



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
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CMI POLICY NO. 397

High-School Equivalency Programs Graduation Policy

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

Policy Statement

In order to be eligible for graduation and conferral high school equivalency diploma, students must meet the following requirements:

1. Complete all requirements specified in the approved program sheet for the high school equivalency diploma programs
2. Have a cumulative grade point average of 2.0 or above in courses taken at the CMI High School Equivalency programs
3. Submit the Application for Graduation
4. Pay for the graduation fee

CMI employees will advise and assist students in meeting these requirements. However, the final responsibility for meeting them is on the students.

Reasons for the Policy

This policy maintains the integrity of the college's high school equivalency program by specifying the terms of and requirements for graduation.

Definitions

Program Sheet

The program sheet is the list of course and credit requirements for the high school equivalency diploma program. **Program Sheets include program specific grade requirements of a C or even B or better in all courses**



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In order to graduate, the students must complete all the courses listed in the program sheet.

Statements of Elaboration of Policy

Catalog Year

To be eligible for graduation, students should complete the requirements listed in the program sheet published for the academic year during which they first admitted. Re-admitted students will complete the requirements listed in the catalog for the academic year during which they were readmitted.

If required courses are no longer offered due to changes in the program, students may be able to complete their requirements via course waiver and substitution.

Conferral of Diplomas

Resolutions to confer degrees and certificates shall be considered by the Board of Regents at least twice annually, once after the conclusion of the spring semester and once after the conclusion of the summer semester. Under special circumstances, the Board may entertain resolutions at other times of year.

Graduation Ceremonies

Only students who have completed the requirements for their high school diploma may participate in the graduation ceremony. The college's Adult Basic Education main graduation ceremony shall be held on Majuro Atoll following the conclusion of the spring semester. CMI Centers may hold graduation ceremonies at the same time of year. Students who have completed their program requirements on Majuro may elect to participate in the ceremonies at other locations. Cohorted programs that conclude during the summer semester or have other special characteristics may hold their own graduation ceremonies with the permission of the president. Additional celebrations not labeled as graduation or commencement ceremonies may be held without such permission.

Graduation Honors

The graduate with the highest GPA shall be recognized as the valedictorian and the student with the next highest GPA shall be recognized as the salutatorian. Only courses taken in the high school equivalency program will count for the calculation of the GPA for graduation honors. The valedictorian should complete all required credits from the program and more than one student may be recognized in a case of a tie.

The following honors will be noted in the program:



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- Students that earn the highest score in each of the course will also be recognized with special awards.
- Honors List - students with the highest GPA.

Graduation Regalia

The High School equivalency program graduates will wear yellow regalia. Graduates on the Honors List or earning special awards may wear a green honor cord.

Deferral or Graduation in Absentia

Students who are unable to attend their graduation ceremony may elect to defer to the following year, have a proxy participate on their behalf, or graduate in absentia, with graduation in absentia being the default.

Physical Degrees and Certificates

The printed high school equivalency diploma shall be available one month after the graduation ceremony. Students must have fulfilled all financial obligations before receiving the diploma. A letter confirming graduation will be issued to the graduate. The name of the diploma shall match the name in the student's official record. Name changes requested after the end of the semester in which the student completes their requirements may not be reflected on the printed degree or certificate. Replacement copies will require a fee.

Posthumous Degrees and Certificates

The Board of Regents may elect to confer a posthumous degree or certificate on a student who has died while enrolled and on track to graduate. In this case, the student's name will be included in the graduation program, and the physical degree or certificate will be given to the student's next of kin. There will be no further requirements for application or clearance forms.

Cross References to Related Policies and Regulations Policy 361: Grades and Grading

Responsible Officer

Vice President for Academic and Student Affairs
Dean of WAVES



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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 and Office Manager

Procedures

1. During the first half of each spring semester, the Office Manager will compile a list of candidates who will be eligible for graduation by the end of the semester.
2. The Office Manager will contact these students and their advisors to ensure that students understand their requirements for graduation and that they complete the Application for Graduation.
3. In order to be eligible to participate in the graduation ceremony, students should complete the Application for Graduation and pay the graduation fee at least one month prior to the graduation ceremony. Students who do not apply by that date may participate on a space available basis or may graduate in absentia.
4. Students who apply for graduation but do not complete their requirements that semester do not need to apply or pay the fee a second time.
5. For cohorted programs concluding in the summer semester, the department chair responsible for the program will work with Chairs and the Office Manager to produce the list of candidates.
6. At the end of the spring and summer semester, the responsible Chairs and the Office Manager will provide the confirmed list of students who have completed their requirements to the Vice President for Academic and Student Affairs who will review the list and prepare it for presentation to the Board of Regents.
7. The main graduation ceremony on Majuro shall be planned by a committee chaired by the Program Chair or an assigned staff. Planning for ceremonies at the CMI Centers shall be led by the Center Directors, Coordinators. Deans responsible for programs that have special ceremonies will typically also have responsibility for those ceremonies.

Date of Initial Policy:

Date(s) of Any Revisions:

Dr. Elizabeth Switaj, Interim President

December 5, 2023

Date