



## Regular Meeting Minutes - Approved September 06, 2018

### Members Present

Rachel Salomon  
Lina Jimenez  
Jennifer Seru

Va Savu  
Monica Gordon  
Jacinta Samuel

John D. Villafania  
Waisiki Baleikorocau  
Oyinade Ogunmokun

### Excused

Elizabeth Switaj  
Jomi Capelle

Hermon Lajar

Pamela Perkins

### The meeting was called to order @ 11:05 AM

### Agenda Items - Continuing

1. Financial Aid Policies & Procedures
  - Financial Aid Appeal
    - FAA Board
2. Counseling Policies & Procedures
3. Early Registration/Registration process Draft Remediation Plan
4. Catalog
5. Committee Transcripts for incoming Transfer
6. Admissions Board

### Minutes

1. FINANCIAL AID POLICIES AND PROCEDURES
  - BP 320.12: Student Leave of Absence Policy
    - Policy Statement
      - A student may request and be granted an approved **Leave of Absence (LOA)** when extraordinary circumstances, such as a serious illness or injury prevents the student from continuing classes. The Leave of Absence Policy covers both physical health and mental health difficulties. For the purpose of this policy, only cases of verified accident, illness or other extraordinary circumstances, beyond the control of the student such as but not limited to grievous personal loss, will be considered.
    - General criteria:
      - A student will be granted an approved Leave of Absence if:
        - the institution determines there is a reasonable expectation that the student will return to the institution;



- the LOA does not exceed 180 days in length in any 12-month period;
- the LOA does not involve additional charges to the student;
- the student followed the institution's policy in requesting an LOA;
- the required documents are complete upon approval of the LOA

➤ **CP 320.12:**

- General Procedures:
  - An ad hoc committee composed of the Student Nurse, a Representative from Student Advocate, Financial Aid Director and Student Account will endorse the approval of the Leave of Absence to the Dean of Student Services, VP of Student and Academic Affairs, and VP of Business Affairs and Services.
- Requests for a Leave of Absence shall be approved due to health or medical circumstances and other extraordinary circumstances beyond the control of the student and must be supported by relevant documentation. The documentation must show a substantial medical change that arose unexpectedly after the drop period has ended. If a student is seeking a selective course withdrawal, the student must show why the condition has affected that course (or courses) specifically. Otherwise, only a total semester withdrawal will be considered by the College.
  - Appropriate documentation for a request of LOA due to an accident or illness consists of a letter from the attending health care provider that specifies the following:
    - the date of onset of illness
    - the dates the student was under professional care
    - the general nature of the student's medical condition and why/how it prevented the student from completing his course work
    - the date of the student's anticipated return to school
    - the last date the student was able to attend class
  - In case of application for LOA due to grievous personal loss, the following documents should be submitted to support the application:
    - certified true copy of a death certificate of the immediate family or the person paying for the student's educational expenses
    - evidence of relationship to the dead person (birth certificate, marriage certificate and other documents acceptable by the Adhoc Committee)
    - Other documents that may be requested by the Adhoc Committee to support the application.
  - For other cases, the Ad Hoc Committee has to decide on the appropriate documentation acceptable to support the request for a Leave of Absence.



## 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

- The student or his authorized representative must file a Leave of Absence Form together with the required documentation stated above, immediately upon knowledge of such illness or injury.
  - The student must state the period of his return to the College, not to exceed 180 days in any 12-month period.
  - A student who is granted an approved Leave of Absence (LOA) is not considered to have enrolled and will have their Title IV funds (PELL) returned and charges accumulated adjusted. However, if a student does not return to CMI at the end of an approved LOA, a return of Title IV funds will be required from the-student.
  - Pregnancy itself does not qualify under the Leave of Absence Policy, unless a special condition or complications associated with a student's pregnancy (e.g. total bed rest for more than 2 months or during the entire period of her pregnancy) occurred that prevents her from attending her courses for the entire semester. The same appropriate documentation would be needed before an approved Leave of Absence is granted.
  - *Academic Status.* Student on approved LOA retain their admitted student status, however, they are not registered and therefore do not have rights and privileges of a registered student. On the student's return, he or she is permitted to complete the course work he or she began before the LOA.
- CP 320.13 Pell Attendance Verification Procedure
- The College must verify attendance for federal aid recipients prior to releasing financial aid checks to enrolled students. Instructors will receive attendance forms via email two times a quarter. The first set is sent out during the third week of the quarter and the second set is sent out during the seventh week of the quarter. The College is required to recalculate a student's award in the event the student has withdrawn or has been dropped from all classes. Accurate and timely reporting of attendance allows the College to remain in compliance with Title IV regulations and to continue to offer Title IV assistance to our students.
  - **Verification Forms** – Make sure when attendance verification forms are received, they are completed and submitted by the deadline indicated. Four categories can be checked.
    - Student is currently enrolled and attendance is satisfactory
    - Student is currently enrolled, but in danger of being dropped due to excessive absences on or prior to \_\_\_\_\_(date)
    - Student has dropped
    - If student has dropped, PLEASE state last date of attendance.



➤ **CP 320.14: STUDENT RIGHTS AND RESPONSIBILITIES**

○ **Student Rights**

● **You have the right to ask the school:**

- The names of its accreditation or licensing organizations.
- About its programs; its instructional, laboratory, and other physical facilities; and its faculty.
- What the cost of attending is, and what its policy is on refunds to students who withdraw.
- What financial assistance is available, including information on all Federal, State, local, private, and institutional financial aid programs.
- What the procedures and deadlines are for submitting applications for each available financial aid program.
- How and when you will be paid and the type and amount of assistance you will receive.

○ **Students' Responsibilities**

● **It is your responsibility to:**

- Understand Financial Aid Policies and Procedures
- Know and comply with all deadlines for applying or re-applying for aid.
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can prevent or delay your receiving aid
- Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can prevent or delay your receiving aid
- Provide all additional documentation, verification, corrections, and/or new information requested by the financial aid office
- Notify your school of a change in your name, address, or attendance status
- Check your grades to know and understand about your Financial Aid Eligibility Status before and end of each semester of enrollment
- Understand that at any time during a semester of enrollment, your financial aid may change if:
  - ◆ Your enrollment status change
  - ◆ Withdraw from all courses before you have completed 60% of term.
  - ◆ Course attempted more than two times will not be covered by Pell Grant.
  - ◆ Course passed with "C" Grade and attempted for second time will not be covered by Pell Grant



◆ Pell Grant does not cover more than 30 credits of Developmental.

- Understand College of the Marshall Islands Financial Aid Satisfactory Academic Progress policy.
- Understand Withdrawal (Returned of Title IV) Policy
- Understand the following grades: **F (Fail), W (Withdraw), I (Incomplete) and NP (No Passing)**, will be considered as credits attempted but not successfully earned.

➤ Tabled for Next meeting.

**2. COUNSELING POLICIES & PROCEDURES**

➤ Tabled for next meeting.

**3. EARLY REGISTRATION/REGISTRATION PROCESS**

➤ Tabled for next meeting.

**4. CATALOG**

➤ Almost done.

**5. COMMITTEE TRANSCRIPTS FOR INCOMING TRANSFER**

➤ Tabled for next meeting.

**6. ADMISSION BOARD - Tabled for next meeting.**

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

**Meeting adjourned @ 12:07 PM**

**Special Meeting next week Thursday 11am - 1pm**

Kelly Luce Sebastian, Recording Sec.

Scribe

EMC

Reviewed & Approved by

03 - April - 2019

Date approved