

COURSE CATALOG

2015

Maritime Institute



Maritime Institute, Inc.

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San Diego, CA 92106

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MARITIME INSTITUTE, INC.

H. G. LARAGIONE, *President and CEO*
KATHLEEN LARAGIONE, *Director and CFO*

Maritime Institute Inc. is the oldest maritime training school in Southern California. It was founded as Mariners License Preparation School in 1976 by Franklin "Chief" Gaines upon his retirement from the U.S. Coast Guard as a Master Chief after 26 years of active duty. In June 1996, H. G. "Rags" Laragione was named President and CEO and the school's name was changed to Maritime Institute Inc. "Rags" is retired from the U. S. Navy and currently holds a U.S. Coast Guard Master's License of 100 Tons; a Mates License of 500 Tons; with Assistance Towing and Auxiliary Sailing endorsements. In addition, he holds an International Yachtmaster's Offshore Instructor's Certificate for both Power and Sail. He was a Master Training Specialist in the U.S. Navy and is a Certified PADI/NAUI Diving Instructor, and FAA Licensed Pilot. The school has expanded its curriculum to include many U. S. Coast Guard approved courses as well as comprehensive upper level courses for the mariner. Maritime Institute's classes are shorter in calendar days, but contain contact hours equal to many full semester college courses. This non-traditional, comprehensive form of education has been quite successful in the Maritime Industry for the past thirty years. The Maritime Administration, U.S. Department of Homeland Defense, and the United States Coast Guard headquarters of Washington, D.C. certify Maritime Institute for federally approved courses.

Maritime Institute Inc. is accredited by the commission of the Council on Occupational Education as a degree granting institution.

Maritime Institute Inc. is a member of the Commission on International and Trans-Regional Accreditation.

Maritime Institute Courses are approved by the National Maritime Center/US Coast Guard and meet the requirements of Title 46 of the United States Code of Federal Regulations Part 11.

All Instructors are approved by the National Maritime Center/ US Coast Guard IAW Title 46 of the United States Code of Federal Regulations Part 11.

Maritime Institute Inc. is a private institution that is licensed to operate in the State of California IAW CPPE act of 2009:

**State of California
Bureau for Private Postsecondary Education**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

**Bureau for Private Postsecondary Education, P.O. Box
980818 West Sacramento, CA 95798-0818**

www.bppe.ca.gov

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Fax: (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet site: www.bppe.ca.gov.

In addition, Maritime Institute has been licensed by the designated Federal Communications Commission Examination Manager to administer the FCC Marine Radio Operator Permit (MROP), and Commercial Radar Endorsement (CRE).

MISSION STATEMENT

Maritime Institute’s mission is to provide the most complete, comprehensive, and up-to-date USCG approved education for the professional mariner with an emphasis on safety and environmental awareness.

HIGHLIGHTS AND ACCOMPLISHMENT SINCE OUR LAST CATALOG

Maritime Institute is a dynamic internationally recognized maritime college that meets the needs of our students and clients by conducting on-line courses, on- sites and off-site courses. Below are some of the accomplishments:

Newsletter:

If wish to subscribe please go to our web site:

www.maritimeinstitute.com

Maritime Institute conducts training and participates in workshops in Asia:

1. Maritime Institute’s Vice President participated in the First Meeting of Working Group on the Revision of IMO Maritime English Model Course Held in Shanghai.
2. Maritime Institute has institute a Cooperative teaching program to improve “safety at Sea” with Shanghai Maritime University, Shanghai, China and National Kaohsiung Maritime University, Kaohsiung, Taiwan.

Maritime Institute Instructor’s publish textbook and workbooks:

1. Maritime Institute instructors have instituted an aggressive program to publish new textbooks and workbooks and update our current publication used by the institute.

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MARITIME INSTITUTE, INC.
a California Corporation

DIRECTORS

Mr. Harry G. Laragione, *President & CEO*

Mrs. Kathy Laragione, *Director & CFO*

ADMINISTRATORS

Mr. Kevin Baldwin – *V. P. of Operations officer*

Mr. Alexander F. Hickethier MBA – *V. P. of Curriculum Development and Cooperative Degree programs*

AUTHORIZED INSTRUCTORS

All of Maritime Institute's highly qualified and experienced instructors have licenses in the appropriate tonnage and/or practical experience for the courses they teach and are approved by the National Maritime Center and the U. S. Coast Guard, Department of Homeland Security.

STAFF MARITIME INSTRUCTORS

(NATIONAL MARITIME CENTER APPROVED INSTRUCTORS)

Harry Laragione - United States Navy Retired Master Training Specialist, Certified PADI/NAUI Diving Instructor, FAA Licensed Instrument Pilot, holds a Master 100GT Near Coastal, Mate 500 GT Near Coastal License, and International Yachtmaster Offshore 200 Ton Instructor and Examiner for Power and Sail.

Kevin Baldwin - United States Navy Retired 100 Ton, BS Workforce Education, and Curriculum Development, holds a Master 100GT Near Coastal License and International Yachtmaster Offshore 200 Ton Instructor for Power.

Stuart Sheppard - United States Navy retired Senior Chief Boatswain's Mate, holds a Master 100 GT Near Coastal License and International Yachtmaster Offshore 200 Ton Instructor and Examiner for Power and Sail.

Matthew Gallwas - United States Navy Retired Chief Quartermaster, AS Geographic Information Systems, holds a Master 100 GT Near Coastal License and International Yachtmaster Offshore 200 Ton Credential.

Alexander Hickethier - United States Navy retired Senior Chief Quartermaster, BA Business Administration, and MBA and holds California Community College Teaching Credential. Awarded appointment as Visiting Professor Shanghai Maritime University, Shanghai, China.

Dan Leininger – United States Navy Retired Lieutenant Commander, holds a Master 100 Ton Near Coastal License.

Daniel Harrison - United States Navy Retired Lieutenant Commander, BS Physics, Master of Science in Meteorology and Oceanography.

Maritime Institute has additional NMC approved adjunct instructors.

STATEMENT OF NON-DISCRIMINATION

Maritime Institute, Inc. does not discriminate on the basis of race, religion, color, national origin, sex (including sexual orientation), handicap, or disability, status as a Vietnam era or special disabled veteran, or age in any of its policies, procedures, or practices.

MARITIME TECHNICAL EDUCATION PROGRAM

The Maritime Technical Education Program consists of a collection of courses that meet our mission of providing the most complete, comprehensive, and up-to-date education for the professional mariner with an emphasis on safety and environmental awareness. An individual may be required by the USCG to take a Radar Renewal course to renew a license or several courses to upgrade a license. The program has several exit points that coincide with USCG licensure.

Additionally, we list several Certificate Programs that list the most common courses required by that level of license. Please see the Table of contents for the exact page.

Please note every case is different and it is important that you read your USCG approval letter carefully to determine your requirements and/or discuss these requirements with a school administrator.



An "Away Class" held on Catalina Island, California

USCG Approved Courses

	Semester Credit Hours	Price
Able Seaman	2.7	\$850.00
Apprentice Mate (Steersman) Upgrade	1.1	\$300.00
Assistance Towing Endorsement	0.3	\$100.00
Auxiliary Sail Endorsement	0.3	\$100.00
Automatic Radar Plotting Aids	2.0	\$850.00
Basic Terrestrial Navigation	3.0	\$850.00
Captain and Master 100 GT	5.3	\$1250.00
Catalina Island Limited Master	1.2	\$200.00
Celestial Navigation (OICNW)	5.3	\$1500.00
Celestial Navigation (200 GT)	2.7	\$800.00
CPR/First Aid	0.5	\$75.00
Deck License Refresher Training	0.5	\$150.00
Marlinespike Seamanship	0.2	\$150.00
Master 100-200 GT Upgrade	2.2	\$950.00
Master 200 GT	7.3	\$1950.00
Mission Bay Aquatic Center Limited Operator	1.1	\$200.00
Operator of Uninspected Passenger Vessels (OUPV)	3.2	\$795.00
OUPV to Master 100 GT Upgrade	1.5	\$325.00
Rules of the Road	1.1	\$150.00
Radar Observer (Unlimited)	2.4	\$750.00
Radar Recertification	0.2	\$200.00
Radar Refresher	1.4	\$450.00
Standard Maritime Communication Phrases (SMCP) STCW	3.0	\$850.00
Yacht Master International (Master 200 GT) **	5.5	\$4190.00

** Includes 5 Days at sea Lab

USCG and STCW Approved Courses

Basic Fire Fighting	0.9	\$355.00
Bridge Resource Management (Operational Level)	1.6	\$700.00
Celestial Navigation (Operational Level)	5.3	\$1500.00
CPR/First Aid	0.5	\$75.00
Gyro and magnetic Compass (Operational Level)	1.4	\$500.00
Immersion Suit Supplemental (Military Only)	0.0	\$100.00
Navigation and Deck Supplemental	0.5	\$100.00
Personal Survival Techniques	1.0	\$320.00
Personal Safety and Social Responsibility	0.5	\$100.00
Terrestrial Navigation (Operational Level)	6.3	\$1650.00
Visual Communications	0.3	\$150.00

