

# MAINE MARITIME ACADEMY

The Loeb-Sullivan School of International Business & Logistics



GRADUATE CATALOG  
Academic Year 2020-2021

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# Loeb Sullivan School Graduate Catalog

This online graduate catalog is the most current information available for the Loeb-Sullivan School of International Business and Logistics Master's Degree Programs. The official 2020-21 catalog is a [downloadable PDF](#) and is current as of August 1, 2020. Updates made between August 2, 2020 – July 31, 2021 are reflected in the online catalog. Archived (printed) copies are available in the Nutting Memorial Library.

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The information contained in this catalog is meant to inform all incoming students of the Class of 2020 – 2021 of the obligations and responsibilities of both students and the institution.

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It is the policy of Maine Maritime Academy to provide equal opportunity and treatment to all students, employees, and applicants in all areas of the Academy. No person shall be discriminated against because of race, religion, color, gender, age, sexual orientation, national origin, handicap, or veteran's status. Maine Maritime Academy subscribes to the principles and policies encompassed by the Uniform Campus Crime Reporting Act. A general overview of campus safety and security issues is made available to all students and employees.

The Academy reserves the right to make changes in its rules, regulations, procedures, degree requirements, and fees. Our online catalog is regularly updated with contemporary information and should be referred to for complete programming facts. This catalog is published online for the 2020-2021 Academic Year by Maine Maritime Academy, Castine, Maine 04420.

An audited financial statement is produced following the end of each fiscal year. For a copy, please request one by writing to the Maine Maritime Academy, Office of Finance.

# Vision

## Maine Maritime Academy

The vision of Maine Maritime Academy is to provide the best marine and related education of any small college.

## Loeb-Sullivan School

The Loeb-Sullivan School will chart a course in global logistics education to create leaders in international business and logistics.

# Mission

## Maine Maritime Academy

The mission of Maine Maritime Academy is to provide a quality education focused on marine and related programs. The curriculum will empower students to take on leadership roles, encourage rigorous self-discipline, promote curiosity, and provide graduates with the skills, ethics, and knowledge needed to succeed in the global economy.

## Loeb-Sullivan School

The Loeb-Sullivan School is committed to specialized programs in global logistics and related fields. The school strives to develop leadership in our graduates by developing competence, instilling confidence and creating professionalism in core business areas, as well as promoting innovative thinking, social responsibility and hands-on experience.

### MMA's Institutional Objectives

Upon completion of a degree, students should, at the appropriate level:

1. Demonstrate competency in written and spoken English.
2. Apply the scientific method.
3. Apply fundamental concepts in mathematics.
4. Be technologically proficient.
5. Develop a global perspective of the humanities and social sciences.
6. Gather, analyze, and interpret information.
7. Demonstrate competency in their major.
8. Explore and experience career paths in their program of study.
9. Demonstrate and inspire ethical behavior.
10. Develop skills to motivate others to achieve a common goal.

11. Recognize environmental consequences of individual and professional decisions.

Students attaining these objectives will have the fundamental skills to support continued curiosity and life-long learning.

### **Loeb-Sullivan School Objectives**

All Loeb-Sullivan School degree recipients will:

- Demonstrate professionalism, competence, and confidence in core business-functional areas and related
- Effectively gather, analyze and communicate complex data and
- Develop professionalism, competence and confidence through in-depth knowledge of logistics concepts and
- Conduct themselves in a professional, socially responsible and ethical manner in life and diverse business
- Be able to critically evaluate the challenges of domestic and international business and logistics and apply hands-on solutions that contribute to the

## **The History of the Loeb-Sullivan School**

For generations, Maine has been known worldwide for the skills of her shipbuilders and sea captains and for leadership in every phase of maritime affairs. It was in Maine that the first English ship built in the colonies, the Virginia, was launched in 1607, and, in the 21st Century, Mainers continue to build and sail vessels ranging from custom yachts to mighty warships. Windjammers, fishing fleets, and defenders of the America's Cup have all been a part of the state's seafaring tradition.

Since 1941, this proud heritage has thrived at Maine Maritime Academy, an institution of higher learning providing undergraduate and graduate instruction. The Academy now offers two undergraduate degrees and twenty-two academic courses of study in four maritime-related fields; engineering; international business and logistics; marine sciences; and marine transportation. The Graduate Studies program offers Master of Science degrees in international logistics management and maritime management.

Maine Maritime's entry into transportation management education began during the late 1970s with an array of short courses and seminars offered through the Center for Advanced Maritime Studies (CAMS). This laid the foundation for creating a unique graduate degree program, emphasizing the development of management skills for transportation leaders. A successful test of the concepts of a modular graduate program led to the establishment of the Department of Graduate Studies; candidates for the Master of Science in Maritime Management degree began classes in the summer of 1985, with the first class graduating in 1987.

As part of the Academy's strategic diversification plan, an undergraduate program offering a B.S. degree in International Business and Logistics (IBL) began in 1997. Simultaneously, the

Loeb-Sullivan School of International Business and Logistics was established with a generous endowment from David Loeb, a distinguished Maine Maritime alumnus. The business school presently houses the undergraduate department as well as the graduate department established in 1985.

The graduate school offerings were expanded with a program in Port Management in May 1996 and Logistics Management in May 1998. Reflecting the current geopolitical environment and market needs, today the Graduate Program offers one online M.S. degree major in International Logistics Management while the Master's & Commander program couples the online M.S. program with the on campus undergraduate Small Vessels Operations program. Students graduating from the Master's & Commander program receive a M.S. in Maritime Management.

### **Accreditation and Membership**

Maine Maritime Academy is accredited by the New England Commission of Higher Education (NECHE), 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514; telephone 781-425-7785.

Maine Maritime Academy also holds membership in the Council for the Advancement and Support of Education, the Downeast College Consortium, the International Association of Maritime Universities, and the Maine Higher Education Council. The Academy is authorized under federal law to enroll non-immigrant alien students.

All graduate degree offerings of the Loeb-Sullivan School (LSS) are approved by the International Association of Maritime and Port Executives (IAMPE) for blanket exemption from the requirements for awarding the certification as a Maritime Port Manager (MPM). Students will only receive the MPM certification and rights to use "MPM" in their title upon successful completion of the graduate program. For more information on the IAMPE, please visit [www.iampe.org](http://www.iampe.org)

# The Graduate Programs

The Loeb-Sullivan School offers two Master's degree programs:

- International Logistics Management
- Maritime Management (Known as the Master's & Commander program, combines our M.S. in International Logistics and Management with the undergraduate Small Vessel Operations program)

## **M.S. in International Logistics Management (ILM), Online**

Our programs prepare students for the challenges of managing strategy and operations for the logistics and the maritime-related sectors of global supply chains. Graduate students pursue the Maine Maritime Academy institutional learning objectives at a level that requires significant introspection and personal growth in addition to solidifying their managerial and leadership skills. Graduates of the program are prepared to contribute strategic and organizational efforts toward effective supply chain management. Students have the ability to study, analyze, and evaluate the flow of goods, customer services, finances, and information from the supplier's suppliers to the ultimate consumer and include the reverse logistics of return, recycle, and repair. An emphasis is placed on new concepts and theories for global marketing and sourcing, inventory, distribution, and transportation management as well as the supporting economics and finance/accounting.

The asynchronous format allows students to create their academic schedule around their jobs and personal commitments. Coursework can be accessed from anywhere in the world; it is a perfect part-time program for full-time working professionals.

The program is delivered completely online. Students are admitted in each of three academic trimesters: Fall, Spring and Summer, coinciding with the Maine Maritime Academy annual academic calendar. Admission application documents must be completed and received prior to August 1 for the Fall trimester, December 1 for Spring, and April 1 for the Summer trimester.

The program's 36 credits (9 courses) can be completed in as little as 19 months with a maximum enrollment period of 4 years. The program offers two or three courses each semester; students may enroll in one or two courses per semester.

Failure to complete any coursework will require that the student repeat the course. If all coursework is not completed in four years, the student's record will be closed. To complete the program, the student will need to be readmitted in adherence to the current admission requirements.

Our faculty brings their academic credentials and real-world experience to the program. Each professor's experience provides students with immediate, practical application in the business environment.



## Unique Features of the Program

- Bringing the in-class experience to an online environment
- Highly mission-driven and niche-oriented
- A distinguished and highly supportive faculty
- Timely and innovative curriculum
- Courses offered in the fall, spring, and summer trimesters
- Anywhere, anytime learning
- Average class size range from 10-20
- Close student-faculty contact
- Full support and use of all MMA facilities including the library and IT Help Desk
- Diverse student experience and backgrounds allowing for a more enriching learning environment
- Field experience for SVO program provides hands on, real world experience

## Prerequisite

- A Bachelor's degree (B.A. or B.S) from an accredited institution is required. An undergraduate degree in business is *not required*.

## Career Opportunities

Graduates of our program are prepared for a career as managers or directors in logistics, supply chain management, production & operations, transportation, procurement, project management, inventory management, and imports and exports.

Following are selected examples of companies that have hired our alumni:

- Amazon
- Bath Iron Works
- Bauer
- Boeing
- British Petroleum
- Carnival Cruise Lines
- Caterpillar
- H. Robinson
- Cianbro Corporation
- Crowley
- Delhaize Group
- Exxon-Mobil
- FedEx
- General Dynamics (BIW&NASSCO)
- Georgia Pacific
- Hannaford
- IDEXX
- International Paper

- Kiewit
- L. Bean
- Poland Spring
- Sappi Fine Papers
- Seadrill
- Shell Oil
- Strategic Maintenance Solutions

[View Curricula](#)

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## **M.S. in Maritime Management (also known as the Master's & Commander program), Online and On Campus**

Candidates will complete our online Master of Science in Maritime Management program while simultaneously spending two years on campus enrolled in our undergraduate Small Vessel Operations (SVO) program. Completing the SVO program provides students with the opportunity, if qualified, to sit for the U.S. Coast Guard Mate Less Than 200 Gross Tons, Near Coastal or Inland license, depending on the type of sea service the student accrues.

Candidates will spend two calendar years completing their online graduate work while simultaneously completing their SVO courses. Successful completion of both programs will earn candidates a Master of Science in Maritime Management and the opportunity, if qualified, to sit for the U.S. Coast Guard Mate Less Than 200 Gross Tons, Near Coastal or Inland license.

A total of 78 credit hours over two years of combined graduate and undergraduate course work are required:

- 36 credit hours: online, graduate courses
- 42 credit hours: on campus, undergraduate program

The *M.S. in Maritime Management* program prepares students for the challenges of managing the logistics of global supply chains from both a strategic and operational perspective. The online program consists of 9 courses; you may take 1 or 2 classes per semester. Classes do not have to be completed in any particular order except for BA660, the program's capstone course, which is the last class taken. Students may take one or two courses per trimester to complete the degree within 2 calendar years.

