



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uliga 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 - CO2

“A RESOLUTION TO APPROVE NEW POLICY #361: GRADES AND GRADING”

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 Learning Experience and Academic Policy 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 new Policy 361: Grades and Grading.

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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CMI POLICY NO. 361

Grades and Grading

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

Policy Statement

Grades awarded for CMI classes reflect the quality and quantity of work completed by students. Instructors inform students of course grading policies within the syllabus, which is explained and distributed to students at the beginning of each course and available through the learning management system. Instructors maintain accurate records of student grades in the college learning management system.

Reason for the Policy

This policy specifies how grades are awarded for developmental and credit-level college coursework at CMI.

Definitions

Grade Point Average (GPA)

The number of grade points earned for each course attempted is calculated by multiplying the credit hours for the course by the grade point received in the course. The sum of this figure for all courses included in the GPA calculation divided by the total credits hour for all attempted courses included in the calculation yields the GPA. Only credit-level coursework completed at CMI is considered as part of this calculation, except for specific purposes defined in other policies.



Substandard Grades

Grades of D+, D, F, or NP are considered substandard. No credit will be awarded for courses in which students receive grades of F or NP. Some programs may accept D+ or D grades. Programs that do not accept D+ or D grades will indicate the expected minimum grade on the program sheet.

Letter Grades

The following grades are used in the GPA calculation when assigned for credit-level work or as otherwise specified in policy:

Course Grade	Percentage	Quality of Work	Grade Points
A	90 – 100	Excellent	4.00
B+	85 – 89	Very good	3.50
B	80 – 84	Good	3.00
C+	75 – 79	Fair	2.50
C	70 – 74	Fair	2.00
D+	65 – 69	Poor	1.50
D	60 – 64	Poor	1.00
F	0-59	Fail	0.00



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The following grades do not impact a student's GPA:

Incomplete (I)

A mark of I is given when a student is otherwise doing acceptable work but is unable to complete the course due to circumstances beyond their control. These grades must be accompanied by a Report of Incomplete Work Form. Any incomplete grade that is not resolved within one year will automatically revert to the grade specified on the Report of Incomplete Work Form.

No Pass (NP)

Students in developmental courses who do not meet the requirements for award of credit will receive a grade of NP.

Withdrawal (W)

A student may withdraw from a course during the period specified in the Academic Calendar. The grade of W will be noted on the student's transcript but will not affect the student's GPA. No credit will be awarded.

Audit (AU) Grades

When a student has enrolled in a course as an audit student, that course will be recorded on the transcript with a grade of AU. No credit will be awarded.

Statements of Elaboration of Policy

Grade Reports

Official grade reports shall be made after the midterm and the end of the course according to the schedule in the Academic Calendar. Midterm grade reports are progress reports and are neither reported on the student's transcript nor included in the GPA calculation. Final grade reports are recorded on the student's transcript and included in the GPA calculation as specified. Students shall also be informed of their progress informally by their instructors throughout the semester and by request.



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Repeated Courses

Students may retake courses in which they have earned substandard grades. Students wishing to retake a course in which they earned a C or better must petition the Dean responsible for the program. Both the original and repeated class and grade remain on the transcript, but only the most recent grade is calculated in the cumulative GPA, and credit is awarded only once.

Grade Appeals

Students may appeal a grade if they believe it was awarded in error or unfairly. Grade appeals do not include opportunities for students to make up work or complete work for extra credit, though in rare cases an examination or demonstration of skills may be requested as part of a formal grade appeal. Students who believe they have been awarded a grade in error or unfairly should first contact the instructor and/or department chair and attempt to resolve the issue informally. The instructor may agree to change the grade via the Change of Grade Form. If the issue is not resolved, the student may file a formal Grade Appeal with the Dean responsible for the program. The burden of evidence for a formal grade appeal falls upon the student. Grades may not be changed after one calendar year has passed.

Other Reasons for a Change of Grade

Outside of the appeal process or resolution of an Incomplete (I) grade, instructors may initiate the Change of Grade procedure using the Change of Grade form only if they discover that the grade was awarded in error.

Cross References to Related Policies and Regulations

Responsible Officer

Vice President for Academic and Student Affairs



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Key Offices to Contact Regarding the Policy and its Implementation

Vice President for Academic and Student Affairs, Dean of Academic Affairs, Dean of WAVES, instructional departments

Procedures

1. Starting with the fall 2022 semester, all faculty are expected to maintain grading records within their course shells in Moodle.
2. These grades will be automatically imported into the Jenzabar SONIS system for the midterm report.
3. Grades in Moodle will be used in case another faculty member needs to take over a course during the semester or if final grades are not submitted.
4. Faculty are responsible for inputting their final grades into the Jenzabar SONIS system by the published deadline at the end of each semester.
5. For incomplete (I) grades, the Report of Incomplete Work Form shall be completed by the faculty member, signed by the responsible Dean, and submitted to the Registrar.
6. When a student has completed the requirements to resolve an incomplete (I) grade, the instructor or designee specified on the Report of Incomplete Work Form should submit the Resolution of Incomplete Work Form.
7. For grade appeals that are resolved informally, the faculty member will complete a Change of Grade Form, obtain the responsible Dean's signature, and submit the form to the Registrar.
8. For formal grade appeals, the student will submit the Grade Appeal Form to the appropriate Dean. The Dean will form and chair a panel including one faculty member from within the department and one faculty member from outside the department. The panel will review the evidence from the student and give the faculty member an opportunity to present evidence. If the panel upholds the grade appeal, the Grade Appeal Form will be submitted to the registrar who will be responsible for the grade change. If the panel upholds the original grade, the Dean will keep the Grade Appeal Form on file.

Date of Initial Policy:

Date(s) of Any Revisions:



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Irene J. Taafaki

Dr. Irene J. Taafaki, President

January 23, 2023

Date