OTHER COURSES
(THESE COURSES ARE NOT CURRENTLY USCG APPROVED)
 Inactive until USCG Approved

	Semester Credit Hours	Price
Basic Meteorology	2.6	\$1650.00
Basic Ship handling	2.7	\$800.00
Cargo Handling and Stowage	2.7	\$650.00
Electronic Navigation	2.0	\$600.00
Emergency Procedures	1.6	\$550.00
Master 500 to 3 rd Mate Unlimited GT NC upgrade	7.3	\$1950.00
Search and Rescue	1.1	\$400.00
Survival Craft (OSV)	0.6	\$200.00
Watch keeping	3.7	\$650.00
Total Program Hours	97.0	

Course offered On-line (Distance Learning)

	Semester Credit Hours	Price
Able Seaman	2.7	\$780.00
Assistance Towing Endorsement	0.3	\$100.00
Auxiliary Sail Endorsement	0.3	\$100.00
Captain and Master 100 GT	5.3	\$795.00
Catalina Island Limited Master	1.2	\$200.00
Mission Bay Limited Master	1.1	\$200.00
Operator of Uninspected Passenger Vessels (OUPV)	3.2	\$795.00
OUPV to Master 100 GT Upgrade	1.5	\$325.00
Rules of the Road	1.1	\$150.00

CERTIFICATE OF COMPLETION

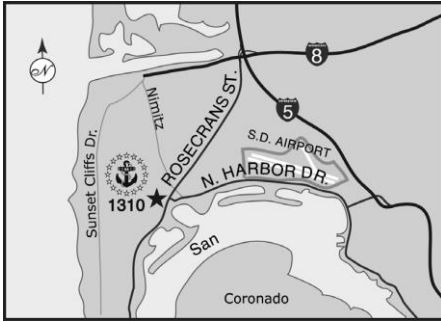
A Certificate of Completion is awarded for successful completion of these courses in accordance with Current USCG and FCC Regulations.

**FEDERAL COMMUNICATIONS COMMISSION (FCC) TESTING OFFERED
 THROUGH SEA SCHOOL, SAINT PETERSBURG, FL**

Marine Radio Operator's Permit (MROP) Element 1	\$75.00
GMDSS Element 1 and 7	\$150.00

SCHOOL FACILITIES AND APPROVALS

MARITIME INSTITUTE, INC., is located at 1310 Rosecrans Street, Suite G, San Diego, CA 92106. Restrooms are conveniently located and coffee and tea are provided. Office hours are 0800 to 1700, Monday through Friday.



This institution, the facilities it occupies, and the equipment it utilizes complies with all federal, state, and local ordinances and regulations, including those requirements as to fire, building, and health safety. The above listed classrooms have been inspected and approved by the U.S. Coast Guard for classroom training of U.S. Coast Guard Approved Courses in accordance with 46 CFR Part 10.302(a) (2) and 10.303(a).

INSTITUTE ACCREDITATION, APPROVALS, AND REGISTRATION DISCLOSURE

Maritime Institute Inc. is accredited by the Commission of the Council on Occupational Education as a degree granting institute.

Maritime Institute is approved by the National Maritime Administration, U.S. Department of Homeland Security, and the United States Coast Guard. The Commandant of United States Coast Guard has approved Maritime Institute to instruct U.S. Coast Guard Approved Courses.

Maritime Institute Inc. is a private institution that is licensed to operate in the State of California IAW CPPE act of 2009.

Maritime Institute Inc. is approved for training of veterans and eligible persons under provisions of Title 38, United States Code and Post 911 GI Bill.

Maritime Institute Inc. is approved for training of eligible individuals by the California Police Officers Standards and Training Commission (POST).

Maritime Institute Inc. has formed a partnerships and has Articulation agreements with Southwestern Community College, San Diego City College (SDCC), and National University. See the cooperative Degree supplement at the end of the catalog.

SCHOOL POLICIES

ENROLLMENT

Students may enroll any day the school office is open

Prospective enrollees are strongly encouraged to visit the facilities of the school and to discuss personal education plans with school personnel prior to enrolling or signing enrollment agreements.

ADMISSION STANDARDS

Student taking the courses for USCG or STCW Certification **MUST** meet all requirement of Part 10 title 46 of the Code of Federal Regulations. We encourage all prospective students to discuss these regulations with the USCG Regional Examination Center and file an appropriate application package. These application forms can be obtained through our office and web site (www. maritimeinstitute.com) or the Regional Examination Center and the National Maritime Centers (NMC) web site (www.uscg.mil/stcw/index.htm)

Due to the fact that 46 CFR part 10 has Age, Physical, Drug Testing, Sea Service and Citizenship requirements the Maritime Institute Inc. will only admit students that can meet the requirements within one year of course completion, but no earlier than their 17 birthday.

CREDIT EVALUATION POLICY:

A student's previous training will be evaluated IAW the current Code of Federal Regulation (46 CFR, part 10) and any current National Maritime Center Policy Letters. A Student is required to present all certificates of completion for USCG and STCW courses at the time of enrollment for evaluation. Current U. S. Federal regulations will **ONLY** allow credit to be given for courses completed at USCG Approved Institutions. VA students are required to submit **all** transcripts records to the administrative Offices for evaluation. These courses will be accepted by the USCG for licensure, but **cannot** be used for academic credit in the degree program unless they were taken an accredited institution.

Contract Agreement and Date of Termination

Any written contract or agreement signed by a prospective student shall not become operative until the student attends the first day of class or session of instruction.

The official date of termination of an enrollment shall be the last day of actual attendance, unless earlier written notice is given.

PROGRESS POLICY

The U.S. Coast Guard Licensure Courses IAW the U. S. Code of Federal Regulations dictates the examinations and the passing grades a student must achieve to successfully complete Maritime Institute Inc. U.S. Coast Guard Approved Courses and classroom hours are mandatory (there are no exceptions) The USCG provides for a 90 day testing cycle during which time any student that does not satisfactory complete all USCG required examinations within the cycle will have failed the course and will not be issued a certificate of completion. Each course has a battery of final examinations that require a minimum score of 70% on each examination with the following exceptions Rules of the Road and Terrestrial Navigation requires a passing score of 90% and Celestial Navigation requires a passing score of 80%.

CONDITION FOR RE-ENROLLMENT

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions, which caused the interruption for unsatisfactory progress, have been rectified.

TUTORING

Private tutoring is available for all courses and can be scheduled during daytime or evenings hours. The fee for private tutoring is \$95.00 per hour.

PURPOSE OF THE COURSE

The courses offered by Maritime Institute, Inc. are designed to prepare candidates for their U.S. Coast Guard License or FCC Radio Licenses. However, the courses are open to anyone desirous of obtaining a comprehensive knowledge of Navigation Rules and Regulations, General Safety, Stability or Chart Navigation.

RECORDS RETENTION

Federal Law requires the physical or electronic records of U.S. Coast Guard approved courses to be maintained for five years. These records are available for U. S. Coast Guard audit at any time during that year. Additionally, a permanent student record of attendance is maintained electronically.

TUITION PAYMENT AND REFUND POLICY

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the student fails to enter or withdraws, or is discontinued there from at any time prior to the completion. The amount charged to the student for tuition, fees, and other charges does not exceed the approximate pro-rata portion of the total charges for the tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

A registration fee of \$100.00 is due upon registration. This fee is required for students to receive course material before the start of the class and is not refundable. The balance of the tuition is due **five business days prior to the first day of class**. Tuition is payable by cash, check, or credit card (Visa, Master Card, Discover Card or American Express). The student has a right to a full refund of all charges less the amount of the registration fee if he/she cancels this agreement **on or before the first day of instruction**.

In addition, the student may withdraw from a course after instruction has started and receive a pro-rated refund for the unused portion of the tuition and other refundable charges. For example, if the student completes only 24 hours of a 40-hour course and paid \$400.00 tuition, the student would receive a refund of \$160.00:

\$400.00	Paid for 40 clock hours of instruction
\$240.00	For 24 clock hours of instruction received
\$160.00	Refund for 16 clock hours of instruction not received

ALL REFUNDS WILL BE MADE BUY COMPANY CHECK WITHIN 30 DAYS

BUYER'S RIGHT TO CANCEL

The student has a right to cancel this enrollment agreement and obtain a refund prior to commencement of the class for which he/she is enrolled. The agreement may be cancelled and a refund received by providing a written notice to the President, Maritime Institute, Inc. 1310 Rosecrans Street, Suite G, San Diego, CA 92106.