The undergraduate *Small Vessel Operations* coursework is completed on campus. After Year 1 an off-site field experience aboard a vessel is required. Students seeking the Mate 200 Ton license are required to complete 120 underway sea days on appropriate vessels. Sea service is acquired through underway labs, simulator time, and field experiences. To qualify for the Near Coastal license, at least half the sea service must be accrued aboard vessels operating on Near Coastal waters. Otherwise the student will be issued an Inland Waters license.

Failure to complete any coursework will require that the student repeat the course. If all coursework is not completed in four years, the student's record will be closed. To complete the program, the student will need to be readmitted in adherence to the current admission requirements.

Our faculty brings their academic credentials and real-world experience to the program. Each professor's experience provides students with immediate, practical application in the business environment.

## **Auxiliary Sail Concentration**

For those looking for traditional sail training opportunities, we offer an Auxiliary Sail concentration. With sufficient qualifying sea time under sail, and upon successful completion of a sail addendum examination, VOT and SVO licenses can be endorsed for Auxiliary Sail.

## **Unique Features of the Program**

- 36 credit hours: Nine online, graduate courses
- 42 credit hours: Undergraduate *Small Vessel Operations* coursework completed on campus.
- After Year 1 an off-site field experience aboard an appropriate vessel is required.
- Complete program within two calendar years
- Eligible to sit for the U.S. Coast Guard Mate Less Than 200 Gross Tons, Near Coastal or Inland license.

## **Prerequisite**

- A Bachelor's degree (B.A. or B.S) from an accredited institution is required. An undergraduate degree in business is *not* required.

## **Career Opportunities**

Graduates of this program are prepared for diverse and varied career opportunities. You may choose a career as a manager or director in logistics or supply chain management, or perhaps you will prefer working on the water operating a tug boat, ferry, excursion craft, or research vessel. You may even choose to own/operate any one of these marine businesses.

[View Curricula](#)

# The Faculty

The Department of Graduate Studies commits itself to teaching, research, and service to meet the needs of supply chain logistics-related fields. Faculty members (<https://mainemaritime.edu/academics/category/ibl-faculty/>) and visiting consultants are selected for excellence in teaching, as well as for intellectual contributions and scholarship exemplified typically by practitioner-oriented research. Moreover, the faculty has experience working with business, governmental agencies, and regulatory bodies. They are also experienced in providing management development programs in the United States and abroad.

Resident professors provide the nucleus of the graduate faculty. The modular format used during the summer months makes it possible for highly qualified visiting professors from other business schools and expert consultants from industry to participate. Each professor is a dedicated teacher selected for his or her effective classroom techniques. All resident graduate faculty members are available to mentor and advise the graduate students. The mentoring process begins during the application stage and continues until the candidates' successful completion of the program.

**Following is a partial listing of current research interests of Loeb-Sullivan School faculty members:**

- Business Assessment and Development, Organizational Design
- Cross-Cultural Management, Intercultural Communication
- Efficacy of Hands-On Education in the Logistics Field
- Globalization and the Maritime Nexus
- Integrated Supply Chain Management
- Global Sourcing & Procurement Negotiations
- Liner Shipping Economics and Regulation
- Maritime Economics and Policies
- Maritime Logistics
- Optimization of Intermodal Transportation Options
- Port Cost Recovery Mechanisms
- Port Privatization
- Public Policy in Port Operations and Management
- Supply Chain Security for Small and Medium Enterprises
- Supply Chain Simulation and Modeling
- Sustainability in maritime and other industries

# Curricula

- M.S. in International Logistics Management and
- M.S. in Maritime Management and Small Vessel Operations

## M.S. in International Logistics Management

- Thirty-six credit hours must be successfully completed to earn a M.S. in International Logistics Management. These credit hours are earned by taking nine, four credit hour courses.
- At least one course will be available each trimester.
- No more than two courses may be taken per trimester.

**Each graduate level course is four (4) credit hours. The courses are as follows:**

BA642 – Accounting & Finance for Logistics Professionals  
BA644 – Economics of Transportation & Logistics  
BA645 – Managing Organization Development & Change in the Supply Chain  
BA646 – Fundamentals of International Logistics  
BA647 – Strategic Marketing for Global Supply Chain Managers  
BA648 – Integrated International Logistics  
BA651 – Port & Transport Terminal Operations in Global Logistics  
BA652 – Production & Operations Management for Manufacturing & Heavy Industry  
BA660 Strategic Supply Chain Management. Capstone course. A grade of B minus or better is required.  
BA661 – Special Topics in ILM – if needed

### Academic Standards

A minimum cumulative GPA of 3.0 (a “B” average) on the 4.0 scale must be achieved to qualify for the Master of Science in International Logistics Management and the Maritime Management degree. Students whose average falls below 3.0, who receive a grade of “F”, or who earn two or more grades of “C” will be reviewed by the Graduate Faculty Student Review Committee to determine the conditions under which they may be permitted to continue as degree candidates. In addition, graduate students must earn a course grade of a B minus (B-) or better in BA660 to successfully complete the graduate program.

### Course Descriptions:

**BA642 | Accounting & Finance for Logistics Professionals:** This course will address Accounting and Finance and their use in business situations by operational managers. Students will gain an understanding of the basic principles of accounting and finance. Students will apply their knowledge to real world logistics case studies. Financial statement analysis, internal control, inventory control and metrics, currency valuations, organizational and capital budgeting, internal cost allocations, methods of controlling geographically and organizationally diverse

business units, financial ratios, working capital management, debt and equity financing, and other accounting and finance concepts will be addressed. The course will include lectures, case studies, and financial analysis projects. Graduate Credit Hours-4

**BA644 | Economics of Transportation and Logistics:** An applied course in economics that deals with the allocation of scarce resources within the entire supply chain process, with an emphasis on the transportation industry. Topics include: the theory of the firm, forecasting demand, market structure, and government regulations. Additional topics include role of transportation and logistics in the growth of world trade, tariffs, quotas, international payments, exchange rate determination, and hedging foreign exchange risk. Graduate Credit Hours-4

**BA645 | Managing Organization Development and Change in the Supply Chain:** This course targets supply chain professionals who aim to develop organizational assessment, intervention, and design skills that are vital in an era of mergers, acquisitions, and consolidations. Students consider the relationship of organizational design to organizational effectiveness, the challenges of strategy formulation, cross-cultural and national influences on organizational behavior and culture, implications of change to organizational and workforce development, and the role of leadership in the 21st century through business partnerships and casework that includes logistics, maritime management, and operations examples. Graduate Credit Hours-4

**BA646 | Fundamentals of Logistics:** This course addresses the fundamental logistics concepts and applications of moving commodities, parts, and products (inventory) as well as reverse logistics. Within the framework of supply chain management the fundamentals course focuses on the physical movement of inventory within and through warehouses as well as the in transit inventory in freight transportation modes and processes, freight transportation being the largest spend in logistics. Also covered are the information, financial transaction, administration/documentation, and basic inventory analysis tools associated with the physical movement of inventory. Graduate Credit Hours-4

**BA647 | Strategic Marketing for Global Supply Chain Managers:** This course will focus on the application of strategic marketing management principles in international business organizations. Specific attention will be given to the importance of supply chain optimization to overall marketing strategy. Students will study the relationship of marketing to organizational strategy formulation, brand management, business-to-business relationships, business-to-consumer opportunities, and contemporary logistics challenges. Course will include lectures, case studies and group projects. Graduate Credit Hours-4

**BA648 | Integrated International Logistics:** This course will examine how integrated international logistics applications and decisions are made which will have an impact on functional areas of an organization trying to achieve efficiency and effectiveness throughout the supply chain. Discussions revolving around export-import strategy, multinational logistics strategy, FTZ's, classification of products, Incoterms, international payment processes, review of transportation modes, and resiliency will be reviewed. The effects of government trade and public policies on global logistics operations will also be analyzed. This course will utilize a variety of teaching methods such as case studies to ingrain logistics concepts in a more applied manner. Graduate Credit Hours-4

**BA651 | Port & Transport Terminal Operations in Global Logistics:** This course will examine the roles of ports in international logistics; an in-depth study of transport terminals and their operations including terminals for ocean container; bulk; break-bulk; rail intermodal; rail carload; package; and inland water. Graduate Credit Hours-4

**BA652 | Production & Operations Management for Manufacturing & Heavy Industry:** This course introduces production/operations management used in manufacturing and heavy industry with emphasis on the heavy, shipbuilding and general manufacturing industry. The focus of the course is on operations in manufacturing and some topics it will cover are integrated design, program management, process selection and analysis, lean operations, quality systems, total quality management, facilities management, capacity planning and project planning and scheduling. Graduate Credit Hours-4

**BA660 | Strategic Supply Chain Management:** This course is designed as a capstone course in which students learn and apply various models and tools to formulate a business strategy. Students must earn a course grade of a B minus (B-) or better in BA660 to successfully complete the graduate program. The students will learn and apply the process of situational analysis including the macro- environment, industry environment, and internal situation of the firm. This analysis will be used to create alternative strategies and determine the optimal strategy to be implemented. The course also examines the processes and issues to implement the selected strategy. Essentially, this course will take many of the concepts learned in previous graduate courses and apply them here. This course will go beyond the traditional pedagogy and explore actual strategic decision making and business development planning. Graduate Credit Hours-4

\*BA661 Special Topics in ILM – as needed – not required. Graduate Credit Hours- 1- 4

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## **M.S. in Maritime Management with Small Vessel Operations**

A total of 78 credit hours

36 credit hours; graduate level courses; online

42 credit hours; undergraduate courses; on campus

### **Graduate Courses**

- Thirty-six credit hours must be successfully completed to earn a M.S. in International Logistics Management. These credit hours are earned by taking nine, four credit hour courses.
- At least one course will be available each trimester.
- No more than two courses may be taken per trimester.

### **Academic Standards**

A minimum cumulative GPA of 3.0 (a “B” average) on the 4.0 scale must be achieved to qualify for the Master of Science in International Logistics Management and the Maritime Management degree. Students whose average falls below 3.0, who receive a grade of “F”, or who earn two or more grades of “C” will be reviewed by the Graduate Faculty Student Review Committee to determine the conditions under which they may be permitted to continue as degree candidates. In addition, graduate students must earn a course grade of a B minus (B-) or better in BA660 to successfully complete the graduate program.

