



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

COLLEGE OF THE MARSHALL ISLANDS

BOARD RESOLUTION-No: 2023 - 001

“A RESOLUTION TO APPROVE NEW POLICY #367: GRADUATION”

WHEREAS, The Board of Regents of the College of the Marshall Islands given the responsibility under the CMI Act 1992 to “confer degrees and grant diplomas and certificates” and to “approve such policies and standards as it may deem necessary for the effective operation of the College,”

And

WHEREAS, the Learning Experience and Academic Policy Committee and the Executive Council have recommended the policy,

NOW, THEREFORE, BE IT RESOLVED:

That the College of the Marshall Islands Board of Regents approves the new Policy 367: Graduation.

I, **Kathryn Relang**, Chair of the Board of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Regents of the College of the Marshall Islands on January 23, 2023 at which a quorum was present and voted.

Kathryn Relang
Chair, Board of Regents
College of the Marshall Islands



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CMI POLICY NO. 367

Graduation

Status:	Active
Effective Date:	January 23, 2023
Approval Date:	January 23, 2023
Steward:	Board of Regents
Approval Authority:	Board of Regents

Policy Statement

In order to be eligible for graduation and conferral of degrees or certificates, students must meet the following requirements:

1. Complete all requirements specified in the approved program sheet for the degree or certificate, with at least the final 12 credits completed at CMI, unless credits are taken elsewhere as part of a program with a specific articulation agreement that requires these courses to be taken at another institution. A minimum of 60 credits must have been completed for an associate degree and a minimum of 120 credits for a bachelor's degree.
2. Have a cumulative grade point average of 2.0 or above in courses taken at CMI.
3. Submit the Application for Graduation
4. Pay the graduation fee

CMI employees will advise and assist students in meeting these requirements. However, the final responsibility for meeting them is on the students.

Reason for the Policy

This policy maintains the integrity of the college's degree and certificate programs by specifying the terms of and requirements for graduation. It applies only to postsecondary programs that result in a degree or certificate.



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Definitions

Program Sheet

The program sheet is the list of course and credit requirements for each degree or certificate program, including general education requirements for degrees. Program sheets may also include program-specific grade requirements. The approval process for program sheets is described in the Curriculum Manual. In order to graduate, students must complete one entire program sheet, not combine parts of different program sheets.

Statements of Elaboration of Policy

Catalog Year

To be eligible for graduation, students should complete the requirements listed in the program sheet published in the catalog for the academic year during which they were first admitted. Re-admitted students will complete the requirements listed in the catalog for the academic year during which they were readmitted. Students may elect to be placed on a program sheet that comes into effect later during their period of enrollment. A student who has moved to a new catalog year program sheet cannot revert to the program sheet in effect when they were first admitted nor subsequently select an older term.

If required courses are no longer offered due to changes in the program, students may be able to complete their requirements via course waiver and substitution but otherwise are advised to change program sheets. Requirements from different catalog years cannot be mixed or combined except as allowed through the Course Waiver and Substitution Policy.

Multiple Degrees and/or Certificates

Students may complete multiple degrees and certificates either sequentially or concurrently, subject to the following limitations: 1) to earn a second (or later) degree, students must complete at least twelve (12) credits that were not applicable to the prior degree, but there is no minimum number of credits required for a second (or later) certificate; 2) a student who completes multiple specializations within a degree program will be awarded one degree with all completed specializations listed rather than multiple degrees; and 3) certificates that are fully



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embedded in a degree program should be awarded as soon as the requirements are completed and should not be awarded simultaneously with the degree.

Archived Programs

Any proposal to archive a program shall include a plan to allow currently enrolled students to complete the program within a reasonable timeframe. Students shall be informed of the timeframe in which they must complete the required courses. Students may be awarded a degree or certificate from an archived program at any point so long as they were enrolled in the program prior to its archiving.

Conferral of Degrees and Certificates

Resolutions to confer degrees and certificates shall be considered by the Board of Regents at least twice annually, once after the conclusion of the spring semester and once after the conclusion of the summer semester. Under special circumstances, the Board may entertain resolutions at other times of year.