STUDENT CONDUCT

Any incident of intoxication or drugs **will not be tolerated!** Possession of alcohol, drugs, or weapons upon the school premises constitutes a health and safety hazard to other persons and will not be allowed. Any unauthorized removal of school material from school premises is grounds for termination. Copyrighted material may **not** be reproduced without written permission of the Copyright holder.

REFERRALS/JOB PLACEMENT

Known vacancies in the field will be passed on to the students. Some owners and/or operators contact the school for likely candidates for employment; however, no guarantee for employment is made.

FINANCING

Maritime Institute Inc. **DOES NOT** have available sponsored programs, Government or otherwise, to provide grants or loans to pay for portions of tuition and fees.

Maritime Institute Inc. is approved for training of veterans and eligible persons under provisions of Title 38, United States Code and the POST 9/11 GI Bill.

PROBLEM RESOLUTION

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for further action may be made to the President, H. G. "Rags" Laragione. Unresolved complaints may be made orally.

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350 (800) 917-2081.

STUDENT SCHEDULE

Day Classes - Monday through Friday

Morning session: 8:00 am - 12:00 Noon

Lunch: 12:00 Noon - 1:00 pm

Afternoon session: 1:00 pm - 5:00 pm

Evening Classes - Monday, Wednesday, and Friday.

Monday, Wednesday, and Friday: 6:00 p.m. - 10:00 p.m.

Weekend Classes –Friday, Saturday and Sunday

Friday 1600-2000, Saturday and Sunday 0800-1700

Break Time

A student will be allowed no more a 10 minute break for each hour of class.

HOLIDAYS

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

OWNERSHIP

Maritime Institute Incorporated, a California Corporation, owns Maritime Institute. Maritime Institute is a Service Disabled Veteran owned business.

All information in the content of this catalog is current, correct, and certified as true on this date by President and CEO, Harry (Rags) G. Laragione.



H. G. Laragione, President

Catalog effective date: January 1, 2015

ACADEMIC INFORMATION

Distant Learning (Online) Training

Learn anytime, anywhere with our convenient, flexible online courses that fit your busy schedule. Enjoy interactive communication with your classmates and instructor as you complete your coursework in an engaging, supportive learning environment. Our quality online courses are developed and taught by experienced instructors.

Off-Campus Programs

Maritime Institute Inc. offers individual credit courses at various locations throughout the United States such as our USCG approved training sites, military bases and commands, and other educational and social service agency sites. These classes are open to all Maritime Institute Inc. students and are designed to provide an opportunity for students to attend classes in the community that are short term, easily accessible, and have convenient parking.

The schedule for off-Campus courses are on our web site

www.maritimeinstitute.edu.

Study Abroad Programs

Maritime Institute Inc. will be offering students the opportunity to study in different countries in the near future in order to develop global competencies and to increase cultural awareness while making progress towards completion of academic goals.

Cooperative Work Experience

Under certain circumstances, students can receive academic credit for their current employment or volunteer service. Work study must be cleared by a Maritime Institute Inc. Academic advisor. SEA 100 Service – Basic Rating Forming Part of a Navigation Watch (RFPNW), SEA 200 – Sea Service Master/Mate of vessels of greater than 200 GT near coastal and SEA 300 Sea Service Master/Mate of vessels of greater than 1600 GT near coastal

Licensure Programs

It is MARITIME INSTITUTE'S goal to provide a path that allows its students to obtain licensure and complete an Associate's that will enhance the individual's self-worth, education and provide upward mobility.

In addition to the Associate of Applied Sciences Degree: Marine Transportation Program Maritime Institute has 4 certificate programs. Please see the Table of contents for the exact page.

ACADEMIC REGULATIONS

Honest Academic Conduct

Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals.

ADMISSION STANDARDS

Student taking the courses for USCG or STCW Certification **MUST** meet all requirements of Part 11 title 46 of the Code of Federal Regulations. We encourage all prospective students to discuss these regulations with the USCG Regional Examination Center and file an appropriate application package. These application forms can be obtained through our office and web site (www.maritimeinstitute.com) or the Regional Examination Centers and the National Maritime Center's (NMC) web site (www.uscg.mil/stcw/index.htm) Due to the fact that 46 CFR part 10 has Age, Physical, Drug Testing, Sea Service and Citizenship requirements the Maritime Institute Inc. will only admit students that can meet the requirements within one year of course completion, but no earlier than their 17th birthday. Additionally, Students enrolling in the Associate of Applied Science must have a HS diploma or GED.

CLASS ATTENDANCE

Students are responsible for dropping or withdrawing from classes they are no longer attending. Students who remain enrolled in a class beyond the published withdrawal deadline will receive an evaluative letter grade. See the details for each class in the online schedule for these important dates.

The grade point average (GPA) is determined by dividing the total grade points earned by the total grade point units completed.

ATTENDANCE POLICY

1. Absence

Absence will be considered excused under the following conditions; illness, death, or birth in the immediate family, and any other valid reasons substantiated in writing and at the discretion of the school director. All other absences will be considered unexcused. Regulations require that all absences excused or unexcused **MUST** be made up within the 90 days of the course ending date.

2. Tardiness

Tardiness creates a poor learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered one unexcused absence.

3. Interruption for Unsatisfactory Attendance

Any student with a single unexcused absence in any class will receive written notification of academic probation and will be placed in a 90 day probationary period. Any unexcused absences that has not been made up during the probationary period will be cause for interruption of the student's training program.

4. Cutting class

Cutting classes will be considered as unexcused absences.

5. Make-up Work:

Students must arrange with the instructor to make up any classes missed due to a legitimate excuse. It is also the obligation of the student to complete all homework assignments as this is a necessary requirement for successful completion of the course. No examinations will be given until the end of the course and until all classroom requirements are completed. At that time an "end of course" examinations will be given as required by our USCG Course Approval.

6. Leave of Absences

Written requests for leaves of absence will be considered and such leaves may be granted to students at the discretion of the school.

Contract Agreement and Date of Termination

Any written contract agreement signed by a prospective student shall not become operative until the student attends the first day of class or session of instruction. The official date of termination of an enrollment shall be the last day of actual attendance, unless earlier written notice is given.

Condition for re-enrolment

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions, which caused the interruption for unsatisfactory progress, have been rectified.

FEES

Application Fee:

All degree students are required to pay a onetime **\$100.00** non-refundable application fee. Upon admission to the college, the fee will be applied toward the first semester tuition. The fee is valid for up to one year from the date processed. The application fee includes a Student Education Plan (SEP) and review of the students USCG paperwork.

Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act

Educational Planning and Licensure Review

The Student Education Plan (SEP) is an important tool to assist students in successfully attaining their goals without wasted time and effort. Counseling and career planning services are available to help students make wise choices concerning the programs and courses available.

The Student Education Plan (SEP) is an agreement which contains the official requirements for graduation and/or transfer. All transcripts of prior college work must be on file and evaluated by the Evaluations Office before an official education plan can be prepared.

A SEP typically lays out a program of study for graduation. These plans allow students to determine how long it will take to complete a program of study and to be sure that all program requirements can be met within a particular period of time. Education plans may be changed. The student should review plans periodically with a counselor. They are revised as a student's goals or objectives change.

Counseling and career planning services personnel will do an unofficial evaluation of licensure students and USCG paperwork prior to submission.

Additional Fees

Transcript of Record **\$10.00** (after two have been issued free of charge)

Loss or damage of equipment and books **Cost**

Students are expected to buy all books and supplies needed for their courses. Certain occupational courses may require additional expenditures for tools. Note: A **\$25.00** fee will be assessed for any returned checks.

The Total Tuition and Fees

Amount of Tuition and fees charged for the **Maritime Professional** course within the program offered by MII is **\$5,945.00**. This amount may vary depending on the electives selected by the student and will be stated in the SEP evaluation.

Tutoring

Private tutoring is available for all courses and can be scheduled during daytime or evenings hours. The fee for private tutoring is **\$95.00** per hour.

Course Repetition Policy

No course in which a "C" or better grade has been earned may be repeated. Except for courses for USCG licensure as noted below: See Progress and grading policy for USCG Licensure courses.

Academic Renewal by Course Repetition

Each course in which an unsatisfactory grade ("D," "F" or "NP") has been earned may be repeated once. The course being repeated must be the same as the original course, not its equivalent. Only the newly-earned units and grades will be used in computing the grade point average.

Course Repetition—Lapse of Time

The academic department may require that courses for the Maritime Professional major be completed within a specified number of years prior to the granting of the Associate Degree, due to requirements for the Code of Federal Regulations, Certificate of Achievement, or Certificate of Performance. Students may be required to repeat a course in which a satisfactory grade (A, B, or C) has already been earned. Students with questions about the applicability of previous coursework are advised to consult the department as early as possible.

Grading System for Academic Credit

Unit of Credit: A unit of credit represents one hour of lecture or recitation and two hours of preparation per week, or three hours of laboratory per week for one semester.

