



CMI

BOARD OF REGENTS

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258

Uliga Campus

Tel: (692) 625-3394/3291/4931

Fax: (692) 625-7203

Email: bor.regents@cmi.edu

CMI Policy 310: Admission

Status:	Active
Effective Date:	March 13, 2023
Approval Date:	March 13, 2023
Steward:	Board of Regents
Approval Authority:	Board of Regents

Policy Statement

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.

Reason for the Policy

This policy sets the requirements for admission to CMI's for-credit postsecondary programs, in accord with the access element of the college's mission statement.

Definitions

Ability to Benefit

For most CMI postsecondary programs, ability to benefit is defined as having completed high school or the equivalent. For applicants under the dual enrollment policy, placement at credit level using the college placement test will be considered sufficient evidence of ability to benefit. For programs that require special skills or with specific intended employment outcomes, there may be additional requirements. Such programs include but are not necessarily limited to the Certificate of Completion in the Community Health Outreach Worker and the Certificate of Completion in Outer Atoll Health Assistant, both of which require that participants be selected by the Ministry of Health and Human Services. Any programs with similar special requirements



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must have those requirements established as part of the curriculum approval process. Applicants to bachelor's degree programs who do not have an associate degree must have a recommendation from the relevant department chair.

New Student

A student who has not previously attended the College of the Marshall Islands and has not completed any college credits at another institution. New students will be placed on the program sheets for their selected program(s) that are current in the semester for which they are admitted.

Transfer Student

A student who has earned college credits at another institution. Transfer students will be placed on the program sheets for their selected program(s) that are current in the semester for which they are admitted.

Readmitted Student

A student who is returning to the College of the Marshall Islands after three consecutive years without registration. Readmission requires that all application requirements be completed. Readmitted students will be placed on the program sheets for their selected program(s) that are current in the semester for which they are readmitted. Credit-level courses previously completed by a readmitted student remain valid. However, an applicant in this category who has not previously completed their developmental math or English requirements or a credit-level math or English course, will be required to complete the math or English placement test. Former students who previously placed into credit-level shall be considered by the Admissions Board on a case-by-case basis.

Dual Enrollment Student

A student who takes college courses while also attending high school. Dual enrollment students should meet all requirements for admission except the high school diploma. The bank account provided may be in a parent or guardian's name.

International Student

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



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Mariana Islands (CNMI), Guam, or the United States (USA) are classified as international students.

Reinstatement

Students who are returning following an academic suspension or who were suspended for a full semester or longer for violations of the student discipline or academic honesty policy must reapply for admission to be reinstated. Students who have been expelled are not eligible for reinstatement.

Admissions Board

A subcommittee of the Enrollment Management Committee empowered to review applications. The Admissions Board is chaired by the Dean of Student Success; its voting membership shall consist of the Dean, the Registrar, and three department chairs.

Statements of Elaboration of Policy

Application Requirements

All applicants must submit:

- A completed application form. This form should typically be completed online unless there are extenuating circumstances. Use of the paper application requires approval of the Admissions Board.
- Official transcripts from all high schools and colleges attended
- High school or high school equivalent diploma.
- Republic of the Marshall Islands Social Security Card.
- Valid Government issued ID.
- Passport or birth certificate.
- Vaccination record.
- Bank account information for a bank account in the student's name.
- Notarized translations of any documents in a language other than English or Marshallese.

Applicants for a bachelor's degree program must provide:

- A copy of their associate degree or a letter of recommendation from the relevant department chair



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In addition, international students must provide:

- Medical and Police clearance from the applicant's home country if the applicant has not resided in the RMI for five or more years.
- Confirmation of financial resources for tuition, fees, and living expenses for one year
- The RMI student entry permit or other documents indicating eligibility to study in the country.

It is recommended that applicants submit:

- Health clearance form (required for students in the residence halls)
- Joint Services Transcript (for veterans who may be eligible for credit)

If the name differs on any of the required documents, evidence of a name change must be provided. The college will use the name on the applicant's birth certificate (or, in absence of a birth certificate, passport) as the official name.

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. Late applications may be accepted on a space-available basis and if there is a reason for the delay outside the applicant's control. Acceptance of late applications requires approval of the admissions board.

Conditional Admission

The Admissions Board may establish Conditional Admission after receiving a written request from the applicant. Conditional Admission applies when an application is substantially complete but some required documents have not been delayed such as transcripts or bank account information. All missing documents are required to be submitted ten business days prior to the first day of New Student Orientation for that semester unless otherwise specified by the Admissions Board or if the special case of Summer Conditional Admission applies. Special consideration of Conditional Admission for summer semester may be necessary due to the overlapping of school calendars that may prevent applicants from providing transcripts or high school diplomas on time. In this case, documents must be submitted within the first week of instruction.



