

ACADEMY POLICY MANUAL

Policy Title: Academic Standing

Policy Number: AA 03-004

Policy Administrator: Provost

Policy Initiator: AVP, Academic Affairs

Authority: Executive Order 1038 – Minimum Requirements for Probation and

Disqualification

Effective Date: March 9, 2011

Revised Date: December 1, 2011

Approved: President William Eisenhardt

Approval Signature: /s/

Purpose:

In accordance with Executive Order 1038, the campus has the responsibility for enforcing academic standards established by the CSU.

Scope:

This policy applies to all students enrolled at The California Maritime Academy.

Accountability:

The Academic Department and Office of Registrar

Policy:

A candidate for a Bachelor of Science or Bachelor of Arts degree must have completed the academic program with a cumulative grade point average of not less than 2.00 in each of the following three areas:

- Cumulative GPA: All baccalaureate-level units completed at Cal Maritime and other academic institutions;
- Campus GPA: All units completed at Cal Maritime; and
- Major GPA: All units completed in the major.

Students who maintain a cumulative grade point average of at least a 2.00 GPA in each of the above three areas will be considered in good academic standing. Students who do not meet this standard will be placed on academic probation or disqualified.

Academic Standing Procedures The California Maritime Academy

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- Cumulative GPA: All baccalaureate-level units completed at Cal Maritime and other academic institutions;
- Campus GPA: All units completed at Cal Maritime; and
- Major GPA: All units completed in the major.

Students who maintain a cumulative grade point average of at least a 2.00 GPA in each of the above three areas will be considered in good academic standing. The following procedures will be followed for those students who do not meet the above standard.

Academic Probation

If an enrolled student's grade point average (GPA) falls below a 2.0 in any of the areas described above, or if a student transfers into Cal Maritime with less than a 2.00 GPA from previous college coursework, the student will be placed on "**Academic Probation**."

Students on academic probation must meet with their academic advisor to choose appropriate courses in which to enroll. Students will be dropped from classes if they fail to do so. Except in extraordinary cases, students shall enroll in a maximum of 15 semester credits.

To facilitate an improvement in their grade point averages, students on academic probation are expected to repeat, within the probationary term(s), specific courses in which grades of "F" or "D" were previously earned. Additionally, they are expected to complete a minimum of 12 units with no grades of "F" and earn a 2.00 semester grade point average or raise their cumulative grade point averages above 2.00.

Students with cumulative grade point averages still below 2.00 after being placed on probation will be allowed to continue on probation if their semester grade point averages are at least 2.00, have completed a minimum of 12 credits and obtained no grade of "F" in any course taken.

Except in extraordinary circumstances, students on academic probation for the spring semester must meet the terms of probation during the normal 15-week academic semester. Cruise or co-op grades at the end of the spring semester will not be used in the determination of a student's academic standing.

Students who fail to meet the above terms of probation will be academically disqualified.

Academic Disqualification

A student will be **Academically Disqualified** if, after being placed on academic probation:

- the semester grade point average is below a 2.00,
- a minimum of 12 credits have not been successfully completed, or
- a grade of "F" was obtained in any course taken.

In addition, a student who has failed the same course three times will be **Academically Disqualified**.

A student who has been academically disqualified is no longer eligible to enroll in classes at The California Maritime Academy.

Students who have been academically disqualified will be notified by email and in a letter sent to their official mailing address on record as soon as this determination has been made.

If a student feels there are extenuating circumstances that contributed to poor academic performance, an appeal must be made in writing to the Academic Dean (via the Registrar's Office) within 10 days of the notification explaining these circumstances. Written appeals will be reviewed by the Academic Dean and the appropriate academic Department Chair(s) within 10 working days of receipt.

Readmission

An academically disqualified student may seek readmission to The California Maritime Academy after at least one full Cal Maritime semester. Complete information on the readmission process may be found on the Registrar's Office web page. Application for readmission must be completed in full no later than November 1 for readmission for the spring semester, and May 1 for readmission for the fall semester.

In no case will an academically disqualified student be allowed to participate in the Annual Training Cruise, Commercial Cruise, or Co-op.

Academically disqualified students may elect to enroll at Cal Maritime through Open University to register for courses in which grades of "D" or "F" were earned. In addition, students disqualified for a third failure of a course must successfully complete the course, either at Cal Maritime through Open University or any other accredited academic institution, prior to readmission.

Students readmitted after academic disqualification must meet current requirements for graduation, unless they have remained in "continuous attendance" at any other accredited academic institution for at least one semester or two quarters per academic year.

Students readmitted after academic disqualification will continue on probation unless, through Open University or any other accredited academic institution, they have been able to raise their cumulative, campus and major grade point averages above 2.00. Students readmitted on academic probation must adhere to the terms of academic probation as described earlier.