the Board any additional information that is pertinent to the academic, regimental, Sea Year, athletic and student life aspects of the Midshipman's performance. Each case is considered individually, and the Provost requests deficiency recommendations from members of the Board. All members, except the Provost and Assistant Dean, vote on each recommendation; ties are broken by the Assistant Dean for Academic Affairs. At the conclusion of the Board, the Provost considers all recommendations and makes a decision in each case.

The ARB may recommend that a Midshipman be required to change majors within the student's academic department if it is deemed that this will result in an improved level of academic success.

It is within the purview of the ARB to make the following recommendations: Academic Probation, Continued Academic Probation, Setback, Suspended Setback, Deferred Graduate, Suspended Disenrollment, and Disenrollment. Each is a deficiency status with implications for subsequent terms:

1. Academic Probation (AP): The Midshipman will remain at the Academy in the status of Academic Probation with academic proficiency requirements (Terms of Probation) established.
2. Continued Academic Probation (CAP): Students who were on Academic Probation during the current term will remain at the Academy and continue on Academic Probation status with academic proficiency requirements (Terms of Probation) established.
3. Setback: The Midshipman will be placed on official Leave of Absence status and will resume his or her studies during a future term as specified by the Provost. They will be subject to formal Terms of Probation (TOP) as conditions of retention. For record keeping purposes the Midshipman will be noted as a member of the setback class, but if the Midshipman fails to meet the TOP, the Midshipman will be noted as disenrolled from the student's original class. If the student successfully meets their TOP, the Midshipman will normally be designated as a member of the following class year upon return. In addition, a Midshipman returning from setback will be subject to all provisions of the *Academic Policies Handbook* in effect for the new class year.
4. Suspended Setback (SS): The Midshipman will remain at the Academy under explicit Terms of Probation in regards to GPA, CGPA, and course grades. If the Midshipman meets the conditions of the terms of probation, he or she will continue on at the Academy. If the Midshipman is in deficiency status at the end of that term and/or does not meet the Terms of Probation, he or she will be referred to an ARB for violation of terms
5. Deferred Graduate (DG): A Midshipman of any class year may be designated a Deferred Graduate. Special requirements relating to either the residential or Sea Year curriculum, to be completed following graduation of the Midshipman's class, are established. A Midshipman may be denied authorization to present for the USCG license examination as a result of being placed in this status.
6. Suspended Disenrollment (SD): The Midshipman may remain at the Academy in the status of Suspended Disenrollment with Terms of Probation established for the next two terms that, if not met, may result in disenrollment. A Midshipman may be placed on Suspended Disenrollment for continuous violation of academic terms of probation, or in cases relating to performance at sea, as reflected in officer evaluations.
7. Disenrollment: The Midshipman will be disenrolled from the Academy.

G. Terms of Probation

If a student is retained after the case is heard before the Academic Review Board, the Provost will sign a Terms of Probation (TOP) letter outlining specific conditions of that retention. In all cases, the terms will require that the student be academically proficient for the next two terms: GPA/CGPA ≥ 2.00 and no earned F grades. The Provost may designate additional conditions, including additional academic terms of probation. The terms of the TOP letter are binding in all cases, and neglecting to sign the TOP letter does not release the student from meeting all terms.

Students who do not satisfy all Terms of Probation, as stated in the letter, may be disenrolled with no right of appeal.

H. Deficiency Status: Sailing Period and STCW Competences

a. The STCW Council

The STCW Council is a sub-committee of the ARB. Its purpose is to monitor Midshipmen's progress toward the issuance of a USCG Merchant Mariner's Credential and STCW endorsement to that credential.

It is the responsibility of the Council to determine whether the competences required for licensure and certification are being earned in a timely manner, both in residential courses and during the sailing periods. A Midshipman who has received multiple adverse (< 2.0) shipboard evaluations relating to application of STCW training at sea, and/or who fails to demonstrate proficiency in those competences that relate to Personal Safety and Social Responsibility aboard ship may be referred to the STCW Council.

b. Failure of an STCW Competency

When a Midshipman has failed two (or more attempts if authorized by the cognizant Department Head) to pass an STCW assessment after all normal and reasonable opportunities to do so, the Department Head shall notify the Office of the Academic Dean and Provost and the STCW Council about the Midshipman's failure of the assessment and, consequently, failure of the course. The STCW Council shall review the case regarding the student's status within the Approved Program.

The Council may make recommendations to the Provost. The recommendations may suggest that the matter be resolved in the next resident term, or during the next Sea Year assignment. The recommendation may also suggest disenrollment, academic setback, deferred graduation, conduct probation, and/or counseling.

I. Appealing a Disenrollment Decision

Students are contacted via email after the conclusion of the ARB and informed of the Superintendent's decision. If the Superintendent imposes Disenrollment, the student may appeal unless specifically prohibited from doing so in a prior TOP letter.

In the event that the Midshipman chooses to appeal, the student will be directed to schedule an Appeal Hearing by contacting the Office of the Superintendent within 48 hours of being notified of their status. The Office of the Superintendent will then provide the student with further instructions regarding the appeal. The Appeal is heard before the Superintendent, Provost, and Commandant, or their designees. The Midshipman may prepare a formal statement which includes an explanation for the academic deficiencies and a plan for future academic success, and may present statements of support from professors, staff, and mentors. The personal statement and letters of support must be submitted to the Office of the Superintendent by the deadline specified in the instructions. All letters must be submitted by the student; letters submitted directly by others will not be accepted by the Office of the Superintendent.

At the actual Appeal, the Midshipman appears alone before the board, and is informed immediately afterwards by the Superintendent of the decision. If the Superintendent decides not to disenroll the Midshipman, then, within a few days, the Provost will issue a formal letter outlining the decision, including conditions and the Terms of Probation. The Midshipman must sign the letter acknowledging receipt and understanding of the TOP, and retains a copy for his or her records.

Midshipmen who are setback, and who leave the Academy premises before signing the TOP letter, are responsible for contacting the Office of the Academic Dean and Provost to obtain the letter. Non-receipt of the letter will not be deemed a valid reason for failing to meet any of the conditions for return to the Academy. Failure to comply with the conditions for return, as outlined in the TOP letter, will result in the student not being cleared for return to resume his or her studies with the next class year. The student shall be asked to resign from the Academy. If the Midshipman does not respond to the opportunity to resign, the student will be disenrolled.

The Superintendent is the final authority in all academic disenrollment cases referred by the ARB. No decision may be appealed to a higher authority.