**Each graduate level course is four (4) credit hours. The courses are as follows:**

- BA642 – Accounting & Finance for Logistics Professionals
- BA644 – Economics of Transportation & Logistics
- BA645 – Managing Organization Development & Change in the Supply Chain
- BA646 – Fundamentals of International Logistics
- BA647 – Strategic Marketing for Global Supply Chain Managers
- BA648 – Integrated International Logistics
- BA651 – Port & Transport Terminal Operations in Global Logistics
- BA652 – Production & Operations Management for Manufacturing & Heavy Industry
- BA660 Strategic Supply Chain Management. Capstone course. A grade of B minus or better is required.
- BA661 – Special Topics in ILM – if needed

### **Course Descriptions:**

**BA642 | Accounting & Finance for Logistics Professionals:** This course will address Accounting and Finance and their use in business situations by operational managers. Students will gain an understanding of the basic principles of accounting and finance. Students will apply their knowledge to real world logistics case studies. Financial statement analysis, internal control, inventory control and metrics, currency valuations, organizational and capital budgeting, internal cost allocations, methods of controlling geographically and organizationally diverse business units, financial ratios, working capital management, debt and equity financing, and other accounting and finance concepts will be addressed. The course will include lectures, case studies, and financial analysis projects. Graduate Credit Hours-4

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**BA645 | Managing Organization Development and Change in the Supply Chain:** This course targets supply chain professionals who aim to develop organizational assessment, intervention, and design skills that are vital in an era of mergers, acquisitions, and consolidations. Students consider the relationship of organizational design to organizational effectiveness, the challenges of strategy formulation, cross-cultural and national influences on organizational



behavior and culture, implications of change to organizational and workforce development, and the role of leadership in the 21st century through business partnerships and casework that includes logistics, maritime management, and operations examples. Graduate Credit Hours-4

**BA646 | Fundamentals of Logistics:** This course addresses the fundamental logistics concepts and applications of moving commodities, parts, and products (inventory) as well as reverse logistics. Within the framework of supply chain management the fundamentals course focuses on the physical movement of inventory within and through warehouses as well as the in transit inventory in freight transportation modes and processes, freight transportation being the largest spend in logistics. Also covered are the information, financial transaction, administration/documentation, and basic inventory analysis tools associated with the physical movement of inventory. Graduate Credit Hours-4

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**BA648 | Integrated International Logistics:** This course will examine how integrated international logistics applications and decisions are made which will have an impact on functional areas of an organization trying to achieve efficiency and effectiveness throughout the supply chain. Discussions revolving around export-import strategy, multinational logistics strategy, FTZ's, classification of products, Incoterms, international payment processes, review of transportation modes, and resiliency will be reviewed. The effects of government trade and public policies on global logistics operations will also be analyzed. This course will utilize a variety of teaching methods such as case studies to ingrain logistics concepts in a more applied manner. Graduate Credit Hours-4

**BA651 | Port & Transport Terminal Operations in Global Logistics:** This course will examine the roles of ports in international logistics; an in-depth study of transport terminals and their operations including terminals for ocean container; bulk; break-bulk; rail intermodal; rail carload; package; and inland water. Graduate Credit Hours-4

**BA652 | Production & Operations Management for Manufacturing & Heavy Industry:** This course introduces production/operations management used in manufacturing and heavy industry with emphasis on the heavy, shipbuilding and general manufacturing industry. The focus of the course is on operations in manufacturing and some topics it will cover are integrated design, program management, process selection and analysis, lean operations, quality systems, total quality management, facilities management, capacity planning and project planning and scheduling. Graduate Credit Hours-4

**BA660 | Strategic Supply Chain Management:** This course is designed as a capstone course in which students learn and apply various models and tools to formulate a business strategy.

Students must earn a course grade of a B minus (B-) or better in BA660 to successfully complete the graduate program. The students will learn and apply the process of situational analysis including the macro- environment, industry environment, and internal situation of the firm. This analysis will be used to create alternative strategies and determine the optimal strategy to be implemented. The course also examines the processes and issues to implement the selected strategy. Essentially, this course will take many of the concepts learned in previous graduate courses and apply them here. This course will go beyond the traditional pedagogy and explore actual strategic decision making and business development planning. Graduate Credit Hours-4

\*BA661 Special Topics in ILM – as needed – not required. Graduate Credit Hours- 1- 4

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## Small Vessel Operations

### Undergraduate Courses

- 42 credit hours must be completed to successfully completed to earn the SVO degree
- An off-site field experience aboard an appropriate vessel during the summer between Year 1 and Year 2 is required
- Program completed in 2 calendar years

### Course Descriptions

#### Fall First Year – 11 Credit Hours

**NS101: Introduction to Nautical Science** An introduction to nautical science which covers basic skills that would put the student at the able bodied seaman level of knowledge and prepare the student for the U.S. Coast Guard lifeboat examination. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 2, Lab. 2, Cr. 2

**NS103: Introduction to Vessel Operations** This course will introduce students to the fundamentals of the Small Vessel Operations. It is designed to run concurrently with NS 101 and augment the seamanship skills taught in that class. The curriculum includes basic nomenclature, small vessel propulsion and handling, safety and regulations pertinent to the Small Vessel industry. The lab portion of the course is taught by the Waterfront Staff and will provide students with the opportunity to put classroom concepts into safe practice aboard vessels on the water. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 2, Lab 2, Cr. 2.

**NS132: Small Craft Technology** Introduction to the fundamentals of the engine and drivetrain typically found aboard small craft. Emphasis is on the high-speed marine diesel engine, the theory of its operation and the understanding of its associated components. Fuel, air, lubrication,

and cooling systems are covered. The lab includes the disassembly, inspection, re-assembly and running of a small diesel engine. Rec. 2, Lab. 3, Cr. 3.

**NS135: Small Craft Construction** An introduction to the fundamentals of building small craft. While the major focus will be on wooden boat plans and construction, the course will also cover steel, aluminum and fiberglass construction methods. Vessel construction terminology, the process of lofting, and scantling requirements are discussed. The lab is focused on the building of a 14-foot flat bottomed wooden skiff. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 2, Lab. 2, Cr. 3

**PE100: Basic Sailing** Nomenclature, terminology, and sailing techniques for Mercury class boats. Certification in Mercury class boats is possible upon completion of this course. Lab 3, Cr. 0.5

**PE114: Ocean Survival** A cold water safety and survival course to familiarize students with the planning and steps necessary to work, recreate, and supervise safety on or around cold water. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Lab 3, Cr. 0.5.

**USCG1: Fire Fighting** This course satisfies the USCG requirement for both basic and advanced firefighting as outlined in 46FR 10, 46CFR 13, and as per SCTW Table A-VI/3. Successful completion of both USCG1 and USCG2 is required by all students pursuing a USCG license. Rec. 1, Lab 2, Cr. 0

### **Spring First Year – Total Credits 8**

**OC101: Introduction to Ocean Science** An introduction to the concepts of physical, geological, chemical, and biological ocean science. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 2, Lab. 2, Cr. 3.

**NS221: Meteorology** Basic concepts of meteorology with particular emphasis on marine applications. This includes a study of ocean winds and weather with the plotting and analysis of weather maps, weather routing of ships, and familiarization with the various Weather Bureau publications and services. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 3, Cr. 3.

**NS241: Seamanship** Seamanship refers to a body of practical knowledge that is essential to creative solutions at sea, as well as to routine shipboard operations. Through labs and lectures the student will be acquainted with the information and practical skills associated with rigging,

mechanical advantage, deck equipment, hardware, maintenance, and line handling and safety procedures. The course includes material appropriate to functioning as an Able Bodied Seaman, as well as to efficiently organizing the work of others. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Prerequisite: NS101. Rec. 2, Lab 2, Cr. 2.

**USCG2 Fire Fighting Live Burn:** This course takes place at a live burn facility where students receive practical training in an actual live burn situation including entering a burning building and attacking a fire as part of a fire fighting party. Successful completion of both USCG1 and USCG2 is required by all students pursuing a USCG license. Rec. 0, Lab 2, Cr. 0

### **Summer First Year – Total Credits 3**

**CO223 : SVO/VOT Cooperative Work Exp I** A minimum of 60 days of supervised work experience aboard an appropriate vessel. This cooperative work experience is intended to provide the student with an entry level deck position for training and sea service days toward a USCG 200 GT Mate/Near Coastal license. Students are encouraged to pursue vessel opportunities aligned with their particular interests. An extensive written sea project is required. (A total of 120 qualifying sea service days are required for the USCG 200 GT Mate/Near Coastal license). Prerequisite: HC111, NS101, NS103, PE114, NS132, NS135, NS241, USCG1 and USCG2 or approval of the SVO/VOT coordinator and drug free certification required; pass the USCG Lifeboatman Exam. Cr. 3.

### **Fall Second Year – Total Credits 10**

**NS122: Cargo I** A study of vessel cargo and the role of the ship in integrated transportation systems. At the introductory level topics include cargo responsibility, fundamental objectives of good stowage, and a survey of cargo gear. The role of the ship's officer is examined and related to various types of vessels and cargo operations. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 3, Cr. 3.

**NS232: Marine Systems & Lab** Electrical and mechanical system fundamentals, associated with yachts and small commercial vessels, are examined. These include: DC electrical theory and installation standards, storage batteries, multi-meter use, AC electricity, pumping systems, refrigeration, reverse-osmosis water makers and hydraulics, ABYC standards and CFR requirements are covered. The lab explores DC circuits, wiring standards, systems operation, installation and maintenance. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Prerequisite: NS132. Rec. 2, Lab 2, Cr. 3.

**NS271: Terrestrial Navigation I** An introductory navigation course intended for all students pursuing a license for any tonnage class. The rudiments of navigation are covered in lecture

format. Topics include: charts, plotting tools and techniques, dead reckoning, gyro and magnetic compasses and their errors, fixes and running fixes, set and drift, tidal and current calculations, navigation publications, and chart correcting and piloting with electronic navigation instruments. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Rec. 3, Cr. 3.

**NS272: Terrestrial Navigation Lab** Weekly exercises aboard Academy watercraft and in the Academy's Bridge and Navigation Simulator allow the student to practice the skills taught in NS271. This course supports the marine license program requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). The course may have embedded assessment requirements that must be completed in addition to the class requirements. Prerequisite: Must be taken concurrently with NS271. Lab 3, Cr. 1.

### **Spring Second Year- Total Credits 10**

**NS262: Navigation Rules** The International and Inland Rules of the Road for preventing collisions at sea. This includes application, definitions, lights and shapes, steering and sailing rules with sound signals for vessels in meeting, crossing, and overtaking situations, and conduct of vessels in restricted visibility. Rec. 3, Cr. 3

**NS292: Electronic Navigation** Introduction to Electronic Navigation. Instruction covers the theory and practical application of electromagnetic and acoustic wave propagation as it pertains to modern electronic navigation equipment. Systems discussed include but are not limited to Marine RADAR, Marine Compass, Echo Sounders, Speed Logs, Satellite Navigation Systems, Marine Communication Systems, Automatic Identification Systems (AIS) and Electronic Chart Display and Information System (ECDIS). This course supports the marine license requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). Prerequisites: NS271 and NS 272. Co-requisite: NS293. Rec.3, Cr. 3.

