



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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

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

CMI POLICY NO. 309

Student Rights and Responsibilities Policy

Status: Active
Effective Date:
Approval Date:
Steward: Board of Regents
Approval Authority: Board of Regents

Policy Statement

CMI students have a right to access quality, higher, and further educational services, in accord with the college mission and in an environment conducive to learning. As members of a college community, they also have responsibilities to the community in order to maintain this environment.

Reason for the Policy

This document provides students a clear understanding of the rights they are guaranteed and the responsibilities that accompany these rights. This document ensures that, if adhered to, students' rights and responsibilities can foster a healthy learning environment.

Definitions

Family Educational Rights and Privacy Act (FERPA)

FERPA / Family Educational Rights and Privacy Act - The Family Educational Rights and Privacy Act of 1974 is a United States federal law that governs the access to educational information and records by public entities such as potential employers, publicly funded educational institutions, and foreign governments. Read more about FERPA at <https://cmi.edu/financial-aid/confidentiality/>



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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

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

Statements of Elaboration of Policy

Academic

Students have a right to:

- a) An educational environment that actively develops and enriches learning with emphasis on programs that are academically rigorous, linked to career outcomes, and up-to-date, with high quality teaching and supervision;
- b) Prompt and helpful feedback on their academic performance;
- c) Effective and accessible learning environments that facilitate their interactions with their instructors, their subject content and other students;
- d) Access to grade or academic work review and appeal processes in line with CMI policies and procedures
- e) Expect that confidentiality guidelines will be respected at all times
- f) Expect that each student is subject to disciplinary action arising from violations of CMI's policies and code of conduct and shall be assured an objective and fair process
- g) Be provided with sufficient information to make informed decisions about course selection and registration. This information should include where appropriate: Course descriptions, Prerequisites for courses, Course availability, the method of evaluation, mode of instruction and if any changes occur students have the right to be informed in a timely manner of changes in class schedules, course syllabus, and other documents specific to the course.

Students are responsible for:

- a) Participating in their classes with honesty and integrity and respecting CMI guidelines related to cheating and plagiarism.
- b) Respecting CMI faculty, staff and other students in accordance to the CMI Student Code of Conduct
- c) Reading and understanding the course syllabus, attending class daily and on time, participating in class activities, completing assignments on time and acting on feedback from faculty
- d) Taking a proactive attitude to pursue career goals, attend workshops and make the most of opportunities and services provided by CMI that help them obtain more information.
- e) Ensuring that their contact details are up to date and engaging through the proper channels of communication with the college.
- f) Respecting all deadlines in place for the submission of registration, financial aid and other necessary forms.
- g) Familiarizing themselves with the academic catalog including policies, program requirements, and courses.



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@cml.edu

- h) Recognizing and complying with standards of classroom behavior according to course syllabi and CMI policy

Fundamental Rights

Students have a right to:

- a) Inspect their education records within 45 days of the day the College receiving a request for access. Note: Although the college is not required to maintain student records indefinitely, if a request to access a record has been made, the record will not be destroyed before the custodian has granted the student access.
- b) Request the amendment of their education records if the student believes they are inaccurate or misleading.
- c) Consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA or any superseding law authorizes disclosure without the student's consent.
- d) File a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA.
- e) Participate in all areas and activities of the college, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, sex, disability, age, civil status, sexual orientation, political and religious beliefs, family status and social condition.
- f) Understand that CMI recognizes the rights of students as guaranteed by the Constitution of the Republic of the Marshall Islands that include a student's right within the institution to freedom of speech, inquiry, assembly, peaceful pursuit of an education and reasonable use of the services and facilities of the college. There shall be no College rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition, and peaceful assembly as defined under Constitutional law
- g) Access campus support no matter which campus or center they are studying at, i.e. Student Services, Financial Aid, IT, etc.
- h) Accurate and timely responses to their inquiries and concerns;
- i) Expect that confidentiality guidelines will be respected.
- j) Access to review and appeal processes in line with CMI policies and procedures;
- k) Expect that each student is subject to disciplinary action arising from violations of CMI' Student Disciplinary Policies and Procedures and shall be assured an objective and fair process
<https://drive.google.com/file/d/1Ltf6fvoIQ-NT8LVhETakOR3-UsFHRNX4/view?usp=sharing>
- l) Objectively express their concerns and complaints regarding a teacher or staff member's performance, and have their opinions taken into serious consideration without any victimization or retaliation



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

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

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

- m) Expect that the College shall take adequate measures to protect the personal security and health of students

Students are responsible for:

- a) Complying with the CMI Student Code of Conduct and all Student Rights and Responsibilities
- b) Respecting the rights of others including all students, faculty and staff
- c) Maintaining a level of behavior that reflects the college's expectations of a learning environment.

Behavior and Well-Being

Students have a right to:

- a) Learn in a safe, clean, well maintained and supportive environment and be treated with respect by fellow students, faculty and staff
- b) Live in a student residence that is clean, secure, and well maintained providing basic amenities that meet student needs and adequate support services.
- c) Study in an environment which is free from unacceptable behavior, including substance abuse, violence, bias and discrimination, harassment, bullying, vilification, victimization;
- d) Raise objective issues, concerns or complaints without fear of victimization and be provided with the necessary confidentiality, support, processes and guidance;
- e) Expect that each student organization acts in the best interests of its members;
- f) Full participation in all forms of formalized education decision-making, such as committees. Student representatives should be allowed, encouraged, and able to fully participate in all areas of education, including budgets and curricula
- g) Immediate medical care if needed. The nurse's office shall not refuse any student who expresses that they feel that they are sick. Anyone who needs medical care is to be first priority.
- h) Expect that the College will take reasonable steps to ensure that students are free from violence, including sexual violence, abuse and bullying.

Students are responsible for:

- a) Respecting the campus facilities and support campus efforts to maintain a clean and safe environment.
- b) Behaving in a respectful manner at all times towards fellow students, staff, and faculty and respect the rights and property of others, including other students, the faculty and college officials.
- c) Respecting and valuing diversity and everyone's right to make a respectful contribution, as CMI is composed of diverse island populations along with other countries
- d) Reading and fully understanding the CMI Student Code of Conduct and aligning their behavior to this document while refraining from negative behavior and using inappropriate language



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

- e) Respecting the CMI Internet and Email Code of Conduct and Ethical Computing Standards found in the CMI IT Policies and Procedures Manual on the website while using college property and resources safely, in a way which will not endanger others
- f) Cause unnecessary damage or harass, bully or intimidate another student, faculty or staff
- g) Respecting CMI policies that ban smoking and the use of drugs and alcohol on the campus.
- h) Being a voice for the campus by reporting unacceptable behavior and, when necessary, participating in a complaints process.
- i) A student has the responsibility to be fully acquainted with the published college Student Rules and to comply with them, as well as Republic and local laws
- j) If living in the residence hall, assisting with the maintenance, cleaning and security of the space while respecting all rules and guidelines in place to ensure students have a safe, peaceful and well-maintained campus lifestyle.

Responsible Officer

Dean of Student Success

Key Offices to Contact Regarding the Policy and its Implementation

Students can file complaints if their rights are violated: Dean of Academic Affairs for academic issues, Dean of Student Success for non-academic issues

Date of Initial Policy

Date(s) of Any Revisions

NA

President's Signature

March 18, 2022

Dr. Irene J. Taafaki

Date