



Special Meeting Minutes - Approved July 20, 2018

Members Present

Rachel Salomon
Elizabeth Switaj
Jomi Capelle
Jennifer Seru

Vincent Nix
John D. Villafania
Jacinta Samuel

Stevenson Kotton
Va Savu
Cheryl Vila

Excused

Monica Gordon

The meeting was called to order @ 11:10 AM

Agenda Items

1. Admissions Policy
2. Financial Aid Policy
3. Admissions Board Sub-Committee
4. Policy & Procedures Handbook Task Force

Minutes

1. ADMISSIONS POLICY

➤ **BP: 310.01 Admission Policy:**

- Admission to the College of the Marshall Islands is based primarily upon evidence of the student's ability to benefit from the educational programs of the College. In compliance with the College's open admissions policy, procedures are put in place as guidelines. The admissions policy is established by the Board of Regents and administered by the President of the College through the Admissions Board which is a function of the Enrollment Management Committee. All records submitted by the applicants become the property of the College.

➤ **CP: 310.01 Admission Procedure:**

○ **CP: 310.011 Admission requirements**

- All admissions applications are submitted to the Office of Admissions and Records. A complete CMI admissions requirement packet must include copies of all the following:
 - A complete application FORM for admission (on/offline)
 - Application processing fee - \$5.00(national student) or \$10.00(international student)



ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Majuro
Marshall Islands, MH 96960

Tel: (692) 625-3394
Fax: (692) 625-7203
Email: emc@cmi.edu

- Official Transcripts
 - High School/High School Equivalent/College
- Diploma for high school graduate
- Medical Clearance
- RMI Social Security Card
 - Non RMI Social security card holders are assigned dummy numbers by the Admissions office to fulfill the standard admissions requirements and are required to obtain an RMI social security card prior to registration for a course.
- Valid Government issued ID (passport/state/driver's license)

- And one of the following two items;
 - Birth Certificate
 - Passport

- Originals of all documents must be presented and a local bank account opened prior to registration for a course. **The complete list of registration requirements can be found at CP: 330.XX**

- **CP: 310.012 Admission Deadlines**
 - Fall semester ----- June 30th
 - Spring semester -----November 30th
 - Summer semester -----April 30th
 - If the deadline falls on a weekend or holiday, applications can be submitted on the next business day.

- **CP: 310.013 Offers of Admission**
 - The Admissions Board oversees the review of all applications. Each file is reviewed to determine if the applicant will benefit or will not benefit (at the time) from the educational programs available at the College. Applicants who meet the admission requirements are given offers of admission following the review of their applications. After notification of acceptance, applicants offered admission must confirm acceptance of the offer by sending a letter of agreement acknowledging admission and intent to enroll prior to the first day of New Student Orientation.

- **CP: 310.014 Conditional Admission**
 - The Admissions Board 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 health form, official transcripts, and or delay in air/sea transportation. The Director of Admissions will provide a letter to the applicant, and place a copy in the



applicant file, providing the specific date missing documents must be submitted. All missing documents are required to be submitted prior to first day of New Student Orientation for that semester.

- **CP: 310.15 Admission Appeal**
 - Applicants may submit appeals on admissions decision, in writing, to the Dean of Student Services. The applicant must provide circumstances related to why they believe the decision should be changed. Additional information may be requested of the student once an appeal has been submitted/ failure of the applicant to respond to this request is grounds to deny the appeal.
 - The Admissions Board will consult on appeals and either may grant/deny appeals. If an appeal is rejected, the applicant will be informed by the Director of Admissions in writing and a copy of the notification will be placed in the applicant's file.
 - If an appeal is accepted, the decision, conditions, and requirements or the granted appeal will
 - 1. Have a deadline for completion (when applicable)
 - 2. Be provided to the applicant in writing
 - 3. Be documented in the application file
- **CP: 310.16 Re-admission**
 - **Inactive students**
 - Former students who have not registered for classes for three or more years are classified as inactive. Inactive students must meet all standard application requirements as listed. Re-admitted students must meet current (year of re-admittance) catalog requirements for graduation.
 - Former students who are seeking readmission who have completed neither English 90s nor a credit level English course are required to take the CMI Placement test in English.
 - Former students who are seeking readmission who have completed neither Math 90s nor a credit level Math course are required to take the CMI Placement test in Math.
 - Students who are seeking readmission who were previously placed in Credit level English and or Math may be considered by the Admissions Board on a case by case basis
- **CP: 310.17 Reinstatement**
 - **After Academic Dismissal**
 - Students dismissed for academic reasons may apply for reinstatement by submitting a Reinstatement Request Form no later than three full semesters after the semester dismissal. Students are re-admitted based on the recommendation on the Admissions Board and will re-enter on academic probation.



- **After Disciplinary Dismissal**
 - Students dismissed for disciplinary reasons may apply for reinstatement by letter no later than three full semesters after the semester dismissal. Students are re-admitted based on the recommendation of the Student Conduct Board and may re-enter with conditions established by the board.
- **CP: 310.18 Transfer Students**
 - Transfer students must meet all application requirements as listed, unless otherwise indicated. The CMI placement test may be waived if the applicant has previous credit-level coursework. Students with satisfactory grades (C or above) from another accredited college or university may apply for admission with advanced standing at the College of the Marshall Islands. The transfer student is responsible to provide the College with official college records for transfer credit. Transfer credits will not be calculated into CMI's grade point average and the final twelve (12) credits in any CMI degree program must be earned at CMI. Refer to academic policy and procedures.

2. FINANCIAL AID POLICY

- Tabled for Next meeting.

3. ADMISSIONS BOARD SUB-COMMITTEE

- Tabled for Next meeting.

4. POLICY & POLICY & PROCEDURES HANDBOOK TASK FORCE

- Tabled for Next meeting.

Meeting adjourned @ 1:20 PM

Next Meeting Monday July 23, 2018.

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

03 - April - 2019

Date approved