J. Conditions of Setback

The decision to send a Midshipman on an academic setback is made in the interest of strengthening the student's academic record and providing the student with a path to graduation. The Office of the Academic Dean and Provost assesses all grades earned up to that point, and designates the optimal term for return to the Academy. Students returning from setbacks may be required to repeat all academic courses and all STCW competencies in deficient courses. All grades of record will be the grade earned upon repeating the course. Returning fourth classmen may be designated as Plebe

Candidates, upon the recommendation of the Commandant. They may be required to participate in Indoctrination and will repeat all requirements applicable to the new class year.

Often, the Provost will direct a Midshipman on setback to take a specific course or courses at another institution. The Midshipman will be required to earn a minimum grade of “C” in each course. At times, the designated course is intended to strengthen the student’s understanding of a subject already failed; therefore, the outside course will not be the basis for an Exemption, and the course must be repeated when the student returns to the Academy. In particular, the Math and Science Department will consider granting an Exemption only in those cases where a pre-approved two-course sequence is completed at another institution.

Occasionally, a Midshipman on setback will be directed to take courses which will earn an Exemption at the Academy, in accordance with the procedures detailed earlier in this handbook. Grades and credit hours earned elsewhere do not transfer; the student may be exempt from taking the equivalent course at the Academy upon completion of the requisite paperwork.

In all cases, successful completion of outside credits, as mandated by the TOP letter, will be a condition of return and setback to the next class year. Students must seek prior approval from the academic department for coursework completed elsewhere. At the conclusion of the course(s), students must provide an official copy of the transcript from the other institution in order to satisfy the Terms of Probation and/or to procure exemption credit. The official transcript must be sent directly to the Academy’s Office of the Registrar. Faxed copies will not be accepted. Midshipmen returning from setback may be required to purchase a newer model laptop before or during their tenure, at the discretion of the Department of Information Technology.

Students returning from a setback due to academic deficiencies will be placed on Academic Probation for at least two academic terms. These Terms of Probation mandate, at a minimum, that the student earn a GPA and CGPA ≥ 2.000 , and passing grades in all residential and/or Sea Year courses. Additional conditions may be specified. Failure to satisfy the Terms of Probation in any of the probationary terms will constitute a violation of the TOP, and may result in disenrollment.

A Midshipman placed on a probationary status by the Provost at the end of a resident term immediately prior to assignment to sea training shall be required, at a minimum, to:

1. Have no “Adverse” ratings on the *Ship's Officers' Review of Midshipman Performance* form
2. Have no failing grades in Sea Year courses
3. Have a GPA for the sea period and CGPA ≥ 2.00

K. Special Leave Status: Compassionate Setback

Midshipmen who are progressing towards the degree in an academically proficient manner and are in good standing with the Regiment may request a leave of absence for extenuating personal reasons through the Compassionate Setback Committee. An official request for leave of absence should be submitted to the Director of the Academic Center for Excellence. Supporting documentation, such as a physician's or counselor's statement, should be attached, as well as a plan for completing degree requirements.

The Compassionate Setback Committee consists of the Commandant, the Head of the Office of Health Services, the Director of Professional Development and Career Services, and is chaired by the Director of the Academic Center for Excellence. The Committee will convene to discuss the merit of the setback request and make a recommendation to the Superintendent for consideration of the request. The Superintendent will inform the Compassionate Setback Committee of his or her decision regarding the request. If approved, the Midshipman must receive formal notification of approval before the compassionate setback is considered official. The approval will specify conditions for return as well as grading policies for the current term, if applicable. (See DM202 Setbacks.)

L. Sports and Extracurricular Activities Restrictions

Midshipmen on academic deficiency status (such as Academic Warning, Academic Probation) may be restricted from participating in any officially organized extracurricular activities, including intercollegiate athletic teams or club sports. Exceptions to this rule occur on a case-by-case basis and are decided by the Office of the Academic Dean and Provost, normally based on discussions between the Director of the Academic Center for Excellence with the Athletic Director, Director of Waterfront Activities, or the Commandant.

M. Academic Extra Duty

The Academic Extra Duty (Academic ED) program affords students the opportunity to receive tutoring assistance, while authorizing third, second, and first classmen extra duty credit to help remediate disciplinary deficiencies they may have. Midshipmen who are tutoring to receive Extra Duty (ED) credit should refer to the procedures outlined in the Regimental Logistics Officer's (RLOG's) ED Policy, as well as Dean's Memorandum 247, which offers additional information on seeking tutoring assistance, and Dean's Memorandum 243, which describes the academic support program.

Fourth Class Midshipmen who are on Academic Probation or lower academic status and all other Midshipmen whose CGPAs are below 2.00 or who are on "Suspended Disenrollment" status are eligible for Academic ED. Academic Officers are authorized to approve Academic ED in such cases. The Office of the Academic Dean

and Provost may grant this privilege to any other Midshipmen on a case-by-case basis. The rules and procedures of the program are administered through the Regimental Academic Officer.

VI. ACADEMIC SUPPORT COURSES

The following courses are offered to support Plebes in transition to the academic rigor of the Academy:

- A. WRIT100: English Language Lab. This pass/fail lab offers one extra hour of instruction in grammar and usage per week for Plebes currently enrolled in LITR101: Composition and Literature. Placement is determined through a diagnostic exam held during INDOC. Failure of WRIT100 results in automatic failure of LITR101
- B. MATH100: Calculus with Precalculus Review. All plebe candidates take a Mathematics placement test during the Indoctrination period. The candidate's score will determine whether they are placed in MATH100.

VII. RESOLVING FAILING GRADES

Section I of this handbook (Graduation Requirements) requires that a Midshipman pass all required resident and Sea Year courses. A failing grade must be resolved by passing the course on re-enrollment, course remediation as prescribed in this section, being exempted from the course through transfer credit or successful completion of a departmental examination, or by special action of the Provost as in the case of a medical exemption or inability to complete a required Internship. A Midshipman must have all degree requirements successfully completed in order to take the United States Coast Guard examination.

It is the responsibility of each academic department to plan for the repeat or remediation of all failed courses. The department head must inform the Registrar's Office in which term each student will repeat or remediate a course and should coordinate the planning for staffing and scheduling the course with the Registrar.

A. Resolving In Residence Failing Course Grades

Repeating a failed course is the most desirable method of resolving a failure and will be employed whenever possible. Residential courses are to be repeated in the next resident term in which the course is offered. If a complete course repeat cannot be scheduled, a repeat or remediation will be considered under the following guidelines.

1. In the case of courses consisting of lectures and required laboratory experience, a Midshipman may, with the approval of the academic department, be considered to be repeating a course if they can be scheduled in all lecture sessions but not the laboratory sessions. However, the student must have passed the laboratory portion of the failed course for this option to be considered.

