



Leave and Withdrawal Policy

Policy Number:	AA 03-016: Formerly Withdrawal or Withdrawal from School
Policy Administrator:	Provost and Vice President of Academic Affairs
Policy Initiator:	Registrar
Authority:	<u>CSU Executive Order 1037</u> –Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals.
Effective Date:	March 6, 2000
Revised Date:	March 4, 2021
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

This policy provides guidance regarding leaves and withdrawals from California State University Maritime Academy (Cal Maritime). This policy is meant to align with policy AA 03-005 Withdrawal from a Course.

Scope:

This policy applies to all cadets currently enrolled at Cal Maritime.

Accountability:

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

Policy:

It is the policy of Cal Maritime to allow cadets to withdraw or take a leave of absence within the procedures outlined below.

Definition of terms:**A. Withdrawal**

Resignation from University

B. Leave of Absence

Cadet intends to retain their academic catalog rights and must return within one calendar year of their term of leave.

C. Serious and Compelling

For the purpose of withdrawal and leave of absence, Cal Maritime defines “serious and compelling” as follows: situations, such as illness or accident, clearly beyond the cadet’s control.

Procedure:**A. Withdrawal from School:**

1. During the period after add/drop and before census:
 - a. A cadet wishing to completely withdraw from the semester (withdraw from all courses) must complete a University Withdrawal Form.
 - b. Cadets who withdraw during this period shall receive a grade of “W” for each course.
 - c. Withdrawing from a course (or courses) for reasons that are not “serious and compelling” will count toward the 18-unit maximum.
 - d. Cadets withdrawing from a course (or courses) for “serious and compelling” reasons may file a Petition to Withdraw for exclusion of the “W” from the 18-unit maximum. The Academic Dean of the school will determine if the petition for exemption meets the criteria for serious and compelling reasons.
2. During the period after census to end of term:
 - a. A cadet wishing to fully withdraw from the semester (withdraw from all courses) much complete a University Withdrawal Form.
 - b. Cadets who withdraw during this period shall receive a grade of “WU” for each course. For purposes of grade point average and progress point computation, this symbol is equivalent to an “F”.
 - c. If a cadet feels they have “serious and compelling” reasons to withdraw from courses, they may file a Petition to Withdraw. The Academic Dean of the school will determine if the petition for exemption meets the criteria for serious and compelling reasons.
 - d. If a cadet’s Petition to Withdraw for “serious and compelling” reasons is approved a grade of “W” will be assigned for each course.
 - e. The cadet’s Petition for “serious and compelling” reasons and the subsequent petition for exclusion of the “W” from the 18-unit maximum are considered as individual considerations.
3. Retroactive Withdrawal:
 - a. After a given semester has ended, cadets may petition to retroactively withdraw from an entire semester ONLY if there are “serious and compelling” reasons for such a withdrawal, and if such reasons prevented the cadet from submitting the appropriate forms for a withdrawal during the term of enrollment.
 - b. Retroactive withdrawals for “serious and compelling” reasons will not count against the 18-unit maximum.

B. Leave of Absence:

1. Continuing cadets may elect to take a leave of absence until the end of add/drop or petition to take a leave of absence after add/drop due to serious and compelling reasons.
2. Incoming cadets who have attended classes in their first two weeks and wish to take a leave of absence before the end of add/drop must petition for approval.

3. Cadets who take a leave of absence retain their academic catalog rights, as long as they return within the designated time (within one calendar year of their term of leave).
4. International cadets should review their visa status before considering a leave of absence.

C. Suspension:

1. When a cadet is suspended before the end of add/drop, all courses will be dropped, and no symbol or grade will be recorded on the cadet's academic transcript.
2. When a cadet is suspended after add/drop, all courses will receive a grade of "W".
3. Such withdrawals will count against the 18-unit maximum.

D. Readmission

1. All cadets wishing to return to Cal Maritime following a withdrawal, a leave of absence, or suspension must reapply by the readmission deadlines posted on the Readmission website. Readmission is not guaranteed.
2. If a cadet applies for readmission after the deadline (whether on a leave of absence, suspension, resignation, etc.), their application may be denied.
3. Returning cadets may have one or more holds placed on their record. The cadet must contact the relevant department for each hold:
 - a. Financial: Cleared through Financial Aid (finaid@csum.edu)
 - b. Advisor Hold: Cleared through University Advising (advisor@csum.edu)
 - c. Records: Cleared through Registrar's Office (registrar@csum.edu)
 - d. Title IX: Cleared through Title IX
 - e. Housing: Cleared through Residence Life (housing@csum.edu)
 - f. Accounting: Cleared through Financial Services (cashier@csum.edu)
 - g. Health Center: Cleared through the Cadet Health Center (healthcenter@csum.edu)
 - i. If a cadet withdraws or takes a leave of absence for medical reasons, he or she must have clearance by a Cal Maritime medical professional before their hold will be removed.
 - h. Judicial: Cleared through Judicial Affairs
 - i. If a cadet is suspended, he or she must have completed all assigned sanctions before the hold will be removed.
4. Upon readmission, all cadets who have taken a withdrawal, leave of absence, or were suspended may be required to meet with the following offices to develop a success plan depending on their type of leave:
 - a. Returning on Academic Probation: University Advising
 - b. Medical Leave/Withdrawal: Dean of Cadets/ VP of Student Affairs & Cadet Development
 - c. Suspension: Student Conduct Office/ VP of Student Affairs & Cadet Development
 - d. Licensed Programs: USCG Coordinator
5. Once a withdrawal or leave is processed, the leave is final and cannot be revoked.

Additional Resources:

1. [Academic Calendar](#)
2. [Academic Standing Policy](#)