

**TITLE 95: NORTHERN MARIANAS COLLEGE BOARD OF REGENTS**

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**SUBCHAPTER 95-20.1  
GENERAL POLICIES**

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renewal

## Running for Political Office

§ 95-20.1-701 Professional

Staff

### Part 700

#### Professional

#### Staff

Running for Political Office

Subchapter Authority: PL 3-43 § 203(a) and (b) (repealed by PL 4-34 § 20); 3 CMC § 1316.

Subchapter History: \*Proposed 27 Com. Reg. 23982 (Feb. 17, 2005); \*Proposed 27 Com. Reg. 23838 (Jan. 17, 2005); \*Proposed 27 Com. Reg. 23864 (Jan. 17, 2005); Amdts Adopted 8 Com. Reg. 4221 (Apr. 18, 1986); 8 Com. Reg. Amdts Proposed 8 Com. Reg. 4171 (Jan. 17, 1986); Adopted 7 Com. Reg. 3974 (Sept. 16, 1985); Proposed 7 Com. Reg. 3879 (July 22, 1985); Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985); Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984); Adopted 6 Com. Reg. 2943 (July 16, 1984); Proposed 6 Com. Reg. 2736 (Apr. 15, 1984). \* These proposed regulations were not adopted.

Commission Comment: Executive Order No. 25 (effective March 12, 1981) revoked an earlier Executive Proclamation dated August 23, 1976, entitled "Proclamation Establishing the Northern Marianas Community College," and established the Northern Marianas Community College within the Department of Education under the control and supervision of the Board of Education, acting as a Board of Regents for the college. See Executive Order 25 § 1, reprinted at 3 Com. Reg. 1218 (Mar. 30, 1981). Executive Order 25 § 4(a) authorized the Board to establish rules, regulations, and policies for the operation of the college.

PL 3-43, a comprehensive revision of the CNMI education laws, took effect January 19, 1983. PL 3-43 § 105 repealed PL 1-8, tit. 1, ch. 14 and re-established the Northern Mariana College Board of Regents as a part of the Board of Education. See PL 1-8, tit. 1, ch. 14 (effective August 10, 1978) as repealed and reenacted by PL 3-43 (effective Jan. 19, 1983) (formerly codified at 1 CMC §§ 2281-2286); see also the commission comment to 3 CMC § 1101. PL 3-43 § 106 also repealed Executive Order 25.

PL 4-34 (effective March 28, 1985), the "Post-secondary Education Act of 1984," codified as amended at 3 CMC §§ 1301-1331, created the Northern Marianas College as a nonprofit public corporation, under the general control and direction of the Board of Regents of the Northern Marianas College. See 3 CMC § 1304; see also 3 CMC § 1311. PL 4-34 § 20 repealed former 1 CMC §§ 2281-2286. PL 4-34 § 19 provided for the transition of duties and policies from the Board of Education to the Board of Regents. 3 CMC § 1316 defines the duties of the Board of Regents and provides the Board the authority to adopt rules and regulations for the implementation of the act and its duties thereunder.

These regulations were formerly codified as Chapter 95-20. They were re-designated as Subchapter 95-20.1 upon the enactment of Subchapter 95-20.3 in 2006.

## Part 001 - General Provisions

[Reserved.]

## Part 100 - Financial Information

### § 95-20.1-101 Tuition and Fees

Tuition and fee schedules are subject to change. All required tuition and fees must be paid at the time of registration. Students in need of financial aid may be assisted through the financial aid program of the college, or in unusual cases by short term emergency loans if available.

(a) Tuition

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Students enrolling for 15 credits or less will pay \$48.00 per credit hour. Students enrolling for more than 15 credit hours will pay the consolidated fee of \$720.00.

(b) Other Fees

(1) Registration	\$5.00	
(2) Late Registration	10.00	
(3) Course Activity Fees: Bowling, Scuba Diving, Swimming, Construction Trade/Computer, Agriculture	Variable	
(4) Student Activity Fees:		
(i) Full-time	5.00	
(ii) Part-time	\$.50/credit	
(5) Laboratory Fees (Science)	8.00	
(6) Graduation Fee (includes diploma, cap and gown rental)	20.00	
(7) Transcript Fee	2.00	
(8) Returned Check Charge	10.00	
(9) Credit by Examination	\$15.00	per semester hour
(10) College Catalog	2.00	
(11) Application for Admission	10.00	
(12) Audit (per credit)	23.00	

(c) Admission Fee

A fee of \$10.00 shall be paid at the time an application for admission to Northern Marianas College is submitted. This is a non-refundable fee. This fee includes one free copy of the catalog.

(d) Student Activity Fee

A student activity fee is charged according to this schedule: \$.50 per credit for part-time students; and \$5.00 full-time students.

(e) Late Registration Fee

There is a specified cut-off date for registration each semester. Students registering after that date shall pay a late registration fee of \$10.00. This fee is refundable only in the event all classes for which the student registered are canceled.

(f) Add/Drop Fee

An additional fee of \$2.00 will be paid for each transaction after the start of late registration. This fee will not be levied when changes are necessitated by college cancellation of courses or college rescheduling of classes.

(g) Credit by Examination Fee

A fee of \$15.00 per semester hour will be charged for credit by examination. Students must complete all application materials.

(h) Laboratory or Material Fees

In addition to standard course fees, laboratory or material fees may be charged in some courses. These charges are listed in the class schedules.

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(i) Books, Supplies, and Tools

The cost of books and supplies for full-time students usually ranges around \$200 per semester. Students in certain occupational programs are additionally required to purchase personal hand tools which range from \$35 to \$625, depending upon the major. Students in need of financial assistance to absorb this cost may be assisted through the financial aid program of the college.

(j) Graduation Fee

A \$20.00 fee is payable at the time an application for graduation is submitted. This fee includes the cost of diploma, and cap and gown rental.

(k) College Catalog

The college catalog may be purchased at the college bookstore for \$2.00. Postage must be added for mail orders.

(l) Financial Obligations

The college reserves the right to withhold transcripts, diplomas, or final grade reports from students who have not paid all financial obligations. If a student is delinquent in payment of any amount due to the college, registration for succeeding semesters may be withheld.

Modified, 1 CMC § 3806(f).

History: Amdts Adopted 8 Com. Reg. 4221 (Apr. 18, 1986); 8 Com. Reg. Amdts Proposed 8 Com. Reg. 4171 (Jan. 17, 1986); Amdts Adopted 7 Com. Reg. 3796 (July 22, 1985); Amdts Proposed 7 Com. Reg. 3682 (May 21, 1985). Adopted 6 Com. Reg. 2943 (July 16, 1984); Proposed 6 Com. Reg. 2736 (Apr. 15, 1984).