2. If a Midshipman's schedule permits attending at least two, but not all of the weekly course meetings, the student shall be enrolled in the course and required to attend all possible meetings. All assigned work must be completed and the Midshipman must take the normally scheduled final examination. This type of enrollment will be considered a remediation and must be approved by the academic department.
3. An academic department may create a specific remediation for a course to meet the competencies of the course. A successful remediation may receive a grade from D to C+, unless it is an STCW course where the successful remediation may receive a grade from C to C+.
4. In the case of courses containing STCW competencies which consist of lectures and required laboratory experience, a failure of the course is a failure of the STCW competencies. A Midshipman must be scheduled in all laboratory sessions to be considered repeating a course. They shall be enrolled in the course and required to attend all possible meetings as noted in VII.A.2. Any lecture or laboratory content containing written or practical STCW content must be assigned to the same faculty member to conduct the assessments.

B. Resolving Failing Sailing Period Grades

At times, students may be directed to resolve failing Sea Year course grades either by repeating the entire Sea Year course or via remediation. A Sea Year course which is repeated may receive any grade. A Sea Year course which is successfully remediated may receive a grade no higher than a C+.

The following policies apply to all Sea Year courses:

1. Midshipmen failing a single first sailing period Sea Year course will be required to complete the entire course during the second sailing period. This will be considered a Repeat of the course.
2. Midshipmen failing a second sailing period sea year course who are designated Deferred Graduates may be required by the department to complete the entire course. This will be considered a Repeat of the course.
3. Midshipmen failing a second sailing period sea year course or courses and who are not disenrolled, may, at the discretion of the department, be directed to resolve the failing course via Remediation.
4. Midshipmen who fail a Sea Year course which cannot be repeated or remediated on academy owned assets may be disenrolled.

C. Failing Grades and Changes of Major

A Midshipman who fails an elective course has the option to repeat the course or to replace the elective with another elective course. A Midshipman who fails a core or elective course and subsequently changes major, where the new major does not require the course, has the option to repeat the course; in all cases, the original "F" grade remains on the student's permanent record.

D. Administrative Procedures for Resolving Failing Grades

1. A Midshipman who fails a course must immediately meet with the Academic Department Head or Assistant Academic Department Head. Midshipmen are responsible for monitoring their schedules to make sure that the repeat or remedial of the course is scheduled in the trimester determined by the Academic Department.
2. The academic department will plan for the repeat or remediation of each failed course, and inform the Registrar of its plan at the end of the academic term when the failure occurs using the *Re-Enrollment for Resolution of Resident Course Failure* form. This form will indicate whether the Midshipman is repeating, remediating, or must report for assignment as a repeat or remediation at the beginning of a non-subsequent term. The *Re-Enrollment for Resolution of Resident Course Failure* form is due to the Office of the Registrar two days after final grades are due. The Academic Department will also inform the Midshipman of the plan to resolve the failure. Finally, the Math and Science Department will also need to send a copy of the form to the Engineering Department for all ABET majors who are upperclassmen.
3. If the student is in residence the term following a course failure, they must report to the Special Registration session if the failed course has not appeared on their schedule per the academic department's plan.
 - a. If the course does not fit into the Midshipman's schedule and will be offered again the following term, the academic department may require the Midshipman to wait until that term to schedule the course.
 - b. If a full repeat of the course cannot be scheduled, the Department may schedule a remedial in the next term.
 - c. It is the responsibility of the Midshipman to monitor his or her schedule and to contact appropriate parties as necessary as soon as the student schedules are published.
4. The Office of the Registrar is responsible for assigning students to courses as per the *Re-Enrollment for Resolution of Resident Course Failure form*, and will note on the *Outstanding Course Report* when a student is scheduled to resolve an F grade. The *Outstanding Course Report* will be distributed to all academic department heads.

E. Failure to Enroll in a Repeat/Remedial Program

It is the Midshipmen's responsibility to monitor their grades and progress towards their degrees. Each Midshipman's Degree Audit is available in the Midshipman Portal of the student information system. A Midshipman who does not enroll in a repeat/remedial program per the academic department's instruction, may receive another grade of "F" for the course. Two successive grades of "F" in the same course may result in disenrollment.

VIII. TRANSCRIPTS

The transcript is the permanent record of all coursework undertaken at the Academy towards the earning of the degree. The transcript records the academic history by term and class year. It records all courses attempted and/or completed, the credits and grade points earned for each, the GPA for individual terms, and the CGPA. The code P may appear on the transcript, indicating that a Plebe course has been repeated; those credits will not be used in the CGPA calculations.

IX. ACADEMIC LOADS

A. General Course Load Requirements

Midshipmen are required to carry the academic load for their section or group as published by the Office of the Registrar. The minimum load per term is 12 credit hours, unless the Provost authorizes a lower credit load for specific reasons, and it is in concurrence with financial aid policy. As for maximum loads, a Midshipman with a CGPA ≥ 2.50 may not take more than 3 credit hours above the load prescribed in a term for her or his section or group.

B. Adding, Dropping and Withdrawing from Courses

Add/Drop forms are available from the Office of the Registrar. Under extraordinary circumstances, such as illness, the Office of the Academic Dean and Provost may extend the Add/Drop period.

C. Withdrawal from Elective Courses

After the regular add/drop period, a Midshipman may withdraw from an elective course if it is not required for program completion up to the seventh week of classes. In the third term of the first class year, students may withdraw from an elective course, if it is not required for program completion up to the third week of classes. A student who changes majors may also withdraw from non-required courses by the seventh week of classes. The grade of "W" shall be recorded when a Midshipman withdraws from an elective.

D. Elective Credit Requirements

Midshipmen are required to satisfy the curricular elective credit hour requirements as published in the catalog. Generally, electives are taken in the First Class year, except for students in the C sailing split. These elective requirements may be satisfied by extra elective credits taken in earlier terms, provided that a Midshipman does not reduce the scheduled load by more than 3 credit hours through elective credits taken in an earlier term. Approval to take electives early must be obtained from the Registrar.

X. SELECTING AND CHANGING MAJORS

A. Selection of Major

Midshipmen indicate their choice of department (Marine Engineering or Marine Transportation) on their admissions applications and confirm their choice of major toward the middle of the first academic term of enrollment. At some time in the second term, just before the end of the calendar year, all students must choose a specific major from among Marine Transportation or Maritime Logistics and Security in the Marine Transportation Department, or among Marine Engineering, Marine Engineering Systems, and Marine Engineering and Shipyard Management in the Marine Engineering Department.

In addition to completing core courses, both Marine Transportation and Marine Engineering major students are required to complete a number of electives. Midshipmen may choose to complete these electives as a Concentration. Concentrations will be chosen during the third class year at times designated by the Registrar. See section X.D.