Academic Grades

Grade	Standing	Grade Points per Unit
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing—less than satisfactory	1
F	Fail	0

Letter Grade and percentage for Licensure

This Scale is used to translate point values (percentage) into letter grades, and vice versa, when calculating a Students final ACADEMIC GRADE ONLY

Licensure grades are in numeric points (percentage) ONLY and each is graded IAW current requirements of the CFR's. Any grade of less than 70 points (Grade C) is a failure. Additionally, NAV 305 requires 80% and NAV 300 and NAV 301 require 90% or better to pass.

letter	range	midpt
A+	97-100	98.5
A	94-96	95
A-	90-93	91.5
B+	87-89	88
B	84-86	85
B-	80-83	81.5
C+	77-79	78
C	74-76	75
C-	70-73	71.5
D+	67-69	68
D	65-66	65.5
F	0-64	n/a

Administrative symbols: P/NP—Pass/No Pass; I—Incomplete; W—Withdrawal; IP—In Progress; RD—Report Delayed. Administrative symbols are not used in the computation of GPA. See below for further explanation. Incomplete: A symbol of "I," Incomplete, may be assigned by an instructor when a student has been unable to complete academic work for an unforeseeable emergency

and/or justifiable reason at the end of term. A copy of the "Assignment of Incomplete" form will be mailed to the student and the original retained in the Office of the Vice President, Student Services. A final grade will be assigned when the work stipulated has been completed and evaluated by the instructor or when the time limit for completion of the work has passed. An "I" must be made up no later than one year following the end of the term in which it was assigned. In the event of unusual, verifiable circumstances beyond the student's control, a petition may be filed

Student Services for extension of the one-year time limit. Course repetition is not permitted to remove an Incomplete.

Withdrawal: An official withdrawal from classes may be requested by the student or initiated on his/her behalf by the instructor or Student Services.

The following conditions apply to official withdrawal:

1. No record of the class will be entered on the student's permanent record if the official withdrawal is made by the deadline to drop without a "W" being recorded as published in the schedule of classes
2. Withdrawal (W) symbols will be used in the calculation of lack of progress probation and disqualification status.
3. Students on Military active duty or reserve duty may petition for a "military" withdrawal. This withdrawal is not calculated in the determination of academic progress and is noted on the student's academic record.

Grade Challenge

Final grades will be issued at the end of each course. In the absence of mistake, fraud, incompetence, or bad faith, the determination of the student's grade by the instructor shall be final once they have been recorded by the Administrator's Office.

A student may challenge a grade or request a change to his/her academic record within seventy-two hours from the date of issuance. Requests beyond this time will not be accepted. Students wishing to challenge a grade should first attempt to resolve the challenge informally with the instructor. Then make a formal re-quest to the president via the administrative office.

Progress and grading policy for USCG Licensure courses

The U.S. Coast Guard IAW the U. S. Code of Federal Regulations dictates the examinations and the passing grades a student must achieve to successfully complete Maritime Institute Inc. U.S. Coast Guard Approved Courses and classroom hours are mandatory (there are no exceptions) The USCG provides for a 90 day testing cycle during which time any student that does not satisfactorily complete all USCG required examinations within the cycle will have failed the course and will not be issued a certificate of completion. Each course has a battery of final examinations that require a minimum score of 70% on each examination with the following exceptions Rules of the Road and Terrestrial Navigation requires a passing score of 90% and Celestial Navigation requires a passing score of 80%.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Maritime Institute Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in Associate of Applied Sciences Degree - Marine Transportation is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Maritime Institute Inc. to determine if your credits or degree will transfer.

Associate of Applied Science: Marine Transportation

Highlights include:

We are a Merchant Marine and Military friendly institution with flexible policies that allow mobile members and their families to complete a degree rather than just accumulate course credit

Key Features include:

1. **Reasonable Transfer of Credit:** avoid excessive loss of previously earned credit and avoid course work duplication when allowable by Federal regulations.
2. **Reduced Academic Residency:** limited to no more than 25% of degree requirements with no final year or semester in residence. No more than 15 Semester Units in residence or Distance Learning (On-line).
3. **Credit for Military Training and Experience:** recognize and use *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* in evaluating and awarding academic credit for military training and experience.
4. **Credit for Nationally-Recognized Testing Programs:** College-Level Examination Program (CLEP) General and Subject Exams, (DANTES) Subject Standardized Examinations.

Marine Transportation

This is designed for students who are interested in a program of studies that will allow them to attain educational or career goals within the Marine Industry.

Associate of Applied Sciences Degree: Marine Transportation

Courses Required for the Major:

The student must earn a minimum of 24 Semester units in Maritime Professional Education. The approved course of study represents a cohesive and rigorous program of instruction related to a student's specific goal. The student and a counselor will develop a Maritime Transportation program to be submitted to an academic standards committee for review and approval. The student is encouraged to meet with the counselor early in his or her educational career to develop an education plan.

For graduation requirements see Requirements for the Associate of Applied Sciences Degree on page 25

Electives in each of the professional areas as needed to meet transfer requirements and the minimum of 60 Semester units required for the degree:

Recommended Electives: Electives are particularly important in this program. They may be used by the student to strengthen the major, explore new fields of interest, and satisfy graduation requirements at a four year institute.

The student who plans carefully may fulfill the requirements for the A.A.S. Degree and also complete most lower division requirements at the four-year institution of his/her choice in the major area and in general education. See generalized guide for transfer student located in this catalog.

General Education Courses

(* Courses to be transferred in from other accredited institutions or ACE)

Course	Suggested Course titles	Semester units
English	Composition *	3.0
	Technical Writing*	
	Business Communications	
Mathematics	Elementary Algebra and Geometry *	3.0
	Elementary Statistics *	
	Technical Mathematics*	
Social Science	General Psychology*	3.0
	Introduction to Sociology*	
NAV 303	Basic Meteorology or Natural Science*	3.0
NAV 305	Celestial Navigation or Physical Science*	3.0/5.3
Minimum Semester Credit Hours Required 15.0		15/17.3

Management Professional Courses

(* Courses to be transferred in from other accredited institutions or ACE transcript)

Course	Suggested Course titles	units
BUSE	Intro to Leadership/Supervision	3.0
BUSE	Business law/Ethics/Cultural diversity	3.0
MANG	Principals of Management	3.0
COMP	Intro to Computers/MOffice	3.0
DEC405	Bridge resource Management	1.6
ELEC	Electives	9.0
Minimum Semester Credit Hours Required 22.0		22.6

Management Profession Courses

Course	Suggested Course titles	units
AB 101	Able Seaman and Marlinespike	2.7
SAF 205	Basic Safety Training	2.8
NAV 320	Radar Observer	2.4
License Elective (Required for Licensure)		8-9
Deck or Navigation Elective		8-9
Minimum Semester Credit Hours Required	24.0	24.9 -26.9

CREDIT EVALUATION POLICY:

1. All students are required to submit all transcripts/records to the administrative Offices for evaluation. ONLY "OFFICIAL" transcript will be accepted.
2. Official transcripts are those sent directly from one institution to another.
3. Transcripts will only be accepted for one year after issuance.
4. Transcripts brought in by students may be accepted for unofficial purposes such as prerequisite clearance.
5. Transcripts are required even if prior credits do not appear relevant or if units were taken years ago.

Transferability of Credits

Credits from other nationally or regionally accredited institutions may be accepted for transfer credit after evaluation by school evaluators. MII will not accept the transfer credits from another institution if the evaluators determine that the credits received from another accredited institution do not meet the equivalent standards for a similar course taken at MII or are not conduct by the accredited institution.

General Education Courses and Management Professional Courses

Maritime Institute Inc. will evaluate all "official" transcripts from any nationally or regionally accredited institution. Applicable credits will be awarded after an evaluation for the appropriate course within our program.

Courses being transferred MUST come from US Department of Education recognized regional or national accredited institutions where the faculty of each course has at least a Bachelors and a minimum of 15 Semester credit hours of 15 semester hours of college coursework in the field of instruction.

A student must have at least one course from each of the four General Education categories: Humanities, Behavioral Science, Natural/Applied Science and Mathematics.

Additionally, the program is designed to provide opportunities for those with military/corporate experience and training to apply those competencies to obtain an Associate in Applied Science Degree. Credit can be obtained through completion of the required degree courses and/or evaluation of military/corporate American Council on Education (ACE) academic registry transcripts or Navy SMART Transcript. Applicable credits will be awarded after an evaluation of the appropriate ACE/SMART transcript for military/corporate training following the recommendations of the American Council on Education Guide (ACE Guide).

