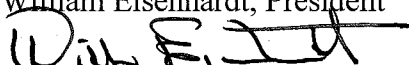


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Class Attendance
Policy Number:	331
Policy Administrator:	Provost
Policy Initiator:	Registrar
Authority:	Executive Order 1037 - Grading Symbols, Minimum Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals; STCW Requirements
Effective Date:	06/18/1998
Revised Date:	05/24/2012
Approved:	William Eisenhardt, President
Approval Signature:	

- Purpose:** In accordance with Executive Order 1037, the campus has the responsibility for enforcing academic standards established by the CSU, as well as standards established for STCW Certification. It is imperative that the institution complies with course requirements placed by external regulatory bodies and accrediting agencies.
- Scope:** Enrollment of continuing students at CSU Maritime.
- Accountability:** Academic Departments, Faculty, and Office of the Registrar
- Policy:** It is the policy of the California Maritime Academy that students are expected to attend all classes unless an absence is approved by the faculty; otherwise, students may be dropped for nonattendance.

Procedures:

1. An appropriate attendance policy for all courses, including those courses which have outside agency requirements, i.e., STCW approved courses, will be established by the faculty, and included in the course syllabus.
2. Attendance requirements in STCW courses with similar “time in class restrictions” will be established by the Academic Dean.
3. Absent exigent circumstances beyond the student’s control, in order for a missed class to be considered an “excused” absence, the faculty must approve the request in advance.
4. Students failing to adhere to the attendance requirements established by the course faculty may be dropped from the course.
 - a. Faculty will notify the Registrar’s Office of the last day student attended the course to determine the drop date.
 - b. If the drop is during the add/drop period, the course will be removed from the student’s academic record.
 - c. If the drop is after the add/drop deadline, the faculty will submit a Withdrawal Unauthorized (WU) form to the Office of the Registrar. Students will receive a “WU” (Withdrawal Unauthorized), or if student elected to take the course for a CR/NC grading basis, a “NC” (No Credit) grade will appear on student’s academic record for the course.
5. If student elects to withdraw from the course, student must follow the policy and procedures established for Withdrawals.