B. Change of Major

All changes of major from Marine Transportation to Marine Engineering or from Marine Engineering to Marine Transportation must be requested, *at the latest*, at Special Registration at the start of the second term of the fourth class year. No changes of department major will be permitted after the end of the drop/add period. Midshipmen seeking to change their majors within their major department at any later date—especially after the first sailing period—must seek the approval of the Office of the Academic Dean and Provost.

1. Department/Major selection (Marine Transportation or Marine Engineering) must be determined by the start of the second term of the fourth class year. Students will not be permitted to change academic departments after the end of the drop/add period.
2. Midshipmen wishing to change majors within their Academic Department must seek the approval of the Department Head and the Office of the Academic Dean and Provost. The Midshipman will be subject to the entrance requirements of the major, if applicable.
3. Students must complete the *Change of Major* form and seek the additional approval of the department heads of Math and Science and Humanities so that any special course deficiencies may be approved and tracked, where applicable. All departments must approve the change of major unless the Registrar indicates that no other academic department courses are affected by the change.

C. Admission to the Marine Engineering Systems and Marine Engineering and Shipyard Management Majors

The Academy offers two ABET-accredited majors. Interested Midshipmen must apply to be accepted into those majors after meeting admissions requirements.

1. Admission to the Marine Engineering Systems (MES) Major

Admission to the Marine Engineering Systems and Marine Engineering and Shipyard Management programs is by application in the Fourth Class year. Admission is limited to those Midshipmen who are Marine Engineering majors and who are in good academic standing; acceptance into the major is confirmed prior to the start of the fourth academic term. For admission to these programs, Midshipmen must have a CGPA of at least 2.67 (B-), a 2.0 average in the first-time taken Calculus 1 and Calculus 2 courses and no unresolved F grades in their Mathematics, Science and Engineering courses. Students who do not meet these requirements may appeal through the Department Head of Marine Engineering to the Provost for admission consideration.

Midshipmen admitted to the Systems major are required to maintain a 2.67 CGPA, a 2.00 average in the Third Class and Second Class Mathematics and Science courses and a 2.00 average in their major courses ("E" prefix courses). Failure to meet these criteria may lead to being directed to change to a Marine Engineering major or to be referred for disenrollment.

The Provost, via the Head of the Department of Marine Engineering, is the decisional authority in all cases relating to admission and retention in the Marine Engineering Systems and Marine Engineering and Shipyard Management majors.

To receive a degree in Marine Engineering and Shipyard Management or Marine Engineering Systems, a Midshipman must achieve an average of at least 2.00 in all Engineering courses (prefixed with "E"), in addition to satisfying all other graduation requirements.

All Marine Engineering and Shipyard Management majors must complete an approved six-week internship at a shipyard or related facility. This internship constitutes the cornerstone of the Senior Design project.

D. Concentrations and Electives

The purpose of a concentration is to allow a Midshipman the choice to pursue an area of study in greater breadth and depth through a sequence of courses totaling 9 credit hours. Students who are Marine Engineering or Marine Transportation majors must decide in their 3rd class year on a concentration by the deadline set by the Registrar. They may also choose not to pursue a concentration, but instead take their choice of

electives (9 credits for Marine Engineering majors or 12 credit hours for Marine Transportation majors).

Academic Departments who sponsor concentrations will decide upon the minimum number of students needed to enroll for the concentration to be viable. They will provide an informational brief for all plebes before the choice of major selection in the beginning of the 3rd trimester of the 4th class year. Concentrations discussed at this event will need to be offered as a choice in the 3rd class year. Even if the initial enrollment number declines below the required minimum by the start of the concentration's enactment, the Department will have to run the concentration for the student(s) who remain. If a concentration does not fill to the minimum number of students at the time of election, students will be placed in their second choice.

If a Midshipman chooses not to pursue a concentration at the time of election, academic departments are not obligated to run concentrations for these students. The Midshipman may subscribe to a concentration only if it has openings and with approval of the Department Head. Students who choose the path of free electives may only choose those electives that do not have pre-requisites or if the course has a pre-requisite, the student has met it.

Students who opt to take elective courses as an overload may take electives on a Pass/Fail basis. However, they cannot enroll in a concentration as an overload without earning a letter grade in these courses. Those who wish to enroll in a concentration as an overload must have the permission of their major's Department Head and approval by the Office of the Provost and Academic Dean.

E. Major GPA

All Midshipmen must maintain a Cumulative Grade Point Average of 2.00 in their major courses. Failure to do so may require a change in major or lead to a recommendation for disenrollment.

XI. DESIGNATION AND CHANGE OF SAILING SPLIT

Midshipmen are organized into one of three "splits" which determine when they will complete their required terms at sea. "A" Split Midshipmen go to sea during their fifth, eighth, and ninth terms. "B" Split Midshipmen go to sea during their fourth, seventh, and eighth terms. "C" Split Midshipmen go to sea during their sixth, ninth, and tenth terms.

Split assignments and reassignments are made at the discretion of the Office of the Academic Dean and Provost. Ensuring that Midshipmen can complete all academic requirements and graduate on time is the primary consideration for sea split assignments. Split size must be managed in order to ensure that there are sufficient cadet shipping billets and seats in on-campus courses. Therefore, no Midshipman is entitled to the assignment to a particular split. The Office of the Academic Dean and Provost reserves the right to assign and reassign a Midshipman to any sea split at any time.

The Office of the Academic Dean and Provost will require Fourth Classmen to indicate their sea period split preference by the end of the first residential term. The Department of Physical Education and Athletics, Department of Waterfront Training and Operations, and Band will be afforded the opportunity to request split assignments for participants in their activities. Initial split assignments will attempt to meet these requests wherever possible. Split assignments for Midshipmen whose split assignment was made as a result of participation in a particular activity that they later cease to participate will be reviewed for possible reassignment.

XII. ACADEMIC HONORS

A. Resident Academic Terms

A Midshipman will be awarded an Academic Star on the following basis:

1. Gold Star: a GPA of at least 3.50 with no course failures in the term.
2. Silver Star: a GPA of at least 3.25 up to and including 3.49 with no course failures in the term.

B. Sea Year

A Midshipman will be awarded a Scholastic Honor Ribbon for outstanding performance during a sea period on the following basis:

1. Honor Ribbon with Bronze Star: a GPA of at least 3.50 for the Sea Year, no failing grades, and above average Sea Year performance reports.
2. Honor Ribbon: a GPA of at least 3.25 up to and including 3.49 for the Sea Year, no failing grades, and above average Sea Year performance reports.

A Midshipman who is entitled to wear the Sea Year ribbon based on first Sea Year performance and who is also entitled to the ribbon for the second sea period, in lieu of a second award:

1. Is authorized to wear a silver star if she or he received a ribbon with bronze star as a result of performance during the first sea year period;
2. Is authorized to wear a bronze star if she or he received the ribbon only for the first sea period.