**NS293: Electronic Navigation Lab** Weekly exercises in the RADAR simulator allow the student to practice and develop skills in interpreting RADAR information and using RADAR for collision avoidance, as well as applying theory taught in NS292. Successful completion of this course results in a USCG Radar Observer's Certificate. This course supports the marine license requirements to meet the Standards for Training, Certification and Watchkeeping (STCW). Co-requisite: NS292. Lab 1, Cr. 1

**NS298: Topics in Small Vessel Operations** A capstone course intended to further prepare 200 ton license candidates for positions of responsibility aboard a limited tonnage vessel. This course will expand the student's knowledge of vessel design, construction, stability, emergency maneuvers and operations. Attention is also given to crew management, regulatory issues, and the variety of decisions that a professional mariner may expect to face. Prerequisite: NS241. Rec. 2, Cr. 2.

**NS299 : 200 Ton License Seminar** Course to assist senior license candidates in preparing to write the appropriate USCG license examination. Sample tests will be used, test-taking

techniques studied and study guides reviewed. The use of CFRs and other references will be covered. Rec. 2, Cr. 1.

# Admissions

We are excited that you are interested in pursuing graduate studies at the Loeb Sullivan School of International Business and Logistics.

We offer two degrees: an online [M.S. in International Logistics Management](#) and a hybrid [M.S. in Maritime Management](#). Our graduate programs prepare students for the challenges of managing the logistics of global supply chains from both a strategic and operational perspective. If you have questions regarding our programs or the admissions process, contact us by phone or email: 207-326-2212 or [graduateprograms@mma.edu](mailto:graduateprograms@mma.edu).

## Applying for Admissions

Are you ready to begin the application process? You may apply for admission to the graduate school if you hold a baccalaureate degree from an accredited college or university. Please submit your [online application](#) and supporting materials directly to the Loeb-Sullivan School.

## Important Dates

Program	Application Deadline	Entrance
Maritime Management	August 1	Late August
	August 1	Late August
International Logistics Management	December 1	Mid-January
	April 1	Early May

## Graduate Admissions Requirements

Loeb-Sullivan School invites applications from all individuals interested in pursuing challenging new opportunities in international business, maritime management, and supply chain management.

Applicants must possess an accredited baccalaureate degree or equivalent but holding a business degree is not a prerequisite. Applicant selection is based on evidence of academic capability demonstrated by college grade-point average, scores on either the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT), and evidence of motivation for completing the program as demonstrated by the candidate's personal statement of intent and letters of recommendation. Essay responses are critical for this writing intensive program.

# Admissions Checklist

Are you ready to begin the application process? Please note application items below that are required to process your application for both the M.S. in International Logistics Management (online) and M.S. in Maritime Management (hybrid) degree programs.

## APPLICATION FOR ADMISSION

Apply to the Graduate School by submitting an [online application](#). If you would like a written copy for your records, please contact the administrative coordinator of the graduate school at [graduateprograms@mma.edu](mailto:graduateprograms@mma.edu) or 207-326-2212. For applications submitted electronically, there is no application fee.

## TRANSCRIPTS

Please mail a copy of your transcript from each post-secondary institution you have attended directly to Maine Maritime Academy. We cannot accept email submissions or scanned copies. If you received your undergraduate degree from MMA, no action is required as we will request your transcript directly from the Registrar's Office.

## • TWO (2) LETTERS OF RECOMMENDATION

A Letter of Recommendation request, academic or professional, will automatically be emailed to two (2) individuals of your selection when you complete the online application.

## • RESUME

Please submit a current curriculum vitae or resume with your application.

## • PERSONAL STATEMENT OF INTEREST

The Personal Statement of Interest should answer the following questions: How will your admission to the Loeb-Sullivan School help you achieve your professional goals? Why do you want to study logistics?

## GMAT OR GRE SCORES

**The Loeb-Sullivan School has adjusted its admission requirement for the GRE/GMAT test scores during the Covid-19 situation. The GRE/GMAT test scores are still required for full admission into the graduate program; however, due to testing centers being closed or offering limited hours, applications will be accepted without GRE/GMAT scores with the understanding that the GRE/GMAT must be taken in the near term. The Admissions Committee will review a student's admission packet and render their decision based upon the other required components. Accepted students will receive a provisional acceptance**



**when submitting their application without test scores. Once the test scores are received, a full acceptance into the program will be granted.**

Learn more about testing center availability and potential at home testing. For information regarding the GRE: [www.ets.org/gre](http://www.ets.org/gre). GMAT: [www.mba.com/exams/gmat](http://www.mba.com/exams/gmat)

GRE/GMAT test scores are normally required. Applicants may petition to waive the test if they hold a previous Master's degree. Official test scores should be sent directly to the Graduate School by the testing service. Test scores more than five years old cannot be accepted. Student copies and photocopies of scores are not considered official. Our GRE and GMAT Institutional Code is 3505.

#### **□ ENGLISH LANGUAGE PROFICIENCY REQUIREMENT – INTERNATIONAL CANDIDATES ONLY**

Proficiency in English is required for graduate study at Maine Maritime Academy. Every applicant whose language of education is not English must demonstrate English proficiency. Applicants may submit results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Examination results should be sent directly to Maine Maritime Academy, Loeb-Sullivan School Department of Graduate Studies by the testing agency. Our institutional code is 3505. No scans or copies will be accepted. As this is a requirement of admission, we do not offer a waiver.

#### **□ NON-U.S. DIPLOMAS, CERTIFICATES, LICENSES, AND TRANSCRIPTS – INTERNATIONAL CANDIDATES ONLY**

A four-year baccalaureate degree, or equivalent, is normally the minimum academic certification required for admission. All non-U.S. diplomas, certificates, licenses, and transcripts must be evaluated by an approved clearinghouse. Clearinghouses verify international transcripts for: authenticity, grade and course equivalency, and transfer credits awarded. The Loeb-Sullivan School recognizes the following two evaluation service providers:

- World Education Service | [www.wes.org](http://www.wes.org)
- Globe Language Services, Inc. | [www.globelanguage.com](http://www.globelanguage.com)

If questions arise during the application process, please contact us by phone or email: [graduateprograms@mma.edu](mailto:graduateprograms@mma.edu) or 207-326-2212. We wish you the best of luck and look forward to receiving your application!

## **Resources**

- TOEFL Services | <http://www.ets.org/toefl>
- IELTS Services | [http://www.ielts.org/contact\\_us.aspx](http://www.ielts.org/contact_us.aspx)
- World Education Services | [www.wes.org](http://www.wes.org)
- Globe Language Services, Inc. | <http://www.globelanguage.com/>

# Loeb-Sullivan School Contact Information

Maine Maritime Academy  
Pilot House  
1 Pleasant St.  
Castine, ME 04420 USA  
Telephone: 207-326-2212  
Fax: 207-326-2411  
Email: [graduateprograms@mma.edu](mailto:graduateprograms@mma.edu)

[Printer-friendly Admissions Checklist](#)

# Costs & Aid

Graduate tuition, fees and fiscal policies are established by the Academy Board of Trustees and may be adjusted by the Board without prior notice.

## Graduate Program Tuition and Fees | August 2020 – July 2021

Application Fee (waived if application submitted online)	None
Online Graduate Tuition Rate per credit hour	\$900
Online Technology Fee	\$130 per course
Online Administrative Fee	\$40 per semester/term
<b>Alumni Advantage Online:</b> Online graduate students in the Alumni Advantage program will pay a flat discounted rate regardless of residency.	\$750 Alumni Advantage Online per credit hour

\* Books are additional and vary by course.

Upon notification of acceptance, students will be required to deposit a \$200.00 non-refundable fee, which will be credited toward tuition for the first semester attended.

## Undergraduate Tuition and Fees | August 2020- May 2021

(These rates apply to the SVO component of the M.S. in Maritime Management program)

For the Fall semester of 2020, undergraduate tuition is as follows:

In-State: \$5,382  
New England Regional: \$8,075  
Out-of-State: \$12,396

### Fees for Academic Year 2020-2021:

Administrative Fee	\$722
Student Life Fee	\$230
Security Deposit	\$200
Technology Fee	\$1,136
Recreation Fee	\$206
Energy Fee	\$600
Medical Services Fee	\$134

## **Financial Information**

Payments for student accounts, Mariner Money, or parking permits can be made electronically by signing into your [MyMMA account](#). Direct debit payment (ACH/electronic check) is available at no charge. Paying by Debit or Credit will charge a 2.75% service charge.

All payments are in U.S. Dollars and funds must be drawn on a United States banking institution.

### **Financial Information**

An audited Financial Statement is produced following the end of each fiscal year. For a copy, please request one by writing to the Office of Administration, Finance, and Governmental Relations.

### **Refund Policy**

#### **Course withdrawal:**

Students register for their courses prior to each trimester and receive tuition notices based on their registration. Students may register for one or two classes per trimester.

Refunds for withdrawals are in accordance with the following schedule:

- Prior to the third week – 75%
- Prior to the fifth week – 50%
- Prior to the seventh week – 25%
- After start of seventh week – 0%

A student who withdraws must file a Withdrawal Notice in writing with the Registrar's Office. Notification should also be sent to the Graduate Office via email. This notification does not replace the Notice Of Withdrawal to the Registrar. Refund credit will be computed from the time that official notice is received in the Registrar's Office. Non-attendance does not constitute an official withdrawal.

Fees, if any, are refunded on a prorated basis for unused weeks. Application fees, acceptance deposits, and initial registration fees are non-refundable.

### **Financial Aid**

Graduate students who are United States citizens may receive [financial aid](#). Graduate students may be eligible for \$20,500 in a Direct Unsubsidized Stafford Loan. When applying for financial aid, prospective and returning students must complete the Free Application for Federal Student Aid (FAFSA); and, in some cases, a verification worksheet may be required and will be requested by Maine Maritime Academy.

Occasionally, grants and scholarships from nonprofit organizations, professional organizations, and transportation-related companies become available. Students are encouraged to check with their local libraries or the web site for scholarship possibilities.

For information regarding Financial Aid, please contact Kathy Heath, Director of Financial Aid, by phone or email: 207-326-2339 or [kathy.heath@mma.edu](mailto:kathy.heath@mma.edu).

## **When do you file a FAFSA?**

You may file your FAFSA as early as October 1 for the following academic year. Maine Maritime Academy may request additional information once the FAFSA is filed. Though graduate applications are processed on a rolling basis, we advise you to complete all necessary financial aid applications as soon as possible.