Commission Comment: The original paragraphs of subsection (b) were not designated. The Commission designated subsections (b)(1) through (b)(12). The 1985 amendments added a new subsection (b)(3) and amended subsections (b)(4) and (e). The 1986 amendments readopted subsections (a) and (b) in their entirety with numerous amendments. The 1986 amendments did not address subsections (c) through (l), and therefore, the Commission has retained them. The Commission changed subsections (d), (g) and (j) to reflect the amended fees set forth in subsection (b).

### § 95-20.1-105 Tuition Refunds

(a) To be eligible for a tuition refund, a student must officially withdraw from school through the Registrar's Office, and must complete a "request for refund" form.

(b) "Class day" is defined as any day a college class meets. Class days are computed beginning the first day of classes for the semester. The number of times a particular class meets does not affect the refund computation.

(c) In the event of a student's official withdrawal or reduction of hours carried, tuition and fees (lab and/or course activities) are refundable on the following basis:

(1) Total Withdrawals

(i) Fall and Spring Semesters:

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Prior to the first class day	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	None
(ii) Summer Semesters:	
Prior to the first class day	100%
During the first three class days	80%
During the second three class days	50%
After the second three class days	None
(2) Partial Withdrawals	
(i) Fall and Spring Semesters:	
During the first twelve class days	100%
After the twelfth class day	None
(ii) Summer Semesters:	
During the first four class days	100%
After the fourth class day	None

(d) Tuition and fees paid directly to the Northern Mariana College by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

Modified, 1 CMC § 3806(f).

History: Amdts Adopted 8 Com. Reg. 4221 (Apr. 18, 1986); 8 Com. Reg. Amdts Proposed 8 Com. Reg. 4171 (Jan. 17, 1986); Adopted 6 Com. Reg. 2943 (July 16, 1984); Proposed 6 Com. Reg. 2736 (Apr. 15, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) through (d). The Commission inserted a comma after the word “donor” in subsection (d) pursuant to 1 CMC § 3806(g). The 1986 amendments replaced this section in its entirety.

### **Part 200 - Admissions** **§ 95-20.1-201 General Admission Requirements**

The Northern Marianas College (NMC) programs are designed for students who have received their high school diploma or equivalency certificate (G.E.D.), for high school students who choose to participate in the college early admissions program, and for adults not in high school who are 18 or older.

(a) **Non High School Graduates**

Any Northern Marianas resident at least 18 years of age who has not graduated from high school or been awarded a high school diploma on the basis of GED and has not completed any previous college level work may be admitted. Such a student will become an associate degree candidate after completion of not fewer than 15 college semester hours of credit with at least a 2.0 (C) average.

(b) **High School Graduates**

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Any person who has earned a high school diploma or its equivalent is eligible for admission to an associate degree program. A specific GPA in previous high school or college work is not required.

(c) High School Students

Any high school student possessing a GPA of 3.0 or above who wishes to be admitted to the college shall obtain written permission from his/her parent or guardian, and a letter of recommendation from the student's high school counselor or high school principal attesting to the student's ability to perform at college level. All precollege students who are accepted for general admission will receive grades and a transcript and will be treated as other college students.

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

### § 95-20.1-205 Formal Admission to Degree or Certificate Program

(a) Students may enroll in any course for which they meet the requirements; however, to be admitted to a degree or certificate program, and before they receive a degree, they must be formally admitted. To accomplish this formal admission process, students should complete the following steps:

- (1) Submit a completed application for admission and a \$10.00 fee to the Office of Admissions and Records; and
- (2) Arrange to have an official transcript from the high school or college previously attended submitted to the Office of Admissions and Records.

(b) Testing and Placement

Students applying for admission to a degree program who have not yet met their written communications and mathematic computational requirements must take a placement examination. Students performing below a minimum level in one or more of these tests will be advised to take the equivalent preparatory course to improve performance in the deficient area. Students must have the placement results prior to registering for communications or mathematics courses.

(c) Academic Advisor

When students are admitted to degree or certificated programs, they will be assigned an academic advisor. The advisor will help plan the student's program.

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The first paragraph was not designated. The Commission designated it subsection (a).

### § 95-20.1-210 Admission with Transfer Credit

(a) Northern Marianas College will accept a total of 45 credits toward an associate

degree from other accredited institutions.

(b) Transfer credit evaluations are performed for students who have been formally admitted to a degree program. The college may accept, by transfer, credits from other accredited institutions when the grades of courses completed are “C” or above. Where possible, transfer credit will be equated with NMC courses. The college reserves the right to reject work of doubtful quality or to require an examination before credit is allowed.

(c) Non-resident credit for a student will not be posted on a student’s transcript unless each of the following criteria are met:

- (1) The student must be currently enrolled, or have completed at least one semester in residence at the Northern Marianas College;
- (2) The student must complete an application for admission, pay the \$10.00 admission fee, and be accepted for formal admission to a degree program;
- (3) The student must submit official transcripts from schools previously attended;
- (4) The student may be requested to furnish a college catalog from each school previously attended.

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) through (c).

### **§ 95-20.1-215 Readmission Procedures**

(a) Students previously enrolled in the college planning to return after an absence of one or more semesters must file a new application for admission.

(b) Transcripts of the record of any work completed in the interim are required.

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) and (b).

## **Part 300 - Academic Information**

### **§ 95-20.1-301 General Degree Requirements**

For the Associate of Arts, Science or Applied Science Degree the student must:

- (a) Complete at least 15 of the final 30 credits at NMC;
- (b) Earn at least 60 credit hours including transfer credits;

(c) Have a grade point average of a least 2.0 (“C” average).

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

**§ 95-20.1-305 Grading Policy**

Letter Grade	Definitions	Grade Points
A	Superior/Excellent	4.0
B	Above Average	3.0
C	Average	2.0
D	Minimal Passing	1.0
F	Less than Minimal Passing	0.0
W	Official Withdrawal	
I	Incomplete	
P	Passing: For courses challenged or approved workshops. Counts (if applicable) towards a degree but not computed into student’s grade point average (GPA).	
NC	No Credit: Means credit has not been earned and no grade point given.	
AU	Audit: No grade points given.	

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

**§ 95-20.1-310 Incompletes**

An “I” indicates that the student has yet to complete a small but important part of the work in a course. The “I” will revert to an “F” grade if not made-up by the end of one calendar year from the last day of the semester in which the student received the “I.”

Modified, 1 CMC § 3806(g).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The Commission moved the final period inside of the closing quotation mark.

**§ 95-20.1-315 Auditing**

A student wishing to enroll in one or more courses for informational instruction only may register as an auditor. An auditor does not receive academic credit or have laboratory privileges and may not submit papers for grades and correction. Audit courses are not included in the computation of the study load for a full-time/part-time determination or for overload status. No credit is received for audited courses. Auditors must pay one half the total tuition rate.

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).



