



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Ulga Campus

Majuro, Marshall Islands, MH 96960

Accredited by the Western Association of Schools and Colleges

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

Application for Academic Renewal

This section of the application should be completed by the student. An academic advisor, counselor, or other member of staff may assist.

Student Name:

Student Number:

Current major:

Date of Application:

I hereby request that the following courses be excluded from the calculation of my GPA for graduation purposes:

Alpha Code (e.g ENG 111)	Course Title	Credits	Semester Taken

Student's Signature:

Were all courses above taken more than three years ago? ☐ Yes ☐ No

If no, please attach a written explanation of the circumstances that led to your earning low grades.



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

Fax: (692) 625-7203

Email: your_email_here@cmi.edu

Verification to be Completed by the Director Admission & Records

1. Since the date of the most recent course to be excluded from the GPA for graduation purposes, has the student completed:
 - ☐ 15 credit hours with a GPA of 3.00 or higher
 - ☐ 30 credit hours at an accredited college with a GPA of 2.50 or higher
 - ☐ 45 credit hours at an accredited college with a GPA of 2.00 or higher
 - ☐ None of these - if this answer is selected, stop here and notify the student: the student is NOT eligible for academic renewal.
2. During the semesters in which the student earned the 15, 30, or 45 credit hours checked above, were there any grades of NP, F, D, D+, or I?
 - ☐ Yes - if this answer is selected, stop here and notify the student: the student is NOT eligible for academic renewal
 - ☐ No
3. Are the courses to be excluded from the GPA for graduation purposes older than three years?
 - ☐ Yes - if this answer is selected, and all other eligibility requirements are met, the student is eligible for academic renewal. Please ensure this is recorded and that the form is kept in the student record permanently.
 - ☐ No - if this answer is selected, the student may still be eligible for academic renewal if it is determined that there were extraordinary extenuating circumstances.

Signature of Director of Admission & Records:

Date:



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This section should be completed by the Dean of Student Success if the student needs to show extraordinary extenuating circumstances in order to qualify for academic renewal. The Dean may request additional information, so long as that information is recorded in written form to be included in the file along with this form.

	Yes	No
Were the circumstances described out of the student's control?		
Were the circumstances such that they did not qualify for a leave of absence or they prevented the student from applying for a leave of absence?		
Did the circumstances significantly limit the student's academic performance?		

If the answer to all three questions is yes, please sign below and return to the Director of Admission & Records so that the Academic Renewal may be recorded.

If the answer to any question is no, the student does not qualify for Academic Renewal and should be notified.

Dean of Student Success's signature:

Date:

Concurred by the Dean of Academic Affairs or Dean of WAVES:

Date:

If the application is successful, it must be kept in the student's permanent file. If the application is unsuccessful, the form should be destroyed once the student is notified.