



ACADEMY POLICY MANUAL

Policy Title:	Grading System
Policy Number:	AA 03-002
Policy Administrator:	Provost
Policy Initiator:	Provost, Dr. Gerald S. Jakubowski
Authority:	Executive Order 1037; Grading, Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and the Grade Appeals
Effective Date:	4/25/2001
Revised Date:	12/01/2011
Approved:	President William Eisenhardt
Approval Signature:	/s/

Purpose: In accordance with Executive Order 1037, the campus has the responsibility for enforcing academic standards established by the CSU.

Scope: This policy applies to all currently enrolled students at CMA.

Accountability: Academic department and the Office of the Registrar.

Policy: It is the policy of the California Maritime Academy to measure the quality of a student's academic work by using the "A" to "F" grading system.

Grading System Procedures
The California Maritime Academy

It is the policy of the California Maritime Academy to measure the quality of a student's academic work by using the "A" to "F" grading system using the following guidelines.

The following symbols will be used in evaluating student performance. In the following definitions, performance may be interpreted to include appropriate participation in the learning experiences provided in the course, as well as formal testing.

A. Letter Grades

Letter Scale

Definition

A+, A, A-	Performance has been of the highest level showing sustained course requirements.
B+, B, B-	Performance has been good.
C+, C, C-	Performance has been adequate, satisfactorily meeting the course requirements.
D+, D, D-	Performance has been less than satisfactory.
F	Performance has been poor, such that course requirements have not been met.
WU	Withdrawal Unauthorized.
W	Withdrawal after the 4 th week (for seriously and compelling reasons).
CR	A credit grade equates to a grade of "C" or better (See section B: Grade Explanations); also used for transfer courses.
NC	No credit grade equates to a grade below "C", (See section B: Grade Explanations).
I	Incomplete. Course must be completed by sixth week of the following semester (may be extended in extraordinary cases).
RD	Report Delayed.
V	Course validated by special examination. (See Course Challenge).

B. Grade Explanations

1. ***Credit/No Credit Courses:*** Some courses are *only* offered on a credit/no credit basis. Grades of credit or no credit are neutral to the calculation of the students' cumulative grade point average even if the final grade is "No Credit."
2. ***Credit/No Credit courses required for graduation:*** Some courses required for graduation are offered only on a credit/no credit basis. Grades of credit or no credit are neutral to the calculation of the students' cumulative grade point average.
3. ***Credit/No Credit option:*** A credit/no credit grade pattern may be selected by the student for courses for which the "A" to "F" pattern is the norm for the course. No course that meets a student's graduation requirement may be taken on a credit/no credit basis except as described in #2 above. Grades of credit/no

credit are neutral to the calculation of the student's cumulative grade point average, even if the final grade is "No Credit."

The following rules apply when a student selects CR/NC grading option in section #3 above. When the course is not normally offered on the basis:

1. the student must submit an application to the Student Records Office, which must be approved by the course instructor and the student's department chair;
2. the deadline for applying for CR/NC grading is Friday of the first full week of the semester; and
3. once the application for CR/NC grading has been made, the student may not change the grading option for that cumulative grade point average.

In the case of remedial courses (EGL 001, Introduction of Composition; EGL 105, English as a Second Language; and MTH 001, Intermediate Algebra), the grade awarded must be on a "A", "B", "C", or "NC" basis. If a student receives a grade lower than a C, a grade of NC will automatically be awarded. Remedial courses carry units of credit that apply to students' unit loads for a given semester but do not apply toward graduation.

C. Grade Point Average Computation

Grade point average are determined by dividing the total number of grade points earned by the total number of units attempted in courses in which "A" to "F" grades are assigned. The following grade points are assigned per unit of course work:

A, A+ = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = 0.7
B- = 3.0	C- = 1.7	F/U = 0.0

D. Units

A semester unit at Cal Maritime assumes a weekly class for a period of 15 weeks. It is the standard quantity used for measurement of college and university work.

- Lecture* One unit equals one hour of classroom work per week in most classes, predominantly those of lectures or lecture-discussion format. It is generally assumed that a student spends two hours of outside preparation for each hour spent in such classes.
- Laboratory* In laboratories, typically there are two or three hours a week for each unit, depending on outside lab preparation. In specialized training and performance courses, such as sea training, ship operation and intercollegiate athletics, there are more than three hours per week required per unit.

E. Withdrawal Unauthorized (WU)

A grade of "WU" (equivalent to an "F" grade for cumulative grade point average computation) will be assigned to a student who is enrolled on the census date, does not officially withdraw from a course but fails to complete it or has a significant number of class absences after the fourth week. In courses which are graded Credit/No Credit or in cases where the student has elected Credit/No Credit evaluation, use of the symbol "WU" is inappropriate and "NC" shall be used instead.

It is the student's responsibility to officially withdraw from a course in which he/she has registered yet never attended, or has stopped attending. A student has four weeks from the start of instruction to officially withdraw from a course.