

**CATALOG/BROCHURE CHECKLIST**

CHAPTER 28C.10.050, 060, and 110 RCW; WAC 490-105-040 and 130

School name: \_\_\_\_\_ Location: \_\_\_\_\_

Catalog year, volume number, and date of publication: \_\_\_\_\_

The catalog/brochure must contain the following. If any of the following items do not appear in the catalog, a reference to other documents where the information appears must be in the catalog.	Page #
Organizations that accredit the school or its programs (if applicable).	
<p>The following statement <b>on either the first or last printed page or inside the front or back cover.</b></p> <p>This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the:</p> <p align="center">Workforce Board, 128 – 10th Ave. SW, Box 43105, Olympia, Washington 98504                      Web: wtb.wa.gov                      Phone: 360-709-4600                      E-Mail Address: pvs@wtb.wa.gov</p>	
Academic calendar including hours of operation, holidays, enrollment periods, and beginning and ending dates of terms.	
Names of owners with 10% or more equity ownership and officers including governing body and administration.	
Name, address, and telephone number of the school’s administrative offices and auxiliary facilities.	
Names and qualifications of faculty (see WAC 490-105-040(6) for minimum qualifications).	
Description of facilities and training equipment, maximum class size, and student/teacher ratio.	
Ability to benefit policy/admissions standards (see WAC 490-105-140).	
Standards of progress including grading system, minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades, probationary period, conditions for re-entrance for students dismissed for unsatisfactory progress.	
The method used to report student grades.	
Procedures students must follow to request copies of their academic transcripts.	
The length of time student records are maintained (state law requires that schools keep records for 50 years).	
School’s policy relative to tardiness, absences, makeup work, and interruptions for unsatisfactory performance.	
School’s policy regarding student conduct, including causes for dismissal and conditions for readmission.	
Total cost of training including tuition, fees, deposits, and other charges necessary for a student to complete the program.	
Financial aid, if any.	
Placement assistance, if any.	
Refund policy in compliance with WAC 490-105-130.	
Program description including program objective, sequence of courses, number of clock or credit hours of instruction, and method of instruction. If instruction is calculated in credit hours, the catalog must contain a statement describing the contact hour conversion formula (see WAC 490-105-040(4)(m)).	
A statement indicating the educational credential awarded upon completion of program.	

**U.S. Maritime Academy, LLC**  
**March – December 2014**  
**Volume 1 January 15<sup>th</sup>, 2014**

Owners: **Capt. Jeff Sanders**

Administrators: **Laurie Darleen**

U.S. Maritime Academy  
P.O. Box 165  
Nordland/WA/98358  
360-385-4852  
[www.usmaritime.us](http://www.usmaritime.us)

Seattle class:  
The Center for Wooden Boats  
1010 Valley St.  
Seattle, WA 98109  
360-385-4852  
[www.usmaritime.us](http://www.usmaritime.us)

Instructors and Qualifications:  
Please see “Crew” at [www.usmaritime.us](http://www.usmaritime.us)

Licensure: This school is licensed under Chapter 28C.10 RCW. Inquiries or complaints regarding this private vocational school may be made to:

**Workforce Training and Education Coordinating Board**  
**128 – 10th Avenue Southwest**  
**Olympia, Washington 98504**  
**360-709-4600**  
**[pvsa@wtb.wa.gov](mailto:pvsa@wtb.wa.gov)**

Accreditation: **None**

### **School Calendar and Class Schedules**

Please refer to “Ports of Call” at [www.usmaritime.us](http://www.usmaritime.us)

**Independence Day, Memorial Day, Labor Day, Thanksgiving, Christmas.** Holidays are not counted as part of the contracted time schedule.

The current classes meet a total of 80 hours. Classes are scheduled Monday, Wednesday & Thursday evenings from 1800 to 2130.

## **Program Starting Dates**

**Seattle Class:**

**Sept. 24<sup>th</sup> – Nov 15<sup>th</sup>, 2018**

**Monday, Wednesday, Thursday**

**1800-2130**

## **Facilities**

U.S. Maritime Academy features a well-lit facility with a reception area and one classroom. Training equipment includes: Tables and chairs, white board, projector, nautical charts and navigation instruments. The school has a break room for students with a refrigerator, sink, microwave oven. Both male and female lavatories are available. There is free parking available in a well-lit parking lot. Students will be issued a parking pass for the length of course. This is an accessible facility with handicapped ramps and lavatories. The maximum class size is 24 and the student/teacher ratio is 24 to 1. USMA also is approved to offer its classes as Telepresence using state-of-the-art networking A/V equipment set up in the classroom.

