



# 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  
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## **CMI POLICY NO. 391**

# **High-School Equivalency Programs Grades and Grading**

Status:	Active
Effective Date:	December 5, 2023
Approval Date:	December 5, 2023
Steward:	Board of Regents
Approval Authority:	Board of Regents

## **Policy Statement**

Grades awarded for the CMI ABE classes reflect the quality and quantity of work completed by students. Instructors inform students of the course grading policy in the syllabus and this is explained and discussed with the students at the start of each course during the first week and is made available through the learning management system. Accurate records of the student's grades are maintained in the WAVES Administration Office and will be recorded in the college learning management system.

## **Reason for the Policy**

This policy indicates how grades are awarded for students in the Adult Basic Education and Adult High School program for both coursework and exam for a grade to be awarded.

## **Definitions**

### **Grade Point Average (GPA)**

A measure of a student's academic achievement at the Adult Basic Education program; calculated by converting the letter grade into numbers on a 4.0 scale, totaling the sum of the numbers then divided by the sum of the number of courses taken in a level.



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The letter grading given to the student is the same as that for other CMI credit programs. For the Adult High School, GPA is calculated in the same way as for CMI credit programs whereby the cumulative GPA is determined by adding the sum of all the courses taken by the student divided by the number of courses that the students took in the program. To graduate the student should achieve an average cumulative GPA of 2.0.

### Substandard Grades

Grades of D+, D, or F are considered substandard. No credit will be awarded for courses in which students receive grades of F. 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

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 (ABE) Form. **Any incomplete grade that is not**



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resolved within one year will automatically revert to the grade specified on the Report of Incomplete Work Form.

### 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.

## Statements of Elaboration of Policy

### Grade Reports

Official grade reports are to be submitted by the Faculty in charge after the mid-term and at the end of the course according to the schedule in the Department Calendar which is aligned to the Academic Calendar. Midterm grade reports indicate the academic progress of the students and are not reflected in the final transcript. Only final grades are reported and recorded on the transcript. Faculty are required to inform students of their academic progress either informally or through the learning management system when requested.

### 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 of WAVES and Chair of 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 unfairly and this does not include work that is earned for additional credit. Students are expected to contact the Instructor and the Department Chair verbally and through writing whereby attempts will be made to resolve the issue.

Once a decision is made, the instructor will be required to change the grade using the same Change of Grade form used by the Postsecondary programs and if not resolved the student



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may file a formal Grade Appeal with the Dean of WAVES providing the relevant evidence to support this. Grade appeals are only eligible within one calendar year.

## 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 same Change of Grade form used by the postsecondary programs 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

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

Vice President for Academic and Student Affairs, Dean of WAVES, ABE Chair and Department Faculty

## Procedures

1. All faculty are expected to maintain grading records within their course shells in Moodle.
2. The current grade reporting template will be used until the Jenzabar will be ready for full implementation with the ABE program.
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 SIS system** by the published deadline at the end of each semester.



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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 Dean of WAVES. 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:**

*December 5, 2023*

**Dr. Elizabeth Switaj, Interim President**

**Date**