



# CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258  
Uluga Campus  
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931  
Fax: (692) 625-7203  
Email: [bor.regents@cmi.edu](mailto:bor.regents@cmi.edu)

# CMI POLICY NO. 362 ACADEMIC RENEWAL

Status: Active  
Effective Date: August 15, 2022  
Approval Date: August 15, 2022  
Steward: Board of Regents  
Approval Authority: Board of Regents

## Policy Statement

CMI students may have substandard grades excluded from the calculation of their grade point average (GPA) for graduation purposes, so long as 1) the grades do not reflect their demonstrated academic ability, 2) the grades are at least three years old or the student can demonstrate extraordinary extenuating circumstances, and 3) the courses excluded from the GPA calculation have not and will not be used to meet graduation requirements. These courses, however, will remain part of the student's academic record and grades.

## Reason for the Policy

CMI recognizes that learning is a lifelong process and that students' abilities, circumstances, and educational goals change over time. Past performance should not prevent future achievement.

## Definitions

**Substandard grades:** grades of D+, D, or F

**Demonstrated academic ability:** students will be considered to have demonstrated academic ability to qualify under this policy if they have completed one of the following since receiving the substandard grades:

- 15 credit hours at an accredited college with a GPA of 3.00 or higher
- 30 credit hours at an accredited college with a GPA of 2.50 or higher
- 45 credit hours at an accredited college with a GPA of 2.00 or higher

They must not have a D+, D, F, NP, or unresolved I grade during the semesters in which these credits were earned.



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**Extraordinary extenuating circumstances:** Situations that arose outside the control of the student that significantly limited academic performance but did not qualify for a leave of absence or other withdrawal, or that prevented the student from applying for such. These may include but are not limited to unexpected caregiving responsibilities, sudden loss of family income, or experiences of relationship violence.

## Statements of Elaboration of Policy

### Limitations

1. The recalculated GPA will be effective only for graduation purposes and therefore will not affect:
  - a. The GPA that appears on the transcript.
  - b. Eligibility for honors or awards.
  - c. Satisfactory Academic Progress calculations for financial aid purposes
2. Each student is only eligible for Academic Renewal once.
3. Academic Renewal is irreversible.
4. Academic Renewal may be applied to a maximum of 30 credits.

### Records

While the original course and grades will continue to be listed on the student's transcript, a notation of Academic Renewal will remain in the student's permanent record.

### Reporting

The number of students graduating with academic renewal will be reported to the Board of Regents when the Board is presented with a list of graduating students.

## Cross References to Related Policies

Other policies related to grading and eligibility for graduation may be found in the Academic Catalog.

## Responsible Officer

Vice President for Academic and Student Affairs





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## Key Offices to Contact Regarding the Policy and its Implementation

Applications for academic renewal are received and initially processed by the Director of Admission & Records. Applications that require verification of extraordinary extenuating circumstances must also be reviewed by the Dean of Student Success and the Dean responsible for supervising the program in which the student is currently enrolled.

## Links to Procedures and Forms

1. The academic renewal process is initiated by a student completing the Academic Renewal Form.
2. Students may complete the Academic Renewal Form on their own initiative, or may be encouraged to do so by their advisor, a student advocate, or other member of staff.
3. While it is primarily the student's responsibility to complete the form, CMI employees will provide assistance.
4. The form should be turned in to the Director of Admission and Records, who will verify if all conditions are met.
5. If all conditions are met and the student is not required to demonstrate extraordinary extenuating circumstances, the Director will record the Academic Renewal, notify the student of successful application, and ensure that it is accounted for when the GPA for graduation is calculated.
6. If all conditions are not met, the Director will notify the student that their application has been unsuccessful. The form will be disposed of at this point.
7. If all conditions are met, but the student must show extraordinary extenuating circumstances, the Director will send the form to the Dean of Student Success.
8. The Dean of Student Success will use the form to determine whether the student has demonstrated extraordinary extenuating circumstances.
9. The Dean of Student Success may request additional information from the student. This information must be recorded in writing, either by the student or the Dean.
10. If the Dean determines that the student has not demonstrated extraordinary extenuating circumstances, the Dean will notify the student that their application has been unsuccessful. The form will be disposed of at this point.
11. If the Dean determines that the student has demonstrated extraordinary extenuating circumstances, the form will go for concurrence to either the Dean of Academic Affairs or the Dean of WAVES, depending on which Dean has responsibility for the program in which the student is currently enrolled.



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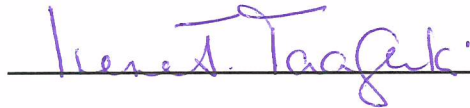
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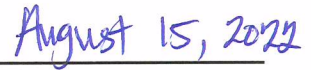
12. If the second Dean concurs, they will return the fully signed form to the Director of Admission and Records, who will record the Academic Renewal, notify the student of successful application, and ensure that it is accounted for when the GPA for graduation is calculated.
13. If the second Dean does not concur, they will notify the student that their application has been unsuccessful. The form will be disposed of at this point.
14. There is no appeal for this process.

[Academic Renewal Form](#)

**Date of Initial Policy**



**Dr. Irene J. Taafaki, President**



**Date**