



Special Meeting Minutes - Approved July 23, 2018

Members Present

Rachel Salomon
Jomi Capelle
Jennifer Seru

Vincent Nix
John D. Villafania
Jacinta Samuel

Elizabeth Switaj
Cheryl Vila
Monica Gordon

The meeting was called to order @ 5:11 PM

Agenda Items - Continuing

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

Minutes

1. FINALIZING ADMISSIONS PROCEDURES AND POLICIES

➤ CP: 310.19 International Students

- Applicants from countries other than the Republic of the Marshall Islands (RMI), the Federated States of Micronesia (FSM), the Republic of Palau (ROP), the Commonwealth of the Northern Mariana Islands (CNMI), Guam, or the United States (USA) are classified as international students. International students should write a letter of interest to the Office of Admissions at least six months prior to their expected date of enrollment to ensure admission and registration for courses.
- International students must submit all standard application requirements as listed. In addition, the following must be provided to the Office of Admissions.
 - Proof of English proficiency with a TOEFL (Test of English as a Foreign Language) minimum score of 500 for any applicant whose first language is not English OR completion of CMI placement test.
- International students must also obtain several documents/permits before arriving in the Republic of the Marshall Islands to attend the college.
 - Medical and Police clearance from the applicant's home country-if the applicant has not resided in the RMI for five 5 or more years.
 - The RMI student entry permit. The entry permit must be obtained from the Marshall Islands Immigration Office before arrival. To receive a student entry permit, applicants must send a copy of their CMI acceptance letter and a request for entry permit to:



- RMI Immigration Office, P.O Box 890, Majuro, MH 96960, Republic of the Marshall Islands
 - Confirmation of financial resources for tuition, fees, and living expenses for one year
 - Confirmation of a round trip ticket to the Marshall Islands
- International students who graduate from high schools within the Republic of the Marshall Islands and are not citizens of the RMI, FSM, ROP, CNMI, Guam, or the USA must meet the additional requirements for international students as specified.
- In compliance with the RMI Immigration Regulation Act, prospective international students who have gained independent status and wish to attend CMI must return home and follow the international student admission procedures. If the international student is a dependent, he/she must obtain the necessary immigration documents from the RMI Immigration office.
- **CP: 300.20 Dual Enrollment**
 - Dual Enrollment is an acceleration program that allows students to simultaneously earn credit toward high school completion and college programs. It allows students to pursue advanced curriculum relevant to their individual interests that otherwise would not be available in secondary education. Courses are only offered in the Fall and Spring semesters.
 - **Benefits**
 - Dual enrollment offers several beneficial outcomes. First, college credit earned prior to high school graduation reduces the average time to degree and increases the likelihood of graduation for participating students. Second, evidence supports the assertion that dual enrollment increases academic performance and educational attainment. Third, it increases the opportunity for students to develop skills and knowledge. Lastly, dual enrollment provides for active connection between the college and high schools.
 - **Courses Offered**
 - Credit level
 - Courses in English, mathematics, science, social science, or foreign languages; occupational/technical courses; or other courses agreed upon by the school system and the College are open to eligible students. Students must meet course prerequisites prior to enrollment in any of these courses.
 - **Eligibility**
 - Students enrolled in schools in the 11th or 12th grade with a GPA of 3.5 or higher, and be at least 16 year old by the first day of instruction.
 - Students must complete the CMI Application for Admission.
 - Students must be placed in English and math credit level as a result from the CMI Placement test.
 - Students must have written recommendation from their high school principal or his/her designee provided to the CMI Admissions Office.



- CMI reserves the option to deny a request based on academic behavior records that indicate the student would not be best served by this program.
- Students must attend a Dual Enrollment orientation prior to beginning classes and register through their advisor, Dean of Academic Affairs.
 - **Admission Requirements**
 - Eligible and interested students are responsible to ensure the following items are submitted to the CMI admissions office by the admissions deadlines (Nov. 30th for Spring and June 30th for Fall) to be considered for dual enrollment:
 - CMI Application for Admission
 - Application processing fee \$5
 - Health/Medical Clearance
 - Recommendation from High School Principal (or designee)
 - Current Official High School Transcript
 - Copy of Birth certificate
 - Copy of Social Security Card
 - Copy of valid State ID or valid Passport.
 - **Placement**
 - Eligible high school students will be required to complete the CMI Placement Test prior to being accepted as a dual-enrollment participant.
 - **Financial Assistance**
 - High School students are not eligible for Federal Student Aid as federal regulations require students to have a high school diploma or high school equivalency to qualify
 - **Tuition, Fees, and Textbooks**
 - Tuition, fees, and textbook costs are waived for accepted participants.
 - **Registration**
 - Participants will be registered for classes during dual-enrollment orientation. Registration for dual students is done during the last day of add/drop period.
 - **Services**
 - Participants may access all CMI services relevant to the completion of their courses.
 - **Transportation**
 - Participants are responsible for transportation to and from classes/school. Participants may use transportation services already offered by CMI.
 - **Semester Calendar**
 - Participating students will follow the CMI Academic Calendar.
 - **Compliance**
 - Participating students are subject to all college policies, procedures, and regulations.
 - **Available Courses**



