



### Open University Policy

<b>Policy Number:</b>	AA 05-001
<b>Policy Administrator:</b>	Provost
<b>Policy Initiator:</b>	Associate Provost
<b>Authority:</b>	EO 1099
<b>Effective Date:</b>	April 26, 2000
<b>Revised Date:</b>	October 8, 2018
<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

**Purpose:**

This policy defines the process and procedures for Open University at California State University Maritime Academy (Cal Maritime), using guidelines from EO 1099.

**Scope:**

This policy applies to all students enrolled at Cal Maritime.

**Accountability:**

The Registrar is responsible for administering this policy and ensuring compliance.

**Policy:**

It is the policy of Cal Maritime to allow prospective students, community members, and/or students that have been disqualified or denied admission from Cal Maritime an opportunity to participate in regular university classes on a space available basis at the university without formal admissions. These classes may apply towards professional skills, personal interests, a future degree, or utilized to improve an individual's grade point average.

A maximum of 24 semester units earned through Open University in a non-matriculated status may be applied towards a bachelor's degree.

## **Procedures:**

### **A. Enrollment in Open University:**

Enrollment is open to non-matriculated students only.

1. Former Cal Maritime students who have been inactive (matriculation closed) or graduated (alumni).
2. Students who have been academically disqualified from Cal Maritime or other institutions.
3. International or non-resident students not enrolled in a Cal Maritime program.
4. The general public.
5. Students who received a sanction of suspension or expulsion at the Cal Maritime may not enroll through Open University.

### **B. Academically Disqualified Students**

1. Academically disqualified students may elect to enroll at Cal Maritime through Open University to register for courses in which grades of “D” or “F” were earned. All grade attempts for a repeated course will be recorded on students’ transcript and averaged into the GPA calculation. Courses attempted through Open University are not subject to the repeat policy.
2. In accordance with Cal Maritime’s Academic Standing policy ([AA 03-004](#)), students disqualified for a third failure of a course must successfully complete the course prior to readmission. It is recommended that academically disqualified students meet with the department chair for advising prior to enrolling in Open University.

### **C. Leave of Absence/Withdrawal**

Open University is not open to students who received an approved Leave of Absence/Withdrawal or elect to not enroll in a semester at the Cal Maritime. Students with an approved Leave of Absence are still matriculated and therefore, not eligible to register in Open University.

### **D. Impacted Programs/Classes**

Students interested in taking courses offered in an impacted program ([check the Admissions website](#)) must secure the approval of the department chair and academic dean on the Open University form.

### **E. Open University Regulations**

1. Students may not enroll in directed or independent/individual study, international experience, research, thesis, field work, cooperative education or cruise.
2. A maximum of 24 semester units earned through Open University in a non-matriculated status may be applied toward a bachelor’s degree. All units attempted through Open University will be calculated in the student’s grade point average.
3. Students should attend the first week of classes and secure faculty approval the second week of the drop/add period (priority is given to matriculated students); the Open University Add forms will be processed during the second week of the drop/add period. Students must complete the registration process prescribed on the Open University website by the University’s published add/drop period. Open University Add forms will not be processed prior to the start of the semester.
4. Student must pay Open University fees at the Cashier’s Office. The [Open University website](#) will provide the most current Open University tuition fee, which applies to both in-state and out-of-state students.

5. Open University students will be issued a temporary Cal Maritime email address and access to university learning platforms which may be required for the course(s). Upon completion of the semester, students may view their grades online or request an official Cal Maritime transcript.
6. Open University students must comply with university and department regulations regarding prerequisites, withdrawals, repeats, grading, and student conduct.
7. Health, medical, and food services are available at additional cost; arrangements are made with the Cashier's Office.
8. Open University students are not eligible for financial aid, campus housing privileges, campus student employment, tutoring, participation in the Corps of Cadets, and watch-standing.
9. Open University students are not members of the Corps of Cadets and may not dress in uniform. Students will not be permitted to conduct business on campus or attend classes wearing shorts, tee shirts, sandals, or similar attire.