## **Veterans**

MMA programs are approved for the enrollment of military personnel, veterans, and their eligible dependents under the various educational assistance programs (GI Bills ). Programs are approved by the State Approving Agency, Division of Military and Veterans Education, or State Department of Education. Students who plan to receive veterans' education benefits must contact Laura Nason-Moulton, VA Certifying Official, by phone or email: 207-326-2384 or [laura.nason@mma.edu](mailto:laura.nason@mma.edu).

## **Health Insurance**

Maine Maritime Academy requires all students to have medical insurance. Insurance through the school is available and mandatory if you are not covered by another plan. All students are encouraged to carry the basic [health insurance plan offered by the Academy, through Cross Insurance](#). All students will be enrolled in the Student Accident and Sickness Insurance Plan unless a waiver is completed on the Academy MyMMA Portal by August 15 each year.

The Medical Insurance form can be found at [MyStudentLife.mma.edu](http://MyStudentLife.mma.edu), then click on "Campus Forms" and then select "Medical Insurance Form" from the drop-down. Online graduate students do not have to complete any other portions in this Student Services platform.

Enrollment in MMA's student medical insurance plan is continued unless notice of a change is provided by making the change to your insurance information on the campus portal. The student is responsible to keep MMA informed of any changes throughout enrollment.

The cost of MMA's student medical insurance plan is negotiated each year. Billing is done each year by MMA. Contact MMA's Director of Health Services at 207-326-2295 to view the cost and benefits of MMA's insurance coverage go to: [www2.crossagency.com/2020-2021/mma.php](http://www2.crossagency.com/2020-2021/mma.php).

## Payments

Tuition Payments/Invoices are due and payable no later than the last business day of the first week of class. Students relying on Financial Aid to pay balances must have all signed award letters, Master Promissory Notes, and Entrance Counseling requirements completed no later than the last business day of the first week of class.

Students who determined to not be in satisfactory financial standing by the MMA Finance Department are subject to being placed on a “STOP” list; this will prevent them from seeing their grades and may affect their access to the Learning Management System.

For additional information regarding Student Billing, please contact Diane Harmon, Student Account Manager, by phone or email: 207-326-2243 or [diane.harmon@mma.edu](mailto:diane.harmon@mma.edu).

## Academic Policies

### Grading System

The system of evaluating a student’s performance is by letter grade, with grade point values as follows:

Grade Points		Grade Points	
Grades	per 4 credit course	Grades	per 4 credit course
A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	F	0
B-	2.7		

**W** — Withdrawal from a course before the third class meeting of the course; the grade “W” does not affect the computation of the cumulative grade point average. There is no assignment of credit hours toward degree requirements. A student who withdraws must file a Withdrawal Notice in writing with the Registrar’s Office. Notification should also be sent to the Graduate Office via email. This notification does not replace the Notice Of Withdrawal to the Registrar. A request for withdrawal from graduate course(s) must be made in writing to the instructor of the course, with a copy to the Chairperson of the Loeb-Sullivan School.

**I** — The grade “I” must be resolved within one calendar year. After one year the grade will convert to F. If unusual circumstances arise such as a call up to military service, call back for seagoing merchant marine officers, or long-term personal or family illness, a student may request that the grade of F be converted to a grade of W. Such a grade change requires the approval of the graduate faculty meeting as a committee of the whole. A student may request the grade of F be converted to a letter grade A to C with the approval of the graduate faculty meeting as a

committee of the whole. All work must be completed to the satisfaction of the original course instructor. The grade change from F to W or letter grade also requires the approval of the Academic Dean or his/her designated representative.

## **Grade Point Average Calculation**

The total grade points obtained for the grade received in a course is found by multiplying the credit hours of the course by the grade points for the grade received in that course. In determining the grade point average (GPA) for academic standing, all grade points are added and the total divided by the number of credit hours attempted, including those for courses receiving failing grades. For purposes of computing the GPA, transfer credits are not considered.

## **Transfer Credit**

Candidates for the Master of Science degree in International Logistics Management may request that up to 8 credit hours of graduate course work be transferred to be applied toward the ILM program requirements. If candidates are intending to transfer credits earned prior to matriculation in the Loeb-Sullivan School, they should seek approval of those credits before enrollment from the Registrar. Once enrolled in the Loeb-Sullivan School, candidates should consult and receive the approval of the Chairperson of the Loeb-Sullivan School prior to enrolling in any external graduate course for transferring credits. Maine Maritime Academy reserves the right to determine what constitutes acceptable transfer credits. A grade of “B” or better is required for transfer credit.

## **Academic Standards**

A minimum cumulative GPA of 3.0 (a “B” average) on the 4.0 scale must be achieved to qualify for the Master of Science in International Logistics Management and the Maritime Management degree. Students whose average falls below 3.0, who receive a grade of “F”, or who earn two or more grades of “C” will be reviewed by the Graduate Faculty Student Review Committee to determine the conditions under which they may be permitted to continue as degree candidates. In addition, graduate students must earn a course grade of a B minus (B-) or better in BA660 to successfully complete the graduate program.

The Graduate Faculty Student Review Committee reserves the right to dismiss any student for non-compliance of meeting academic or any other Maine Maritime Academy standards.

## **Academic Responsibility Policy**

It is the student’s responsibility to fulfill all academic requirements to achieve his or her selected academic major. It is the responsibility of the faculty and staff to advise the student and to facilitate the student’s effort, yet the ultimate responsibility to complete all academic requirements remains with the student.

## Course Cancellation Policy

The Department of Graduate Studies reserves the right to cancel any graduate course offering that does not meet the minimum enrollment criterion. In all such cases, the Department will provide two weeks' notice to all students affected by such cancellation.

## Course Exemption Policy

– **Students who hold a B.S. in International Business & Logistics** from Maine Maritime Academy who are enrolled in the M.S. online program may receive an exemption from two graduate courses. If the student earned a **minimum average of 3.2 in all “LO” prefix** courses as an undergraduate, they will receive an exemption for the following courses:

- BA646 – Fundamentals of International Logistics
- BA648 – Applied Logistics for International Supply Chain Success.

– **International Association of Maritime and Port Executives, IAMPE**

The Loeb-Sullivan School grants graduates of the International Association of Maritime and Port Executives' (IAMPE) Maritime Port Executive (MPE) or Inland Port Executive (IPE) program eligibility for one class exemption when enrolled in the M.S. online program. Students who have successfully completed the MPE or IPE program will be exempt from the following course:

- BA651 Port & Transport Terminal Operations

## Add, Drop and Withdrawal Process

### Class Attendance

Maintaining a satisfactory record of class attendance for online courses is a prerequisite to successful academic progress. Individual instructors have the option of setting attendance requirements in relationship to grading for the course which may be provided in the respective syllabus. However, it is the student's responsibility to achieve the required standards set by the instructor in each class. Excessive absence from class may result in a lower grade for the course. Students are required to attend and actively participate regularly.

*Note: Failure to log-in to online courses will NOT result in students being automatically dropped or withdrawn from courses. Students are ultimately responsible for adhering to and following the drop and withdrawal procedures in the MMA Graduate Academic Catalog above.*

### Courses delivered Online through Canvas software

Maine Maritime Academy uses Canvas software to deliver our online classes. A major difference between an online course and a traditional course is that Canvas students can participate in courses at times that are convenient for them. As with any class, students will read texts,



participate in class discussions, submit various kinds of course work and take exams through the MMA online program.

### **Adding a course(s)**

If space is available in the class, students will be permitted to add a course(s) with the approval of their advisor and within the deadline(s) provided on the MMA Academic Calendar. Online courses must be added within the first week of the course in accordance with the MMA Academic Policy. Online students may not take more than two courses per trimester.

### **Dropping a course(s)**

After proper consultation with their advisor, students may drop a course providing the request is within the deadline. To drop a course a written request must be submitted to the Registrar's Office by using the Add/Drop form. Upon receipt of a written request (within the deadline), students will be dropped from the class roster and will not receive a grade for the course. Online courses must be dropped within the first week of class in accordance with the MMA Academic Policy.

### **Withdrawing from a course(s)**

Students are allowed to withdraw from a course after the drop period is expired until the withdrawal deadline. *Students withdrawing from a course will receive a —WI on their transcript and remain liable for full tuition and fees.* No computation in grade point averages will be recorded in the student's permanent record for courses with a WI designation. The withdrawal period begins in week 2 through week five (5).

### **Withdrawal Due to Extenuating Circumstances**

Students may not withdraw from a class after the withdrawal deadline has passed unless there are very serious circumstances over which the student has no control. Students who feel they have sufficient reason to request withdrawal after the deadline must make an appointment with the Chairperson of Graduate Studies and the Registrar to explain the circumstances and present written documentation for the request. The decision to allow the withdrawal at that point will be made in consultation with the appropriate academic advisor and the instructor. Students will receive a —WI on their transcript and remain liable for full tuition and fees. No computation in grade point averages will be recorded in the student's permanent record for courses with a —WI.

Students who fail to abide by established procedures will be considered as still enrolled in their course(s) and shall receive a grade based upon the course requirements and remain liable for full tuition and fees.

## **Graduate Academic Integrity Statement from Syllabus**

Students are expected to maintain the highest level of honesty and integrity in all their academic pursuits and are encouraged to review the MMA website regarding our policy. You can find the Student Honor Code of Conduct and Responsibilities [here](#).

Ethical conduct is the obligation of every student in this class and breaches of academic integrity constitute serious offenses. Since a lack of integrity hinders the student's academic development, it cannot be tolerated under any circumstances. To be clear; all graduate students, must submit their own work in all instances. All work that is not original must be properly cited. Students found to be in violation of this standard will face the Graduate Academic Review Board, and potentially, dismissal from the program.

## **Course Evaluation Policy**

The faculty and management of Loeb-Sullivan School consider student opinions regarding course delivery and content to be extremely important. We review their evaluations closely and use their opinions to drive constant improvement in our programs.

All students must complete the course evaluation form online. Students will not be able to view their grades until they have submitted their evaluation. The form is anonymous. No faculty member will see any course comments until after the final grade is submitted to the Registrar. Responses are compiled and summarized with no student names attached.

## **Distance Ed Photo ID Process**

An MMA photo ID card is required to access many MMA services. Certain tests/exams/ quizzes through the MMA Learning Management System will require the ID card. There is no fee or monetary charge for this card. Loeb-Sullivan School and MMA seek to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. This process is intended to ensure student authenticity and protect student privacy.

To receive your MMA photo ID, please email the following to the Administrative Coordinator:

- A recent digital photograph of you from the chest up in front of a solid background. Email image as a .JPG file. Do not wear a hat, hood or sunglasses.
- Your mailing address

The procedure for using the card will be included in the particular course homepage. All students are required to submit a photo three weeks prior to their entering academic year. Should you have any questions or concerns, please contact the graduate school coordinator.