Maritime Professional Courses

Maritime Institute Inc. will allow courses in the Maritime Professional component to be transferred to the program from any nationally or regionally accredited institution conducting U. S. Coast Guard approved courses, this includes accredited U. S. Navy schools conducting U.S. Coast Guard approved courses such as the Navy's Basic Safety Training, Fire Fighting, and Celestial Navigation etc. The course must be conducted by these institutions and does not include courses accepted by these institutions from non-accredited schools.

A student's previous training will be evaluated IAW the current Code of Federal Regulation (46 CFR, part 10) and any current National Maritime Center Policy Letters. A Student is required to present all certificates of completion for USCG and STCW courses at the time of enrollment for evaluation. Current U. S. Federal regulations will ONLY allow credit to be given for courses completed at USCG Approved Institutions.

GRADUATION REQUIREMENTS

Electives

Electives are additional courses taken to meet the number of required units or to meet additional lower division graduation requirements. Make sure the courses you select are transferable courses by referring to the course descriptions in this catalog.

Academic Credit for Nontraditional Education

Academic credit may also be available to currently enrolled MII students for skills or knowledge not obtained by formal scholastic experience or for prior course work with content determined equivalent to MII courses. Credit is available through the following:

College-Level Examination Program (CLEP).

Advanced Placement Examinations (AP) International Baccalaureate (IB)

A maximum of 30 cumulative units may be granted for acceptable scores on any combination of Advanced Placement (AP), College Level Examination Program (CLEP), and Defense Activity for Non-Traditional Education Support (DANTES), or International Baccalaureate (IB) examinations.

All official transcripts must be on file, and copies of test scores must be submitted to the college Evaluations Office to receive credit.

To obtain credit, the student must be currently enrolled and working toward an associate degree or certificate of achievement. Credit granted cannot be used to meet the district in-residence requirements nor will such credit be included in the student's current study load.

Limitations on credit by standardized examination:

The English composition requirement can be met by the AP and IB exams. Credit will not be granted for equivalent courses completed. Grades are not assigned, nor are the credit used in calculating grade point average. Departmental approval is required to satisfy requirements in the student's major.

Credit granted by MII does not necessarily transfer to other institutions. Transfer- ability of credit is determined by the receiving college or university. The tables below indicate the score necessary, the credit allowed, and the area(s) satisfied for each of the examinations accepted for credit.

To request an official CLEP transcript, write to:

Educational Testing Service, P. O. Box 6600, Princeton, NJ 08541-6600
Effective July 1, 2001.

College Level Examination Program (CLEP)

CLEP Examination	Required Score	# of Quarter Credits Granted
General Education:		
English:		
English Composition (with or without Essay)	50	3.0
English Literature	50	6.0
Composition, Freshman	50	3.0
Mathematics:		
Math College Algebra	50	5.0
Math Algebra – Trigonometry (Disc. June 2007)	50	3.0
Calculus with Elementary Functions	50	5.0
Trigonometry (Discontinued June 2007)	50	3.0
Pre-Calculus	50	3.0
Humanities:		
Educational Psychology, Introduction to	50	3.0
Psychology, Introductory	50	3.0
Sociology, Introductory	50	3.0
Management professional:		
Business Law, Introductory	50	3.0
Information Systems and Computer Applications	50	3.0
Macroeconomics, Principles of	50	3.0
Management, Principles of	50	3.0
Management professional	50	3.0

Advanced Placement Test

Advanced Placement Examination	Required Score	# of SEMESTER Credits Granted
Psychology	3, 4, or 5	3.0
Statistics	3, 4, or 5	3.0
Mathematics	3, 4, or 5	3.0

To request an official AP transcript, write to: College Board/SAT Program, Princeton, NJ, 08541

Credit is also available for the following military experiences:

A minimum of six months continuous active military service is required. At the time a student petitions for an associate degree evaluation, form DD-214 and Page 4 of the members service record (Record of Education) should be submitted.

Credit for Military School(s). A student may receive additional unit credits for completed military schools, if the student needs the units to complete the major or general education requirements or the general elective credits needed to complete the 60 Semester units to graduate.

The college is guided by the associate degree/baccalaureate credit recommendations of schools contained in "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the **American Council on Education**.

ASSOCIATE DEGREE ACADEMIC REQUIREMENTS

The Associate Degree

On the recommendation of the faculty, Maritime Institute Inc. award the Associate of Applied Sciences Degree: Marine Transportation, or the Certificate of Achievement to students who complete the specified requirements.

Degree Requirements

Minimum 60 Semester Units Required

Grade Point Average (GPA) and Minimum Grade Requirements

Effective 2009-2010 catalog year (and each year thereafter), students must earn a grade of "C" or better in courses required for the major.

Letter Grade and Percentage for Licensure

This Scale is used to translate point values (percentage) into letter grades, and vice versa, when calculating a Students final ACADEMIC GRADE ONLY

Licensure grades are in numeric points (percentage) ONLY and each is graded IAW current requirements of the CFR's. Any grade of less than 70 points (Grade C) is a failure. Additionally, NAV 305 requires 80% and NAV 300 and NAV 301 require 90% or better to pass.

Range	Midpt	
A+	97-100	98.5
A 94-96	95	
A-	90-93	91.5
B+	87-89	88
B 84-86	85	
B-	80-83	81.5
C+	77-79	78
C 74-76	75	
C-	70-73	71.5
D+	67-69	68
D 65-66	65.5	
F 0-64	n/a	

Minimum Units in Residence

A minimum of **15** Semester units completed in residence as an officially enrolled student in the Maritime Institute Inc. Students should plan programs with long range goals in mind.

Recency of Coursework Limitation:

Academic departments may require that courses for the major be completed within a specified period of time prior to the granting of the Associate Degree, Certificate of Achievement, or Certificate of Performance. Students with questions about the applicability of previous coursework are advised to consult the Administrative Department as early as possible.

GENERAL EDUCATION REQUIREMENTS

The Council on Occupational Education requires the completion of a minimum of 15 Semester units of general education with at least a 2.0 (a "C" average) grade point average. One course must be selected from each of the following areas. Humanities, Social Science, Natural or Applied Science, and Mathematics. These requirements will be met through transfer from other Nationally or Regionally accredited institutions or SMART Transcript. Below are the **suggested** courses for this program. Course description and #'s are from the San Diego City College catalog for academic year 2009-2010.

COURSE NAME	COURSE CODE	CREDIT CODE
Humanities: (May be transferred from other accredited institutions)		
Reading and Composition #	ENGL 101	3.0 Sem. Hours
or Business Communications #	BUSE 119	3.0 Sem. Hours

Science Natural/Applied Sciences:

Basic Metrology/Nat Sci.	NAV 303	3.0 Sem. Hours
Celestial Nav./Physical Sci.	NAV 305	3.0 Sem. Hours

Mathematics: (May be transferred from other accredited institutions)

Statistics/Tech. math #	MATH 46	3.0 Sem. Hours
or Elementary Algebra and Geometry	MATH 119	5.0 Sem. Hours

Behavior Science: (May be transferred from other accredited institutions)

Introduction to Philosophy: Values	PHIL 102B	3.0 Sem. Hours
or General Psychology/Sociology	PSYC 101	3.0 Sem. Hours

Total Credit Hours required **15.0 – 18.5 Sem. Hours**

Course name and # from San Diego City College Catalog 1009-2010

MAJOR/AREA OF EMPHASIS REQUIREMENTS

Management Professional Courses

22 Semester units or more are required.

Recommended Electives: Electives are particularly important in this program. They may be used by the student to strengthen the major, explore new fields of interest, and satisfy graduation requirements at a four year institute.

The student who plans carefully may fulfill the requirements for the A. A. S. Degree and also complete most lower division requirements at the four-year institution of his/her management major area and in general education.

All units may be transferred from other Nationally/Regionally Accredited Institutions or SMART Transcript.

Maritime Professional Courses

24 Semester units or more are required.

GRADUATION

Petition for Graduation

Graduation is not automatic upon completion of requirements. A student who expects to receive the Associate Degree or the Certificate of Achievement must file a Petition for Graduation. The Petition may be obtained in the Counseling Office. MII has no filing date requirements.

Official college transcripts from all colleges attended must be on file before submitting the petition for Associate Degree or Certificate of Achievement.

A petition for an associate degree evaluation should be submitted three months before the student plans to graduate. An evaluation is a summary of college work completed and of requirements to be completed for the associate degree or the certificate of achievement. Only evaluations completed by one of our School's Evaluators are official.

Students who have petitioned for graduation should notify the evaluator immediately of any name or address change.

Students who are working toward a certificate of achievement should file the Petition for Graduation prior to the beginning of the last course prior completing the requirements of their certificate program.

Catalog Rights

Students who complete all courses within five (5) year from of first date of enrollment may choose to graduate under the MII catalog in effect at the time they began their studies.

Awarding of Degrees or Certificates

Associate Degrees/Certificates of Achievement will be awarded at the end of the month following the date which the requirements are completed.

