



CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Disenrollment for Nonpayment of Fees
Policy Number:	333
Policy Administrator:	Provost
Policy Initiator:	Registrar
Authority:	
Effective Date:	06/18/1998
Revised Date:	12/01/2011
Approved:	William Eisenhardt, President
Approval Signature:	

Scope: Continuing students at CMA.

Accountability: Student Finance and Office of the Registrar

Policy: It is the policy of the California Maritime Academy to disenroll from classes and cancel all university services, in a timely manner, those students who have been granted a fee deferment, but fail to comply with stipulations of the deferment.

Procedures:

The following procedure is initiated after the third week of school if a student fails to comply with paying fees by the final deadline for payment for the semester.

The Controller will send a letter to the student indicating that lack of compliance to stipulations in the promissory note **may** result in disenrollment.

If the student does not comply within **five** working days, the Controller will send the student's name to the Registrar requesting disenrollment of the student; courtesy notice sent to the Provost.

The Registrar will send a letter to the student indicating that he/she has been disenrolled, with courtesy notification to the Controller, Dean of Students, and the Commandant's Office.

The Dean of Students will be responsible for the termination of board and room privileges.

The Commandant's Office will be responsible for informing the Corp, and will also remove the student from cruise, when necessary.

Students who wish to petition the decision of their disenrollment may submit an appeal to the Provost. If a student is conditionally reinstated, the Provost will notify the Registrar, Controller, and Commandant's Office. The Registrar will notify the faculty of the student's reinstatement.