**§ 95-20.1-320 Change of Grades**

Grades are submitted upon the completion of a course or at the end of the term. They are assumed to be the student's permanent record and may not be changed unless a calculation error has been made by the instructor. Changes must be in writing, and filed within 45 days after the grade has been submitted, and be approved by the Academic Vice-President.

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

**§ 95-20.1-325 Credit by Examination**

Students presenting evidence that through experience and/or training they have learned the equivalent of a course but have not received college credit for it may apply for credit by examination. (Department chairman determines which courses may be credited by examination). If the department chairman grants approval, the student must enroll in the course during the regular registration period, then during the first week of the semester take the examination from an instructor appointed by the department chairman.

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

**§ 95-20.1-330 Conference Course**

A conference course is a regular course not listed on the current semester's schedule. A student may enroll in a conference course and study with the instructor on an individual basis if the enrollment is approved by the instructor and chairman of the department.

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

**§ 95-20.1-335 Independent Study**

All independent study courses must meet established criteria. The responsibility for registering for an independent study course rests with the student. Each independent study must be recorded in the Office of Admissions and Records and must contain the approval of the department chairman.

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

**§ 95-20.1-340 Official Transcript**

An official transcript contains the seal of the Northern Marianas College and the signature of the Director of Admissions and Records. Official transcripts of credits earned at other institutions, high school transcripts, and other supporting documents which have been presented for admission and evaluation of credit become the property of the Northern Marianas College and are not reissued or copied for distribution.

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

**§ 95-20.1-345 Class Standing**

Class standing is determined on the basis of total credits earned. For Northern Marianas College students, the following indicates student classification:

Freshman	0-30 credits
Sophomore	31-60 credits

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

**§ 95-20.1-350 Full-time/Part-time Status, Study Load**

(a) Students who register for 12 or more semester hours of credit will be classified as full-time, and a study load of less than 12 hours is considered part-time.

(b) The maximum study load allowable is 18 credits per semester. If a student desires to take more than 18 semester hours, he/she must obtain the approval of the Academic Vice-President. Non-credit courses are not included with credit courses when computing a study load.

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) and (b).

**§ 95-20.1-355 Satisfactory Academic Progress Policy**

(a) General: Federal law governing the administration of federal student aid provides that: “In order to receive any grant, loan, or work assistance, a student must be maintaining satisfactory progress in the course of study the student is pursuing according to the standard and practices of the institution at which the student is in attendance.” (Sec. 484, the Higher Education Act of 1965, as amended).

(b) Definitions:

(1) Satisfactory Academic Progress: Satisfactory academic progress is defined as the enrollment for and successful completion of the minimum required number of semester hours of credit which applies toward the student’s declared degree objective with a cumulative grade-point average as follows:

Total Credits Completed	Minimum Cumulative GPA
0 – 15	1.5
16 – 30	2.0
31 – 45	2.0
46 – 60	2.0
61 +	2.0

(2) Successful Completion: Successful completion of a course of study requires a

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grade of pass, “D” or above. Grades of “NC,” “W,” “I,” or “F” do not constitute successful completion of a course.

(c) If a regular student is required to enroll in the Fundamentals of English (EN 100R, W) or in Basic Mathematics (090), then three credits will be counted as earned for each “P” grade earned for the purpose of determining satisfactory academic progress.

(d) The maximum time frame for completion of a degree or certificate for a full-time student who is making satisfactory academic progress is:

- (1) Associate Degree: Three years, divided into six one-term increment.
- (2) Certificate: Two years, divided into four one-term increment.

(e) For a part-time student, the maximum time frame for completion of a degree or certificate is twice the number of years of a full-time regular student.

(f) A regular student is considered to be making satisfactory academic progress if he/she completed a minimum of twenty credit hours per academic year.

(g) A student’s satisfactory academic progress is reviewed every semester for counseling purposes. The Financial Aids Office evaluates the student’s progress at the end of the academic year. A student, if he/she does not meet the satisfactory academic progress during the regular academic year, may attend the summer session, at the student’s own expense, in order to meet the satisfactory academic progress requirements.

(h) If a student is required to enroll in the Fundamentals of English (EN 100R, W) and/or in Basic Mathematics (090), then that student may be permitted a maximum of two additional terms to complete his/her degree or certificate requirements.

(i) Certain courses may continue from one semester to the next until the student completes the requirements for the course. While the course is in progress, the student receives an incomplete (I); this is not counted as a passing grade. A student enrolling for such course (e.g., Fundamentals of English R, W) should plan on having enough additional credit hours to allow for an incomplete so that there is less danger of falling below the minimum number of credits passed for that semester.

(j) Students who fail to meet the satisfactory academic progress requirements are subject to financial aid probation or financial aid suspension. Financial aid probation occurs when the student has passed at least half of the required hours for the term but fewer than the minimum necessary credits to retain good standing for financial aid purposes.

(k) Financial aid suspension occurs when the student fails to earn the minimum number of hours for two semesters or passes fewer than half the required hours for any one semester. Students under financial aid suspension will be denied for a minimum of one academic year from the point of financial aid suspension unless they make up the academic deficiencies before the term of suspension has expired.

(l) Students suspended from financial aid must submit an appeal petition thirty days prior to the beginning of the semester for which they are eligible to be reconsidered for aid. This form may be obtained from the Financial Aids Office. The appeal will be reviewed by the Financial Aid Review Committee (FARC) which consists of the Director of Financial Aids Office, Director of Admissions and Records, and a number of the teaching staff.

(m) Students on financial aid probation have full access to any aid for which they are eligible but are cautioned that a second violation will result in suspension of their aid.

(n) Any student has the right to appeal his/her placement on academic probation or suspension from the college as a regular student. Any appeal must be in writing and should contain all pertinent facts together with documentation.

Modified, 1 CMC § 3806(e), (f), (g).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) through (n).

In subsection (b)(2), the Commission moved the commas inside of the closing quotation marks.

### **§ 95-20.1-360 Graduation Requirements**

A student may be awarded the Associate of Arts Degree, Associate of Science Degree, Associate of Applied Science, or Certificate of Proficiency upon the completion of the appropriate curriculum. Students must comply with the following:

- (a) Program Requirements: The student must complete a prescribed program.
- (b) Residency Requirements: A minimum of 15 credits must be taken at Northern Marianas College.
- (c) Scholarship: A cumulative grade point average of 2.0 or better in sixty or more credits is required for graduation.
- (d) Application for Graduation: Degree candidates must formally apply for graduation. The application form and graduation fee of \$15.00 must be submitted to the Office of Admissions and Records no later than the specified deadline date for the May commencement.
- (e) Graduation with Honors: Students who obtain a grade point average of 3.5 will graduate cum laude, 3.8 GPA will graduate magna cum laude, and 4.0 GPA will graduate summa cum laude, provided they meet the honors as well as the general residence credit requirements (see subsection (b)).

