


CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	Adding and Dropping Classes
Policy Number:	AA 03-013
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
Effective Date:	06/18/1998
Revised Date:	02/17/2012
Approved:	
Approval Signature:	

- Purpose:** In accordance with Executive Order 1037, the campus has the responsibility for enforcing academic standards established by the CSU.
- Scope:** Enrollment of continuing students at CSU Maritime.
- Accountability:** Academic department and Office of the Registrar.
- Policy:** It is the policy of the California Maritime Academy to allow students to add and drop classes within the established deadlines.

Procedures:**ADDING AND DROPPING OF CLASSES**

Students may add or drop classes up to a specific deadline in each semester using the online registration system.

A. ADD A COURSE

Students may add a course to their schedule only during the add/drop deadline using the online registration system.

B. DROP A COURSE

- a. Students may drop a course from their schedule before the end of the add/drop deadline of the semester with no grade reported.
 1. Student may use the on-line registration system to drop courses through the end of the add/drop deadline.
 2. Course is completely removed from students' record.
 3. Student dropping all courses will result in no enrollment for the term.
- b. After the add/drop deadline, students may drop a course with an approved withdrawal and receive a "W" grade symbol on their permanent academic record. The "W" carries no connotation of quality of student performance and is not used in calculating the grade point average or progress points.
 1. Undergraduate students may withdraw from no more than 18-semester units attempted at the California Maritime Academy.
 2. Beyond the 18-semester units, students will need to submit a Petition for Reconsideration with the Office of the Registrar.
 3. Students must submit the appropriate drop/withdrawal form with the approval of the instructor, department chair or academic dean, and reasons for the withdrawal.
- c. Final twenty percent of instruction, students may not drop a course unless students provides evidence of extenuating circumstances that would prevent them from completing all courses attempted in the semester. Approval to drop a course after fourteenth week of the semester will be made by the Vice President of Academic Affairs or their designee.

C. BEYOND THE PUBLISHED DEADLINE

- a. Students may petition for submit a Late Add Form where approval is required of the instructor, cashier's office, advisor, and registrar.
- b. Adds beyond the University census date are normally not considered.
- c. Students wishing to drop courses beyond the published add/drop deadline must comply with procedures established above.