



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

COLLEGE OF THE MARSHALL ISLANDS

BOARD RESOLUTION-No: 2023 - 005

“A RESOLUTION TO APPROVE NEW POLICY #390: ADULT BASIC EDUCATION ADMISSIONS”

WHEREAS, The Board of Regents of the College of the Marshall Islands given the responsibility under the CMI Act 1992 to “approve such policies and standards as it may deem necessary for the effective operation of the College,”

And

WHEREAS, the Adult Basic Education program has distinctive requirements for admission that require a separate policy from admission to post-secondary programs,

And

WHEREAS, Enrollment Management Committee and the Executive Council have recommended the policy,

NOW, THEREFORE, BE IT RESOLVED:

That the College of the Marshall Islands Board of Regents approves the revised Policy 390: Adult Basic Education Admissions.

I, **Kathryn Relang**, Chair of the Board of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Regents of the College of the Marshall Islands on January 23, 2023 at which a quorum was present and voted.

Kathryn Relang
Chair, Board of Regents
College of the Marshall Islands



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College Policy 390 ADULT BASIC EDUCATION

ADMISSIONS POLICY AND PROCEDURES

Status: Active
Effective Date: January 23, 2023
Approval Date: January 23, 2023
Steward: Board of Regents
Approval Authority: Board of Regents

POLICY STATEMENT

Admission to the College of the Marshall Islands Adult Basic Education program is based on the national need to assist students who are 17 years of age and above that intend to acquire the RMI High School Equivalency Diploma of the US High School Equivalency Test (HISSET). The ABE admissions policy is established by the Board of Regents and administered by the Vice President of Academic and Student Affairs (VPASA) of the College through the Workforce, Adult and Vocational Education Services (WAVES) Department. All records submitted by the applicants become the property of the College.

REASON FOR THE POLICY

This policy provides students a clear understanding of the admission process for ABE and the responsibilities that they must adhere to to successfully complete the program.

DEFINITIONS

Adult Basic Education (ABE) - A program offering basic skills, pre-adult secondary education, and adult secondary education to improve students' skills in preparation for higher levels of instruction. Curricula include Reading, Writing, Science, Social Studies, and Mathematics skills.

Advising - A process that involves assisting students with academic advising, career planning and addressing barriers to participation which may involve referral to the academic and student support services.



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Career Pathway - A combination of rigorous and quality education and training that is aligned with the skill needs of industries in the economy to ensure that students are successful in both secondary and postsecondary education including apprenticeship programs, advising to achieve their education and career goals, workforce preparation to attain a high school diploma and a recognized post-secondary credential for a specific career or occupation.

International Student: For the purposes of ABE, an international student is any student that is not an RMI National Citizen and undertakes the program of study

CP 390.3 CROSS REFERENCES TO RELATED POLICIES

STATEMENTS OF ELABORATION OF POLICY

CP: 390.41 Admission requirements

All admissions applications are submitted to the Office of Workforce, Adult and Vocational Education Services (WAVES). A complete CMI Adult Basic Education admissions requirement packet must include copies of all the following;

- A complete ABE application form for admission
- Application registration fee - \$35.00(national student) or \$40.00(international student) for Uliga Campus and \$15.00 (national student) or \$20.00 (international student) for CMI Kwajalein Campus, CMI Wotje Center, CMI Jaluit Center. Santo Sub-Cennter and Kili.
- Official Transcripts
- Medical Clearance consisting of COVID Vaccination card, Immunization record, and TB Clearance
- RMI Social Security Card
 - Non RMI Social security card holders are assigned dummy numbers by the WAVES office to fulfill the standard admissions requirements and are required to obtain an RMI social security card prior to registration for a course.
- Birth Certificate (Applicant should be at least 17 years of age per the definition of Adult Basic Education in the CMI Act 1992 §203)



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And one of the following two items;

- Valid RMI ID Card
- Passport

All new and readmitted students are obligated to clear any outstanding balance with the Institution and must agree to the terms set forth by the Business office. The Agreement can be found on the admission application form.

Admission Deadlines

Fall semester ----- July 30th
 Spring semester ----- January 10th
 Summer semester ----- May 30th

If the deadline falls on a weekend or holiday, applications can be submitted on the next business day.

Offers of Admission

The WAVES Office Manager oversees the review of all applications. Each file is reviewed to determine if the applicant meets all the requirements of the program. Applicants who meet the requirement will be required to sit the ABE Placement Test after notification of acceptance.

Applicants will be offered an Admissions Letter and must confirm acceptance of the offer by sending the letter of agreement acknowledging admissions and adhering to the Program rules and regulations prior to the first day of New Student Orientation.

Conditional Admission

The WAVES Office Manager may establish Conditional Admission after receiving a written request from the applicant. Consideration of Conditional Admission may be necessary due to extenuating circumstances such as: problems with acquiring the medical clearance, official transcripts, and or delay in air/sea transportation. The Office Manager will provide Acceptance letters to the students and ensure that a copy is placed in the Applicant's file with specific dates of submission of missing documents which are to be provided at least ten days prior to the first day of New Student Orientation.