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(f) Commencement Attendance: Degrees are awarded only at the annual commencement exercises. After applying for and being admitted to candidacy, it is expected that candidates will attend the commencement. Students can request an official excuse from the ceremony by writing to the Dean of Student Affairs. Students who receive official written permission may receive their degrees in absentia.

Modified, 1 CMC § 3806(c), (d), (f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

### **§ 95-20.1-365 Student Responsibilities**

(a) The academic community, by its very nature, places emphasis on individual responsibilities. The necessity to maintain an environment which is conducive to learning and to the free exchange of ideas is commonly accepted. Students attending Northern Marianas College are expected to behave in such a way as to:

- (1) Show respect for the rights of others;
- (2) Preserve a social and academic atmosphere which promotes the college's goals;
- (3) Show care and respect for college property and for property of others;
- (4) Show responsibility for all material covered in each course for which he/she is registered. In no instance does absence from class relieve the student of the responsibility for the performance of any of the course work;
- (5) Comply with any special attendance regulations specified by the instructor;
- (6) Initiate any request to make up work missed because of a class absence. The decision to assist the student with make-up work rests with the instructor.

(b) Students who interfere with the personal rights or privileges of others or with the educational process of the college are subject to immediate disciplinary action. Acts specifically prohibited include possession, use or sale of alcohol, narcotics or illicit drugs on school property or at school functions; destruction of property; stealing; assault or vulgarity, and continued willful disobedience.

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) and (b).

### **§ 95-20.1-370 Student Rights Regarding Their Records**

- (a) Students have a right to their "education records."
- (b) Students have a right to inspect and review the content of their records. Inspection and review may be done with an appointment during regular business hours.
- (c) Students have a right to obtain copies of their educational records at cost.
- (d) Students have a right to a hearing to challenge the content of educational records

maintained by the college.

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

**§ 95-20.1-375 Student Appeals**

(a) An Appeal Committee serves any student who wishes to seek redress of grievance occurring in his/her relationship with the college, its faculty, or its staff. A grievance may concern a grade which is felt to be unjust or an action of the college which the student wishes to protest.

(b) To initiate an appeal the student must register a written complaint within thirty days after the occurrence of the action being protested. The written complaint must be received by the Office of the President and dated and signed by both the receiver and the student. The appeal must state what action is being appealed and the reason the student has for the appeal.

(c) The Appeal Committee, appointed by the President, consists of five people selected from the faculty, administrators, related agencies, and the community, who will be most qualified to consider the issue.

Modified, 1 CMC § 3806(e), (f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) through (c).

**§ 95-20.1-380 Withdrawal from a Course**

(a) A student is expected to complete the courses in which enrolled. The student may, if circumstances warrant, withdraw from one or more classes by completing an add/drop form. Courses dropped in the first two weeks of the semester will not appear on the student's permanent record; thereafter a mark of "W" will be entered on the record. A student who fails to withdraw formally from a course will receive a "F" on his/her permanent record.

(b) Withdrawals are subject to add/drop fees.

(c) The deadline for withdrawal is the end of the thirteenth week after classes begin, except in the summer session, when the deadline is as indicated on the academic calendar.

(d) A student wishing to withdraw from all classes should follow the procedure for withdrawing from the college.

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Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) through (d).

### § 95-20.1-385 Withdrawal from the College

(a) Withdrawal from the college is the official discontinuance of attendance prior to the end of a semester or session. An official withdrawal procedure must be completed according to the regulations of the college.

(b) Students withdrawing from the institution are not charged add/drop fees.

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) and (b).

### § 95-20.1-390 Course Numbering System

Northern Marianas College uses the following approach to identify its courses:

001-049	Continuing Education Courses
050-099	Preparatory Courses. These are usually intended to upgrade basic skills to the level required for college degree programs
100-299	Courses counting toward a degree
-90	Individual or independent study
-93	Special topics – offered only during one academic year
-97	Seminars
-98	Practicum.

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

## Part 400 - Programs

### § 95-20.1-401 Degree Programs and Requirements

(a) Associate of Arts/Science and Associate of Applied Science Degree

(1) The Associate of Arts (A.A.), Associate of Science (A.S.) and the Associate of Applied Science (A.A.S.) are offered at Northern Marianas College. The A.A./A.S. require a greater number of general education courses from the areas of behavioral science, humanities and fine arts, and science. These degrees are designed for students who intend to continue their education in pursuit of a bachelor's degree. They are generally considered as fulfilling the first two years of a traditional college education.

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(2) The Associate of Arts program includes degrees in Elementary Education, Business and Public Administration, and Liberal Arts. Liberal Arts degrees can be earned with emphasis in humanities, social science, or science.

(3) The Associate of Science program includes degrees in Agriculture and Office Administration.

(4) The Associate of Applied Science requires more course work in the area of specialty and is an occupation-oriented degree.

(b) All degree programs offered by the college consist of the following four components:

(1) Required Core Courses

All degree programs require successful completion of five core courses (17 credits). These are:

English:	EN 101 & 102	6 credits
NMI History:	HI 255	3 credits
Mathematics:	MA 112 or higher	3 credits
Physical Education/Health:		2 credits
Speech:	CO 210	3 credits

(2) General Education Requirements

In addition, degree programs require successful completion of selected courses from each of the three areas of behavioral and social science, fine arts and humanities, and science. Specific general education requirements are spelled out in the sections that follow.

(3) Degree Specific Requirements

Degree specific requirements vary according to the requirements of the particular degree. Requirements are spelled out under each separate degree listing in the sections that follow.

(4) Electives

Courses to fulfill the elective requirement must be chosen from courses eligible for degree credit. There are no subject/area restrictions on elective courses.

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) and (b).

### § 95-20.1-405 Agriculture

(a) Agriculture and its related fields have been the foundation of island cultures for centuries. More and more emphasis has been placed on the tropical and subtropical regions of the world, including the insular areas of the Pacific, for production of the world's food and fiber.

(b) Associate of Science Agriculture The Associate of Science Degree is designed to include the fundamental principles in the science of agriculture. This degree program includes the education basics of reading, writing, and mathematics, and introductory



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courses in agriculture in order to prepare for advanced instruction. The degree requires a minimum of 60 credit hours selected from the following:

(1)	Core Courses		17 credits
(2)	General Education		24-26 credits
(i)	Behavioral and Social Sciences and Law	Anthropology/ Behavioral Science/ Psychology/ Sociology/ Economics/ Geography/ Law/ Political Science	9 credits
(ii)	Fine Arts and Humanities	Music/ Art/ Drama/ Philosophy/ Literature/ Modern Languages/ History	9 credits
(iii)	Science	Agriculture/ Biology/ Chemistry/ Natural Science/ Physical Science/ Health	6-8 credits
(3)	Specific Agriculture Requirements		14-19 credits
	AG 101	Introduction to Agriculture	3 credits
	AG 111	Principles of Animal Science	4 credits
	AG 181	Principles of Crop Production	3 credits
	AG 231	Agriculture Economics	3 credits
	AG 298	Practicum/ Research/ Internship	1-6 credits
(4)	Electives		1-3 credits

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) and (b).

