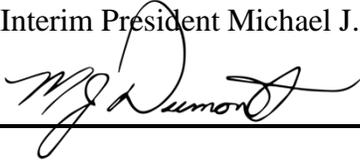




Policy Title:	USCG Licensing Programs
Policy Number:	AA 02-006
Policy Administrator:	Provost and Vice President of Academic Affairs
Policy Initiator:	Director, USCG Licensing Programs
Authority:	Citation of Law which created State Maritime Academies: Public Law 96-453, Maritime Education and Training Act of 1980 (Public Law 96-453); 46 U.S.C. Subtitle II, Part E, Merchant Seamen Licenses, Certificates, and Documents; 46 U.S.C. Subtitle II, Part E §7101, §7102; 46 U.S.C. Subtitle V, Part B, Sections §51103, §51501, §51506; 46 CFR Shipping, Chapter II, Subchapter H, Section §310 and current USCG program approval
Effective Date:	October 10, 2022
Revised Date:	November 13, 2023
Approved:	Interim President Michael J. Dumont
Approval Signature:	

USCG Licensing Programs

Purpose:

In accordance with [46 USC](#) and under the current United States Coast Guard (USCG) Program Approval, Cal Maritime, as a recognized State Maritime Academy has the responsibility to create and enforce policy and academic standards which support the institution and the cadets in completion of their degrees coupled with obtaining a USCG National License with applicable international endorsements. It is imperative that Cal Maritime complies with the requirements placed upon the institution by these regulatory bodies within the larger framework of the California State University system and its national and regional accrediting bodies.

Scope:

Enrollment of continuing cadets at Cal Maritime that are pursuing a baccalaureate degree associated with licensure under the current USCG program approval.

Accountability:

Academic Affairs

Policy:

This policy is to support the administration of the USCG approved program and the cadets seeking degree and licensure enrolled in this program.

Procedures – Cal Maritime:

Cal Maritime has the responsibility to:

- A. Support and maintain an appropriate administrator/staff to oversee program compliance, program revision, and program submission.
- B. Support and maintain an appropriate staff to act as a trusted agent and liaison with the USCG in the administration of Merchant Marine Credentials in accordance with the USCG Standard Operating Procedures (SOP) for Coast Guard’s Interaction with State and Federal Maritime Academies.
- C. Support and maintain a diverse committee to oversee USCG matters, periodically review of curriculum, and make recommended changes to maintain program compliance and academic excellence.
- D. Establish and maintain a Quality Standard System (QSS) manual in accordance with 46 CFR §10.410. Cal Maritime may use regional and national accreditation documentation as meeting the relevant requirements for QSS provided the approved program is part of the accreditation program.
- E. Support and maintain a method of record keeping in compliance with current regulations, program approval, and the SOP.
- F. If a cadet has a medical or physical condition that disqualifies them from meeting the requirements for a USCG license, the cadet shall be transferred to a program other than a merchant marine preparation program, or otherwise be appropriately dis-enrolled until the cadet demonstrates to the USCG that they can meet the medical or physical requirements.

Procedures - Cadets:

Cadets enrolled in majors associated with USCG approved programs shall satisfactorily complete all degree and USCG program requirements prescribed by their chosen major. The degree cannot be obtained without the USCG license and the USCG license cannot be obtained without the degree. Cadets will utilize the University Catalog to follow curriculum degree requirements in their major, which, in addition to baccalaureate degree requirements, contain requirements for USCG National Licensure, certification in Standards of Training, Certification and Watchkeeping (STCW) for Seafarers, 1978, as amended, and Sea Service. Cadets pursuing a degree as part of a merchant mariner preparation program shall adhere to the following:

Admissions and Enrollment

- A. Cadets shall, no later than nine months after date of enrollment, pass a medical examination that shows the cadet meets the medical and physical requirements required for issuance of an original license under 46 USC §7101 or set by the USCG for issuing merchant mariner’s documentation under 46 USC §7302, with no limit to the cadet’s operational authority. Upon passing the medical exam, cadets shall continue to meet all requirements for obtaining a USCG credential throughout the remainder of their enrollment at Cal Maritime.
 - a. If a cadet experiences a change in health status, they shall notify the Student Health Center if they no longer meet all requirements.

