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From: Director, National Maritime Center

To: Distribution

Subj: **COURSE SUBMISSION REQUIREMENTS FOR COURSES OFFERED BY SCHOOLS
WHOSE CURRICULA ARE ACCREDITED**

1. The U.S. Coast Guard requires maritime training institutions seeking Coast Guard approval of their courses to submit a course curriculum which includes lesson plans. A number of these institutions are accredited by recognized accrediting organizations.
2. Training institutions which receive accreditation must meet or exceed rigorous standards established by the accrediting organization. These standards include an evaluation of course curricula and length, physical facilities and instructor qualifications. Although the U.S. Coast Guard evaluates the same items when reviewing courses submitted to it for approval in accordance with 46 Code of Federal Regulations, Subpart C, the standards an accredited institution must meet are higher in many respects. Accredited institutions are subject to continuing oversight by the accrediting organization, including periodic comprehensive reviews of the conditions and standards schools must meet to maintain their accreditation.
3. The National Maritime Center will no longer require the submission of lesson plans for courses submitted from institutions accredited by the following organizations when the course submitted is part of an accredited curriculum: the New England Association of Schools and Colleges; the Middle States Association of Schools and Colleges; the Southern Association of Colleges and Schools; the North Central Association of Colleges and Schools; the North West Association of Schools and Colleges; and the Western Association of Schools and Colleges.
4. The National Maritime Center may demand proof of the accreditation from institutions who do not submit lesson plans pursuant to this policy. Proof of accreditation will be a copy of the letter from the accrediting organization to the school awarding accreditation.
5. Training institutions must continue to submit courses that are not included in an accredited curriculum, or courses for which accreditation is lost, to the National Maritime Center with the documentation required by Volume III, Chapter 7 of the Marine Safety Manual and Navigation and Vessel Inspection Circular 5-95.

W. C. BENNETT
By direction

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