The graduation ceremony is held once a year.

Diplomas

Diplomas are issued only after the completions of all graduation requirements have been verified. Diplomas will be issued in the name of record at the time the diploma is awarded. For information on obtaining your diploma or certificate of achievement, or a duplicate copy, please contact the Administration Office.

Graduation with Distinction

Graduation with honors distinction will be based upon all coursework that is applicable to the associate degree or certificate of achievement. Graduation with Honors is granted to students who achieve an overall 3.5 GPA, High Honors is granted to students who achieve an overall 3.75 GPA, and Highest Honors is granted to students who achieve an overall 4.0 GPA.


Students will be notified that this distinction is pending at the time of the graduation ceremony, when the GPA will be calculated based upon degree or certificate applicable coursework completed through the fall semester of the year of the ceremony. The final distinction will be determined upon completion of all course work completed.

COURSES LISTING BY SUBJECT MATTER AREA

USCG approved course descriptions are as required by the National Maritime
Center

With subject matter content as required by 46 CFR 10.910 and STCW

Enrollment Number	00000
Class Location	San Diego, CA
Issue Date	July 7th, 2004



MARITIME INSTITUTE

Maritime Institute, Inc., a continuing education facility,
hereby certifies that

John Doe
000-00-0000

has successfully completed the prescribed curriculum of:

TERRESTRIAL AND COASTAL NAVIGATION COURSE
104 HOURS

THIS COURSE SATISFIES THE TERRESTRIAL AND COASTAL NAVIGATION REQUIREMENTS
FOR CERTIFICATION AS OFFICER IN CHARGE OF A NAVIGATION WATCH ON VESSELS OF
500 OR MORE GROSS TONS (ITC)

Course Instructor	www.MaritimeInstitute.com (619) 225-1783	Certifying Officer
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ABLE SEAMAN

AB 101 ABLE SEAMEN

Any applicant who has successfully completed our 43-hour Able Seaman course and who presents our Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the written examination requirements of 46 CFR 12.05-9 for the “Deck General & Navigation General” and “Deck Safety & Rules of the Road” exam modules for any Able Seaman endorsement. This course does not satisfy the training or assessment requirements of Section A-II/4 and Table A-II/4 of the STCW Code for Ratings Forming Part of a Navigational Watch.

AB 102 MARLINSPIKE SEAMANSHIP

Any applicant successfully completing our 8-hour Marlinspike Seamanship Course and presenting our Certificate of Training at a Regional Exam Center, will satisfy the knot-

tying practical examination requirements of 46 CFR 12.05-9(c) for any Able Seaman endorsement.

AB 105 SURVIVAL CRAFT (ABLE SEAMAN-OSV)

Any applicant who has successfully completed our 8½-hour Survival Craft (Restricted) course will satisfy the written “Survival Craft” examination requirements of 46 CFR 12.05-9 for an endorsement as Able Seaman- Offshore Supply Vessel (exam module 441xx), if presented WITHIN ONE YEAR of the completion of training AND provided that all other requirements of 46 CFR Subpart 12.05, including sea service, are also met. This course will NOT satisfy any requirements for an endorsement as Lifeboatman.

LICENSING

LIC 50 CATALINA ISLAND LIMITED MASTER (ONLINE) COURSE

Any applicant who has successfully completed our Catalina Island Limited Master (Online) course and presents your Certificate of Training within one year of the completion of training, will satisfy: (1)the examination requirements of 46 CFR 1.467 for a Limited Operator of Uninspected Passenger Vessels upon Near Coastal Waters, restricted to boating operations on the north side of Santa Catalina Island between Pebbly Beach and Parsons Landing (Not More Than One Nautical Mile From Shore) PROVIDED that the applicant shows proof of a minimum of 90 days of small vessel operation experience with at least 45 of those days earned at a Santa Catalina Island organization within the previous three years of application; OR, (2) the examination requirements of 46 CFR 11.429 for a Limited Master 25 Gross Tons (ITC) Upon Near Coastal Waters, restricted to boating operations on the north-side of Santa Catalina Island between Pebbly Beach and Parsons Landing (Not More Than One Nautical Mile From Shore); PROVIDED that the applicant shows proof of a minimum of 120 days of vessel operation experience with at least 60 of those days earned at a Santa Catalina Island organization within the previous three years of application.

Applicants must present evidence of current employment with a yacht club, marina or other organization as specified in 46 11.429 (a) and 11.467 (g) and their license will be limited to their employment with that organization.

LIC 53 MISSION BAY (ONLINE) COURSE

Any applicant who has successfully completed your 16 hour Mission Bay Limited Course and presents your certificate of training at a Regional Exam Center within one year of completing the training, will satisfy the examination requirements 46 CFR 10.205 (i) for original issuance, 46 CFR 10.209 (c) (iii) for renewal and 46 CFR 10.209 (f) for reissuance of a Limited Operator’s license for Mission Bay, California.

LIC 90 OPERATOR OF UNINSPECTED PASSENGER VESSELS

Any applicant who has successfully completed our 54-hour Operator of Uninspected Passenger Vessel course and who presents our Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 11.205(i) for original issuance, 46 CFR 11. 209 (c) (iii) for renewal, and 46 CFR 10.209 (f) for reissuance of a license as Operator of Uninspected Passenger Vessels.

LIC 100 MASTER 100 TONS

Any applicant who has successfully completed our 80-hour Master 100 Tons course and who presents our Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance, 46 CFR 10.209 (c) (iii) for renewal, and 46 CFR 10.209 (f) for reissuance of a license as Master of Steam or Motor Vessels of Not More Than 100 Gross tons (except oceans).

LIC 101 ASSISTANCE TOWING

Any applicant who has successfully completed our 4-hour Assistance Towing course and who presents our Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.482(b) for an Assistance Towing endorsement to any license up to Master Not More Than 200 Gross Tons.

LIC 102 AUXILIARY SAIL

Any applicant who has successfully completed our 4-hour Auxiliary Sail course and who presents our Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.205(i) for an Auxiliary Sail endorsement to any deck license up to 200 gross tons.

LIC 200 UPGRADE MASTER 100 TONS TO MASTER 200 TONS

Any applicant who has successfully completed our 34½-hour Upgrade Master 100 Tons to Master 200 Tons course and who presents our Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the exam requirements of 46 CFR 10.207 for upgrade of a license from Master or Mate 100 Tons Near Coastal to Master 200 Tons Near Coastal.

LIC 210 MASTER 200 TONS

Any applicant who has successfully completed our 120-hour Master Not More Than 200 Gross Tons course and who presents our Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance, 46 CFR 10.209 (c) (iii) for renewal, and 46 CFR 10.209 (f) for reissuance of a license as Master of Steam or Motor Vessels of Not More Than 200 Gross tons (except oceans).

LIC 225 APPRENTICE MATE (STEERSMAN) UPGRADE

Any applicant successfully completing your 16½-hour Apprentice Mate (Steersman) Upgrade course and presenting your Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance of a license as Apprentice Mate (Steersman) of Towing Vessels; PROVIDED that they either hold a license as Master Not More Than 200 Gross Tons or have completed BOTH your 80-hour Master Not More Than 100 Gross Tons course AND your 34-hour Upgrade Master Not More Than 100 Gross Tons to Master Not More Than 200 Gross Tons course within one year of completion of the Apprentice Mate course.

LIC 300 YACHT MASTER INTERNATIONAL

Any applicant who has successfully completed the **Yacht Master International** course will receive a MCA approved IYT Master of Yachts offshore Certification. and in addition the applicant who presents our Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the examination requirements of 46 CFR 10.205(i) for original issuance, 46 CFR 10.209 (c) (iii) for renewal, and 46 CFR 10.209 (f) for reissuance of a license as Master of Steam or Motor Vessels of 50 GT through Not More Than 200 Gross tons (except oceans).

SAFETY COURSES

SAF 201 PERSONAL SURVIVAL TECHNIQUES

Any applicant who has successfully completed our 15-hour Personal Survival Techniques course will satisfy the Personal Survival Techniques training requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW Code and 46 CFR 10.205(l)(1).

SAF 202 BASIC FIRE FIGHTING

Any applicant who has successfully completed our 16-hour Basic Fire Fighting course will satisfy the Fire Prevention and Fire Fighting training requirements of Section A-VI/1 and Table AVI/ 1-2 of the STCW Code and 46 CFR 10.205(l)(2); AND the Basic Fire Fighting training requirements of 46 CFR 10.205(g) and 10.401(g)(1) for a license; AND the Fire Fighting training requirements of 46 CFR 13.113(d)(2)(i)(A), 13.113(e)(1)(i)(A) or (B), 13.201(e), 13.301(e), 13.401(d) or 13.501(e) for any tankerman endorsement.

