



Academic Standing Policy

Policy Number:	AA 03-004
Policy Administrator:	Provost/Vice President, Academic Affairs
Policy Initiator:	AVP, Academic Affairs
Authority:	CSU Executive Order 1038 - Minimum Requirements for Probation and Disqualification; CSU 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:	March 9, 2001
Revised Date:	September 19, 2016
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

In accordance with Executive Orders 1037 and 1038, the campus has the responsibility for enforcing academic standards established by the California State University (CSU) system.

Scope:

This policy applies to all students enrolled at the California State University Maritime Academy (Cal Maritime).

Accountability:

The Office of the Registrar is responsible for administering this policy and ensuring compliance.

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 (GPA) of not less than 2.00 in each of the following three areas:

A. Cumulative GPA:

All baccalaureate-level units completed at Cal Maritime and other academic institutions; and

B. Campus GPA:

All units completed at Cal Maritime; and

C. Major GPA:

All units completed in the major.

Students who maintain a cumulative grade point average of at least 2.00 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.

Procedure:

If a student does not meet the policy requirements for good academic standing the following procedures regarding the implementation of Academic Probation will be followed.

A. Academic Probation

1. An enrolled student will be placed on **Academic Probation** when:
 - a. The student's cumulative GPA falls below the minimum acceptable level of 2.0 for one semester, OR
 - b. The student's campus GPA falls below the minimum acceptable level of 2.0 for one semester, OR
 - c. The student's major GPA falls below the minimum acceptable level of 2.0 for one semester, OR
 - d. The student's semester GPA falls below the minimum acceptable level of 2.0 for any two out of three successive terms (including summer, when enrolled), OR
 - e. The student receives only grades of "F", "NC", and/or "WU" for all courses enrolled in that term (including summer).
2. Except in extraordinary cases, students on academic probation may not enroll in more than 15 semester units. Students on academic probation must meet with an academic advisor to choose appropriate courses in which to enroll.
3. In the term of enrollment following placement on probation, students **must**:
 - a. Complete a minimum of 12 units, AND
 - b. Have no grades of "F", "D", "WU" or "NC", AND
 - c. Earn a minimum 2.00 semester GPA.
4. **Students are highly encouraged to repeat, within one year, specific courses in which grades of "F", "D", "WU", and/or "NC" were previously earned.**
5. Students will be **removed** from academic probation if:
 - a. They have completed a minimum of 12 units per semester, AND
 - b. They have obtained no grade of "F", "D", "WU", or "NC" in any course taken, AND
 - c. Their cumulative, campus, and major GPAs are all at or above 2.00.
6. Students will be **continued** on academic probation if:
 - a. They have completed a minimum of 12 units per semester, AND
 - b. They have obtained no grade of "F", "D", "WU", or "NC" in any course taken, AND
 - c. Their cumulative, campus, and/or major GPAs remain below 2.00 BUT their semester GPA is at least 2.00 each semester.

B. Academic Disqualification

A student on academic probation will be subject to **Academic Disqualification** if:

1. The student does not successfully complete a minimum of 12 units, OR
2. The student receives a grade of "F", "D", "WU", or "NC" in any course taken, OR
3. The student's semester grade point average is below 2.00.

C. Administrative Academic Probation

As authorized by Title 5 of the California Code of Regulations, a student may be placed on **Administrative Academic Probation** if the student:

1. Withdraws or is administratively disenrolled from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not subject to administrative academic probation for such withdrawal), OR

2. Repeatedly fails to progress toward the stated degree objective or other program objective, when such failure is due to circumstances within the control of the student, including reaching or exceeding the maximum allowable number of course withdrawals or repeats, OR
3. Fails to comply, after due notice, with an academic requirement or regulation, as defined by campus policy, that is routine for all students or a defined group of students, such as failure to complete the writing skills test, failure to complete a required laboratory, failure to comply with professional standards appropriate to the field of study, or failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program, OR
4. Earns only grades of “F,” “NC,” and/or “WU” for two consecutive semesters in a calendar year.

D. Administrative Academic Disqualification

As authorized by Title 5 of the California Code of Regulations, a student may be subject to **Administrative Academic Disqualification** if:

1. The student’s cumulative GPA is so low that, in view of the overall educational record, it is unlikely that the deficiency will be removed within a reasonable period, regardless of whether or not the student was on academic probation at the time, OR
2. The conditions for removal of administrative academic probation are not met within the period specified, OR
3. The student becomes subject to academic probation while on administrative academic probation.

E. In addition, a student who has failed the same course three times at Cal Maritime, whether through regular sessions or special sessions, will be subject to Administrative Academic Disqualification regardless of GPA or placement on academic probation.

F. Disqualified Students

1. A student who has been academically disqualified or administratively academically disqualified is no longer eligible to enroll in classes at Cal Maritime as a matriculated student.
2. A student who has been disqualified will be notified by email and by letter sent to their official mailing address on record as soon as this determination has been made.
3. If after disqualification a student feels there are extenuating circumstances that contributed to poor academic performance, an appeal explaining these circumstances must be made in writing to the Provost (via the Registrar’s Office) within 10 working days of the notification. Written appeals will be reviewed by the Provost, the appropriate Dean, and the appropriate academic Department Chair(s) within 10 working days of receipt. Further appeals will not be accepted.

G. Readmission

1. An academically disqualified or administratively academically disqualified student may seek readmission to Cal Maritime normally after one full year of non-enrollment at Cal Maritime. Normally readmission/reinstatement following disqualification will only occur after a student has earned grades at another accredited institution, or through Open University at Cal Maritime, that would improve his/her Cal Maritime and/or cumulative GPA to 2.00 or better. Complete information on the readmission process may be found on the Registrar’s Office web page. Application for readmission must be completed in full by the stated deadlines.
2. Academically disqualified or administratively academically disqualified students may elect to enroll at Cal Maritime through Open University to register for courses in which grades of “D”, “F”, “WU” or “IC” were earned. Students administratively academically disqualified for a third failure of a course must successfully complete the course, either at Cal Maritime through Open University or at any other accredited academic institution, prior to readmission.

3. Students readmitted after disqualification must meet current requirements for graduation, unless they have remained in continuous attendance at any other accredited academic institution. Continuous attendance is defined as enrollment in at least one course for at least one semester or two quarters per academic year. Cal Maritime courses taken through Open University or extension do NOT count toward continuous attendance.

F. Other Academic Considerations

A student who has been academically disqualified or administratively academically disqualified will not be allowed to participate in the Annual Training Cruise, Commercial Cruise, Co-op, Internship or International Experience.