CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	**Withdrawal from a Course(s)**
Policy Number:	355
Policy Administrator:	Provost, Vice-President of Academic Affairs
Policy Initiator:	Registrar
Authority:	Executive Order 1037 – Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals
Effective Date:	June 18, 1998
Revised Date:	June 30, 2012
Approved:	William B. Eisenhardt, President
Approval Signature:	

Purpose: The purpose of the policy is to regulate and enforce the drop deadline for the semester at the California Maritime Academy.

Scope: Continuing students

Accountability: Office of the Registrar; Academic Dean

Policy: It is the policy of the California Maritime Academy to allow students to drop courses with no grade recorded on their academic transcripts during the published add/drop deadlines in the CMA Academic Calendar..

Policy Title:	Withdrawal from a Course	Policy Number:	355

Procedures:

Students are responsible for attending all courses in which they have registered. Non-attendance does not constitute withdrawal.

Withdrawal from a course (or courses) may be permitted, without restriction or penalty, during the published drop deadline in the CMA Academic Calendar..; no symbol or grade will be recorded on the academic transcript. The student's course instructor and academic advisor must sign the drop form before it is submitted to the Student Records Office.

After the published deadline, the symbol "W" indicates that the student was permitted to withdraw from the course with the approval of the course instructor and department chair. It carries no connotation of quality of student performance and is not used in calculating grade point average or progress points.

Withdrawals after the census date and prior to the last twenty percent of instruction may be assigned only for serious and compelling reasons (e.g., serious illness, accident, death in the immediate family). Permission to withdraw during this time shall be granted only with the approval of the course instructor, department chair, and academic dean. All requests to withdraw under these circumstances and all approvals shall be documented and maintained in the student's academic file. The requests and approvals shall state the reasons for the withdrawal.

Appeals may be directed to an appeals committee chaired by the Associate Vice President, Academic Affairs. Students withdrawing from a course during this period *without* a serious and compelling reason may receive a grade of "WU" in the course. 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.

Withdrawals shall not be permitted during the last three weeks of the semester (including finals week) except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student's control and the assignment of an Incomplete is not practical. Withdrawals of this sort may involve total withdrawal from the campus or may involve only one course, except that course grade and credit or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made. Requests for permission to withdraw under these circumstances shall be reviewed by an appeals committee chaired by the Associate Vice President.