- b. The Student Health Center shall notify the Licensing Coordinator of any changes in health status.
- B. An individual enrolled in a merchant mariner preparation program transferring from another State Maritime Academy, Federal Maritime Academy, or other institution as prescribed under the current SOP may have to get their coursework evaluated for course content; knowledge, understanding, and proficiencies; and sea service equivalency.
 - a. The evaluation is completed by Admissions in collaboration with the Department Chairs and the Director of USCG Licensing Programs.
 - b. Sea service will be evaluated to the fullest extent allowable but will not necessarily exempt a cadet from participation in Sea Training I, II and III, watchkeeping, simulation, maintenance and/or workshop skills.
 - c. The university is responsible for documenting completion of all program requirements in accordance with Cal Maritime's approved program.
 - d. Cadets who already hold or qualify for endorsements with sea service or training obtained outside the academy approved program, may continue to hold or renew their endorsements, in addition to any endorsements obtained while enrolled at Cal Maritime.
- C. Cadets must hold valid security and travel documents to include a Transportation Worker Identification Credential (TWIC), passport, and applicable visas; in order to participate in Sea Training I, II, and III. Cadets are highly encouraged to obtain or renew these documents prior to admission.
- D. Cadets shall participate in the California State University Maritime Academy random drug testing program in accordance with Department of Transportation requirements of 46 CFR 16.230. Cadets must have been subject to random drug testing for at least 60 days during the previous 185 days immediately preceding the date of any merchant mariner credential application, and neither failed any test nor refused to participate in any required tests.
- E. Courses designated as STCW in the university catalog must be passed with C- or better. Courses containing sea time only must be passed with a D- or better and must meet all applicable attendance requirements.

Sea Service

- A. Sea service not completed within an academic course must be completed as a deck cadet through enrollment in CRU 390, Independent Study course, or as an engine cadet through enrollment in CRU 395, Independent Study (1 credit unit) course. The instructor of record for this course is a representative from the Career Center.
 - a. Cadets shall continue enrollment in this course until they have met the minimum requirements for Sea Training II.
- B. Cadets may not use sea service from private employment, volunteer service, or military service towards the sea service requirements of the USCG approved program at Cal Maritime until external sea service is approved by modification to the SOP or by the USCG as temporary measures.

Entry Level Credential

- A. Cadets must have a completed and signed CG Form 719K (USCG Physical) as a

requirement for an entry level credential.

- B. Cadets who are US citizens or permanent residents must apply for, pay all appropriate fees, and receive a USCG Merchant Mariner Credential (MMC) endorsed as “Cadet” with entry-level ratings in order to participate in Sea Training II. The entry-level ratings remain valid through the expiration of the MMC. Cadets are not required to surrender their MMC upon separation from Cal Maritime.
- C. Cadets who are not US citizens or permanent residents will be supported by Cal Maritime, but must meet the training and sea service requirements of Sea Training II aboard vessels other than US Flag vessels, and are largely responsible for the arrangement of their own vessels for completion of this training.
- D. Cadets must show proof that the appropriate USCG user fees have been paid.
- E. Cadets must show verification that the oath, as required by 46 CFR §10.225(c), has been administered by a Coast Guard designated individual.

Officer Level Credential

- A. Cadets must have a current CG Form 719K (USCG Physical) as a requirement for the officer level credential.
- B. Cadets who have lapsed in their academy program enrollment may need to have recency requirements re-evaluated by the Licensing Coordinator to ensure training has been completed within the required time period. Courses which are “time sensitive” must be no more than five (5) years old at the time of a cadet’s application for their terminal Merchant Mariner Credential as prescribed under the USCG program approval. Cadets requiring refresher or revalidation of training requirements may repeat the course or complete a USCG approved refresher or revalidation course, as appropriate. Time sensitive training elements include, but are not limited to: Basic Training, Basic and Advance Firefighting, and Proficiency in Survival Craft.
- C. An individual who is a citizen of the United States and who is attending the academy in a merchant mariner preparation program must pass the examination required for the issuance of the USCG credential currently associated with the approved program. [46 USC §51506].
- D. An individual in a merchant mariner preparation program; a United States citizen, Permanent Resident, or Foreign National; attempting the USCG licensing exam:
 - a. May not take their exams until their final term of enrollment, with the understanding that they must complete all program requirements, including sea time within that final term.
 - b. (For deck cadets only): Must have passed NAU 410/L License Seminar/Lab prior to attempting the USCG 3rd Mate examination series.
 - c. Will not be issued any certificates or documents of completion until all program requirements have been met, including conferral of their baccalaureate degree.
 - d. Will not be issued a merchant mariner credential until all program requirements have been met (US Citizens only), including conferral of their baccalaureate degree.
 - e. 46 USC §7102 prohibits the issuance of a merchant mariner credential with an officer endorsement, including STCW endorsements, to any non-US citizen. A graduate who is not a US citizen is provided a Letter of Accreditation from the USCG in lieu of a

credential. This letter is proof that a cadet completed a merchant mariner preparation program, including successful completion of the USCG examination.