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Deferral of Admission

Late applicants not admitted for the semester applied for will have their admission deferred to the following semester. Accepted applicants can elect to defer for up to one year without needing to reapply.

Placement

Admitted applicants in degree programs or in certificate programs that include courses that require completion of developmental English and/or math or placement into credit level must either complete the college placement test or provide an alternative placement mechanism prior to registration, with the following exceptions:

- Readmitted students who have either completed the final developmental courses or have completed a credit-level course in math and English.
- Transfer students with credit-level courses in math and English on their transcripts.
- Students who elect to start at the lowest level of developmental courses.

Programs that do not require placement include the Certificate of Completion in Community Health Outreach Worker, Certificate of Completion in Outer Atoll Health Assistant, and Certificate of Completion in Vocational Carpentry.

Cross References to Related Policies and Regulations

- Policy 320: New Student Orientation
- Policy 331: Student Bank Accounts
- Policy 332: Justice-Impacted Students
- Policy 349: Student Discipline
- Policy 370: Academic Honesty Policy for Students

Responsible Officer

Director of Admission & Records



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Key Offices to Contact Regarding the Policy and Its Implementation

Admission & Records

Procedures

1. The Office of Admission & Records shall ensure that clear application instructions are provided online and, when possible, in person.
2. Individuals interested in attending CMI may submit their applications online or in person. Those submitting applications in person should be assisted by available staff to use a computer for this purpose.
3. International students in particular should start the process early. Six months is the recommended timeframe. International applicants who have provided all documentation required except the student visa and the RMI Social Security Card will be admitted conditionally. The letter of conditional admission should be sent together with a request for entry permit to: RMI Immigration Office, P.O Box 890, Majuro, MH 96960, Republic of the Marshall Islands
4. If an individual requests use of a paper application, the Director of Admission & Records should notify the Admissions Board of the request and the reason for it. The Board will decide whether to accept the paper application and the Director will notify the applicant of the decision. Paper applications may be accepted for reasons of disability access or if the applicant has limited internet access, among other access concerns.
5. Once an application has been submitted, it will be reviewed by the Director of Admission & Records and at least one additional member of staff to verify completeness, accuracy, and compliance.
6. The applicant should be immediately notified of any issues with their application.
7. All applications that include the required documents and are submitted by the deadline shall be accepted. In cases in which the applicant has expressed interest in a program that has special requirements but the applicant does not meet those requirements, the applicant may still be admitted as a student but advised to select another program.
8. Once the deadline has passed, any incomplete applications should be submitted to the Admissions Board for consideration for Conditional Admission. In this case, the Director of Admission & Records should also request a letter from the applicant explaining the reasons for the missing items.



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9. Any complete applications received after the deadline should also be submitted to the Admissions Board for consideration. In this case, the Director of Admission & Records should also request a letter from the applicant explaining the reasons for the late application.
10. Any application that discloses a criminal conviction should be reviewed by the Admissions Board. If the Board believes that the program the student wishes to apply for may be inappropriate given the conviction, the application will be forwarded to the Vice President for Academic and Student Affairs for a final decision in accordance with Policy 332: Justice-Impacted Students. In all cases, if such an applicant is admitted, the Chair of the Admissions Board shall notify the Counseling Director and the Director of Safety and Security.
11. Applicants accepted for admission or conditional admission shall be notified in writing. The written notification shall include:
 - a. All actions the admitted student must take prior to registration and dates or deadlines, including (as relevant) placement tests, new student orientation, and any requirements to resolve a conditional admission status.
 - b. The admitted student's selected program. If the admitted student selected a program that has special requirements and the admitted student does not meet those requirements, the letter should include the requirement to select a different program and recommend similar programs. If it is known that the courses the student will need to begin or continue in their program will not be offered in the semester for which they applied, the letter should contain this information and encourage the admitted student either to defer admission or to change to a related program.
 - c. Information on applying for financial aid and the residence halls.
 - d. Instructions to accept, defer, or decline the offer of admission.
12. Placement procedures and instruments shall be regularly reviewed by the Placement Subcommittee of the Enrollment Management Committee and published online. Current alternatives to the placement test include: placement into credit for SAT English and Math with a score of 510+, ACT English score of 18+ or a HiSet English score of 15+. Any prospective students who have graduated from any high schools within the Marshall Islands and have taken the math transition course will be placed based on their math transition scores as follows:
 - a. 60% or above: Credit Math
 - b. 50% or above: 90s-Level Math
 - c. 40% or above: Math 099 or Accelerated 80s-Level Math
 - d. 30% or above: Non-Accelerated 80s-Level Math
 - e. Below 30%: 60s-Level Math



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Date of initial policy: September 25, 2018

Date of any revisions:

Irene J. Taafaki

Dr. Irene J. Taafaki, President

March 13, 2023

Date