

Data Release Policy

The College of the Marshall Islands (CMI) releases data to its stakeholders and partners to meet disclosure requirements and improve the educational services available to students. When additional data is requested, decisions to release data are guided by the benefit to the college, the students, and the wider community as well as by the need to protect student privacy.

Public Information

Institutional data provided on the areas of the cmi.edu website that are accessible to the general public are considered public information. Data released as part of mandated public reports such as the Integrated Postsecondary Education Data System (IPEDS), reports to the Accrediting Commission of Community and Junior Colleges (ACCJC), and the annual report mandated by the CMI Act of 1992 are also considered public information.

Public institutional data reports and summaries must be produced by Institutional Research and not by other departments.

Access to Non-Public Data

Data circulated by email, paper copy, password-protected webpages, or other means of restricted circulation within the college community are not considered public information and should not be shared outside the college community.

Institutional Research summarizes data and prepares reports for institutional purposes but does not release detailed data to the public. External requests for data should be approved first by the head of the department that owns the data and second by the administrator responsible for the area.

Individuals wishing to access college data for the purpose of original research that may lead to publication must, in addition, receive written permission from the chief academic officer (Vice President for Academic and Student Affairs). If they will be using CMI students as research subjects and not relying exclusively on existing data, they must also obtain IRB approval.

Institutions and organizations that wish to receive non-public data from CMI must be covered by a Memorandum of Understanding (MOU).

Student Privacy

Data shall not be released in violation of the Federal Educational Rights and Privacy Act. All college employees who work with student data are responsible for familiarizing themselves with FERPA and must immediately inform the administrator responsible if a breach occurs.