# Instructional and Research Support

## The Nutting Memorial Library

Nutting Memorial Library is dedicated to supporting the teaching, learning, and research activities of the Maine Maritime Academy community. We empower patrons to access, evaluate, apply, and create information by maintaining quality collections, a welcoming environment, and a knowledgeable staff.

The library serves the Academy's students, faculty and staff and local area residents, and is open nearly 90 hours per week when classes are in session. Its three levels offer a variety of work and study environments, including reservable meeting space and a quiet study area on the upper level. Additionally, students can access the library's computer lab and study lounge 24 hours a day with their MMA ID cards.

[The library's web site](#) serves as a portal to its resources, which include thousands of electronic scholarly and professional journals and newspapers and over 100,000 academic ebooks. Academy users can access the majority of these electronic resources from off campus using their MMA login and password. The library's physical holdings include more than 79,000 books and approximately 2,000 videos, as well as sound recordings and print periodicals. The library's collections are particularly strong in the areas of maritime studies, marine technology, international business, and nautical history.

Academy patrons have free access to interlibrary loan services, including the statewide MaineCat catalog of more than 2.5 million books. Delivery of books via ILL generally takes 5-10 days; articles requested via ILL are typically available within 3-5 business days.

Many required and recommended course materials are available on Course Reserve at the library's front desk. Students can present their MMA ID card in order to use Reserve materials, which are available for in-library use. The library serves as a selective U.S. government documents depository, emphasizing maritime, engineering, oceanographic, and business publications. Links to online government information are found on the library's web site. As a depository for the National Geospatial Intelligence Agency and the National Ocean Survey, the library houses more than 5,300 maps and charts of the world and of the territorial waters of the U.S.

Computers can be found on all levels of the library, and printing, scanning, and faxing services are available on the main level. Also located on the main level is the library's One Button Studio, which offers simple, high-quality video recording.

The library frequently offers special events and educational programs, and we welcome suggestions from our users regarding possible additions to our resources and services.

For more information, please [visit our website](#) or contact [library@mma.edu](mailto:library@mma.edu).

# Laptop Requirements and FAQ

All Maine Maritime Academy students are required to have a laptop computer.

## MMA Laptop Purchasing Program

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MMA has a laptop purchasing program through GovConnection Connection.

To purchase a laptop please [click here](#), and create an account with Connection, or contact out account manager Kris Woodington, 800-800-6924, [kris.woodington@connection.com](mailto:kris.woodington@connection.com)

### **This year's laptop package is:**

#### **Dell Latitude 5510 – 10-10210U (\$1267.45)**

Intel Core i5 10210U / 1.6 GHz

Win 10 Pro 64-bit

8 GB RAM

256 GB SSD

NVMe Class 35 15.6" 1920 x 1080 (Full HD) UHD Graphics 620

#### **Dell Latitude 5510 – 10-10310U (\$1677.33)**

Intel Core i5 10310U / 1.7 GHz

Win 10 Pro 64-bit

16 GB RAM

512 GB SSD

NVMe Class 35 15.6" 1920 x 1080 (Full HD) UHD Graphics 620

Both of the packages above need to be purchased with a Dell warranty, which includes accidental damage. Options are 3 or 5 years of coverage.

- 1-Year Next Business Day to 5-Year ProSupport Plus Next Business Day for Select Latitude Models Dell Services (\$491.63)
- 1-Year Next Business Day to 3-Year ProSupport Plus Next Business Day for Select Latitude Models Dell Services (\$299.75)

What this package does not include: This laptop package does not come with MMA's Office/Project/Visio bundle pre-installed. Students will be informed at Orientation as to how they can install Microsoft office.

For any other questions about the MMA Laptop Program please contact the MMA Help Desk, at 207-326-2240.

# **Laptop guidelines and requirements:**

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## **OPERATING SYSTEM**

- Windows 10

## **HARD DRIVE**

- At least a 256 Gigabyte (GB) hard drive.

## **RAM**

- A minimum of 8 Gigabyte (GB) of RAM.

## **JUMP/THUMB/FLASH USB DRIVE**

- Some type of removable storage media is strongly recommended. These drives are available at virtually every computer box store as well as office supply store and are used for saving and transferring data from school computers to the student's laptop and back. These drives cost between \$15 and \$90, depending on the amount of storage purchased.

## **PRINTER**

- Inexpensive inkjet printers can be purchased for as little as \$50. Consider the cost of consumables (ink cartridges, toner) when choosing a printer. Limited printing is available in the Library and in the Curtis Hall Computer Lounge.

## **WARRANTY SERVICES**

- We strongly recommend the purchase of warranty service (up to five years if available) from the laptop manufacturer.

## **LAPTOP FAQ's:**

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**My financial aid paperwork said that I have an expense for a computer. Does this mean one will be waiting for me when I arrive at MMA?**

No, students are required to purchase their own equipment before arriving at the Academy. Per the Financial Aid office, the notice is only there to advise you on the potential total cost of your education.

### **Do I really need to buy a warranty with my computer?**

While they can be expensive initially, a warranty can save you from incurring costs from damaged equipment should the worst happen. Dropping a computer can sometimes cause hundreds of dollars in damage, far more than the cost of the warranty.

### **Do I need an Antivirus? If so, which one should I get?**

You will need an antivirus in order to use Maine Maritime Academy's networks. Which antivirus should you choose? Windows Defender comes with Windows 10 at no extra cost and works just fine.

Remember that most paid antivirus programs work on a yearly subscription platform, so if you buy it this year you'll have to buy it again next year and the year after that.

Also remember that the antivirus that came on your computer might be a 30 or 60 day trial, so check that out before coming to school. If it is a trial, you'll need to decide if you want to buy it and keep using it or replace it with something else.

### **I'm an incoming Freshman and my computer is acting weird, can you fix it for me?**

Once the school year begins, all student may bring their computers to the Help Desk, located in the basement of Leavitt Hall for service.

### **[Some application] is acting weird/not doing what it's supposed to, can you fix it?**

We can try. Maine Maritime Academy employs a number of student workers to assist students with software issues, including reinstalling Windows.

### **My computer was damaged and needs new parts, what do I do?**

Maine Maritime Academy is a Dell Certified Depot Center and is authorized to service Dell Latitude series computer hardware (provided they have a valid Dell depot warranty or better). The student will need to bring the damaged computer to the IT Shop in the basement of Leavitt Hall for diagnosis and repair.

MMA's technical services for other student computers is limited to student technicians who are trained to troubleshoot basic hardware problems and assist students in setting up service calls for hardware repair. Some vendors require that laptops be shipped back to the factory, while others require that laptops be taken to the nearest authorized service center.

Choose your vendor and service level carefully for the best experience in case of trouble.

Many vendors offer on-site service for their products – here is how it works.

1. Student calls vendor with a description of their problem, if required – vendor arranges for on-site service. Vendor ships needed parts to their contracted service personnel.
2. Contracted service personnel receive parts and contact the student to make arrangements to service computer at MMA.

If your warranty is expired, you may work with the student technicians regarding where to purchase replacement parts and when they (the student technicians) can install them for you.

### **I want to back my data up somewhere, what should I do?**

Protecting your data is important. Students at MMA have access to Microsoft OneDrive and are given 1TB of online storage.

## **Campus Information and Student Services**

### **Visit MMA**

Our 35-acre campus is located on a hillside overlooking majestic Penobscot Bay. The picturesque town of [Castine](#), the home of Maine Maritime Academy, is rich in history, culture, natural beauty, and maritime tradition.

Our [map and directions](#) will help you plot your trip down the winding road to Castine. The village's main street has a bakery, bank, bookstore, general store, art galleries and two inns to welcome travelers. The summer season is busy with fairs and festivals, dining and shopping at the waterfront, golf, sailing, kayaking, and other pursuits.

The campus is 40 miles from Bangor, Maine's third largest city, and close to [Acadia National Park](#), [Baxter State Park](#), the [Appalachian Trail](#), and other attractions. Please see the [Castine Area](#) page for resources to plan your visit.

Prospective students: if you're planning a visit to Maine Maritime Academy, you have several options for when and how you spend your time on campus. Learn more by visiting our [admissions department](#).

For groups interested in hosting events on campus, please visit the [Conferences](#) section of this website for information on facilities and dining options.

Tobacco-Free Notice: For the health and wellbeing of our community, the Maine Maritime Academy campus and vessels (ashore and afloat) are smoke- and tobacco-free.

- [Smoke and Tobacco Free Campus Policy](#) (effective August 1, 2016)

# On-Campus Living

Maine Maritime Academy prides itself as a residential campus, with residential facilities serving our undergraduate student population. All students are required to live on-campus, unless the [off-campus housing](#) requirements can be met. Returning student on campus applications for the 2020-2021 academic year are due by March 13, 2020. New student on campus applications for the 2020-2021 academic year are due by May 1, 2020. All on and off campus housing applications are submitted via [MyStudentLife.mma.edu](http://MyStudentLife.mma.edu)

Not sure what to pack? Check out our “[What to Bring and not Bring to Campus](#)” document. **Please note:** this is a suggested packing list and each student is different. Students who are members of the Regiment of Midshipmen should also review the [Regimental packing list](#) for new students and refer to the Regimental Manual for returning students, as items differ depending on class ranking within the Regiment.

## Curtis Hall

Curtis Hall is the largest residential facility of its kind in the state of Maine, Curtis Hall houses up to 667 undergraduate students in any given year. Most residents live in double or triple rooms and share either semi-private or community bathrooms. A number of administrative offices and student services can also be found in this building, including Health Services, the Dean of Student Services, the Commandant’s Staff, and the Residential Life & Student Activities staff. Curtis Hall is also the home to the Campus Bookstore, Barbershop, Regimental Wedge office, Alpha Phi Omega Office, the Bilge (Recreation Room), Gaming Lounge, the Clubs and Organizations space, and study lounge.

The Assistant Director of Residential Life and Resident Director for Curtis Hall lives in Curtis Hall. The Assistant Director supervises fourteen Resident Assistants (RAs) who live in Curtis Hall and one Senior Resident Assistant who lives in the Commons. RAs are responsible for building community through programming that enhances the academic experience at the Academy. RAs also provide supervision of Curtis Hall and the Commons, monitor access to the building, provide incident management, monitor conduct, address safety concerns, assist students as needed and submit maintenance work orders when necessary.

## The Commons Apartments

The Commons Apartments consist of one bedroom apartments furnished for double occupancy. The Commons Apartments house up to 38 Undergraduate and Graduate students 21 years of age or older.

