

UNITED STATES MERCHANT MARINE ACADEMY  
KINGS POINT, NEW YORK

November 15, 2011

SUPERINTENDENT'S INSTRUCTION 6335.1 (2011-06)

Subj: DEFERRED GRADUATES

1. **PURPOSE.** To establish policies related to the assignment of a midshipman to "deferred graduate" status, and to delineate the responsibilities of each Academy office or department to track the progress of deferred graduates under their jurisdiction, and to update the Dean's Office about that progress, in order to assure timely clearance of each deferred graduate.
2. **APPLICABILITY.** This instruction shall apply to members of the Class of 2012 and all subsequent classes.
3. **DEFINITIONS.** For the purpose of this instruction, a "deferred graduate" is defined as a first classman who fails to complete all graduation requirements by the end of third term classes, or by the conclusion of the Academy-scheduled United States Coast Guard (USCG) license examinations. A midshipman may be in deferred graduate status due to academic, medical or regimental reasons.
  - a. **Academic Deferred Graduate:** A midshipman who has not satisfactorily completed all academic requirements by graduation day. This status may be conferred by the Superintendent at any time, based upon the recommendation of the Academic Dean.
  - b. **Medical Deferred Graduate:** A midshipman who has not satisfactorily completed all medical-related requirements by graduation day. This status may be conferred by the Superintendent at any time, based upon the recommendation of the Chief Medical Officer.
  - c. **Regimental Deferred Graduate:** A midshipman who has not satisfactorily completed all regimental requirements by graduation day. This status may be conferred by the Superintendent at any time, based upon the recommendation of the Commandant.
4. **POLICY**
  - a. Midshipmen are expected to complete all requirements for graduation, including professional licensing requirements, within the prescribed four-year course of study.
  - b. Deferred graduate status may be conferred by the Superintendent upon the recommendation of the Academic Dean, Commandant, or Chief Medical Officer. In extreme circumstances the Superintendent may decide that the Midshipman be set back to the succeeding class.
  - c. Under no circumstances will deferred graduates be permitted to participate in graduation exercises for their class year.

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## 5. PROCEDURES

- a. The Assistant Academic Dean for Support Programs will be the central clearing authority for all deferred graduates.
- b. In the Academic Division, the Departments of Marine Engineering, Marine Transportation, Physical Education, and Professional Development and Career Services will inform the Dean's Office of their recommendations for deferred graduate status by the last day of third term classes. The Department of Health Services and the Commandant's Division will make their recommendations for deferred graduate status directly to the Superintendent by the same date. Health Services and the Commandant will inform the Dean's Office of their pending recommendations, and of the Superintendent's decision about conferring deferred graduate status for each midshipman. All departments will notify and update the Dean's Office in writing, i.e., via email.
- c. Up until the day of graduation, Health Services and the Commandant will provide weekly updates on the status of those officially designated as deferred graduates for regimental or medical reasons. Following graduation ceremonies, the Assistant Dean will receive bi-weekly updates from all departments as to the status of each deferred graduate for which they are responsible.
- d. Upon clearing each deferred graduate, the Assistant Dean will authorize the Registrar and the Office of the Academic Dean to forward all official graduation documentation to each graduate.
- e. Academic Deferred Graduates
  - i. Completion of Graduation Requirements
    1. A midshipman may be designated an academic deferred graduate due to outstanding sea projects, a deficiency in the number of sea days, or in some cases, an outstanding in-residence course.
    2. The Office of the Dean publishes an annual list of the academic criteria which are used to determine who will have completed all academic requirements prior to graduation day. The requirements include successful completion of all academic courses, STCW competencies, the USCG license exams, number of sea days and the internship, and Cumulative Quality Point Average requirements for the major and the degree. Those midshipmen who have not completed all requirements, and who have not been recommended for waiver (ref. Dean's Memorandum 240 and Dean's Memorandum 263) may be recommended for deferred graduate status. The Superintendent makes the final decision about deferred graduate status.
    3. Each deferred graduate will be given a completion date, based upon the remaining requirements of the individual midshipman, by which all academic requirements must be completed. In no case

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will the completion date be set beyond December 31 of his or her graduation year. If a midshipman fails to complete the requirements for graduation prior to 31 December then s/he may be disenrolled by the Superintendent.