C. Scholastic Honors at Graduation

Scholastic Honors at Graduation will be printed on the diploma according to the following criteria:

- *Summa Cum Laude*: A Midshipman who has a CGPA for all resident and sea period courses of at least 3.750 and is in the top 3% of the graduating class.

- *Magna Cum Laude*: A Midshipman who has a CGPA for all resident and sea period courses of at least 3.500 and is in the top 10% of the graduating class.
- *Cum Laude*: A Midshipman who has a CGPA for all resident and sea period courses of at least 3.000 and is in the top 20% of the graduating class.

XIII. INDEPENDENT STUDY COURSES

A. Purpose

Independent Study courses (Series 700) carry one to three credits and allow Midshipmen to extend their academic interests beyond published course offerings. Normally they are completed and the grades are awarded within the confines of one academic term. Certain research projects may extend over more than one term with the mutual agreement of the academic department head, the faculty member offering the course, and the Midshipman. If a course of Independent Study extends for two terms, only one grade and only the credits originally specified on the enrollment form will be awarded for the course.

Academy courses that comprise part of the required curriculum *may not* be offered as Independent Study courses, unless approved by the Office of the Academic Dean and Provost. In addition, a single Independent Study course may be offered a maximum of three times before it must undergo the formal approval process by the Curriculum Committee in order to become a regular Academy course offering.

The scope and duration of the course must be outlined and approved by the Office of the Academic Dean and Provost prior to enrollment, and no later than the end of the second week of the term.

Dean's Memorandum 211 provides additional information for independent study courses. The form – *Request for Independent Study* – is used to propose an enrollment in a course of independent study.

B. Qualifications for Independent Study

Normally, a Midshipman is required to have a CGPA of 2.50 or better and/or have demonstrated academic ability in the subject area of the proposed project to be considered for independent study.

C. Multiple Enrollments

No more than nine credits of independent study may be applied toward the total elective hour requirements of a Midshipman's curriculum. Normally, a Midshipman may not enroll in more than one course of independent study in a term. Enrollments in courses of independent study subsequent to the first such course must reflect concentration on different topics, unless the independent studies are part of a Kings Point Scholar Project.

XIV. GRADING PROCEDURES

A. Grading standards

Each faculty member teaching a course shall inform Midshipmen at the beginning of each term of the grading standards and procedures which will be used in evaluating their performance. The Learning Management System's Grade Book should be used to record grades. It shall be noted that every STCW-related assessment is required to have a weight in the overall academic grade awarded for each course that contains such. The weight may vary from course to course as the Knowledge, Understanding and Proficiency (KUP) assessed may be of more or less value relative to the course and/or other KUPs.

B. Grading records

Each Faculty member shall maintain a complete record of student attendance and grades:

1. Faculty teaching STCW-approved courses are required to maintain records of their examinations and student grades in accordance with U.S. Coast Guard requirements. Department Heads must ensure that these records are maintained by the department.
2. Faculty teaching non-STCW courses are required to retain all non-returned work and their gradebook for the course, along with the final examination and the graded responses for a period of one full academic year after the term in which the course was taught.
3. Each Faculty member resigning, retiring or otherwise leaving the Academy shall submit his or her grading documentation to the appropriate department head for retention.

C. Grade Changes

Grade changes are restricted to cases in which an error was made in computing a final course grade, or when an Instructor re-grades an exam or paper that had been submitted while the course was ongoing. Requested changes will not be approved for other reasons such as work submitted after the course ended or when the Instructor has already submitted the final grade to the Registrar.

The *Grade Change* form is initiated by the Instructor and requires the approval of the academic department head and the Office of the Academic Dean and Provost.

XV. COURSE SYLLABI

A. Faculty Responsibilities

Faculty members shall prepare and maintain course syllabi as directed by the academic department heads. The format to be followed is specified in *Dean's Memorandum 237 and DM237- Template*. Each syllabus shall be followed to the maximum extent possible and shall not be changed without the advance permission of the academic department head.

At the beginning of each term, faculty shall prepare and distribute to each Midshipman in their sections the approved syllabus. This information will also be

published electronically in the Learning Management System. The syllabus must conform to DM237-Template. Midshipmen are expected to complete work that is missed due to an approved class absence in accordance with this schedule.

B. Academic Department Responsibilities

Each academic department shall maintain an up-to-date syllabus for each required and elective course it offers. All syllabi will be reviewed every three years. At the beginning of each academic term, the academic departments will submit electronic copies of all syllabi for each course section to the Office of the Academic Dean and Provost for posting on the intranet.

XVI. ACCESS TO ACADEMIC RECORDS

Midshipmen may obtain a Student Copy of their transcripts at any time from the Registrar's Office. A Student Copy is unofficial and does not bear the impressed seal of the Academy. An Official Transcript contains the impressed seal of the Academy and is not released to Midshipmen under any circumstances. A Midshipman must complete a written authorization/request in order to release the official transcript to prospective employers, graduate schools, and other third parties. Graduates may obtain official transcripts in sealed envelopes upon written request or via the web site:

<https://www.usmma.edu/academics/registrar/request-transcript>

An individual review of an official record maintained by the Registrar may be arranged by appointment. Final decisions on any questions raised in such a review shall be made by the Office of the Academic Dean and Provost.

XVII. ACCESS TO GRADED MATERIALS

Midshipmen are to have access to graded materials that affect the reported grade in a course, including Sea Year courses. Material from residential courses and Sea Year courses that is not returned to a Midshipman must be retained for at least three academic terms to allow a reasonable opportunity for the material to be reviewed and discussed.

Graded exercises, including lab reports and term papers, that are not returned to Midshipmen shall be disposed of in accordance with policy so as not to allow their unauthorized further use by Midshipmen.

XVIII. ACADEMIC INTEGRITY

Honor is one of the core values of the Academy. The Office of the Academic Dean and Provost expects all Midshipmen to be honest in all of their academic endeavors abiding by both the principles of academic integrity as well as Academy rules and regulations. This commitment to academic honesty implies that action will be taken in cases involving plagiarism, cheating, multiple submissions, improper use of Artificial Intelligence (AI) or other unauthorized aids, and fabrication or falsification of research

results. Care must be taken when consulting material that could be considered to be a PONY (Passed Onto Next Year). It is never appropriate to pass off someone else's work as one's own. Instructors will establish guidelines on PONY and AI usage in their syllabi. DMs 252 and 246 detail Academy policies on academic integrity and the consequences for violations. In addition to Honor Board sanctions (which can include disenrollment), academic (e.g., grading) penalties may also be issued by instructors. Failing courses can result in being referred for disenrollment in accordance with the procedures outlined elsewhere in this handbook.

