



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	CMA Cadet Campus Service Policy
Policy Number:	MP 02-001
Policy Administrator:	Commandant
Policy Initiator:	President
Authority:	President
Effective Date:	April 4, 2013
Revised Date:	
Approved:	Thomas A. Cropper, President
Approval Signature:	

Purpose: Pursuant to California Maritime Academy Presidential Orders regarding cadet campus service related to university programs, this document provides policies and procedures for California Maritime Academy.

Scope: All cadets

Accountability: Office of the Commandant, Corps of Cadets

Policy: California Maritime Academy recognizes the benefit of service work to the development of values-based leaders and engaged citizens and the necessity for policy and procedures to articulate the scope of the definition and mandates of cadet campus service related to university programs.

Cadet-led and executed campus service, such as: creation of new campus facility amenities, repair, refurbishment, or improvement of existing facilities, or general upkeep and beautification of the campus, helps to fulfill our leadership development vision statement to provide cadets with educational and experiential leadership opportunities and to promote our core values.

Cadet campus service shall promote and support, to the greatest extent possible, the maximum level of cadet initiative, leadership, and campus stewardship. Our planning and operations involving cadet campus service will demonstrate our institutional values of dedication, respect and responsibility, with specific regard to our campus facilities and community.

Procedures for Cadet Campus Service:

Cadet campus service is defined as any work, including planning, coordination, and execution, which creates, improves, maintains, or beautifies the physical campus of the Academy or its immediate perimeter.

The cadet campus service obligation is mandated as follows:

All 4th Class cadets – 15 hours of service per academic term (effective from AY 2012-13)

All 3rd Class cadets – 10 hours of service per academic term (effective from AY 2013-14)

All 2nd Class cadets – 5 hours of service per academic term (effective from AY 2014-15)

While 4th Class cadets may design and lead their own service projects, 3rd and 2nd Class cadets are expected to perform their service hours in some capacity of leadership of their service projects.

Any portion of an individual cadet's campus service obligation (rounded to whole hours) that remains unfulfilled at the end of each spring term will automatically default to Extra Duty hours imposed on that cadet at a one-to-one conversion rate.

Office of the Commandant, Corps of Cadets is delegated the authority and responsibility for review and approval of cadet campus service projects related to California Maritime Academy programs consistent with this policy. All projects must be coordinated with the Director of Facilities and must not create, without express prior approval from the Vice President for Administration and Finance, follow-on annual operations or maintenance costs for the Academy. Funding for projects, if required, must be identified prior to final approval of project proposals.

Office of the Commandant, Corps of Cadets shall arrange centralized document retention in compliance with CSU policies and procedures for cadet campus service related to California Maritime Academy programs. Such documentation shall include:

1. Approved Cadet Proposals for cadet campus service projects
2. Completed cadet campus service hours by individual cadets
3. Unfulfilled cadet campus service hours that are subsequently converted to Extra Duty hours