SAF 203 PERSONAL SAFETY & SOCIAL RESPONSIBILITIES

Any applicant who has successfully completed our 8-hour Personal Safety & Social Responsibilities course will satisfy the Personal Safety & Social Responsibilities training requirements of 46 CFR 10.205 (l) (4) and Section A-VI/1 and Table A-VI/1-4 of the STCW Code.

SAF 204 FIRST AID & CPR

Any applicant who has successfully completed our 8-hour First Aid & CPR course will satisfy: (1) the Basic Safety - Elementary First Aid training requirements of Section A-VI/1 and Table AVI/ 1-3 of the STCW Code and 46 CFR 10.205(l)(3); --AND-- (2) if presented WITHIN ONE YEAR of the date of training, the First Aid & CPR training requirements of 46 CFR 10.205(h)(1)(ii) and 10.205(h)(2)(iii) for original issuance of a license.

SAF 205 BASIC SAFETY TRAINING

Concurrent enrollment in SAF 201 through 204.

SAF 205A IMMERSION SUIT COURSE (Military Personnel ONLY)

Any applicant who has successfully completed our 2 – hour immersion Suit course will satisfy the Personal Survival Techniques training requirements of Section A-VI/1 and Table A-VI/1-1 of the STCW Code and 46 CFR 10.205(1)(1) provided that they have also completed U.S. Navy Recruit Training and have acquired at least one year sea service every five years since completion of recruit training.

SAF 302 COMBINED BASIC & ADVANCED FIRE FIGHTING

Any applicant who has successfully completed our 40-hour Combined Basic and Advanced Fire Fighting course will satisfy the: (1) Basic Safety Fire Prevention and Fire Fighting training requirements of Section A-VI/1 and Table A-VI/1-2 of the STCW Code and 46 CFR 10.205(l)(2); --AND-- (2) Advanced Fire Fighting training requirements of Section A-VI/3 of the STCW Code; --AND-- (3) Basic and Advanced Fire Fighting training requirements of 46 CFR 10.205(g) and 10.401(g)(1) for a license; -- AND-- (4) Fire Fighting training requirements of 46 CFR 13.113(d)(2)(i)(A), 13.113(e)(1)(i)(A) or (B), 13.201(e), 13.301(e), 13.401(e) or 13.501(e) for any tankerman endorsement.

SAF 305 Basic Maritime Communication Phrases (SMCP)

Any applicant who has successfully completed your Standard Maritime Communications the STCW as amended for the Use the IMO Standard Marine Communication Phrases in the Oral Form; AND receive five days sea service credit towards any deck credential or endorsement. This sea service credit may not be used to satisfy any recency requirements for any deck credential or endorsement.

DECK COURSES

DEC 201 VISUAL COMMUNICATIONS (FLASHING LIGHT)

Any applicant who has successfully completed our 1-day Visual Communications course will satisfy the practical signaling examination requirements (flashing light) of 46 CFR 10.401 (h) and will be considered to have successfully demonstrated the equivalent of the following assessment OICNW-4-1A from the National Assessment Guidelines for Table A-II/1 of the STCW Code. Applicants who have successfully completed our course need not present a completed "Control Sheet" for this assessment in application for STCW certification.

DEC 305 SHIP CONSTRUCTION & BASIC STABILITY

Any applicant who has successfully completed our 40-hour Ship Construction & Basic Stability course will satisfy the Ship Construction and Basic Ship Stability training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC).

DEC 308 MAGNETIC & GYRO COMPASSES

Any applicant who has successfully completed our 21-hour Magnetic & Gyro Compasses course will satisfy the Compass-Magnetic and Gyro training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC). In conjunction with this course, any approved instructor is authorized to sign-off for a successful demonstration on the students' "Control Sheets" for the following assessments from the National Assessment Guidelines for Table A-II/1 of the STCW Code: OICNW-1-5A; OICNW-1- 5B; and OICNW-1-5C.

DEC 400 BRIDGE RESOURCE MANAGEMENT

Any applicant who has successfully completed our 24-hour Bridge Resource Management course will satisfy the requirements of 46 CFR 10.205(o) and Section B-VIII/2, Part 3-1 of the STCW Code.

NAVIGATION COURSES

NAV 201 BASIC TERRESTRIAL NAVIGATION

Any applicant who has successfully completed your Terrestrial Navigation (MARITM-515) course will receive five days sea service credit towards any deck credential or endorsement restricted to service on vessels of not more than 200 Tons. This sea service credit may not be used to satisfy any requirements of the STCW Code, as amended and may not be used to satisfy any recency requirements for service on specific routes.

NAV 300 TERRESTRIAL & COASTAL NAVIGATION

Any applicant who has successfully completed our 104-hour Terrestrial & Coastal Navigation course will satisfy the Terrestrial Navigation and Coastal Navigation training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC).

NAV 301 RULES OF THE ROAD

Any applicant who has successfully completed our 16-hour Rules of the Road course with a passing grade of at least 90% will receive 3 days sea service credit towards any license restricted to service upon vessels of not more than 200 gross tons (domestic) or restricted to service upon inland waters or endorsement restricted to service upon inland waters. This sea service credit may not exceed limits specified by law and may not be used to satisfy any Recency requirements or requirements for service on specific routes or types of vessels or if presented within one year of completion of training, satisfy the Rules of the Road Examination for original or renewal of a deck license up to 200 GT, Master or Mate of Fishing Vessels, and Apprentice Mate (Steersman).

NAV 305 CELESTIAL NAVIGATION

Any applicant who has successfully completed our 80-hour Celestial Navigation course will satisfy EITHER the Celestial Navigation training requirements for certification as Officer in Charge of a Navigational Watch on vessels of 500 or more gross tonnage (ITC); OR if presented WITHIN ONE YEAR of the completion of training, the celestial navigation examination requirements of 46 CFR 10.215(c) and 10.401(d) for any deck license up to Master Not More Than 500/1600 Gross Tons.

NAV 306 NAVIGATION & DECK GENERAL SUPPLEMENTAL

Any applicant who has successfully completed our 7-hour Navigation & Deck General Supplemental course and presents our Certificate of Training at a Regional Exam Center WITHIN ONE YEAR of the completion of training, will satisfy the Navigation General examination requirements to increase the

scope of a license as Mate 500/1600 Gross Tons from Near Coastal to Oceans (exam module 207XX) PROVIDED that they have also completed your 90-hour Celestial Navigation (Operational Level) course.

NAV 307 CELESTIAL NAVIGATION (200 GT)

Any applicant who has successfully completed our 40-hour Celestial Navigation (200 Tons) course, will satisfy celestial navigation examination requirements of 46 CFR 10.223(d) and 10.401(d) for adding an "Upon Oceans" endorsement to any "Near Coastal" deck credential up to Master Not More Than 200 Gross Tons, Mate, Apprentice Mate Steersman of Towing Vessels any appropriate tonnage; and Mate of Uninspected Fishing Vessels any appropriate tonnage.

NAV 320 RADAR OBSERVER (UNLIMITED)

Any applicant successfully completing our five-day Radar Observer (Unlimited) Course and presenting the Certificate of Training to the OCMI, will satisfy the requirements of 46 CFR 10.480 for endorsement as Radar Observer (Unlimited).

NAV 323 RADAR OBSERVER REFRESHER

Any applicant successfully completing our 3-day Radar Observer Refresher Course will satisfy the course completion requirements of 46 CFR 10.480(d). for renewal of any Radar Observer endorsement.

NAV 325 RADAR OBSERVER RECERTIFICATION

Any applicant successfully completing our one-day Radar Observer Recertification Course and presenting the Certificate of Training to the Officer in Charge, Marine Inspection, will satisfy the course completion requirements of 46 CFR 10.480(d) for renewal.

NAV 327 Automatic Radar Plotting Aids (ARPA) course.

Any applicant who has successfully completed our 36-Hour Automatic Radar Plotting Aids (ARPA) course will satisfy the ARPA training requirements of 46 CFR 11.202(c).

COURSE LISTING

FCC COURSES

Alphabetic listing (Description is as required by the FCC)

FEDERAL COMMUNICATIONS COMMISSION (FCC) STUDY PROGRAMS

CE 100 GMDSS Element 1 and 7 Course

Any applicant, who has successfully completed the Examinations as part of our 8-hour Global Marine Distress System Element 1 and 7 courses, will satisfy the examination requirements of the FCC for GMDSS Operator License.

CE 102 Marine Radio Operator's Permit (MROP)

Any applicant, who has successfully completed the Examinations as part of our 4-hour Marine Radio Operator's Permit (MROP) Element 1 course will satisfy the examination requirements of the FCC for Marine Radio Operator's Permit (MROP).



COURSE LISTING

The following courses are not approved by the USCG and do not meet any requirements of STCW, they are License Preparation Courses.