**§ 95-20.1-410 Associate of Applied Science Agriculture**

The Associate of Applied Science Degree is designed for students already employed or interested in entering the profession upon completion of their degree. This vocationally oriented program emphasizes hands-on experience in agriculture while allowing additional training in specific areas. This degree requires a minimum of 60 credit hours selected from the following:

(a)	Core Courses		17 credits
(b)	General Education		9-10 credits
(1)	Behavioral and Social Sciences and Law	Anthropology/	3 credits

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	Behavioral Science/ Psychology/ Sociology/ Economics/ Geography/ Law/ Political Science	
(2) Fine Arts and Humanities	Music/ Art/ Drama/ Philosophy/ Literature/ Modern Languages/ History	3 credits
(3) Science	Agriculture/ Biology/ Chemistry/ Natural Science/ Physical Science/ Health	3-4 credits
(c) Specific Agriculture Requirements		21-26 credits
AG 101	Introduction to Agriculture	3 credits
AG 111	Principles of Animal Science	4 credits
AG 181	Principles of Crop Production	3 credits
AG 220	Plant Propagation & Seed Technology	3 credits
AG 230	Farm Management	3 credits
AG 231	Agriculture Economics	3 credits
AG 232	Farm Equipment Operation	1 credit
AG 298	Practicum/ Research/ Internship	1-6 credits
(4) Electives		7-8 credits
AG 135	Irrigation Principles & Design	3 credits
AG 141	Agricultural Mechanics	3 credits
AG 212	Principles of Animal Nutrition	3 credits
AG 223	Plant Pathology	3 credits
AG 240	Pest Management Methods	3 credits
AG 245	General Entomology	4 credits
AG 260	Livestock Management	3 credits
AG 261	Selection, Evaluation and Processing of Meats	3 credits
AG 262	Agriculture Marketing	3 credits
AG 270	Forage Crops and Pasture Management	3 credits
AG 280	Principles of Soil Science	4 credits

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BI 201	Natural History of the Marianas	3 credits
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History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) through (d).

**§ 95-20.1-415 Business and Public Administration**

(a)(1) The Business and Public Administration Department offers a broad selection of courses to students interested in administration. Programs are oriented toward preparing students to assume management positions in business and governmental agencies in the Northern Mariana Islands.

(2) An Associate of Arts Degree in Business and Public Administration and an Associate of Science Degree in Office Administration are offered.

(b) Associate of Arts Business and Public Administration

This degree program prepares the student for advanced instruction. This degree requires a minimum of 62 credit hours selected from the following:

(1)	Core Courses	17 credits
(2)	General Education	24-26 credits
	(i) Behavioral and Social Sciences and Law	9 credits
	(A) Anthropology/ Behavioral Science/ Psychology/ Sociology	3 credits
	(B) Economics	3 credits
	(C) Law	3 credits
	(ii) Fine Arts and Humanities	9 credits
	Music/ Art/ Drama/ Philosophy/ Literature/ Modern Languages/ History	
	(iii) Science	6-8 credits
	Agriculture/ Biology/ Chemistry/ Natural Science/ Physical Science/ Health	
(3)	General Business Requirements	8-11 credits
	CS 101	Introduction to Computers & Data Processing 3 credits
	MG 231	Introduction to Business 3 credits
	MG 232	Introduction to Case Analysis 1 credit
	ID 190	Special Projects or ID290 Internship 1-4 credits

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(4)	Specific Business Requirements		
(i)	Accounting (LW106 Prerequisite) AC 221a AC 221b MG 250	Accounting I Accounting II Small Business Management	9 credits
(ii)	Agriculture Management (EC211a Prerequisite) AC 221a AG 101  AG 111  AG 181	Accounting I Introduction to Agriculture Principles of Animal Science or Principles of Crop Production	9-10 credits
(iii)	Computer Literacy (CS102 Prerequisite) AC 221a CS 101  CS 104	Accounting I Introduction to Computers and Data Processing BASIC and Business Applications	9 credits
(iv)	Personnel Administration (BE 101 or PY101 or SO101 and LW106 Prerequisites) OA 207 OA 208 MG 250	Report Writing Personnel Supervision Small Business Management	9 credits
(v)	Small Business Management- Entrepreneurship (EC211a or EC211b and LW106 Prerequisites) AC 221a OA 207 MG 250	Accounting I Report Writing Small Business Management	9 credits
(vi)	Travel Industry Management (LW106 and EC211b Prerequisites) AC 221a TS 200  TS 210  TS 220	Accounting I Menu Analysis and Culinary Technology Transportation Services & Management Hospitality Management	10 credits
(vii)	Public Administration (EC211a and LW106 Prerequisites) AC 221a	Accounting I	9 credits

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PA 210	Public Administration & Management	
PA 233	Government Regulatory Admin. on Bus.	
(viii)	Public Personnel Administration (BE101 or PY101 or SO101 and LW106 Prerequisites)	9 credits
OA 207	Report Writing	9 credits
OA 208	Personnel Supervision	
PA 210	Public Administration & Management	

(c) Associate of Science Office Administration

This degree program is designed for students already employed or interested in entering the profession upon completion of their degree. This degree requires a minimum of 61 credit hours selected from the following:

(1)	Core Courses	17 credits
(2)	General Education	10 credits
	(i) Behavioral and Social Sciences and Law	6 credits
	Anthropology/ Behavioral Science/ Psychology/ Sociology/ Economics/ Geography/ Law/ Political Science	
	(ii) Science	4 credits
(3)	General Business Requirements	10 credits
	CS 102	Computer Operations
	MG 231	Introduction to Business
	MG 232	Introduction to Case Analysis
	ID 190 / 290	Special Projects or ID298 Internship
(4)	Specific Business Requirements (to be selected from the following)	24 credits
	OA 101 a-b	Typing 3-3 credits
	OA 103	Filing Systems 3 credits
	OA 105	Calculating Machines 3 credits
	OA 201	Machine 3 credits
		Transcription/ Word Processing
	OA 203	Records Management 3 credits
	OA 204	Fundamentals of 3 credits
		Bookkeeping and Accounting
	OA 206	Business 3 credits
		Correspondence

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OA 207	Report Writing	3 credits
OA 208	Personnel Supervision	3 credits

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) through (c).

**§ 95-20.1-420 Education**

(a) The Education Program is designed to provide initial preparation and continuing education to teachers and other professional personnel engaged in educational activities in the Northern Marianas.