Admission Appeal

Applicants may submit appeals on admissions decisions, in writing, to the Dean of Workforce, Adult and Vocational Education Services (WAVES). Appeals on admissions may be presented if the application is deemed incomplete or if the applicant does not meet the requirements of the programs.



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The outcome of the Appeal will be provided in writing to the applicant.

Re-admission

Inactive students

Students that have not registered for the program for a period of more than three years fall into the category of Inactive. Inactive students must meet all standard application requirements as listed in that current year of readmission.

Students will be required to complete an ABE Placement Test to confirm their entry level in Math and English.

Reinstatement

After Disciplinary Dismissal

Students that are dismissed for disciplinary reasons will be required to attend the College's Student Conduct Board that is Chaired by the Dean of Student Services and be re-admitted as per the conditions of the Board depending on the severity of the situation.

Transfer Students

Students intending to transfer from either the Distance Education centers or campus must meet all requirements of the program. Students are required to provide all official documents to confirm level of study.

International Students

Adult Basic Education is funded by the Special Education Grant (SEG) whereby applicants from the Republic of the Marshall Islands (RMI) are prioritized. International students are also accepted into the program however they are to write a letter of interest to the WAVES Office to provide details of the expected date of enrollment.

International students must submit all application requirements as listed below:

- Completed ABE Application Form
- Medical Clearance and Police Clearance from the applicant's country of residence if he/she has not resided in the RMI for more than 5 years
- Official Transcripts
- Vaccination Cards
- RMI Student Entry Permit, obtained from the Marshall Island Immigration Office.



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- Confirmation of Residential Address of parents, guardians or sponsors to assist with financial and living expenses.

International students are required to comply with the RMI Immigration Act and should return home, however if they are dependent, he/she must obtain necessary immigration documents from the RMI Immigration Office

Deferral of Admission

Applications are to be submitted accordingly with the deadlines and any late applications will be placed on waitlist for the semester. Accepted applications can choose to defer their place in the program for a period of one year without reapplying.

Adult High School

The program is designed to help students prepare for gainful employment and/or transition to experiences in postsecondary career and technical education. In 2011, RMI's unemployment rate was 58.9%.

The minimum requirement to gain employment with the Government of RMI and most private institutions is a high school diploma. Individuals who do not achieve a high school diploma have no documentation of proficiency in Language Arts, Mathematics, and other critical subject areas. Obtaining a high school diploma and achieving proficiency in Math and the English language are fundamental skills for individuals to compete for high-wage and high demand careers. This program will offer adults ages 17 and older the opportunity to earn credits towards their diploma while receiving education and training in preparation for the workplace and/or post-secondary education.

Benefits

The successful implementation of the program will have a positive effect on students' academic, employability potential and career pathways

The direct impact on CMI with transitioning students into a postsecondary CTE programs, effectively preparing them with English Language Arts and Literacy and Mathematics skills that they can apply when taking postsecondary courses and increasing students' likelihood to complete postsecondary education at CMI because of their academic preparation.



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Courses Offered

<u>COURSE</u>
Language Arts Literacy
Algebra 1
Earth Science
Student Success Workshop
Pacific History
Geometry
Literature Survey
Biology
Marshallese Language
Government Systems in the Pacific
Fundamentals of Communication
Algebra 2
Introduction to Book Keeping 1/ Clothing & Textiles
Geography of the Pacific
Office Technology
Introduction to Bookkeeping 2/Introduction to Automotive
Office Technology
PRACTICUM COMPONENT – 12 weeks

Eligibility

Students should be placed in either Level 3 of ABE or have a CASAS score of 236

CMI Placement

To determine the level of English and Math of the prospective students, they are required to take the CMI ABE Placement test. Placement tests are only given to students once they have completed and submitted all requirements of the Admission process and should be completed at least 10 days before the Placement Test assigned dates.

These students will be placed based on their following scores:

- 50% or below: Level 1
- 51% to 60: Level 2
- 61% to 70: Level 3
- 71%to 80: Level 4
- 81%- 100%: Level 5



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Advising

Each student enrolled into the program will be assigned an Advisor within the ABE Faculty

who will offer advice, listen and refer the student to academic, student support services and career planning. The advisor teaches the students strategies for success so that they may fulfill the requirements of the program and serve their future ambitions. The advisor and the advisee are required to meet at least more than once in a semester based on the availability of both parties however they can always meet when the need arises

Student Information

Any student academic and personal information will be treated as confidential as directed under Family Educational Rights & Privacy Acts (FERPA) unless the student authorizes the release of this information. A waiver must be signed by the student

Responsible Officer

Dean of Workforce, Adult and Vocational Education Services

Chair, Adult Basic Education

Office Manager, WAVES Office

Key Offices to Contact Regarding the Policy and its Implementation

WAVES Office

Links to Procedures or Forms

Student Discipline Policy

Family Educational Rights & Privacy Acts (FERPA)

Date of Initial Policy:

Date(s) of Any Revisions:



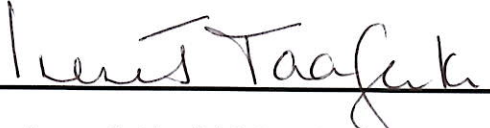
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Dr. Irene J. Taafaki, President

January 23, 2023

Date