



## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	TSGB Cruise Access by Faculty, Staff, and Students from Other
<b>Policy Number:</b>	Campuses and Institutions MP 04002
<b>Policy Administrator:</b>	Provost/Captain of Training Ship
<b>Policy Initiator:</b>	Provost, Dr. Gerald S. Jakubowski
<b>Authority:</b>	Marad Contract MA12062, Amendment No. 1
<b>Effective Date:</b>	Immediately
<b>Revised Date:</b>	January 9, 2012
<b>Approved:</b>	President William Eisenhardt
<b>Approval Signature</b>	/s/

**Purpose:** The purpose of this policy is to establish Cal Maritime's Training Vessel as a resource not only of the California Maritime Academy, but also a potential resource to faculty of other Cal State University campuses as well as institutions outside the CSU

This statement is intended for general guidance only and does not constitute an agreement or contract in part, between the Academy and persons from other campuses within the CSU system or other agencies. These guidelines may be altered or amended at any time. Prior to participation, appropriate documents will be executed between participants and the Academy.

**Procedures for Allowing Access to the TSGB**  
**By**  
**Faculty, Staff, and Students from Other Campuses and Institutions**  
**The California Maritime Academy**

Faculty from campuses outside the California Maritime Academy may present proposals for using the TS GOLDEN BEAR either while the Training Ship is on Cruise, or tied along the pier at the Vallejo Campus. Proposals must meet the following guidelines and will need to be approved by the Captain of the Training Ship, and the Provost/CAA of the California Maritime Academy.

1. Space must be available Program and graduation requirements dictate that Academy unlimited US Coast Guard license students must be accommodated first. Remaining spaces will be allocated by the Academy administration to other Cal Maritime students and those from other maritime academies, CSU campuses, then from other institutions and agencies. Experience to date indicates that on any scheduled summer training cruise there may be space for persons not associated with the Academy but whose educational/research activities ~~parallel~~ with those already scheduled on the T.S. Golden Bear.
2. Course Enrollment at the Academy Students must be in good academic standing at their home campuses or institutions, be pursuing undergraduate or graduate degrees, and be enrolled in (and paying fees for) the basic Academy course(s) while on the TSGB. Other campuses and institutions are encouraged to develop coursework and/or programs to enhance the basic Academy course, emphasizing aspects of the voyage.
3. Faculty and staff from other campuses, institutions or agencies should submit a request for cruise participation to the Academy president. The request should include a description of the proposed relationship, if any, between the Academy and another CSU campus or other institution, and an outline of the education planned. Billing instructions for payment of the training cruise fee should be included. A supporting letter from the appropriate academic department chair or other unit head should also be attached.
4. Expenses A training cruise fee to help cover the costs of lodging, food, and incidentals will be charged. In addition, students enrolled in courses will pay the customary fees for instruction.

