



## Regular Meeting Minutes - Approved August 02, 2018

### Members Present

Rachel Salomon  
Jomi Capelle  
Rigietta Lord  
Pamela Perkins

Cheryl Vila  
Monica Gordon  
Jacinta Samuel

John D. Villafania  
Oyinade Ogunmokun  
Florence Peter

### Excused

Elizabeth  
Meitaka Kendall-Lekka

Hermon Lajar  
Stevenson Kotton

Jennifer Seru  
Va Savu

### The meeting was called to order @ 11:10 AM

### Agenda Items - Continuing

1. Financial Aid Policies & Procedures
2. (Time Permitting) Membership for:
  - Admissions Board
  - Financial Aid Appeals Board
  - Policy & Procedures Handbook sub-group

### Minutes

#### 1. FINANCIAL AID POLICIES AND PROCEDURES

- CP 320.09:
  - General Provisions and Eligibility Requirements:
    - To maintain financial aid eligibility at the College of the Marshall Islands students must:
      - Maintain a Cumulative Grade Point Average (GPA) of 2.00 or better
      - Successfully completes at least 66.66% of all credits attempted during a semester of enrollment and all cumulative credits attempted in entire semesters of enrollment
      - Completes his/her educational program within 150% of the published length of the educational program. All semesters of enrollment apply whether financial aid was received or not. Remedial courses are not counted toward the time frame. **this means a lot of students will be ineligible for PELL**
    - Academic progress determinations will be made each semester after grades are posted



## ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

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- Students are placed on Financial Aid Sanctions:
  - Financial Aid warning – if students fail to maintain a cumulative GPA of 2.00 and/or fail to successfully complete 66.66% of all hours credits attempted. Students who are placed on Financial Aid Warning continues to receive financial assistance for one semester and is not required to submit an appeal. If the student fails to meet the standards after the Warning Period, student will become ineligible for financial aid. However, the student may petition (appeal) for reinstatement of aid, provided the College grants permission to the students to remain in school.
  - Financial Aid suspension or termination – if students fail to meet SAP standards under the Warning status at the end of the subsequent semester, did not complete their educational program with the timeframe, completely withdraw all courses during a semester of enrollment. Notification of financial aid suspension will be prepared and sent to students after grades are posted.
- Students have the right to appeal the denial of financial aid if they feel there are extenuating circumstances, which prevented them from meeting the specified requirements. Appeals must be written and must specifically address the extenuating circumstances. All documentation and/or letters of appeal must be received by the Office of Financial Aid at least one day prior to the committee's scheduled (refer to the academic calendar) meeting at the beginning of each semester, specified in the suspension letter. Late appeals may be considered and deferred for upcoming semester. The Director of Financial will provide a written response based on the committee's decision to the student within four (4) calendar days of the committee's meeting.
- Students who file an appeal and who should be able to meet the SAP standards by the end of the subsequent payment period will be placed on probation without an academic plan. If the student, based on the appeal, requires more than one payment period to meet progress standards, the student must provide an Academic Plan completed and signed by the student and his/her advisor to the Office of Financial Aid. The student is eligible to receive Title IV aid as long as the student continues to meet the academic plan requirements. A 100% pass rate for the term is required. Any withdrawals or failing grades will result in suspension of the academic plan.
- Reinstatement of financial aid after a student's aid has been terminated for lack of satisfactory academic progress can be achieved once a



student has attained the required cumulative GPA of 2.0 and has successfully completed 66.66% of all credit hours attempted.

- Should a student change his or her enrollment status from semester to semester (for example within an academic year attend Fall Semester full-time and Spring Semester halftime) CMI will average the full- time and part-time course load based on the above credit load requirements
- students enrolled for only one (1) semester within an academic year will have his/her academic progress determined at the end of the academic year semester based upon the one (1) semester of attendance
- If a student changes major(s) or graduates with an A.S./A.A. degree and re-enrolls into a new program, the above limitation may be reduced depending on the number of credits required for graduation.
- REMEDIAL CREDITS: Students who are required to take remedial/ courses may take no more than 30 credits worth of non-credit coursework
- TRANSFER CREDITS: Transfer units from another institution are considered in determining the student status for federal student aid at CMI if the credits are accepted toward a degree or certificate.
- Courses that are repeated will count in the calculation of hours attempted and completed hours earned for the time frame. A student may attempt a course a second time and still be eligible for financial aid. However, a student will not receive financial aid after the second attempt of the same course and has passed a course with a “C” grade or better.
- The following grades will be considered as credits enrolled but not successfully completed: Incomplete grades: I; and Non-passing grades: NP, F, W and NC.

➤ **BP 320.09: Financial Aid Satisfactory Academic Progress Appeal Policy**

- Students have the right to appeal the determination of financial aid ineligibility to the Financial Aid Office and Dean of Student Services by submitting a letter of appeal and fill-out the appeal application. Documents must be submitted by specified deadline each semester.

