



CAL MARITIME ACADEMY POLICY & PROCEDURE MANUAL

Policy Number:	AA 03-004
Policy Administrator:	Office of the Registrar
Policy Initiator:	Provost and Vice President of 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,
Effective Date:	March 9, 2001
Revised Date:	November 30, 2022
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Academic Standing Policy

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 undergraduate 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. Academic Standing is computed twice a year - once at the end of the spring semester, and once at the end of the fall semester. Grade changes made after the running of academic standing will not be reflected until academic standing is run following the next regular graded semester.

GPA Definitions:

- Cumulative GPA: All baccalaureate-level units completed at Cal Maritime and other academic institutions.
- Campus GPA: All units completed at Cal Maritime.
- Major GPA: All units completed in the major (indicated on the Academic Requirements Report).
- Term GPA: All graded units within a single term.

Academic Probation

A student is subject to academic probation if at least one of the following is applicable:

- Their cumulative, campus, or major GPA falls below 2.0.
- They receive only grades of “F”, “NC”, and/or “WU” for all courses enrolled in a single term.

Academic Probation Outcomes

- Students will be removed from academic probation if they have passed (i.e., met minimum grade for the class, do not need to repeat) all classes in their term of academic probation, and their cumulative, campus, term, and major GPAs meet the minimum 2.0 requirement.
- Students will be continued on academic probation if their cumulative, campus, and/or major GPAs remain below 2.0 and they earned passing grades (i.e., met minimum grade for the class, do not need to repeat) while meeting the minimum 2.0 term GPA requirement.
- A student on academic probation will be subject to academic disqualification if the student earns a non-passing grade (i.e., does not meet minimum grade for the class, must repeat the course) for any course in their term of academic probation, or their term GPA does not meet the minimum 2.0 requirement.

Administrative Academic Probation

A student may be placed on administrative-academic probation for any of the following reasons:

- Withdrawal 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 to be subject to Administrative Academic probation for such withdrawal).
- 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 specified by EO 1037.
- Failure to comply, after due notice, with an academic requirement or regulation, as defined by campus policy, which is routine for all students or a defined group of students, (example: failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

Administrative Academic Probation Outcomes

- Students will be removed from administrative academic probation if the conditions for removal from probation have been met within the period specified per the student’s contract.
- A student may be subject to Administrative Academic Disqualification if:
 - The conditions for removal of administrative academic probation are not met within the period specified.
 - The student becomes subject to academic probation while on administrative academic probation.

- The student becomes subject to administrative academic probation for the same or similar reason for which they have been placed on administrative academic probation previously, although not currently in such status.
- An appropriate campus administrator deems a student has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render them unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

Disqualification of Students not on Probation

- A student who has failed the same course three times at Cal Maritime will be subject to administrative academic disqualification regardless of GPA or placement on academic probation.
- A student whose GPA is deemed mathematically impossible by the Registrar to meet degree requirements will be subject to academic disqualification.

Disqualified Students

- A student who has been academically or administratively disqualified is no longer eligible to enroll in classes at Cal Maritime as a matriculated student.
- A student who has been disqualified will be notified by email and by letter sent to their official mailing address on record.
- If after disqualification a student feels there are extenuating circumstances that contributed to their academic performance, an appeal explaining these circumstances may be made in writing to the Academic Appeals Committee within ten business days of the notification. Written appeals will be reviewed and decided upon within ten business days of the appeal deadline. The student will be notified of the decision by the Office of the Registrar. Further appeals will not be accepted.

Readmission

- A disqualified student may apply for readmission subsequent to one full fall or spring semester of separation from the University. A readmission application must be completed in full by the stated deadlines and can be found on the Office of the Registrar webpage.
- When considering readmission, the Major Academic Dean shall take into consideration qualitative and quantitative evidence of the student's ability to improve their grade point average. Students shall normally be expected to repeat and earn transferable college-level course work to improve their cumulative GPA to at least 2.0 before applying for readmission. Readmission decisions are final.
- Disqualified students may elect to enroll at Cal Maritime through Open University to register for courses in which grades of "D", "F", "WU", "NC", or "IC" were earned.
- Students disqualified for failing a course three times must successfully complete the course, either through Open University or at another accredited academic institution, prior to readmission.
- 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.

Other Academic Considerations

A student who has been disqualified will not be allowed to participate in a training cruise, Commercial Cruise, Internship, International Experience, Athletics, or any other summer program.