(b) Associate of Arts; Elementary Education

The Associate of Arts in Education degree is designed to provide the first two years of post secondary work leading towards a Bachelor of Arts degree in Education, and to provide a means by which teachers can obtain certification as defined by the Board of Education. The specific requirements of the Associate of Arts Degree in Education are as follows:

(1)	Core Courses		17 credits
(2)	General Education		24-26 credits
	(i) Behavioral and Social Sciences and Law	Anthropology/ Behavioral Science/ Psychology/ Sociology/ Economics/ Geography/ Law/ Political Science	9 credits
	(ii) Fine Arts and Humanities	Music/ Art/ Drama/ Philosophy/ Literature/ Modern Languages/ History	9 credits
	(iii) Science	Agriculture/ Biology/ Chemistry/ Natural Science/ Physical Science/ Health	6-8 credits
(3)	Specific Education Requirements		16 credits
	ED 110	Introduction to Teaching	3 credits
	ED 201	Human Growth and Development	3 credits
	ED 280	Introduction to Bilingual/ Bicultural Edu.	3 credits
	ED 293	TESL Methods	3 credits
	ED 299	Teaching Methods	4 credits
(4)	Electives		3 credits

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History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) and (b).

**§ 95-20.1-425 Liberal Arts**

(a) The Liberal Arts program seeks to prepare students for citizenship and leadership in the community. The general objectives are to gain an understanding of intellectual traditions in the humanities, to develop objectivity, to make inquiry into current problems of society and the individual, to provide information for further inquiry and study. Areas of concentration within this program are literature, language, art, music, drama, and philosophy.

(b) Associate of Arts; Liberal Arts  
 The Associate of Arts Degree in Liberal Arts requires a minimum of 61 credits selected from the following:

(1)	Core Courses	17 credits
(2)	General Education	24-26 credits
	(i) Behavioral and Social Sciences and Law	Anthropology/ Behavioral Science/ Psychology/ Sociology/ Economics/ Geography/ Law/ Political Science 9 credits
	(ii) Fine Arts and Humanities	Music/ Art/ Drama/ Philosophy/ Literature/ Modern Languages/ History 9 credits
	(iii) Science	Agriculture/ Biology/ Chemistry/ Natural Science/ Physical Science/ Health 6-8 credits
(3)	Specific Liberal Arts Requirements, Electives	18 credits
	Selected in collaboration with academic advisor.	

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) and (b).

**§ 95-20.1-430 Certificate Programs and Requirements**

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(a) Certificate programs are designed to provide a student with a maximum of course work in a specialized area and a minimum of general requirements. A certificate requires between 25 to 30 credits, depending on the program, and offers students opportunities to:

- (1) Upgrade their skills in a specialized field of study;
- (2) Participate in college level course work for credit; and
- (3) Enroll in a continuing education program that offers recognition of educational achievements and selected work experience.

(b) The college offers several certificated programs in Business Administration, Construction Trades, and Adult Education Teaching.

(c) Business and Public Administration certificates of proficiency include:

- Accounting
- Bank Management
- Computer Literacy
- Fire Science
- Health Services Management
- Insurance Management
- Personnel Administration
- Police Science
- Public Administration
- Real Estate Management
- Small Business Management
- Travel Industry Management

Requirements:

(1)	Core Course Requirements		12 credits
	English		3 cr
	Math		3 cr
	BE 101 or PY 101 or SO 101		3 cr
	HI 255	Northern Marianas History	3 cr
(2)	General Business Requirements		7 credits
	CS 102	Computer Operations	3 cr
	MG 231	Introduction to Business	3 cr
	MG 232	Introduction to Case Analysis	1 cr
(3)	Areas of Concentration		6 credits

(d) Construction Trades certificates of proficiency include:

- Carpentry
- Electricity
- Masonry
- Plumbing



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Requirements:

(1)	Core Course Requirements		9 credits
	English		3 cr
	Mathematics		3 cr
	HI 255	Northern Marianas History	3 cr
(2)	General Construction Trades Requirements		10 credits
	CT 101	Basic Carpentry	3 cr
	CT 120	Basic Masonry	2 cr
	CT 130	Basic Plumbing	2 cr
	CT 150	Basic Electricity	3 cr
(3)	Areas of Concentration		9-12 credits

(e) Adult Education Teaching certificate of proficiency

Requirements:

(1)	Core Course Requirements		3 cr
	HI 255	History of NMI	3 cr
(2)	General Adult Education Teaching Requirements		6 credits
	ED 110	Introduction to Teaching	3 cr
	ED 201	Human Growth & Development	3 cr
(3)	Areas of Concentration		13 credits
	AE 101	Introduction to Adult Education	3 cr
	AE 220	Adult Psychology	3 cr
	AE 233	Methods of Teaching Adult Learners	3 cr
	ID 298	Internship	4 cr

Modified, 1 CMC § 3806(f).

History: Adopted 6 Com. Reg. 3143 (Sept. 15, 1984); Proposed 6 Com. Reg. 2948 (July 16, 1984).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) through (e).

**Part 500 - Financial Aid Policy**

**§ 95-20.1-501 Purpose**

There is hereby established by the Board of Regents a post-secondary education financial assistance fund for the purposes of aiding eligible applicants who desire postsecondary

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education within and without the Commonwealth through grants, loans and/or scholarships. In providing such financial assistance, it is the intent of the Board to supplement, not re-place, other sources of financial assistance which may be available to the student.

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

Commission Comment: Executive Order 94-3 (effective August 23, 1994) reorganized the Commonwealth government executive branch, changed agency names and official titles and effected numerous other revisions. According to Executive Order 94-3 § 211:

### Section 211. Scholarships.

(a) All functions of the Northern Marianas College Board of Regents relating to student scholarships, except those donated, bequeathed, or granted to the College by parties outside the Commonwealth Government, are transferred to the Office of the Governor.

(b) There is hereby established in the Office of the Governor a Scholarship Advisory Board consisting of nine members who shall be appointed by and serve at the pleasure of the Governor. At least two of the members shall be from Tinian, and at least two from Rota. Not more than five of the board members shall be associated with a single political party. The Board shall review applications for scholarships and make recommendations to the Governor with respect thereto. The Board shall also recommend objective standards for the award of scholarships. The provisions of [PL 8-41] shall not apply to the Board.

(c) As used in this section, the term “scholarships” includes student grants, student loans, and other programs of student financial assistance.

The full text of Executive Order 94-3 is set forth in the commission comment to 1 CMC § 2001.

The Northern Marianas College Board of Regents first proposed a Financial Aid Policy in 1983. See 5 Com. Reg. 2458 (Oct. 20, 1983). A notice of adoption for the 1983 policy was never published. Prior to the creation of the Scholarship Advisory Board and the promulgation of the 1999 regulations, the Northern Marianas College Board of Regents administered a “Financial Aid for Off-island Students Policy” pursuant to the authority of 3 CMC § 1316(d). The history of the Financial Aid for Off-island Students Policy is as follows: Adopted 15 Com. Reg. 10718 (July 15, 1993); Proposed 15 Com. Reg. 10593 (May 15, 1993).