Examples of violations of academic integrity include the following:

- A. Plagiarism – To steal and pass off the ideas or words of another as one's own without crediting the source; to present as new and original an idea or product derived from an existing source, or to aid another Midshipman in plagiarism.
- B. Cheating – The possession, communication, or use of information, materials, notes, study aids, or other devices not explicitly authorized by the Instructor in any academic exercise, or any communication on the substance of the exercise with another person before, during, or after such exercise.
- C. Multiple Submissions – The submission of academic work for which academic credit has already or will be earned, when such submission is made without explicit Instructor authorization.
- D. Fabrication/Falsification of Research Results – Inventing or counterfeiting information; creating results not obtained in a study or laboratory experiment; the deliberate alteration or changing of results to suit one's needs in an experiment or other academic exercise.
- E. Improper use of Artificial Intelligence (AI) tools – Passing the work of an AI tool off as one's own. Any usage beyond basic grammar and spelling checking requires explicit instructor authorization.
- F. Unauthorized access to controlled test material – Stealing or using test material not intended for student use.

XIX. GRADE ADJUDICATION PROCEDURES

A Midshipman who wishes to place a final grade before a Grade Adjudication Committee must follow the procedures detailed in this section. Normally the adjudication process must begin the term following award of the grade. In the circumstance where the Midshipman is at sea in that term, the process must begin in the term following return from sea. Unusual circumstances, such as illness, will be addressed on a case-by-case basis.

Each year, the Provost will designate a pool of faculty members to serve on a standing grade adjudication committee, with at least one representative from each department. The Provost may also designate alternative members. The quorum for this committee is three members.

- A. A Midshipman must first speak to the course Instructor by the end of the second week of the term following award of the course grade so that the basis of the awarded grade is understood. A Midshipman wishing to pursue the matter further must speak to the appropriate Academic Department Head by the end of the third week. If the dispute cannot be resolved by the end of the fourth week, a Midshipman may submit a *Grade Grievance* form to the Office of the Academic Dean and Provost. A copy of this form must be given to the course Instructor at the time it is given to the Provost's Office. This form is available from the Office of the Academic Dean and Provost.
- B. If the grade being grieved is the result of an instructor applying an academic consequence for an allegation of a violation of academic integrity standards that resulted in an Honor Board referral, a Midshipman may submit a grade grievance directly to the Assistant Dean for Academic Affairs within two weeks of notification of the final disposition of the honor offense.
- C. A Midshipman wishing to initiate a grievance must submit this form to the Assistant Dean for Academic Affairs by the end of the fifth week of the term and must make an appointment to see the Assistant Dean as soon as possible. The Assistant Dean will, if necessary, consolidate related grievances into one action. An attempt will be made to resolve the grievance without referral to a Grade Adjudication Committee. The grievance may be dismissed at this point if it is considered to be without merit. When this is done, the grievance terminates and may not be reinstated. A decision by the Assistant Academic Dean to dismiss a grievance may be appealed to the Provost.
- D. If the grievance was not dismissed, the Assistant Dean for Academic Affairs will convene a meeting of at least three members of the standing grade adjudication committee. The faculty member whose grade is being grieved may not serve on this panel.
- E. Within two weeks, the committee will make a recommendation to the Provost via the Assistant Dean to:
 - i. Let the grade stand, or
 - ii. Change the grade to any grade authorized in this handbook, including "P."
- F. If the Provost approves a grade change, the Assistant Dean will complete a *Final Grade Adjudication* form, available from the Registrar. A copy shall be sent to the Midshipman and the course Instructor whose grade was grieved.
- G. Normally, a Midshipman who does not follow the procedures or time guidelines prescribed herein will be subject to dismissal of the grievance. However, under exceptional circumstances, the Assistant Academic Dean may waive time requirements and deadlines.
- H. A Midshipman may bring a case directly to the Assistant Academic Dean before an adjudication procedure is begun, without first discussing it with the

course Instructor and Academic Department Head, only when there are extraordinary circumstances, generally of a personal nature.

XX. SPECIAL PROGRAMS

The Office of the Academic Dean and Provost may approve a special program to accommodate a special academic or scheduling problem. It may require an under-load or overload and repeat and/or remedial courses. A special program may allow a Midshipman to accelerate her or his program if the special program results from a setback. This may result in a Midshipman rejoining his or her year group on a timelier basis.

A special program may require the repeat of all courses in a sequence regardless of individual grades received and may allow exemptions from courses previously completed with the grade of $\geq C$ and/or courses transferred from other academic institutions.

XXI. ACADEMIC SUPPORT PROGRAM

The Academy's Academic Support Program is described in *Dean's Memorandum 243 The Academic Center For Excellence and The Academic Support Program*. Midshipmen are encouraged and may be required to seek assistance through this program and through other counseling or Mentoring programs available at the Academy. Midshipmen are encouraged to gain as much as possible from the academic program through frequent contacts with faculty and staff, tutorial services provided by Midshipmen and professionals, Midshipman Academic Officers, the Mentoring Program, the Office of the Academic Dean and Provost, and the Academic Center for Excellence. Academic deficiency reports, in the form of Academic Alerts, are filed by instructors to flag students who may be at risk of failing a course. The Alerts are provided to the Midshipman's mentor, and to certain Company and Regimental Academic Officers. These reports are provided on a need-to-know basis and must be considered confidential and handled in accordance with the Family Educational Rights and Privacy Act (FERPA).

XXII. SAILING PERIODS

A. Sea Year Courses

Sea Year courses are academic courses; they are essentially applied, independent experiential learning courses which constitute a cooperative education program between the Academy and ship owners and operators. Sea Year courses receive letter grades, earn the corresponding number of Grade Points and are included in the GPA and CGPA calculations.

1. Publications to be Read in Conjunction with this Handbook

The *Midshipman Sea Year Guide*, issued by the Department of Professional Development and Career Services and also published as Attachment A to Superintendent Instruction 2021-10, *Sea Year Safety and Security*, contains

detailed descriptions of the requirements of the sea year program and is intended to guide Midshipmen while away from the Academy at sea. All instructions in the *Sea Year Guide* and any other official publications that pertain to shipboard training are to be complied with fully and read in conjunction with this *Academic Policies Handbook*. Any questions regarding conflicting requirements among these publications are to be brought to the attention of a Midshipman's Academy Training Representative (ATR) or the Head, Department of Professional Development and Career Services.