## **Entrance Requirements**

Students must be at least 18 years old or turn 18 within 6 months of the issuance of training certificates. They must understand the English language.

## **Attendance Requirements**

**U.S. Maritime Academy** records the daily attendance of each student. Records are available for student review. Absenteeism for more than 15 percent of the total program constitutes cause for dismissal. A student who has greater than 15 percent absences will have his or her case reviewed by the school director with the likelihood of being dropped from the program.

## **Make-up Work**

Make-up classes are held at various dates throughout the class period. All classes missed must be made up prior to administration of examinations. Attendance records must be initialed by both student and instructor when make-up classes are completed.

Students should meet with their instructors to get missed assignments and schedule make-up classes

## **Tardiness**

Developing good work ethics is an important part of the training at U.S. Maritime Academy. Students arriving late for class are interrupting the instructor and other students. USMA encourages the student to contact the instructor prior to that class period to inform them of their situation and their expected ETA. The following recording system will be used for tardiness.

- 1 to 15 minutes late will be counted as 15 minutes late
- 16 to 30 minutes late will be counted as 30 minutes late
- 31 to 60 minutes late will be counted as 1 hour late

## **Code of Conduct**

The following conduct is unacceptable and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and creed as demonstrated through verbal and/or written communication and/or physical acts.
2. Sexual harassment including creating a hostile environment and coercing an individual to perform sexual favors in return for something.
3. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery, and alteration or use of institution documents with intent to defraud.
4. Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
5. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
6. Violation of the law on school premises. This includes, but is not limited to, the use of alcoholic beverages or controlled dangerous substances.

## **Conditions for Dismissal**

Students may be dismissed from the school for the following reasons:

1. Not adhering to the school's rules, regulations, policies, and code of conduct

2. Missing more than 15 percent of instruction time without make-up
3. Not meeting financial responsibilities to the school

The school director will notify the student in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. It is the responsibility of the dismissed student to notify the appropriate lending institution if the student has a student loan or is receiving financial aid. Prepaid tuition will be refunded according to the school's refund policy.

### **Re-entry Policy**

Students dismissed from the school who request re-entry must put the request in writing to the school director. In cases where the student was dismissed for excessive absences (greater than 15 percent) or financial concerns, it may be possible to re-enter during the next scheduled class without incurring additional expenses. In cases where the student was dismissed due to failure to achieve satisfactory examination requirements, it may be possible for the student to receive private tutoring and then reenter the school. In cases where the student was dismissed due to unacceptable conduct, the student may have to meet with the director before re-entering the school. The decision of the director is final and the student will receive a letter within five business days stating the decision.

### **Credit for Previous Training**

U.S. Maritime does not recognize any prior training programs. Pre requisites and prior experience is regulated by the National Maritime Center and is reviewed on the first night of class.

### **Student Complaint/Appeal Process**

Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the school director. The written request should include the following information:

1. Student's full name and current address
2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
3. Date of complaint letter and signature of the student
4. Three dates in which the student would be available for a meeting with the school director. These dates should be within 10 business days of the complaint.

The school director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. The student will be notified in writing within five business days of the outcome of the meetings. Should the contract be canceled by either the student or the school the last date of attendance will be used as the date to calculate any refund in accordance with the school's refund policy. Nothing in this policy prevents the student from contacting the Workforce Board (the state licensing agency) at 360-709-4600 at any time with a concern or a complaint.

## **Grading System**

During the final week of class, a series of examinations will be administered. The examination process and the grading system is in accordance with the standards set forth by the National Maritime Center and the curriculum submitted to them for approval by U.S. Maritime Academy. The policies will be explained in detail prior to the start of examination week.

## **Incomplete Grades**

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when students don't turn in work or don't take tests or marks up an examination booklet. If a student does not make arrangement to take missed tests, it will be noted in their master examination record and a Certificate of Training will not be generated. A student who misses a final test must contact the instructor within twenty-four hours of the test to arrange for a make-up examination.