### § 95-20.1-505 Definitions

The following terms whenever used in this policy shall be the meanings given below, except when the context clearly requires otherwise:

(a) “Board” means the Board of Regents.

(b) “Committee” means the Financial Aid Committee which shall be comprised of four voting members: one to represent Tinian, one to represent Rota, one to represent Saipan and the Chairman of the Fiscal Affairs Committee of the Board. In addition, the College’s Financial Aid Specialist will serve as an ex-officio member. The Chairman of the Board in consultation with the President will appoint the members to represent Rota, Tinian and Saipan.

(c) “Scholarship” means financial assistance awarded to students on the basis of superior academic ability and scholastic achievement: a minimum grade point average of 3.25 is required.

(d) “Grant” means financial assistance awarded to students who maintain a minimum cumulative grade point average of 2.0.

(e) “Loan” means financial assistance awarded to students with an obligation by the recipients to repay under the terms and conditions established by the Board: a minimum cumulative grade point average of 2.0 is required.

Modified, 1 CMC § 3806(f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

Commission Comment: The Commission inserted a comma after the word “Tinian” in subsection (b) pursuant to 1 CMC § 3806(g).

#### **§ 95-20.1-510 Responsibilities of the Committee**

The responsibilities of the Committee are:

- (a) To determine the levels and types of financial assistance.
- (b) To review and take action on financial assistance applications compiled by the Financial Aid Office.
- (c) To report to the Board its actions after each regular and special meeting.

Modified, 1 CMC § 3806(f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

#### **§ 95-20.1-515 By-laws of the Committee**

The Committee shall operate as follows:

- (a) The presence of at least three members shall constitute a quorum.
- (b) All acts of the Committee shall be voted for by at least a simple majority.
- (c) Regular meetings shall be called in August and December annually. Special meetings may be called by the Fiscal Affairs Committee Chairman as needed.
- (d) The Committee may adopt or amend any by-laws as they see necessary.

Modified, 1 CMC § 3806(f).

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History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

### **§ 95-20.1-520 Financial Aid Office**

A section within the Financial Aid Office of the Northern Marianas College is established for the following purposes:

- (a) To provide financial assistance to eligible applicants who are or will be attending a post-secondary institution within or without the Commonwealth.
- (b) To process applications and recommend applicants.
- (c) To maintain accurate and up-to-date files on students.
- (d) To prepare reports on the status of funds and students receiving financial assistance for submission to the Board.

Modified, 1 CMC § 3806(f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

### **§ 95-20.1-525 Funding**

The Financial Aid Office will receive funds through appropriations by the Legislature, gifts, bequests, donations or other lawfully made contributions to the Commonwealth and the Northern Mariana Islands Student Financial Assistance Program. Unless otherwise specified, these funds shall be divided into three categories:

- (a) Grant Program.
- (b) Loan Program.
- (c) Scholarship Program.

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

### **§ 95-20.1-530 Maintenance of Funds**

(a) Funds received through appropriations by the Legislature will be kept in a trust fund of the College. The Financial Aid Specialist, CNMI and the Director of Financial Aid will have access to the fund. A memorandum of request for payment will be forwarded to the Dean of Administration and Business Affairs. The memorandum of request for payment will include the names of recipients, amount and type(s) of aid the recipient is to receive and the account(s) to be charged.

(b) Funds received through gifts, bequests, donations, etc., will be kept under separate

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accounts at the Business Office of the Northern Marianas College. The Director of Financial Aid will have access to the fund. A memorandum of request for payment will be submitted to the Dean, Administration and Business Affairs when appropriate. The memorandum of request for payment will include the names of recipients, amount and type(s) of aid the recipient is to receive and the account(s) to be charged.

Modified, 1 CMC § 3806(f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

Commission Comment: The original paragraphs were not designated. The Commission designated subsections (a) and (b).

### **§ 95-20.1-535 Eligibility Criteria for Financial Assistance**

No person shall receive a grant, loan, scholarship or a combination award unless they meet the following criteria:

- (a) **Citizenship:** The person shall not be an alien as defined in § 3(a) of PL 3-105.
- (b) **Residency:** The person shall be a resident of the Commonwealth as defined herein:
  - (1) A dependent student is a resident of the state or territory where his parents reside.
  - (2) Dependency is defined as a student who lived with the parents for more than six weeks in a calendar year, whose parents claimed the student as a U.S. income tax exemption, and who received more than \$750 worth of support from the parents.
  - (3) An independent student must have five years of actual continuous residence in the CNMI prior to the leaving of the Commonwealth for purposes of going to school.
  - (4) Independent students who come to the CNMI for the purpose of pursuing higher education must be in continuous residence for 12 months to be considered CNMI residents.
- (c) **Applied for Federal Financial Assistance:** Any person who applies for CNMI financial assistance shall provide proof that he has applied first for federal financial assistance.
- (d) **Enrollment:** An applicant must be admitted or enrolled in an accredited or CNMI government funded post-secondary institution. The applicant must maintain a full-time course of study (as defined by that institution) during the academic school year except those students attending a CNMI government funded post-secondary institution.
- (e) **Minimum Scholastic Achievement:**
  - (1) An applicant must have a cumulative grade point average of 2.0 on a 4.0 system.
  - (2) **Exceptions:**
    - (i) **New Incoming Freshmen.**

An applicant who will be attending a post-secondary institution or program will be considered for financial assistance even if his/her grade point average (GPA) is below the

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2.0 GPA requirement. The applicant is given two semesters or three quarters to raise his/her GPA to the 2.0 GPA requirement.

(ii) Returning Student:

(A) An applicant who is returning after being away from school for at least one academic year and has a GPA of less than 2.0 will be considered for financial assistance. He/she will have two semesters or three quarters to raise his/her GPA to the 2.0 GPA requirement.

(B) If the recipient, after the two semesters or three quarters, failed to raise his/her cumulative GPA to 2.0, financial assistance for subsequent quarters/semesters will be discontinued.

(f) Limited Duration: Eligible students may receive CNMI financial assistance for no more than 4.5 years except when enrolled in a 5-year program as undergraduate students, or for 2 years when enrolled as graduate students.

(g) Prohibited Courses of Study: Eligible students may not major in a course of study leading to degrees in divinity, theology, or religious education.

Modified, 1 CMC § 3806(e), (f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

Commission Comment: The original paragraphs of subsection (e) were not designated. The Commission designated subsections (e)(1) and (e)(2).

### **§ 95-20.1-540 Conditions of Receipt of Award**

No grant, loan, scholarship or combination thereof shall be provided unless:

(a) The student first obligates himself to reside within the CNMI and apply the skills/knowledge acquired for a period equal to that for which financial assistance was provided.

(b) The student shall sign a “statement of educational purpose” affirming that any funds received will be used solely for expenses related to attendance at the institution.

(c) The student shall not be in default on any CNMI educational loan.