- Only specific courses offered by CMI will be available for dual enrollment.
- Participating students must meet course prerequisites prior to enrollment in any of CMI's courses.
- Academic departments within CMI may require additional information (for example, an interview, subject-area teacher recommendations, etc.) from an applicant before she/he is permitted to enroll in a course within that department.
- Each participating student will have an individual "articulation document." This form will be completed and signed by the participant's high school principal and CMI's Vice President of Academic and Student Affairs. Completed at the start of each semester, the form will outline the credits earned at both levels (high school and college) by the participant, pending successful completion of the dual-enrollment course.
- Participating students may enroll in no more than (1) CMI course without special permission from the Admissions Board..
- **Grades/Credit**
 - Participants and parents must sign a release allowing CMI faculty and staff to communicate grades (and other information) to high school staff and teachers.
 - A student must officially be enrolled under this program in order for the principal to accept (as high school credit) the credit earned at CMI.
 - Students must complete all college courses with a grade of "C" or better to:
 - 1) earn college credit; and
 - 2) be eligible to continue as a dual enrollment program student.
 - CMI's registrar will ensure that grades earned by participants are sent to the appropriate high school after completion of the course
- **CP: 300.21 CMI Placement**
 - Prospective students are required to take the CMI Placement test to determine their placement in English, Math, and Computer literacy. Placement tests are given to prospective students after acceptance to the College and should be taken prior to the New Student Registration day. English, Math, and Computer Literacy levels must be sufficient to ensure the ability of applicant to benefit from CMI instructions or courses.
 - A prospective student with a TOEFL score of 500+, SAT English and Math with a score of 510+, ACT English score of 18+ or a HiSet English score of 15+ is automatically placed into credit level English and the CMI Placement exam will be waived. In any cases where a Math Standardized score is not provided, the prospective student will be placed in Math using the CMI placement test.
- **CP: 300.99 Admissions Board Procedures**
 - Admissions Board reserves the right to review each applicant on a case by case basis.



- Jomi moved to accept the Admission Policy and Procedures as amended and projected. Jacinta seconded the motion. The motion was unanimously approved.

2. FINANCIAL AID POLICIES AND PROCEDURES

➤ CP 320.02 Basic Eligibility Requirements for Financial Aid

- Have a high school diploma, or an equivalency certificate; or completed home schooling at the secondary level; or passed a Department approved Ability to Benefit test; or satisfactorily completed six credit hours of college work that are applicable to a diploma or certificate. Regulatory citation: 668.151
- Must be accepted and enrolled in an eligible program for enrollment as a regular student working toward a degree or certificate program;
- Have demonstrated financial need.
- be a U.S. citizen/national or an eligible non-citizen¹
- Have a valid U.S. Social Security (or an assigned pseudo-number).
- Not be in default with any federal student loan and does not owe money on any federal student grant (Title IV)
- Resolve any drug conviction issues
- Register with Selective Service, if required.
- Make satisfactory progress towards the completion of a degree or certificate in accordance with policy
- Have a completed FAFSA/ISIR on file. If the student's ISIR has been flagged for verification, all items reported by the student on the ISIR must be verified against supporting documentation such as tax returns, statements, and specific proof of untaxed income. If the result of verification is a change in the student's eligibility index, the ISIR must be corrected and submitted to the Federal Processor. A valid ISIR will be generated and the student will receive an acknowledgment of the changes. Regulatory Citation: 668.57 (a); 668.16(f);668.54(a)(3)
- Be enrolled at least One-Fourth (1/4) time

➤ CP 320.03: Financial Aid Application Processes and Procedures

- Student Financial Aid Academic Schedule Dates and Deadlines
 - FAFSA Cycle for an academic year – July 1
 - FAFSA Available: October 1, of every year.
 - FAFSA Deadlines:
 - Fall Semester - June 30th
 - Priority Deadline: May 1st
 - Spring Semester – November 30th
 - Priority Deadline: September 30th
 - Summer Semester - April 30th
 - Priority Deadline: March 31st



ENROLLMENT MANAGEMENT COMMITTEE

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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3. TIME PERMITTING - MEMBERSHIP FOR: - Tabled for next meeting.

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

Meeting adjourned @ 7:20 PM

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

03 - April - 2019

Date approved