



Special Meeting Minutes - Approved July 24, 2018

Members Present

Rachel Salomon
Jomi Capelle
Jennifer Seru

Elizabeth Switaj
Monica Gordon
Jacinta Samuel

John D. Villafania
Rigieta Lord

Excused

Vincent Nix

Stevenson Kotton

Cheryl Vila

The meeting was called to order @ 11:25 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 320.05: Pell Grant Calculation**
 - July 1 to June 30 represents the academic year.
 - An academic year is represented by two semesters.
 - The scheduled award is based on a full-time student attending a full academic year and is made according to the official Pell Payment Schedule.
 - Students enrolling for less than an academic year or less than full-time will be awarded on a prorated basis.
 - Pell Grant awards will be based on a student's course load at the end of the drop/add period. The policy at the College of the Marshall Islands entitles the student to earn the full semester Pell Grant award after completing 60% of the term. For financial aid purposes, the payment period will be established on a semester system.
 - The scheduled award for Pell is determined by using the appropriate federal Pell Payment Schedule either for a full-time, three-quarter time, half-time or less than half-time students.
 - For financial aid purposes, the payment period and semester award will correspond to the hours for which the student will enroll and pay fees as described above. For purposes of determining a student's award amount each



student's enrollment status will be based on the number of credit hours a student is taking each semester.

- To determine the student's disbursement, the Aid Administrator must take the scheduled award amount and divide into three equally semester disbursements. The student will be paid only for semesters of actual enrollment.

➤ **CP 320.06: Pell Grant Determination of Awards**

- For the purposes of awarding federal aid, awards are based on students' enrollment status are determined as follows:
 1. Full-time status is any student enrolled and attending classes for a minimum of 12 credit hours per semester
 2. Three-semester time status is any student enrolled and attending classes for a minimum of 9 credit hours per semester
 3. Half- time status is any student enrolled and attending classes for a minimum of 6 credit hours per semester
 4. Less than half- time status is any student enrolled and attending classes for 5 or less federal credit hours per semester.
- Students Financial Aid Enrollment Status will be determined after the last day to drop without official record. Students' awards will be adjusted based on the following;
 1. Enrolled in fewer credits than he/she was awarded
 2. Course (s) cannot be covered by Pell Grant because student has attempted more than twice and/or has exceeded developmental limitation.
 3. Never began attendance.
- No adjustment shall be made after the last day to drop without official record.
- Pell recipients who totally withdraw from College of the Marshall Islands prior to completing 60% of the term will have their award recalculated. In compliance with federal regulations, College of the Marshall Islands will calculate refunds in accordance with the Return of Title IV Funds Refund Policy.

➤ **BP 320.08: Financial Aid Satisfactory Academic Progress Policy**

- In accordance with the US Department of Education's Student Assistance General Provisions (Standards of Satisfactory Academic Progress Policy (SAP)), students enrolling at the College of the Marshall Islands must be making satisfactory academic progress toward their diploma, certificate, or degree. Students are responsible for maintaining an acceptable level of progress regarding quality and quantity of works.
- To meet the satisfactory academic progress requirement, the College establishes the Satisfactory Academic Progress (SAP) Policy standards to evaluate students' progress which students must achieve to maintain eligibility for federal student aid:
 1. QUALITATIVE measure of the student's progress, as defined by grade point average (GPA) and the



ENROLLMENT MANAGEMENT COMMITTEE

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2. QUANTITATIVE measure of progress based on enrollment status whereby a student is expected to finish the required number of credits per established time frame in which the student must earn his/her educational objective, degree or certificate. Regulations set the maximum time frame in which a student must complete his/her educational program as 150% of the normal completion time for the degree/certificate the student is seeking to earn. At the end of each semester, the College will determine whether the student has made satisfactory progress according to these standards.
 - Members of the Appeal Committee are Jacinta, Monica, Lilly and a Faculty.

2. TIME PERMITTING - MEMBERSHIP FOR:

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

Meeting adjourned @ 1:16 PM

Kelly Luce Sebastian, Recording Sec.
Scribe

EMC
Reviewed & Approved by

03 - April - 2019
Date approved