➤ **CP 320.10: Procedures**

- Appeal application and letter must be received by the Financial Aid Office within three (3) weeks upon receipt of the suspension notice.
- Appeals must be written and must specifically address the extenuating circumstances. All documentation and/or letters of appeal must be received by the Office of Financial Aid at least one day prior to the committee's scheduled



meeting at the beginning of each semester, specified in the suspension letter. Late appeals may be considered on a case by case basis. The committee will provide a written decision to the student within four (4) calendar days of the committee's meeting.

- Students who file an appeal and who should be able to meet the SAP standards by the end of the subsequent payment period will be placed on probation without an academic plan. If the student, based on the appeal, requires more than one payment period to meet progress standards, the student must provide an Academic Plan completed and signed by the student and his/her advisor to the Office of Financial Aid. The student is eligible to receive Title IV aid as long as the student continues to meet the academic plan requirements. A 100% pass rate for the term is required. Any withdrawals or failing grades will result in suspension of the academic plan. Student whose appeal was once granted will not be allowed to submit another thereafter.
- **BP 320.10: Financial Aid Return of Title IV Funds**
  - **Policy**
    - Withdrawal from all classes during a term may also result in a change in the Title IV (financial aid award) for that term. U.S. Department of Education's Higher Education Amendment (HEA) of 1998 requires schools to implement the Return of Title IV policy when a student, who is a Title IV recipient, withdraws from school. If a Title IV recipient withdraws before the 60 percent point of the term (as calculated by the number of days in the term) will have their financial aid award reduced. Upon withdrawal the Financial Aid Office will calculate the percentage of days in which the student was enrolled prior to withdrawal. This percentage will be applied to the amount of aid received for the term, with the student retaining only the amount of aid for the percentage of the term actually completed. The unearned portion of the financial aid award must be returned to reimburse the appropriate Title IV program (s).
    - Students considering withdrawal from classes should consult the Financial Aid Office prior to initiating the withdrawal process. Withdrawal can have a significant impact on institutional charges, the current financial aid award, and future financial aid eligibility.
- **CP 320.11: Withdrawal Process and Procedures:**
  - **Official Withdrawals**
    - Students who withdraw by means of the College's Student Withdrawal/Check-out Sheet form are considered to have "officially withdrawn". The Last Day of Attendance, which is the Final Approval withdrawal date, is used to determine the point in time students



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withdraw from school in order to determine the percentage of period of enrollment completed.

- Process of the Withdrawal/Check-out Sheet Form:

1. Student must acquire the form from the Registrar
2. Ensure that form is filled-out and completed, initialed by each instructor of each class that student is attending or attended, signed by each respective department stated in the form before returning to the Registrar.
3. Final approval or signatory by Dean of Student Services.

- **Unofficial Withdrawals**

- Students who cease attending all classes during a term may also be subject to the Return of Title IV Funds Policy outlined above. In all cases, official withdrawal procedures should be followed. Students who fail all classes during the semester will be reviewed to determine if the failure was due to attendance. Students who stopped attending classes before the end of the term may be administratively withdrawn and considered to have been **“unofficially withdrawn”**. Therefore, the 50 percent point in the term will be used to determine the last day of attendance. However, students who show intent of withdrawal but were unable to officially withdraw due to unusual circumstance (illness, death, injury and other circumstances beyond student control), the date of withdrawal will be determined if the student is able to provide evidence to Financial Aid.

- **Return of Title IV Funds Calculation**



Step 1. Determination of Title IV funds disbursed/could have been disbursed	= Total of Title IV funds disbursed
Step 2. Determination of Percentage of Title IV fund Earned	Number of completed divided (/) by Total Days in period of enrollment = Percentage of Title IV funds earned
Step 3. Determination of Title IV fund Earned by Student	Percentage of Title IV funds Earned X Total Title IV funds disbursed = Title IV fund Earned
Step 4. Determination of Title IV funds to be returned	Total disbursed Title IV fund minus (-) Earned Title IV fund = Unearned Title IV aid



**ENROLLMENT MANAGEMENT COMMITTEE**

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Determination of unearned fund School must returned to HEA programs	Lesser of: Unearned Title IV funds disbursed and Total Institutional charges X Unearned percentage
Determination of unearned fund Student must returned	Amount of Unearned Title IV fund minus Unearned fund X 50%

- **Never Attended/No Shows**
  - If a student does not begin attendance in a payment period or period of enrollment, CMI will return Title IV funds (ex. Pell Grant) that were credited to the student's account at the CMI or disbursed directly to the student for that payment period or period of enrollment within 30 days after CMI has determined the withdrawal date.

**2. TIME PERMITTING - MEMBERSHIP FOR:**

- Admissions Board
- Financial Aid Appeals Board
- Policy & Procedures Handbook sub-group

**Meeting adjourned @ 12:15 PM**

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

03 - April - 2019

Date approved