Graduation Ceremonies

Only students who have completed the requirements for their degree or certificate may participate in the graduation ceremony. The college's main graduation ceremony shall be held on Majuro Atoll following the conclusion of the spring semester. CMI Centers may hold graduation ceremonies at the same time of year. Students who have completed their program requirements on Majuro may elect to participate in the ceremonies at other locations. Cohorted programs that conclude during the summer semester or have other special characteristics may hold their own graduation ceremonies with the permission of the president. Additional celebrations not labeled as graduation or commencement ceremonies may be held without such permission.

Graduation Honors

The associate-level graduate with the highest GPA shall be recognized as the valedictorian and the bachelor's-level graduate with the highest GPA shall be recognized as the most distinguished graduate. Only courses taken at CMI will count for the calculation of the GPA for graduation honors. The valedictorian should complete all required credits from CMI. More than one student may be recognized in case of a tie. The following honors will be noted in the program:

- President's List: 4.0 cumulative GPA
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- Dean's List: 3.80 - 3.99 cumulative GPA
- Honors List: 3.50 - 3.79 cumulative GPA
- Platinum Champion CMI Navigators: Students who completed their program within 100% of the program length (4 years for a bachelor's degree, 2 years for an associate degree, 1 year for a certificate of completion)
- Gold Champion CMI Navigators: Students who completed their program within 150% of the program length (6 years for a bachelor's degree, 3 years for an associate degree, 1.5 years for a certificate of completion)

The student in each degree program with the highest cumulative GPA based on all courses taken at CMI by each student will also be recognized at the graduation ceremony.

Graduation Regalia

Associate and certificate graduates will wear blue regalia with the exception of Associate of Science in Nursing graduates who will wear white. Bachelor's graduates will wear blue with a stole. Graduates on the President's, Dean's, or Honors list may wear a golden honor cord.

Deferral or Graduation in Absentia

Students who are unable to attend their graduation ceremony may elect to defer to the following year, have a proxy participate on their behalf, or graduate in absentia, with graduation in absentia being the default.

Physical Degrees and Certificates

The printed degree or certificate shall be available one month after the graduation ceremony. Students must have fulfilled all financial obligations before receiving the degree or certificate copy. A letter confirming graduation may be issued if a guaranteed payment plan is in place. The name on the degree or certificate shall match the name in the student's official college record. Name changes requested after the end of the semester in which the student completes their requirements may not be reflected on the printed degree or certificate. Replacement copies will require a fee.

Posthumous Degrees and Certificates

The Board of Regents may elect to confer a posthumous degree or certificate on a student who has died while enrolled and on track to graduate. In this case, the student's name will be included in the graduation program, and the physical degree or certificate will be given to the student's next of kin. There will be no further requirements for application or clearance forms.



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Cross References to Related Policies and Regulations

Policy 361: Grades and Grading

Responsible Officer

Vice President for Academic and Student Affairs

Key Offices to Contact Regarding the Policy and its Implementation

Dean of Academic Affairs, Dean of WAVES, Admission and Records, Instructional departments, Registrar, Curriculum Committee

Procedures

1. During the first half of each spring semester, the Director of Admission & Records will compile a list of candidates who will be eligible for graduation by the end of the semester.
2. The Director of Admission & Records will contact these students and their advisors to ensure that students understand their requirements for graduation and that they complete the Application for Graduation.
3. In order to be eligible to participate in the graduation ceremony, students should complete the Application for Graduation and pay the graduation fee at least one month prior to the graduation ceremony. Students who do not apply by that date may participate on a space available basis or may graduate in absentia.
4. Students who apply for graduation but do not complete their requirements that semester do not need to apply or pay the fee a second time.
5. For cohorted programs concluding in the summer semester, the department chair responsible for the program will work with Admission & Records to produce the list of candidates.
6. At the end of the spring and summer semester, Admission & Records will provide the confirmed list of students who have completed their requirements to the Vice President



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for Academic and Student Affairs who will review the list and prepare it for presentation to the Board of Regents.

7. The main graduation ceremony on Majuro shall be planned by an executive committee chaired by the Associate Dean for Equity and Engagement. Planning for ceremonies at the CMI Centers shall be led by the Center Coordinators. Deans responsible for programs that have special ceremonies will typically also have responsibility for those ceremonies.

Date of Initial Policy:

Date(s) of Any Revisions:

Dr. Irene J. Taafaki, President

Date