


# CAL MARITIME

## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	<b>Course Numbering</b>
<b>Policy Number:</b>	367
<b>Policy Administrator:</b>	Provost
<b>Policy Initiator:</b>	Registrar
<b>Authority:</b>	
<b>Effective Date:</b>	March 1, 2000
<b>Revised Date:</b>	June 30, 2012
<b>Approved:</b>	William B. Eisenhardt, President
<b>Approval Signature:</b>	

**Purpose:** To establish a standard procedure for assigning course numbers to new courses.

**Scope:** Students, Faculty

**Accountability:** Academic Dean, Office of the Registrar

**Policy:** It is the policy of the California Maritime Academy to have all official instructional courses numbered by the Student Records Office.

Procedures:

To maintain continuity in the course numbering nomenclature, California Maritime Academy faculty may introduce new courses without numbers to the Curriculum Committee. The Curriculum Committee will review new course proposals and make a recommendation to the Provost/Vice

President of Academic Affairs for approval.

After approval by the Provost/Vice President of Academic Affairs, courses will then be submitted to the Student Records Office for the assignment of a course number.

The University Catalog Editor will be informed of new course for inclusion in future catalog publications.