



# CAL MARITIME

## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	Academic Renewal
<b>Policy Number:</b>	366
<b>Policy Administrator:</b>	Provost
<b>Authority:</b>	Executive Order 1037; Grading Symbol: Minimum
<b>Standards Governing the Assignment of Grades, Policies on the Repetition of Courses, Policies on Academic Renewal, and Grade Appeals</b>	
<b>Effective Date:</b>	4/25/2001
<b>Revised Date:</b>	12/1/2011
<b>Approved:</b>	
<b>Approval Signature:</b>	<i>D. R. Richard</i> PRESIDENT

**Purpose:** In accordance with Executive Order 1037, the campus has the authority to exclude students from the credit established by the CMA.

**Scope:** Currently enrolled students at CMA.

**Accountability:** Academic department and the Office of the Registrar.

**Policy:** It is the policy of the California Maritime Academy that a maximum of one academic year of course work with unsatisfactory grades may be excluded from credit and grade point consideration if course repetition is inappropriate (e.g., change of major, or courses not offered at Cal Maritime.)

**Procedures:**

Removal of previous term(s) work from degree consideration under the above circumstances is subject to the following provisions:

- The student has requested the action formally and has presented evidence that the work is representative of present scholastic ability and level of performance; and
2. At least five calendar years must have elapsed since the course work was attempted; and
  3. Since the most recent work to be disregarded was completed, the student has subsequently completed at the campus 15 semester units or 22 quarter units with at least a 3.0 GPA, 30 semester units or 45 quarter units with at least a 2.5 GPA, or 45 semester units or 67 quarter units with at least a 2.0 GPA; and
  4. The student must provide evidence that past performance was due to extenuating circumstances *and that additional enrollment would be necessary to qualify for a degree if the request were not approved; and*
  5. When such action is taken, the student's permanent academic record shall be

annotated so that it is readily evident to all users of the record that no work taken

into consideration for the degree is subject to the above provisions.