2. Transporting and Submitting Sea Year Coursework

Sea Year coursework is always to be carried in hand-held luggage when traveling. It is never to be checked through on a common carrier. Each Sea Year course submission is normally due on the first day of the academic term following the Midshipman's return from sea and will be submitted at a place and at a time specified by the Sea Year Course Coordinator in each academic department. Each Midshipman will bring his or her own sea year coursework to the collection site. At the collection site, the collectors will sign the Midshipman's receipt for each sea year coursework received. The receipt will be maintained at the office of the applicable academic department Sea Year Course Coordinator. Midshipmen may get copies of the receipts upon request.

Midshipmen designated as "Special Sailors" will find the due date for their Sea Year courses written into the Shipping Assignment instructions set forth by the Head of the Department of Shipboard Training and Career Services. To comply with this requirement, Midshipmen must leave their last ship with the various sea year coursework ready to be submitted. Sea Year coursework that is not submitted at the specified time and place will be considered a non-submission and will receive the grade of "F."

Exceptions to the submission policy stated in this section, including extensions of the established date of submission, must be authorized in writing by the Assistant Academic Dean for Academic Affairs, as described below.

Midshipmen who are, due to circumstances beyond their control, unable to submit sea year coursework by the designated deadline must secure their coursework and provide proof that the coursework was completed by the deadline. They are to seek a notary public or other official to witness that the coursework was sealed and ready for delivery by the designated deadline. Each sea year course submitted at any time past the deadline, without written approval from the Assistant Dean, will receive the grade of "F."

3. Evaluation of Sea Year Coursework

Following submission, sea year coursework is transferred to the appropriate academic departments for evaluation. Remediation of deficiencies will conform to policies laid out elsewhere in this handbook.

4. Misplaced Sea Year Coursework

In the event that the sea year coursework is misplaced by the academic department and the Midshipman has a copy of the signed receipt confirming collection of the Sea Year coursework, the Midshipman has the option to re-submit the sea year coursework for grading, or accept the grade of “Pass.” If the Midshipman accepts the “Pass” grade, academic credit for the Sea Year Course will be earned, but there will be no effect on the GPA/CGPA.

5. Sea Year Course Notes

- a. The Department of Marine Engineering requires that Sea Year course courses that are typed or word processed must be accompanied by all handwritten notes, drafts, outlines, or similar sources used in the preparation of the final submitted copy. Department of Marine Engineering sea year coursework must be clearly identified as to the source(s) for the final copy. Failure to submit such sources may result in a failing grade for the Sea Year course in question. Midshipmen must follow all required electronic submissions for sea year coursework as mandated by the department.
- b. The Department of Marine Transportation “Required Submissions” must be drawn by hand, and written or typed as per course instructions. The Maritime Business project must be typed or word processed and notes, drafts, and outlines need not be submitted. Midshipmen will be required to submit their sea year coursework using the Blackboard Learning Management system, the Turnitin tool, or via other electronic media, as assigned.

6. Extension of Time to Complete Sea Year Coursework

All sea year coursework is due at the time and place designated by the academic departments. An extension of time in which to complete all or a portion of the sea year coursework may be granted by the Assistant Dean for Academic Affairs. A Midshipman may request an extension in the event of major extenuating circumstances such as serious illness while assigned to a ship, a family emergency which required her or him to return home from sea, service on a ship which made extraordinary time demands on the Midshipman, or similar circumstances. Any Midshipman wishing an extension of time must meet with the Assistant Academic Dean for Academic Affairs before the end of the deadline for submittal. Late submissions that are not given an extension shall receive a grade of “F.”

7. Resignations and Sea Year Course Grades

A Midshipman who resigns while assigned to sea training or is on official leave status during the normal period of sea training will receive the grade of “W” (Withdraw) for all Sea Year Courses. This grading period is not

included in the calculation of credit hours accrued, and will therefore not affect GPA and CGPA calculations.

A Midshipman who resigns within one week of the first residential term following completion of a period of sea training will receive the grade “W” (Withdrawal) for all Sea Year courses. A Midshipman who resigns after one week will receive the grades earned as a result of departmental grading of the work submitted, and all grades are recorded on the transcript.

B. Internships

An internship is an opportunity for a Midshipman to observe the operation of a complex organization related to the maritime or transportation industries. Only Shipyard Management Majors are required to complete an internship as a graduation requirement. Other Midshipmen may choose to complete an internship, which may be coordinated through the Department of Shipboard Training and Career Services, who may require enrollment in INSP 100 and the submission of a report regarding the internship.

Deficiencies in internships are treated in the same way as deficiencies in residential academic courses and are considered in the assignment of any academic deficiency status.

C. Holdovers

Midshipmen assigned to sea training may receive permission to leave for their assignments late, and are held in a duty status at the Academy. These Midshipmen are referred to as “Holdovers.” Permission to hold over is normally granted only to regular participants in team sports whose regular and/or post-season activities extend into sailing periods, to those Midshipmen selected by the Commandant for Indoctrination of Plebe Candidates, and to those attending summer school.

Dean’s Memorandum 402 outlines the holdover policies of the Academy. *DM 402F Holder Request Form* is to be used in initiating and processing a holdover application. The form is originated by the Midshipman and endorsed by the academic department head or responsible party requesting the holdover of the Midshipman, then forwarded to the Head, Department of Professional Development and Career Services for approval.

XXIII. RETURNING MIDSHIPMEN

Under certain circumstances, a Midshipman who resigns and is later readmitted to the Academy may receive credit for the time spent at the Academy in the first enrollment. This section contains the policies of the Academy in determining whether a former Midshipman who returns is eligible for advanced standing. Advanced standing recognizes previous attendance as creditable towards the statutory requirement that a Midshipman be enrolled for four years.

A. Eligibility

1. A Midshipman is considered eligible to return with advanced standing if he or she completed at least one full year of academic studies and were academically proficient at the time of resignation. Proficiency is defined in the Tables presented earlier in this document.
2. A Midshipman who leaves the Academy for more than two years is not eligible to return with advanced standing unless she or he was engaged in activities relevant to the Academy program during the period of absence. Each case will be considered on its own merits.
3. No returning Midshipman will be eligible for advanced standing after an absence of more than three years.

B. Placement with Advanced Standing

Subject to the provisions in section B, above, the record established by the Midshipman in his or her first enrollment will stand and will be considered in assigning a Midshipman to a class year group. Course exemptions through transfer credits from other academic institutions and any credit received through departmental examinations will also be considered. Coursework presented for exemption is subject to the policies previously outlined in this instruction, and must be presented to the Registrar within two weeks of return to the Academy.

C. Applicable Regulations

Upon re-entry, a Midshipman is bound by the curriculum, catalog, academic policies and statutory provisions in effect for the class to which the student is readmitted. A Midshipman will not be commissioned, receive a diploma, a USCG license or any other official graduation document unless all requirements as stated in this handbook, the catalog, or other official issuance of the Academy, are met.