ii. Academic Courses

1. Midshipmen who do not successfully complete all academic courses and STCW competencies by the end of their third term classes will be recommended for deferred graduate status. Sea projects and the Internship Report are academic courses, though specific criteria for both of these are outlined, below. A midshipman may be designated a deferred graduate by the Superintendent, upon recommendation of the Academic Dean.
2. Each academic department will monitor the completion of all academic courses. Each department will:
  - a. Arrange for the timely remediation and grading of all academic courses, including sea projects
  - b. Designate a representative to monitor the completion of course remediations for each deferred graduate
  - c. Send bi-weekly updates to the Assistant Academic Dean until such time that all outstanding coursework is completed

iii. Sea Projects.

1. Sea projects are academic courses. A midshipman who receives two or more grades of "F" on sea projects during the first sailing will be referred to the Academic Review Board for possible disenrollment and will not be classified as a deferred graduate. For the second sailing period, a midshipman with two or more failures will be referred to the Academic Review Board for possible disenrollment. The Academic Review Board may recommend deferred graduate status; the Academic Dean may make a subsequent recommendation to the Superintendent. The Superintendent may confer final deferred graduate status on midshipmen who are deficient in two or more sea projects.
2. In some cases, midshipmen who were declared deferred graduates by the Superintendent succeed in completing enough outstanding sea project courses by the USCG examination period, and are therefore permitted to present for the exams. Midshipmen who qualified for and passed the license exam, who nevertheless have one, two, or three outstanding sea projects, will proceed to sea immediately after the conclusion of the exams in order to earn grades in those projects, and complete graduation requirements.

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These deferred graduates will not participate in graduation activities for their class year.

3. Those who have four, or more, outstanding sea projects by the last day of classes of the third term of the first class year will not be permitted to present for the USCG license examinations, and will proceed to sea to complete the projects immediately after the conclusion of third term classes. These midshipmen will not participate in graduation activities for their class year.
  4. Starting with the Class of 2015, midshipmen who have three or more outstanding sea project courses by the last day of classes of the third term of the first class year will not be permitted to present for the license examinations, and will proceed to sea to complete the projects immediately after the conclusion of third term classes. They will not participate in graduation ceremonies for their class year.
  5. Having deferred graduates in their area triggers certain specific responsibilities for the academic departments:
  6. The Department of Professional Development and Career Services will:
    - a. Arrange timely shipping assignments for deferred graduates
    - b. Monitor the timely completion and submittal of sea projects by all midshipmen whose graduation has been deferred
    - c. Distribute sea projects to the major departments for grading
    - d. Designate a single point of contact that will send bi-weekly updates on the status of deferred graduates at sea, and report the distribution of specific sea projects to the major departments to the Assistant Academic Dean for Support Programs.
  7. The Departments of Marine Engineering and Marine Transportation will ensure that all resubmitted sea projects are graded, and the grades submitted to the Office of the Registrar, on a timely basis. The Sea Project Coordinator shall assure that each project is distributed for grading immediately upon receipt. Grades shall be resubmitted to the Registrar within fourteen days of receipt by the grading faculty member. It is the responsibility of the department designee to inform the Assistant Dean when the project was received, when and to whom it was distributed for grading, and when the grade was submitted to the Registrar. This information will be sent to the Assistant Dean in a bi-weekly report filed by the designee.
- iv. The Internship Report. Each midshipman must complete a written report about the two-week internship completed during the second sailing period.

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These reports are submitted directly to, and graded by the Department of Professional Development and Career Services. Midshipmen may be conferred deferred graduate status by the Superintendent, upon recommendation of the Academic Dean if the internship has not been completed, or the report has not been submitted. The Department of Professional Development and Career Services will:

1. Assist midshipmen in procuring a suitable internship
  2. Collect and grade the internship report
  3. Designate a representative who will monitor the progress of the internship and submittal of the report
  4. Send bi-weekly updates about the status of each midshipman who has been designated a deferred graduate because of non-completion of the internship to the Assistant Dean for Support Programs
- v. The United States Coast Guard License Exam.
1. The Office of the Dean will publish a list of pre-qualification criteria to determine who may be examined for the USCG as a third mate or third assistant engineer. The pre-qualification criteria must be completed no later than the last day of classes of the third term of the first class year in order to qualify to take the license examination. Those Midshipmen who do not qualify to present for the exam will proceed directly to sea at the conclusion of their third term classes.
  2. The department heads of Marine Engineering and Marine Transportation will designate a faculty member to track the progress of all of their major deferred graduates who must present for the USCG license exams after the official test dates organized by the Office of the Academic Dean. The department designee will send bi-weekly updates about the status of the License Exam candidates to the Assistant Dean for Support Programs.
- vi. Non-Performance. A deferred graduate may be referred to an Academic Review Board at any time if, in the opinion of the Academic Dean, s/he is not making appropriate progress toward completion of outstanding academic work. The Academic Review Board may make a formal recommendation to the Dean regarding the continuation of deferred graduate status. The individual may be recommended for any academic sanction including disenrollment. The Superintendent may confer final deferred graduate status for non-performance reasons.
- vii. Sea Days. Midshipmen may be conferred deferred graduate status due to a deficiency in the number of sea days earned during both sailing periods.
1. Voluntary Holdovers

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- a. To reduce the potential of being a deferred graduate due to a shortfall in sea service, midshipmen may voluntarily hold over for only one sport or extracurricular activity during their sailing periods. The total number of days scheduled for a midshipman's first and second sailing periods may not be reduced to less than a total of 350 days by reason of holdover activities. During the 350-day period a midshipman will complete a minimum of 300 days of commercial sea service and a minimum two-week internship. Any midshipman with a grade of "F" on two or more sea projects shall not be permitted to hold over during the second sea period.
- b. Midshipmen must petition in writing the Office of the Dean via the Office of Professional Development and Career Services to exceed the one sport or extra-curricular holdover/350 day rule or the restriction on failures rule. The Office of Professional Development and Career Services will forward the petition to the Office of the Dean with a recommendation for action. The Office of the Dean may remove the midshipman from voluntary activities which could delay graduation.

## 2. Involuntary Holdovers

- a. A midshipman may be held over for a wide variety of administrative reasons, including disciplinary, academic, and medical. If a midshipman is involuntarily held over, the sailing record must be reviewed to ensure that the 350-day requirement is met. The Office of Professional Development and Career Services will forward a recommendation to the Office of the Dean for all those who are deficient in sea days.
- b. The Office of Professional Development and Career Services will monitor the sea days of all voluntary and involuntary holdovers for compliance with holdover requirements. Their designated representative will send bi-weekly updates on the status of holdovers to the Assistant Academic Dean.

## f. Medical Deferred Graduates

- i. A Medical Deferred Graduate must complete all medical-related graduation requirements prior to December 31 of his or her graduation year. If a midshipman will not be able to complete the requirements for graduation prior to December 31 then s/he may be set back to the following class, upon approval by the Superintendent. Completion of graduation requirements past December 31 of a midshipman's graduation

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year must have approval of the Superintendent and will only be granted in exigent cases.

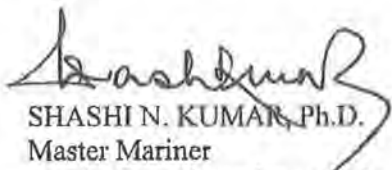
- ii. The Department of Health Services will designate a representative to monitor the progress of medical deferred graduates in completing graduation requirements. The representative will send a bi-weekly update on each medical deferred graduate to the Assistant Dean.

g. Regimental Deferred Graduate

- i. A midshipman may be conferred regimental deferred graduate status for a variety of reasons, including physical fitness, behavior, honor violations, and holds imposed by various Academy departments (Library, book store, Public Safety.) S/he must complete all outstanding regimental requirements prior to December 31 of the graduation year. If a midshipman will not be able to complete the requirements for graduation prior to December 31 then s/he may be disenrolled. Only the Superintendent may extend the deadline for completion of outstanding graduation requirements.

- ii. The Commandant will designate a representative to monitor the progress of regimental deferred graduates in completing graduation requirements. The representative will send a bi-weekly update of each regimental deferred graduate to the Assistant Dean for Support Programs.

6. **EFFECTIVE DATE.** This Instruction revokes SUPINST 2005-12, shall go into effect immediately, and shall remain in effect until superseded or revoked.



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Dist: Via email