



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

CMI POLICY NO. 346

Accommodations for Students with Disabilities

Status:	Active
Effective Date:	December 5, 2023
Approval Date:	December 5, 2023
Steward:	Board of Regents
Approval Authority:	Board of Regents

Policy Statement

The College of the Marshall Islands shall ensure that qualified individuals with disabilities have full and equitable access to the same educational experiences as those without disabilities. It will achieve this by providing reasonable accommodations for students with disabilities, encouraging the use of principles of universal design, and ensuring individuals with disabilities are not discriminated against in admission to the college or other college processes.

Reason for the Policy

This policy ensures the right of individuals with disabilities to access quality, higher and further education, without discrimination, in support of their inherent dignity and their right to equality, nondiscrimination, the full development of their talents and creativity, and their effective and equal participation in society.

Definitions

Disability

A documented or perceived physical, mental, or sensory impairment that substantially limits one or more major life activities when mitigating measures are not in place. Major life activities include but are not limited to caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading,



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concentrating, thinking, communicating, working, and major bodily functions. An impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

Qualified Individuals

Persons who meet the requirements for admission to a given program or meet the requirements for a service, with or without accommodations.

Reasonable Accommodations

Reasonable accommodations are auxiliary aids and services or changes to procedures and processes that do not place an undue financial burden on the college, put the health and safety of other individuals on campus at risk, or require substantive changes to instructional programs.

Accommodations may include but are not limited to:

- qualified interpreters or other effective methods of making aurally delivered materials available to individuals with hearing impairments;
- qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments;
- adjustments to processes and deadlines, such as registration, financial aid, and due dates for assignments;
- appropriate adjustments to classroom activities, testing and assessment, advising, housing programs, and other programs and services offered by the college;
- relocation of classes, resources, or activities to physically accessible location, plans for alternative access, or readily achievable changes to the physical layout or format of a given space;
- release of syllabi, study guides, and other appropriate instructor-produced materials in advance of general distribution and access beyond the regular classroom session to slides, films, overheads, and other media and taping of lectures; and
- allowing students with a disability to be accompanied by a service animal in a college facility.

Reasonable accommodations do not include attendants, individually prescribed devices, readers for personal use, or other devices of a personal nature.

Statements of Elaboration of Policy



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Admission

Individuals with disabilities shall not be discriminated against in the admission process. All applicants who meet the application requirements, with or without accommodations, shall be admitted. Application forms shall be provided in alternative formats or assistance provided to complete forms as needed.

Disclosure and Documentation

Students are not required to disclose disabilities. However, in order to receive individualized accommodations, students must disclose their disabilities using the Request for Accommodations Form. College personnel will assist with completing the form and with referrals to services where possible, but obtaining a formal diagnosis and any financial obligations incurred in the process, are the responsibility of the student. Students should attach to the Request for Accommodations Form documentation of the disability, signed by a physician, psychiatrist, or other qualified professional. The documentation should include:

1. the credential of the evaluator
2. a diagnostic statement identifying the disability
3. a description of the diagnostic methodology used
4. a clear description of current functional limitations
5. a description of the expected progression or the stability of these limitations
6. a description of current and/or past accommodations and/or medications
7. recommendations for accommodations

504 Plans or Individualized Education Plans are not typically considered to be adequate documentation but provision of these plans may assist the college in providing appropriate accommodations.

The college is only legally mandated to provide individual accommodations for disabilities that are accompanied by adequate documentation. However, in recognition of the challenges of documenting disabilities in the Republic of the Marshall Islands, the college may agree to provide accommodations in the absence of documentation if the disability is readily apparent or the accommodations do not place other students at a competitive disadvantage.

Requests for accommodations should be received by the college six (6) weeks prior to the beginning of the initial semester for which the request is made, when possible. Lack of advance notice may delay the availability of an accommodation.



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Cross References to Related Policies and Regulations

Students who believe they have been unfairly denied accommodations may file complaints per Policy 312: General Student Complaints

Policy 381: Course Waiver and Substitution covers course waivers and substitutions made as disability accommodations.

All disability-related documents are treated as confidential and protected student records subject to the Family Education Rights and Privacy Act (FERPA) rules.

Other relevant US laws include:

- Americans with Disabilities Act of 1990
- Americans with Disabilities Amendment Act of 2008
- Rehabilitation Act of 1973, § 504, as amended
- 28 C.F.R. § 35.130
- 28 C.F.R. § 35.160
- 28 C.F.R. § 35.164
- 34 C.F.R. § 104.44

The relevant Republic of the Marshall Islands law is the Rights of Persons with Disabilities Act 2015, particularly §1116 Right to education.

Responsible Officer

Vice President for Academic and Student Affairs

Key Offices to Contact Regarding the Policy and its Implementation

Associate Dean for Equity and Engagement, Associate Dean for Learning Support, Associate Dean for Instructional Quality and Innovation



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Procedures

1. Information about applying for accommodations should be included in the letter of acceptance given to students admitted to CMI as well as on the college website.
2. The Request for Accommodations Form may be submitted at any time to the front desk personnel in Student Services, to a Center Coordinator or Campus Director, or by email to the Associate Dean for Equity and Engagement but should ideally be submitted six weeks before the start of the semester for which accommodations are initially requested.
3. Students or applicants who need assistance with the Request for Accommodations Form may request it via the Student Services front desk or the Student Advocates.
4. Once the form is received, it will be added to the student record and the Associate Dean for Equity and Engagement will be notified.
5. The Associate Dean for Equity and Engagement, Associate Dean for Learning Support, and Associate Dean for Instructional Quality and Innovation will meet at least one month prior to each semester to review Request for Accommodations Forms that have been received.
6. At this meeting, the associate deans will review the requested accommodation and develop a recommendation for which accommodations the college can provide. They should also determine which of the associate deans will serve as the primary point of contact for the student. This should typically be the associate dean whose area of responsibility most closely matches the areas in which accommodations are required. The primary point of contact can assist the student in discussing their accommodations with faculty and will coordinate any accommodations involving other departments or personnel.
7. If the accommodations require additional college resources, the associate dean serving as the primary point of contact should discuss these needs with their supervisor, who may also call on other departments or personnel as needed. Accommodations that require additional college resources must be approved by a dean.
8. If the student has not provided documentation, any accommodations must also be approved by the Vice President for Academic and Student Affairs.
9. Once the Approved Accommodations Form has all needed approvals, it should be uploaded to the student record and emailed to the student. The student should provide the form to their instructors each semester and discuss their requested accommodations.
10. Once accommodations have been approved, students do not need to reapply unless they would like to request additional accommodations, the documentation initially provided has indicated an *expected end date for the impairment that has passed, or they*



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have been required to apply for readmission. However, the students should notify their primary point of contact that they intend to register for each semester that follows.

11. All personnel should consider ways to implement universal design in processes, practices, and spaces. Personnel with responsibility for professional development should include training in universal design, especially for faculty and others in student-facing roles.

Date of Initial Policy:

Date(s) of Any Revisions:

Dr. Elizabeth Switaj, Interim President

December 5, 2023

Date