XXIV. CLASS ATTENDANCE

A. Class Attendance and Excused Absences

Midshipmen must attend all regularly scheduled and specially announced class and laboratory periods unless authorized to be absent by proper authority. Midshipmen shall not miss final exams, tests, labs, or scheduled quizzes due to watch. Midshipmen are responsible for all course work in a missed class or laboratory period.

When a Midshipman has missed a cumulative total of 15% of lectures or 15% of laboratories in a course for any reason, the Instructor shall report this to the academic department head and recommend a resolution. The academic department head shall investigate the matter and may make a recommendation to the Provost. The Provost may ban further absences (unexcused as well as controllable absences such as team movements, interviews, etc.), may recommend a grade reduction if further absences

occur, may withdraw the Midshipman from the course, or take other action as deemed appropriate.

B. Final Examinations

Final examination periods are a part of the class schedule. They are published in the Regimental and Academic Calendar for the entire academic year and are also published each term by the Office of the Registrar. The actual schedule of final examinations for each examination period is published each term.

Midshipmen are expected to take all final examinations at the scheduled time and are not to make leave plans for any day in the final examination period prior to the completion of their last regularly scheduled exam.

C. Class Cancellations

A faculty member who cancels class due to illness or a personal emergency must notify their department head and their students as soon as possible. Make-up course are rescheduled by submitting the DM232C Class Schedule Change Request.

XXV. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Generally, the Family Educational Rights and Privacy Act (FERPA) prohibits disclosure of the educational records of individuals to other persons or organizations without the written consent of the party to whom the record pertains. Without such written consent, grade reports, transcripts, and other information cannot be released to anyone, including parents, other academic institutions, and employers. Notice of consent will be filed with the Office of the Registrar for each release of information covered by FERPA.

XXVI. ELIGIBILITY TO SIT FOR LICENSE

This section is not intended to be an extensive listing of the eligibility requirements to sit for a U.S. Coast Guard Merchant Mariners license. A detailed list of the eligibility requirements may be obtained from Dean's Memorandum 240 and Superintendent Instruction 2022-01, *USCG License Examination Participation Requirements*. No Midshipman will be allowed to present for the exam who has an appeal or who has pending disciplinary action that could result in disenrollment from the Academy.

All Midshipmen must have approval from the Office of the Academic Dean and Provost in order to take the examinations for a U.S. Coast Guard license. The basic requirements include meeting the requirements of the most current STCW Code fulfilling sea time requirements, and successful completion of all required courses.

XXVII. COMPUTER REQUIREMENTS

All students are required to use computers throughout their tenure at the Academy. The Department of Information Technology (DOIT) issues guidance on computer purchases for students as well as procedures for accessing the Academy network and online resources. Beginning with the Class of 2030, Midshipmen are responsible for purchasing their own computers.

XXVIII. DEAN'S MEMORANDA

A. Purpose

Dean's Memoranda establish policies and procedures that govern the conduct of the academic programs of the Academy. They provide continuity and consistency in academic matters. They are referred to in many sections of this handbook and should be reviewed for detailed guidance and instructions.

B. Distribution

Dean's Memoranda are maintained on the Office of the Academic Dean and Provost's Intranet site.

Questions concerning interpretations of individual memoranda should be directed to the Assistant Dean for Academic Affairs.

XXIX. EXCEPTIONS AND SUBSTITUTIONS

The Provost is the exception and waiver authority for all procedures, guidance, and regulations contained in this handbook, and for all other contents of DMs. Unless otherwise specified in this handbook or in another DM, no other personnel may grant exceptions to or waive any provisions of this handbook or other DMs.

APPENDIX I TEST ADMINISTRATION PROCEDURES

The following is an outline of test administration procedures which must be followed by all Midshipmen:

A. Seating Arrangements

There is to be no standing during an examination unless such is directed by the proctor.

B. Equipment

- i. Nothing may be brought into the examination room unless it is expressly authorized by the proctor.
- ii. Coats, hats, raincoats, etc. are prohibited in the examination room.
- iii. Mobile devices, smart watches, phones, smart glasses, and other similar devices are prohibited in any examination room.
- iv. Calculators or other electronic devices needed for the particular examination may be authorized by the cognizant instructor or proctor.

C. Communicating During an Examination

- i. Midshipmen must not communicate or attempt to communicate with another person for any reason whatsoever, nor may a Midshipman consult any source of information to obtain assistance, unless specifically permitted by the Instructor as in the case of an open-book examination. These prohibitions include any period of time when the Midshipman is permitted to leave the examination room.
- ii. No Midshipman is to look at, or even appear to be looking at, the paper of another Midshipman.
- iii. Requests or comments may be made quietly to the proctor ONLY. No comments are to be called out, and no unnecessary sounds are to be made.

D. Proctoring Examinations

There should be at least one proctor present in each examination room at all times.

E. Conclusion of the Examination

When the proctor announces that the time allotted for the examination is over, the Midshipman is to stop writing immediately.

F. Conduct Upon Leaving the Examination

- i. Silence is to be maintained outside the testing area until all test papers have been submitted.
- ii. There shall be no attempt to communicate between Midshipmen who have left the examination area and those that remain and are still taking the examination or to those who will take the examination at a later time.

G. Test Taking Exceptions

The rules presented above represent a basic outline of test administration procedures. These rules may be modified by an individual proctor. It is the Midshipman's responsibility to abide by all the aforementioned rules. Failure to follow these rules constitutes a violation of test taking procedures. Failure to be familiar with these rules does not constitute an excuse.

APPENDIX II MAJOR GPA REQUIREMENTS

If at any time the student's CGPA in the major falls below 2.00, the Provost may assign the academic deficiency status of RFD and convene an Academic Review Board to recommend whether the student should be permitted to continue in the program, be required to change majors, or be set back to the succeeding class year.

A. MARINE TRANSPORTATION MAJOR

A CGPA of 2.0 in the major is measured against the following criteria:
2.00 in all courses prefixed with a DN and DS
2.00 in all courses with a NAUT, INSP, BUSN, EPRJ and NPRJ courses .

B. MARITIME LOGISTICS AND SECURITY MAJOR

A CGPA of 2.00 in the major is measured against the following criteria:
2.00 in all courses with a NAUT, INSP, BUSN, EPRJ and NPRJ courses

C. MARINE ENGINEERING SYSTEMS MAJOR

A CGPA of 2.00 must be earned in all Engineering courses (prefixes E)

D. MARINE ENGINEERING AND SHIPYARD MANAGEMENT

A CGPA of 2.00 must be earned in all Engineering courses (prefixes E and EC)

E. MARINE ENGINEERING MAJOR

A CGPA of 2.00 must be earned in all Engineering courses (prefixes E and EC)