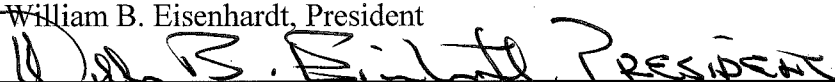


CAL MARITIME

ACADEMY POLICY MANUAL

| | |
|------------------------------|--|
| Policy Title: | Course Transfer Credit |
| Policy Number: | AA 03-014 |
| Policy Administrator: | Provost, Vice-President of Academic Affairs |
| Policy Initiator: | Registrar |
| Authority: | Executive Order 1065 – General Education Breadth Requirements; Executive Order 1036 – Systemwide Admission Eligibility and/or Baccalaureate Credit Awarded for External Examinations, Experiential Learning, and Instruction in Non-Collegiate Settings |
| Effective Date: | April 9, 2001 |
| Revised Date: | June 30, 2012 |
| Approved: | William B. Eisenhardt, President |
| Approval Signature: |  PRESIDENT |

- Purpose:** The purpose of the policy is to regulate and apply transfer credit toward degree requirements at Cal Maritime.
- Scope:** Continuing students
- Accountability:** Office of the Registrar; Academic Dean
- Policy:** It is the policy of the California Maritime Academy to accept college transfer credit from an accredited, postsecondary higher education institution.

Procedures:

Students may take a course at another accredited institution if the student finds an equivalent course, and approval of the concurrent enrollment is made prior to enrolling in the course. Students may be expected to provide a course syllabus for the equivalent course, and other information about the course, if needed, prior to the approval process.

The equivalent course, taken at another accredited college, must carry equal or greater unit value to the course offered at Cal Maritime. The student must have an official transcript sent to the Student Records Office upon completion of the course regardless of the grade earned. A grade of "CR" will be reflected on the student's permanent record if a passing grade was earned. Grades earned in transferable courses completed at other accredited colleges are not used in calculating the campus cumulative grade point average, but are included in the student's overall grade point average.