The Senior Resident Assistant lives within the facility and is available to help residents with administrative needs as also provide supervision the Commons, monitor access to the building, provide incident management, monitor conduct, address safety concerns, assist students as needed and submit maintenance work orders when necessary.



# Off-Campus Living

Every year that a student lives off-campus, an [Off Campus Housing Application](#) must be filed online through My Student Life.

## Students who meet one of the below criteria may reside off-campus:

- 21 years of age by August 31st to live off campus during the Fall semester
- 21 years of age by December 31st to live off campus during the Spring semester
- Systems major in the program's fifth year
- Graduate Student
- 6 or more semesters of on campus living (not necessarily at MMA)
- \*Non-Traditional student (24 years of age, married, or veteran with at least 2 years of military service and an honorable discharge)
- Living at home with their immediate family (mother, father, permanent guardian) and their PRIMARY residence meets the following conditions.
  - The student's home must be within 45 miles, via traveled road (Bangor, Belfast, Ellsworth reference points) from the MMA Campus. MapQuest will be used as the official measurement for the 45 mile maximum distance.
  - When granted for students who are Freshmen, Sophomore or Juniors, this authorization is only in effect as long as the student is living at home (with their immediate family or guardian).
  - No change of status as stated above can be made without prior approval of the Housing Appeals Board or the Dean of Students.
  - Regimental students are expected to meet with their Company Officer to discuss their requirements and to comply with all Regimental requirements such as attending morning formations (colors) or other meetings as deemed appropriate.

**\*Regimental First Year Students must live on campus unless they meet the Regimental Non-Traditional Requirements.** Living off-campus does not exempt a Midshipman from any regimental duties or requirements. It is the responsibility of off-campus Midshipmen to keep themselves informed of any information promulgated within the regimental system such as the Plan of the Day. All training ship residency requirements for ship familiarization and cruise preparations must be satisfied. Off-campus Midshipmen who are on the watch bill, including those Midshipmen assigned as stand-bys, are in a duty status and will remain at their residence when not on watch or attending class. Otherwise they must keep the MCDO informed of their location in the event their recall is required. Off-campus Midshipmen are required to have a working telephone and their telephone number and address on file with the Commandant's Office.

If you do not meet any of the above criteria, but feel you have a significant reason to reside off-campus, you may appeal to the Residential Housing Appeals Board, which meets once a semester. For information regarding the Housing Appeals Board, please contact [Deidra Davis, Dean of Students](#).

**Please Note:** Students who complete an on-campus housing application and sign and complete a Residential and Housing Contract in the Housing Gateway, and later decide to move off-campus, must notify Residential Life by the appropriate deadline in order to avoid any administrative fees. Deadlines for cancelling housing assignments are outlined in the Housing Contract that was signed and agreed to in the housing gateway during housing selection. For more information on housing assignment cancellation, please email [housing@mma.edu](mailto:housing@mma.edu).

## **Off-Campus Living Resources**

- [MaineHousingSearch.org](http://MaineHousingSearch.org): Maine's FREE rental listing service from the Maine State Housing Authority
- [\*The Rights of Tenants in Maine\*](#): Pine Tree Legal Assistance's Handbook gives you a quick look at Maine's landlord-tenant laws as of December 2007
- [My Student Life Gateway](#): Online gateway where students submit housing application, students of concern, complete housing inventories, and register guests.

## **Health & Counseling Services**

Student Health and Counseling Services enhance the educational process by:

- Modifying or removing health related barriers to learning
- Promoting optimal wellness
- Enabling individuals to make informed decisions about health related concerns
- Empowering students to be self-directed and well informed consumers of health care.

### **Health & Counseling Services include:**

- Acute care
- Referrals
- Women's health clinic
- Preventive care
- Education
- Smoke & tobacco cessation
- Immunization clinics
- [Personal counseling](#)
- Drug testing
- Limited pharmacy
- USCG license physical exams

Health and counseling services are located on the main level of Curtis Hall, the student residence hall.

## Hours of Operation

### Health Services

Monday – Friday, 7:00 AM – 3:00 PM during the academic year.

No appointments are necessary.

All questions regarding Maine Maritime Academy’s Health Services should be directed to [Tammy Tyler](#), RN, ASN, Director of Health Services, (207) 326-2295.

### Counseling Services

Monday, Tuesday, Thursday and Friday, 8 AM to 4 PM and Wednesday from 12 PM to 8 PM.

Walk-in time is available daily at the Counseling Services office.

Make an appointment by phone, email or stop by the office.

All questions regarding [Counseling Services](#) should be directed to [Paul Ferreira](#), MSW, LCSW, Counselor and Prevention Education Coordinator, (207) 326-2419.

Complete confidentiality is maintained.

## General Information

- There is no fee for students to visit the Health or Counseling Center. There may be a fee charged to the student account for some supplies and medications that are provided to the students.
- Where possible, MMA will assist students with transportation for non-emergent medical care and medical appointments if they are unable to arrange transportation for themselves. There is a charge for this service, which will be placed directly on the student’s bill. This can be arranged with assistance from Health Services or Student Services, or by reaching out to Campus Safety after normal business hours and on weekends.
- Emergency care can be initiated by calling MMA Security Office (207)326-2479 or ext. 2479, or calling 911.
- Local ambulance service is available and healthcare providers are located in hospitals in Blue Hill (20 mi.), Ellsworth (30 mi.), and Bangor (40 mi.).
- The college counselor provides professional personal counseling for students and serves as the Substance Abuse Prevention Education Coordinator. Services are free.
- During the annual training cruise aboard the T.S. State of Maine, medical staff are aboard.
- [Required Medical Forms](#)

## Personnel

- [Tammy Tyler](#), RN, ASN, Director of Health Services, (207) 326-2295 or ext. 2295.
- [Paul Ferreira](#), MSW, LCSW, Counselor and Prevention Education Coordinator, provides personal, crisis and substance abuse counseling and education. (207) 326-2419 or ext. 2419. Students who prefer to meet with a female counselor should contact the Director of Counseling, Paul Ferreira, or the Dean of Students, [deidra.davis@mma.edu](mailto:deidra.davis@mma.edu) to request to

meet with a female counselor. The college has contracts with area female counselors who can accommodate this request.

## Immunizations

The Maine State Legislature has enacted a law which requires all degree and full-time non-degree students born after December 31, 1956 to provide proof of immunization or immunity to the following diseases:

- A tetanus/diphtheria vaccine must have been given within 10 years of enrollment to MMA. You must be re-immunized if your tetanus is out of date.
- Measles (rubeola), mumps, and rubella must have been given after the student's first birthday with a live vaccine. If the vaccine was given prior to 1968, you must present laboratory results of your titer tests. A letter from your doctor is not acceptable. If immunization cannot be determined, re-immunization is required.
- Re-immunization is highly recommended if the MMR (measles, mumps, rubella) vaccine was given before 1980.

Due to the potential for MMA students having to travel outside the United States for cruises/co-ops, and on the recommendations from the American College Health Association and the Center for Disease Control, Maine Maritime Academy also requires evidence of the following immunizations:

- 2nd dose measles administered between the ages of 2-4 years or later,
- Varicella (chickenpox) or history of having had the disease,
- Hepatitis B vaccine (series of 3 doses given at appropriate intervals),
- Hepatitis A vaccine (series of 2 doses given at appropriate intervals),
- Meningococcal vaccine
- Mantoux test for tuberculosis

To demonstrate adequate immunization against each disease, you must present a certificate of immunization from the physician, nurse, public health official, or school provider who administered the immunization. The proof must specify the immunizing agent and the date it was administered. School health records are usually accepted to meet these requirements. Students may be exempt from the immunization requirement for one of the following reasons:

- A physician's statement declaring that vaccination is medically inadvisable, or
- opposition to immunization based on sincerely held religious, moral, philosophical, and/or personal beliefs. A detailed written request must be submitted to the Director of Health Services. If the student is under 18 years of age, the documentation must be from a parent or guardian.

Any student exempt from compliance will be required to leave MMA if there is one or more incubation periods/outbreaks of any disease on campus. Also, be aware that a student may be

denied to cruise/co-op if, in view of the attending medical professional, the student does not meet the immunization requirements or recommendations.

**NOTE:** Be advised that some companies providing cadet shipping/co-ops billets may require additional immunizations and/or benzene tests.

Questions concerning immunizations should be directed to MMA's Director of Health Services at (207)326-2295.

## Drug Testing

All students at Maine Maritime Academy, regardless of major, are required to participate in a random urinalysis program during their enrollment. All students who act as part of the crew of any MMA vessel, transport students in MMA vehicles, and/or pursue MMA co-ops or cadet shipping must participate in the random and pre-employment drug testing program.

Maine Maritime Academy complies with [Title 46 Code of Federal Regulations 16.230](#) mandating periodic, random, pre-employment, post-incident, and reasonable cause drug testing for all students and employees whose positions require this testing. All students and employees who act as part of the crew of any Academy vessel, both documented and undocumented, and in addition, when transporting students in Academy vehicles shall be subject to this policy. Federal law requires periodic or random drug testing of students prior to training cruises, cadet shipping, or taking of a U.S. Coast Guard physical examination. All students who are enrolled in a curriculum leading to a U.S. Coast Guard license are automatically subject to random drug testing without notice. Additionally, since drug testing and "zero-tolerance" drug policies have become standard in the industries in which most of our students will be working, as co-op students and as employees, it is the Academy's policy that any student pursuing an Academy Cooperative Education Experience (co-op) must participate in the random and pre-employment drug testing program.

Additionally, any students who are in a disciplinary status for any violation of our drug or drug testing policies may be subject to increased random drug testing.

- Marine Engineering Operations
- Marine Engineering Technology
- Marine Systems Engineering – Design/License program
- Marine Transportation Operations
- Small Vessel Operations

# Accessibility Services

## Information for Students and Prospective Students Seeking Accommodation for a Disability

Accessibility Services assists students in securing need-based accommodations consistent with their disabilities. In accord with all federal and state regulations, Maine Maritime Academy is committed to providing students with the support and access needed to achieve one's academic potential. Common accommodations for qualified students include, but are not limited to, extra time on tests, use of MMA's testing center, copies of student notes, assistive technology, and alternative-format textbooks. Our office also coordinates dietary accommodations for students with Maine Maritime Academy's Sodexo Dining Services. Accessibility Services also coordinates academic support services for all students, such as peer- and faculty-led tutoring and writing help.

### Requesting Accommodations

A brochure, [Requesting and Using Accommodations for Disability in College](#), outlines the Academy's request procedure and answers some frequently asked questions.

Students may request accommodations for disabilities at any time. They then must meet with the Accessibility Services director, complete an [Accommodation Request Form](#), and document their disabilities. Items such as a recent 504 plan, individualized education program, summary of performance, neuropsychological report, or letter from a medical professional usually provide adequate documentation. Once Accessibility Services approves a request, the student receives an accommodation letter. Students renew their letters each semester.

