



**ACADEMIC SENATE**

**POLICY NO. 548**

<b>ISSUE DATE:</b> <b>REVISION DATE:</b>	<b>POLICY: REPEAT COURSE</b>
<b>REFERENCE:</b>	
<b>APPROVED:</b>  <hr/> <b>President, California Maritime Academy</b>  <hr/> <b>Chair, Academic Senate</b>  <hr/> <b>Chair, Senate Policy Committee</b>	

**POLICY:**

It is the policy of the California Maritime Academy to permit students to repeat courses to improve their knowledge of a particular subject or to replace a grade regardless of grade earned. Students desirous of repeating courses, however, must repeat the complete course.

Additionally, students may not repeat a course during the same semester in which it was originally taken. This applies to courses which are split within the semester, training cruises and other courses having multiple and/or overlapping sections.

Exemption from these requirements is possible but only with an approved amended program endorsed by both the department chair and the course instructor.

**PRINCIPLES:**

The previous grade earned remains on the student's transcript, but only the grade earned in the most recent enrollment at CMA will be used in the calculation of the campus cumulative grade point average.

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Regarding split-semester courses and training cruises, serious inequities resulted from the past practice of allowing a student in first rotation or on first cruise to immediately repeat the course during the second half of a semester or on the second cruise. Students going on second cruise or taking the second split of a split-semester class were unable to immediately repeat the class and had to wait until it was offered again in a different semester. This policy remedies that inequity.

A course may be repeated either at Cal Maritime or another accredited college unless it is a capstone course and/or STCW course (see Capstone Courses policy and Catalog). Students repeating a course at another college are expected to adhere to Cal Maritime's Course Transfer Policy in order for the units to transfer. When a course is repeated at another accredited college, the student's overall grade point average will be influenced and the student will be given credit toward graduation. Grades received from enrollment at other accredited institutions, however, will not affect the campus (Cal Maritime) grade point average but may affect other calculations of grade point average.