## **Probation For Below Average Grades**

Students who fail to achieve the minimum grade percentage on each module required for graduation will have the opportunity to re-test 3 times on each module failed. Prior to their third attempt, a meeting with the instructor is mandatory. If the student fails on their third attempt on any of the modules, they are considered unsuccessful. Students unable to complete the minimum passing requirements will not receive a Certificate of Training.

## **Student Evaluation Techniques**

Practice examinations are available after each lesson topic is completed to determine the amount of learning that has taken place. Test scores that are below 75 percent are an indication that the necessary skills for the successful completion of the final examinations have not been achieved. Students should make arrangements for additional practice, independent study, or tutoring. Other methods of evaluation may include oral quizzes and individual and group study sessions.

## Withdrawing from School

Students must prepare a written notification and submit it to the school director. This document must contain the student's name, address, and date. All financial obligations on the part of the school and the student will be calculated using the last recorded date of attendance.

## Student Records

Student records will be maintained by the school for 50 years or until the school closes. If the school closes, records may be forwarded to the Workforce Training and Education Coordinating Board. Upon graduation, each student will be given a copy of his or her transcript. These records should be maintained indefinitely by the student. Students may request copies by writing the school. Student records are available for review by the student at any time.

## Cancellation and Refund Policy

Should the student's enrollment be terminated or should the student withdraw for any reason, all refunds will be made according to the following refund schedule.

1. The school must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by the school.
2. The school must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun training.
3. The school may retain an established registration fee equal to 10 percent of the total tuition cost, or \$100, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by a school to process student applications and establish a student record system.
4. If training is terminated after the student enters classes, the school may retain the registration fee established under #3 above, plus a percentage of the total tuition as described in the following table:

<b>If the student completes this amount of training:</b>	<b>The school may keep this percentage of the tuition cost:</b>
One week or up to 10%, whichever is less	10%
More than one week or 10% whichever is less but less than 25%	25%
25% but less than 50%	50%
More than 50%	100%

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  - a. When the school receives notice of the student's intention to discontinue the training program;
  - b. When the student is terminated for a violation of a published school policy which provides for termination; or,
  - c. When a student, without notice, fails to attend classes for 10 calendar days.
  
6. All refunds must be paid within 30 calendar days of the student's official termination date.

### **Tuition and Additional Costs**

Tuition \$1425

Administrative fee \$50

Textbooks and workbooks \$200

Supplies and materials

Students must purchase the listed navigation instruments by the first week of class. If they already own such instruments, they may use them.

### **Licensing Fees**

Students who withdraw from the program will be able to keep textbooks, charts and workbooks. Students will need to meet all financial responsibilities before a Certificate of Completion will be issued.

### **Financial Aid Assistance**

Students may pursue certain available funding options through various state agencies and retraining acts. Veterans with disabilities may apply for benefits. The GI bill will become available soon, but not during this academic year.

In house Payment programs as discussed earlier are available to all students. USMA accepts all major credit cards with a 2.75% service fee.

It should be noted that student loans with the bank must be satisfied regardless of the success or lack of success at U.S. Maritime Academy. When a student is given a loan he or she signs a promissory note with the bank. This loan is the same as any other loan and the student has full responsibility for managing the loan and its repayment.



## **Placement Assistance:**

U.S. Maritime Academy has no formal placement services. We do however list any job opportunities made available to us on our website. Networking within the class is often of great benefit for the prospective student seeking a future in the maritime industry.

## **Programs Offered at U.S. Maritime Academy:**

USMA has been approved by the National Maritime Center to offer the following class:

80-Hour Master and O.U.P.V. 100 Ton License training

This training consists of 4 primary areas of study:

1. Chart navigation and plotting
2. Navigation General
3. Rules of the Road
4. Deck General

A class schedule will be passed out the first night of class and will address each of these areas and the time allotted to them.

The objective of this class is to offer training in lieu of Coast Guard examination to satisfy that portion of the Coast Guard application for licensing. Students completing this training will be issued a Certificate of Training that will be submitted by student along with the other documents and applications required in the acquisition of a Coast Guard Captains License.