Modified, 1 CMC § 3806(f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

### **§ 95-20.1-545 Application Process**

The following procedures must be followed to apply for a grant, loan, scholarship or combination thereof:

(a) New applicants must submit:

(1) Application,

(2) Recent official transcript mailed directly to the NMC Financial Aid Office from

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the Registrar's Office at last institution attended,

- (3) An official letter as proof of admission,
- (4) Proof of application for federal financial assistance, and
- (5) Copy of documents establishing citizenship status as defined in § 95-20.1-535(a).

(b) Continuing applicants must submit:

Up-to-date official transcript or grade reports for prior term postmarked no later than January 20th.

(c) Applications for the fall semester must be postmarked by July 15th and applications for the spring semester must be postmarked by November 15th.

(d) For those students who are able to attend school for the summer term only due to the nature of employment within the CNMI may be eligible for financial assistance.

Modified, 1 CMC § 3806(c), (f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

### **§ 95-20.1-550 Procedure for Review**

- (a) A completed application shall be processed by the Financial Aid Office.
- (b) The completed application shall be transmitted to the Committee for final review.

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

### **§ 95-20.1-555 Appeal**

An applicant may appeal a disapproval to the Board of Regents. The following procedure must be followed:

(a) Application consists of:

- (1) Letter of grievances; the reasons for petitioning the Board for special consideration must be stated;
- (2) Documents supporting the petition for special consideration; a letter from a doctor, instructor, or other school officials;
- (3) Remedial course of action the student plans to take in order to meet any of the requirements that were not met and which led to the denial of financial assistance.

(b) Application for an appeal must be made within 14 days of the receipt of the notification of the disapproval. It must be submitted to the Chairman of the Board of Regents.

(c) The Board must decide on the appeal within 15 working days of receipt of the appeal application by the Chairman.

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Modified, 1 CMC § 3806(f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

### § 95-20.1-560 Scholarship Awards

(a)(1) An award based upon scholarship will be in the following amounts per semester throughout the award period dependent upon the student's grade point average (GPA) on a 4.0 scale.

(i) 3.51 - 4.00 GPA \$375.00

(ii) 3.25 - 3.50 GPA \$250.00

(2) However, a student with the minimum number of hours per semester for full-time attendance who has a pass or credit for a course rather than an A through F or numerical grade will not be eligible to receive a scholarship based on that semester.

(b) In the case of students attending a school on the quarter system the same rules apply, however, awards will be based only upon the performance during the fall and spring quarters.

Modified, 1 CMC § 3806(f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

Commission Comment: The original paragraphs of subsection (a) were not designated. The Commission designated subsections (a)(1) and (a)(2).

### § 95-20.1-565 Grant Awards

(a) Definition: A grant means financial assistance awarded to students who maintain a minimum cumulative grade point average of 2.0.

(b) Amount: Grants shall be the following per semester (or per half year for students on quarter system):

Undergraduate \$700

Graduate 1,000

Professional 1,000

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

### § 95-20.1-570 Loans

(a) Students may be eligible to receive loans up to the following amount per semester (or per half year for students on quarter system):

Undergraduate \$500

Graduate 1,500

Professional 2,000

(b) Loan recipients are required to execute a promissory note before release of loan



check.

(c) Loan repayments are subject to the following conditions:

(1) A student who returns to the CNMI and is gainfully employed will receive a 10% cancellation against their principle\* amount of loan per each year employed.

(2) A student who is not employed within CNMI must repay the loan at the rate of 10% of the principle per year.

(3) A student who is in default must pay the entire loan at 3% interest per year he is in default.

(d) Loan becomes due and payable one year after the date of actual termination of formal studies.

(e) In the event of the borrower's death or total and permanent disability, the unpaid indebtedness hereunder shall be cancelled.

(f) Upon the occurrence of default, the holder of the note shall have the right, at its option, and without notice, to declare the whole sum of principal and interest and any other indebtedness or obligation, immediately due and payable together with interest at the rate of 3% per annum on the total amount due, and no waiver of this right shall be effective unless in writing and signed by the holder.

\* So in original.

Modified, 1 CMC § 3806(e), (f).

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

### **§ 95-20.1-575 Change in Funding Levels**

The Committee may change the award levels for loans, grants, and scholarships based on availability of funding upon filing of a notice of emergency regulation with the Registrar of Corporations in compliance with the CNMI Administrative Procedure Act [1 CMC §§ 9101, et seq.]. However, loans, grants, and scholarships already awarded shall not be affected.

History: Adopted 7 Com. Reg. 3796 (July 22, 1985); Proposed 7 Com. Reg. 3682 (May 21, 1985).

Commission Comment: The Commission changed "Procedures" to "Procedure" to correct a manifest error. The Commission inserted a comma after the word "grants" pursuant to 1 CMC § 3806(g).

## **Part 600 - Retention and Promotion of Faculty**

### **§ 95-20.1-601 Review of Proposed Promotions**

All proposed promotions should be reviewed by the College Personnel Committee. The Committee has the responsibility for insuring that each retention and promotion file is complete, that is, it contains the necessary documentation of teaching performance, of

student guidance-advisement activities, and of community service/educational leadership activities before submission to the President. The Committee's recommendation will be forwarded to the President for the Board of Regents action.

History: Adopted 7 Com. Reg. 3974 (Sept. 16, 1985); Proposed 7 Com. Reg. 3879 (July 22, 1985).

Commission Comment: This part was promulgated as a three paragraph policy entitled "Retention and Promotion of Faculty." For clarity and consistency in the administrative code, the Commission divided it into sections and created the section titles in part 600.

**§ 95-20.1-605 Disapproval of Promotion**

In case of disapproval of such a promotion, the President will inform the faculty member in writing and notify the Academic Vice-President. If promotion is denied, a faculty member may be retained in the same position for a period not to exceed six years. After six years, promotion must be granted or non-renewal notice must be given.

History: Adopted 7 Com. Reg. 3974 (Sept. 16, 1985); Proposed 7 Com. Reg. 3879 (July 22, 1985).

**§ 95-20.1-610 Notification of Non-renewal**

Notification of non-renewal shall be given six months in advance of the expiration date written on the contract agreement.

History: Adopted 7 Com. Reg. 3974 (Sept. 16, 1985); Proposed 7 Com. Reg. 3879 (July 22, 1985).

**Part 700 - Professional Staff Running for Political Office**

**§ 95-20.1-701 Professional Staff Running for Political Office**

Professional staff, officers, and instructors employed by the college shall tender their resignation to the President within fourteen calendar days after being certified by the Board of Elections as an official candidate for political office.

History: Adopted 7 Com. Reg. 3974 (Sept. 16, 1985); Proposed 7 Com. Reg. 3879 (July 22, 1985).

Commission Comment: The Commission inserted a comma after the word "officers" pursuant to 1 CMC § 3806(g).