Students with special dietary needs should complete a [Dietary Accommodation Request Form](#) and read the general information on the front of the form. Maine Maritime Academy's [Sodexo Dining Services](#) routinely assists with many dietary needs, such as gluten-free, vegan, vegetarian, and nut-free diets, such that a formal dietary accommodation plan may not be necessary.

A student enrolled in an online course or program may be entitled to accommodations for a disability. Please refer to the [Academy's Accommodation Policy](#) for eligibility. The policy applies to all Maine Maritime Academy students, both on campus and online. The Accessibility Services director will waive the in-person meeting for students taking online courses or programs and for whom travel would be difficult. In these cases, the student will need to meet electronically (telephone, email, or video conference) in addition to submitting all required documentation.

### Using Accommodations in College

All Maine Maritime Academy students must meet the same academic standards. Accommodations make reasonable adjustments to the instructional process, but they cannot alter the essential content of a college course or program. Students notify their instructors of approved

accommodations. Though an instructor must provide an accommodation once asked, accommodations do not apply retroactively. Visit this link for more information on [using accommodations](#) successfully.

## Student Records

Upon written request, students, alumni, and former students are authorized access to records of their attendance, performance, and scholastic achievement. This policy is in accordance with the Family Educational Rights and Privacy Act of 1974 as amended. The regulations are available to interested persons upon request and, as an official part of the Academy's rules and regulations, are disseminated to all students. Any individual, who believes his /her rights under this act have been infringed upon, may appeal to the Vice President for Academic Affairs or the President of Maine Maritime Academy, or directly to the Secretary of Education, Washington, D.C.

Student transcripts are issued by the Registrar upon written request. A nominal fee is charged for this service. The Registrar can be reached by phone at (207) 326-2441. Persons with outstanding financial obligations may not be furnished with official copies of Academy records until these obligations are met. Unless specifically requested in writing not to do so, the Academy reserves the right to publish directory information as defined by the Family Educational Rights and Privacy Act of 1974. Such information, relating to student activities at Maine Maritime, includes a student's name, address, date and place of birth, participation in athletics and other student activities, degrees, awards, and other similar information.

## Welcome to Career Services

Career Services works with students throughout their college experience to develop the skills, ethics and knowledge necessary to succeed in the global economy.

### Building a Network of Opportunity

Through events and one-on-one conversations, we can support your professional goals. Visit us in Quick Hall or call our office for more information on the following Career Services resources.

#### Career Center

Through MMA's online Career Center portal, students and alumni can find employment resources including résumé advice, job search tips, and career-related events.

Employers can connect with students by posting jobs, arranging on-campus recruiting visits, and signing up for career fairs.



## **Field Experience Programs**

Career Services works directly with students, faculty, and industry leaders to coordinate field experiences that support the undergraduate curriculum, contribute to personal growth and professional competency, and serve our partners in industry.

Employers are encouraged to contact our office to learn more about hosting students in field experience positions.

[Learn More](#)

## **Career Fairs**

There are two career fairs each year held in October and March respectively. These events attract companies and alumni from across the country who are eager to discuss employment and field experience opportunities with our students.

In 2018, Maine Maritime welcomed representatives from over 90 companies, including ConocoPhillips, General Dynamics, NextEra Energy, PepsiCo, and The Jackson Laboratory.

More information for students on the [MMA mobile app](#) and in the Career Center portal. Information for employers can be found in the Career Center portal.

[careercenter.mma.edu](http://careercenter.mma.edu)

## **On Campus Recruiting**

Many companies schedule on campus recruiting visits to deliver informational presentations and conduct interviews of students interested in full-time employment and/or field experiences. On campus company visit schedule can be found on the [MMA mobile app](#) and online at [careercenter.mma.edu](http://careercenter.mma.edu).

Employers can schedule a visit by registering through the Career Center portal.

[careercenter.mma.edu](http://careercenter.mma.edu)

## **Career Skills and Development**



Career Services works with students and alumni offering guest speakers and workshops to help them create a dynamic résumé, develop professional etiquette, fine-tune interview and business networking skills, and learn to use social media responsibly.

As students progress through their college experience, they will interact with our office through their field experience coordination, cadet shipping program, company visits, career fair, and [careercenter.mma.edu](http://careercenter.mma.edu).

[careercenter.mma.edu](http://careercenter.mma.edu)

## **Career Outcomes**

MMA graduates are committed to their industry, know the value of hard work, and understand what it means to be professional. The job placement rate for MMA graduates regularly exceeds 90% within 90 days of graduation and MMA alumni are recognized around the world for excellence in leadership and integrity.

## **Industry Employers**

Many companies employ graduates from MMA, including:

- American Bureau of Shipping
- Boeing
- Chevron Corporation
- ConocoPhillips
- ExxonMobil
- General Dynamics
- Kiewit Corporation
- Military Sealift Command
- Moran Towing
- PepsiCo
- Siemens
- Tesla, Inc.
- The Jackson Laboratory
- Transocean
- U.S. Navy

We extend an open invitation to all students and alumni to visit us in [Captain Quick Hall](#). We look forward to working with you!

# Honor Policies

## Student Honor Code of Conduct and Responsibilities

The Academy's [Student Honor Code of Conduct and Responsibilities](#) is the standard to which students, faculty and staff are held as members of the MMA community.

## The Graduate School Drug & Alcohol Hearings Board

### Composition

The Graduate School Drug & Alcohol Hearings Board shall consist of the following members: the Chairperson of the Loeb-Sullivan School, at least one other Loeb-Sullivan faculty member or staff appointee. , and the possible appointment of a graduate student representative at the discretion of the Chairperson. The pool of potential members to be appointed shall be limited to those full-time faculty and staff currently employed by MMA and full-time graduate students who are currently enrolled. The appointments will be for one hearing.

### Title IX

Please [click here](#) for our most current Title IX document.

### MMA Academic Honesty Policy

Please [click here](#) for our Academic Honesty Policy.

# Board of Trustees

The Board of Trustees of Maine Maritime Academy consists of 16 members, all of whom are appointed by the Governor. Members are appointed for a five-year term and may be re-appointed at the discretion of the Governor. The Board has full legal responsibility and authority for the governance of Maine Maritime Academy. It appoints the President of the Academy, approves the establishment of academic programs, confers degrees on students who have completed all requirements for graduation, sets tuition rates, operating budgets, and more.

**NOTICE:** The **Board of Trustees** will conduct the third quarter board meeting via teleconference on **Thursday, August 13, 2020** from 9:00 to 11:00 AM. This meeting will include several divisional reports and actions on several measures. Members of the public interested in virtually attending this meeting may do so via Zoom. Please request an invitation from the Secretary to the Board of Trustees, Janet Acker, at the contact information provided on this page by 4:00 PM Wednesday, August 12, 2020.

## Meeting dates for 2020 are:

- February 27, 2020
- May 1, 2020 (Commencement) **CANCELLED DUE TO COVID-19**
- August 13, 2020
- November 12, 2020

## Meeting dates for 2021 are:

- February 25, 2021
- April 30, 2021
- August 5, 2021
- November 11, 2021 (Veteran's Day)

All meetings are open to the public and notices are published in advance.

## Board Members

- [Earle A. Cianchette, Chair](#)
- [Jason Oney, Vice Chair](#)
- [Miles Unobsky Theeman, Treasurer](#)
- [Morten Arntzen](#)
- [Carolyn Brodsky](#)
- [Anne Devine](#)
- [Ted Dey](#)
- [Gregory S. Fryer](#)
- [Wendy Morrison](#)
- [Robert J. Peacock, II](#)
- [The Hon. W. Tom Sawyer, Jr.](#)

- [Mary Shea](#)
- [Robert D. Somerville](#)
- [Arthur “Kitt” Watson](#)
- [J. Douglas Wellington](#)

## **Minutes of the Meetings**

- [August 2019](#)
- [May 2019](#)
- [February 2019](#)
- [November 2018](#)
- [August 2018](#)
- [May 2018](#)
- [March 2018](#)
- [November 2017](#)
- [August 2017](#)
- [May 2017](#)
- [November 2016](#)
- [August 2016](#)
- [May 2016](#)
- [February 2016](#)
- [November 2015](#)
- [August 2015](#)
- [May 2015](#)
- [February 2015](#)

# Industry Advisory Board Members

**Janine Basilion-Cary | MITC**  
President, Executive Director

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**Anthony Caruso, Jr. | Bangor International Airport**  
Director

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**John H. Henshaw | Maine Center for Graduate and Professional Studies University of Maine**  
Chief Operating Officer

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**Kelly L'Heureux, LCHB | Oceanair**  
General Manager; Licensed Customs Broker

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**Robin Roberts | UPS**  
NE Area Sales Manager

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**Lauren Sakahara | Boeing**  
Supply Chain Specialist

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**Jarred Sternbergh | Exxon/Mobil**  
Terminal Superintendent

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**James Therriault | Sprague Energy**  
Vice President; Business Development

# MAINE MARITIME ACADEMY

## Main Campus



## LOCATION KEY

### Main Campus

1. Dismukes Hall: Classrooms, Labs, Faculty Offices
2. Delano Auditorium
3. Leavitt Hall: Robert S. Walker Admissions & Financial Aid Center, Administrative Offices, Guest Rooms
4. Wyman House: Alumni & Advancement Offices
5. Abbott House: President's Residence
6. Captain Quick Alumni Hall: Career Services & Continuing Education
7. Platz Hall: Nutting Memorial Library
8. The Harold Alford Student Center: Dining, Conference Rooms, Staff Offices, Classrooms
9. Pilot House: Loeb-Sullivan School of International Business & Logistics
10. The Commons: Residential Complex
11. Perkins House: Faculty Offices
12. Windlass House: Campus Safety & Faculty Offices
13. ABS Center for Engineering, Science, and Research: Classrooms, Labs, Faculty Offices
14. Buoy House: Center for Student Success
15. Curtis Residence Hall: Residential Complex
16. Campus Bookstore
17. Public Works & Central Receiving
18. Oakey Logan Alexander Physical Education Center
19. Margaret Chase Smith Building
20. Bath Iron Works Center for Advanced Technology: Classrooms, Labs, Faculty Offices
21. U.S. Navy ROTC
22. Ritchie Field

### Waterfront Campus

23. Payson Hall: Classrooms, Labs, Faculty Offices
24. Rodgers Hall: Classrooms, Labs, Faculty Offices
25. Dirigo House: Faculty Offices
26. Andrews Hall: Classrooms, Labs, Faculty Offices
27. Training Ship State of Maine
28. Schooner Bowdoin
29. Tug Pentagoet



## Waterfront Campus