

ACADEMY POLICY MANUAL

Policy Title:

Withdrawal (formerly Withdrawal from School)

Policy Number:

356

Policy Administrator:

Academic Affairs, Provost

Policy Initiator:

Registrar

Authority:

Executive Order 1037 - Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies

on the Repetition of Courses, Polices on Academic

Renewal, and Grade Appeals

Effective Date:

3/6/2000

Revised Date:

02/17/2012, 12/1/2011

Approved:

the Pressivery

Purpose: In accordance with Executive Order 1037, the campus has the responsibility for enforcing academic standards established by the CSU. This policy addresses the grading of withdrawal ("W" symbol) from class(es).

Scope:

Enrollment of continuing students at CSU Maritime.

Accountability:

Academic department and Office of the Registrar.

Policy:

It is the policy of the California Maritime Academy to allow students to withdraw from school with no grade recorded on their academic

transcripts during the first two weeks of instruction.

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Procedures:

Students are responsible for attending all courses in which they have registered. Non-attendance does not constitute withdrawal (see Withdrawal Unauthorized Policy – California Maritime Academy Catalog).

During the first two weeks of instruction, students may withdraw from the California Maritime Academy with no grade on their academic transcripts. Students must complete required paperwork in the Students Records Office to start the withdrawal process.

After the first two weeks of instruction, withdrawal from school with a grade of "W" in each course is permissible only for serious and compelling reasons (e.g., illness, accident, death in the immediate family). Students must provide documentation or verification of their particular circumstances. Approval to withdraw from courses during this period must be granted by the student's course instructors, Department Chair, and Academic Dean. If approved, a grade of "W" will be posted on the student's academic transcript. Appeals may be directed to the Vice President, Academic Affairs. Students withdraw from school during this period without serious and compelling reason may receive a grade of "WU" in all courses.

Withdrawal from school with a grade of "W" during the final three weeks of instruction is permitted only when the cause of the withdrawal is clearly beyond the student's control and assignment of the "I" (Incomplete) is not practicable.

Students may request a leave of absence for up to one year, or resign if return within one year is not anticipated. The Student Records Office is the initial point of contact for students withdrawing from school.