LICENSING

LIC 410 Master/Mate 500/1600 GT through 3rd Mate Upgrade

The 120-hour Master/Mate 500 to 1600 GT through 3rd Mate Upgrade course is designed as an Examination Preparation course for a student that will be required to take the Master or Mate license examinations at the

USCG. The courses include preparation for Rules of the Road, Deck Safety, Deck General, Navigation General, Terrestrial and Coastal Navigation examinations.

DECK

DEC 205 Search and Rescue

The 16-hour Search and Rescue course is designed as an Examination Preparation course for a student that will be required to take the Mate (operational level) license examinations at the USCG. Subjects covered are an in-depth knowledge of the SAR Manual and practical application of the SAR techniques using a simulator or aboard ship.

DEC 310 Emergency Procedures

The 24-hour Emergency Procedures course is designed as an Examination Preparation course for a student that will be required to take the Mate (operational level) license examinations at the USCG. Subjects covered are Shipboard Emergency Procedures fire, flooding, Abandon Ship, Man-Over-Board and Navigation Emergency Procedures.

DEC 315 Cargo Handling and Stowage

The 40-hour Cargo Handling and Stowage course is designed as an Examination Preparation course for a student that will be required to take the Mate (operational level) license

examinations on the USCG. Subjects covered are cargo handling on various types of vessels, Bulk Carriers, RORO's, Stick Cargo Ships and Container Vessels.

DEC 400 Basic Shiphandling

The 16-hour Basic Shiphandling course is designed as an Examination Preparation course for a student that will be required to take the Mate (operational level) license examinations at the USCG. Practical exercises are performed on a Ship Simulator or aboard ship.

DEC 404 Watchkeeping

The 56-hour Watchkeeping course is designed as an Examination Preparation course for a student that will be required to take the Mate (operational level) license examinations at the USCG. Practical exercises are performed on a Ship Simulator or aboard ship.

NAVIGATION

NAV 335 Electronic Navigation

The 40-hour Electronic Navigation course is designed as an Examination Preparation course for a student that will be required to take the Mate (operational level) license examinations at the USCG. Subjects covered are the use of; ECTIS, MapTech, Cmap GPS, Radar and other Mapping, Tide and Current to assist the mariner in making navigational decisions with practice using the software programs and equipment aboard Ship.

NAV 330 Basic Meteorology

The 40-hour Basic Meteorology course is designed as an Examination Preparation course for a student that will be required to take the Mate (operational level) license examinations at the USCG. Subjects covered are Basic Meteorology theory, Winds, fog Storms, Hurricanes and Hurricane avoidance.

WORK STUDY

SEA 100 SERVICE - BASIC DECK AND RATINGS FORMING PART OF A NAVIGATIONAL WATCH (RFPNW)

This 360 days of sea services addresses skills required of Ratings Forming Part of a Navigational Watch. Students develop STCW mandated skills while underway. They steer the ship, keep a proper lookout, monitor and control conditions for safety, operate emergency equipment, and demonstrate emergency procedures. These skills are evaluated by licensed shipboard officers. Upon completion of the required sea service and the assessments for a Ratings Forming Part of a Navigational Watch the individuals submits the application package to the USCG for Evaluation. Acceptance by the USCG is considered completion of this requirement. The student will provide the letter of approval by the USCG to the Administration office.

SEA 200 SEA SERVICE MASTER/MATE OF VESSELS OF GREATER THAN 200 GT NEAR COASTAL

This sea service addresses the skills required by a Master/Mate of commercial vessels of less than 200 GT operating on near coastal waters for a period of projects to be performed while underway. These assessments are signed by licensed officers and cover many components of navigation, seamanship, human relations, and safe cargo handling and stowage. Upon completion of the required sea service and the assessments for a Officer in Charge of a Navigational Watch (as modified for a Master/ Mate of a vessel of not more than 200 GT) the individuals submits the application package to the USCG for Evaluation. Acceptance by the USCG is considered completion of this requirement. The student will provide the letter of approval by the USCG to the Administration office.

**SEA 300 SEA SERVICE
MASTER/MATE OF VESSELS OF
NOT MORE THAN 1600 GT
NEAR COASTAL**

This sea service addresses the skills required by a Master/Mate of commercial vessels of less than 1600 GT operating on near coastal waters for a period of at least 360 days; students are provided assessments sheets for projects to be perform while underway. These assessments are signed by licensed officers and cover many components of navigation, seamanship, human relations, and safe cargo handling and stowage. Upon completion of the required sea service and the assessments for a Officer in Charge of a Navigational Watch the individual submits the application package to the USCG for Evaluation. Acceptance by the USCG is considered completion of this requirement. The student will provide the letter of approval by the USCG to the Administration office.

CERTIFICATE PROGRAMS

Able Seaman Certificate Program

Course #	Course Name	SEM Credit Hours
AB 101	Able Seaman	2.7+
AB 102	Marlinespike	0.3
SAF 205	Basic safety Training*	2.8

Captain's Certificate Program

LIC 100	Master 100 GT	5.3+
LIC 101	Sail Endorsement	0.3
LIC 102	Assistance Towing Endorsement	0.3
NAV 323	Radar Observer	2.4
SAF 205	Basic safety Training*	2.7

Yacht Master International/Master 200 GT Near Coastal Certificate Program

Course #	Course Name	SEM Credit Hours
LIC 210	Master 200	7.3
	OR	
LIC 300	Yacht Master International **	5.5
AV 323	Radar Observer	2.4
SAF 205	Basic safety Training*	2.7

Master 500-1600 GT Upon Oceans Certificate Program

LIC 410	Master 500-1600 GT (3rd Mate)	7.3
NAV-300	Terrestrial and Coastal Navigation	6.3
NAV 305	Celestial Navigation	5.3
NAV 306	Navigation and Deck Supplemental	0.5
DEC 400	Bridge Resource Management	1.6
SAF 202A	Advanced Fire Fighting	1.6
DEC 101	Visual Communications	0.5
NAV 323	Radar Observer	2.4
AB 101	Able Seaman	2.7
AB 102	Marlinespike	0.3
SAF 205	Basic safety Training*	2.7

+ Available on-line

* Active and recently Discharged/Retire Military Personnel may only be required to SAF 205A Immersion Suit Course upon evaluation of the members' military services.

** Individuals completing LIC 300 Yacht Master International receive Basic Safety Training as part of the course

CHART YOUR COURSE WITH Maritime Institute



It is MARITIME INSTITUTE'S goal to provide a path that allows its students to obtain licensure and complete an Associate's and/or Bachelor's degree program that will enhance the individual's self-worth, education and provide upward mobility.

In addition to our degree program and in recognizing that many students engage in education as a life-long learning process, MARITIME INSTITUTE Inc. entered into articulation agreements with Diego Community College, San Diego, CA; and National University, San Diego, CA..

The suggested programs are designed to prepare students for positions of responsibility in the operation and management of a variety of private and commercial vessels. The program offers a two-year Associate's or four-year Bachelor's degree. This program is balanced and combines studies in management with instruction and training in maritime disciplines to provide the Maritime Student with a broad-based education.

The programs consist of 18 units in General Education, 18-24 units of Business Education and 18-24 units of Maritime Science. The BBA program requires an additional 60 units of course work.

Students already in an academic program at these or other institutions may transfer the credits earned at Maritime Institute Inc. as electives into their current program.

U. S. Coast Guard licensure is also available as part of the program.

Four academic semesters, plus Maritime and/or U. S. Navy, U. S. Coast Guard or U.S. Army Sea Service may lead to an Associate in Applied Science degree and Licensure. Student who have the appropriate sea service and successfully complete the license program may be qualified to sit for the U. S. Coast Guard license examinations up to Master 1600 Gross Tons upon oceans and issuance of Standards of Training, Certification and Watchkeeping (STCW) credentials.

A student completing the Associate degree requisites, plus Maritime and/or U. S. Navy, U. S. Coast Guard or U.S. Army Sea Service, and meeting the applicable USCG requirements, may be eligible for a license as Master of vessels of not more than 100/200 tons, up to 200 miles offshore and Able Seaman, with **no further testing at the U.S.C.G. Regional Examination Center.**

Maritime Institute Inc. has conducted courses on Navy, Coast Guard and Army bases in Virginia, Oregon and Hawaii. Our "Mobile Training Teams" are available to travel and provide courses at training facilities worldwide with considerable savings to our clients.

No Student should enter the program until they complete the following steps:

1. Set-up a counseling appointment with a Maritime institute Academic counselor.
2. If the student will be applying for licensure as part of the program:
 - a. You must have all maritime sea service letters/discharges
 - b. Current or prior military member with sea services as Deck Rating, Deck Officer or small boat operator must provide a page 5 of their service record. (List of Duty stations).

OUR ONLINE COURSES

Master 100 GT

OUPV

OUPV to Master 100 GT

Endorsements (Auxiliary

Sail and Assistance Towing)

Rules of the Road

Able Seaman

Limited License (Mission
Bay and Catalina Island)

