

COLLEGE OF MICRONESIA-FSM
BOARD POLICY No. 3102

Title: Major Subject Area

Date Adopted: 2001

Date Revised:

Date Reviewed:

The program in which students plan to earn their degree or certificate is the major subject area. Every student is required to declare a major in order to graduate. Students who have questions or have not yet determined their career or educational goals are urged to consult with a counselor prior to enrolling or during their first semester.

As the courses in the various majors are offered in sequence over several semesters, students are required to consult with a counselor or academic advisor before changing a major to avoid disrupting their program of study and lengthening their total time in college.

References: *COM-FSM General Catalog* 2001-2003, p. 25.

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Title: Major Subject Area

Date Adopted: 2001

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The program in which students plan to earn their degree or certificate is the major subject area. COM-FSM programs and courses are listed in the [College of Micronesia-FSM General Catalog](http://www.comfsm.fm/?q=catalog) found online at <http://www.comfsm.fm/?q=catalog>. Academic advisors are available to help students who have questions or problems in choosing a major.

The courses in the various majors are offered in sequence over several semesters. Students who begin with one major then wish to change majors must wait until the required sequence of courses in the new major is offered. They may have to wait as long as a year. Students are strongly advised to seek career counseling before changing a major to avoid disrupting their program of study and lengthening their total time in college.

References: *COM-FSM General Catalog* 2001-2003, p. 25.

COLLEGE OF MICRONESIA-FSM
BOARD POLICY No. 3105

Title: Student TOEFL Scores

Date Adopted: December 8, 1993

Date Revised:

Date Reviewed:

Any student that scores above 550 on TOEFL Entrance Exam is to be exempted from taking developmental courses.

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COLLEGE OF MICRONESIA-FSM
BOARD POLICY No. 3107

Title: Academic Honors

Date Adopted:

Date Revised:

Date Reviewed:

Each semester all full-time students in a degree or certificate of achievement program who earned a semester grade point average of 3.5 to 4.0 without any incomplete grade are recognized on the Honor Roll.

Students who needed less than twelve credits to graduate and registered only for those credits may be recognized on the Honor Roll the semester they graduate if 1) the grade point average is 3.5 to 4.0 without any incomplete grade and 2) the student was on the honor roll for the two consecutive semesters prior to graduation as a full-time student.

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieved a semester grade point average of 3.50 to 3.99 are recognized on the Dean's List.

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieved a semester grade point average of 4.0 are recognized on the President's List.

(Bold type is the new addition to the policy) Reasoning: Some students need less than 12 credits to graduate so they take only 9 credits or less. These students may still maintain a 4.0 or 3.5 GPA but do not get recognized the semester they graduate.

References:

Portland State University, Enrollment Management and Student Affairs: Office of the Registrar,
<http://www.pdx.edu/registration/deans-list-presidents-list-award>.

Borough of Manhattan Community College, CUNY.
<http://www.bmcc.cuny.edu/academics/page.jsp?pid=1083&n=Honors and Awards>

COLLEGE OF MICRONESIA-FSM
BOARD POLICY No. 3112

Title: Course Grading

Date Adopted:

Date Revised:

Date Reviewed:

The course grading system at the College of Micronesia-FSM is as follows:

| Letter Grade | Numerical Value |
|--------------|----------------------|
| A+ | Superior |
| A | Superior |
| A- | Superior |
| B+ | Above average |
| B | Above average |
| B- | Above average |
| C+ | Average |
| C | Average |
| C- | Average |
| D+ | Passing |
| D | Passing |
| D- | Passing |
| F | Failure |
| W | Not computed |
| I | Not computed |

However, EN 120a (Expository Writing I) and several math courses require a “C” or better to enroll in the next level. For other classes, the instructor’s permission may be required to enroll in a subsequent course in the same discipline.

References: *College of Micronesia-FSM General Catalog*, 2001-2003.
COM-FSM Manual of Policies and Procedures, Instructional Affairs, Vol. 5, July 2002.

COLLEGE OF MICRONESIA-FSM
BOARD POLICY No. 3118

Title: Handling Exceptional Situations for Students

Date Adopted: July 9, 1999

Date Revised:

Date Reviewed:

The vice president of student services and vice president for instructional affairs may give special consideration to a student who does not comply with admission policies due to exceptional situations. An example is the student registers for a class, that they have taken previously. The student realizes the error after the deadline to complete add/drop. Another example is a student becomes ill and is hospitalized. This student fails to withdraw or have a family member complete the withdraw form.

Old version:

To avoid inconsistencies in dealing with students, the Board (Admissions) agreed to set up procedures in handling exceptional or special situations. The two vice presidents will come up with guidelines in determining a student situation and the procedures to deal with it. A student in an exception situation will have to go through the offices of Directors of Student Services, Academic Programs, Vocational Programs, and the Controller to clear before the OAR and FAO can assist the student. Some of the examples of exceptional situations are when a student registers but did not attend classes, a student changes class without an add/drop form, or leaving school without properly withdrawing. (Admission Board, June 14, 1999)

In reply to the concern for guidelines for special circumstances, the Admission Board recommended the following policy: Special circumstances by the Admission Board may be given under unusual circumstances on a case by case basis. (Cabinet, July 9, 1999).

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 3206

Title: Course Outlines

Date Adopted: April 1, 1993

Date Revised:

Date Reviewed:

Course outlines that are developed for use in COM-FSM classrooms need to be reviewed and recommended for adoption by the process outlined in the curriculum and assessment handbook and approved by the vice president for instructional affairs before implemented in the classroom.

A course outline sets the expectations for students and what they can expect in terms of instruction they will receive, the format in which the course will be delivered and the knowledge and skills that can be gained. It also provides awareness of how students will learn, what level of participation will be expected, and how they will be assessed.

Faculty members are required to follow the approved course outlines, which include assessment strategies for each course level student learning outcome. It is the faculty members' responsibility to ensure that they have a copy of the most recent course outline for each course they teach.

References: COM-FSM Faculty Handbook, 2014.
COM-FSM Curriculum and Assessment Handbook, 2014.
ACCJC Standard IIA.2., Standard IIA.3.

COLLEGE OF MICRONESIA-FSM
BOARD POLICY No. 3303

Title: Non-instructional use of Instructional Equipment

Date Adopted: March 3, 2000?

Date Revised:

Date Reviewed:

College of Micronesia-FSM instructional equipment is to be used primarily for providing instructional and educational experiences to students enrolled in bona fide courses and workshops.

Uses for other than instructional purposes may be granted provided:

- Such use does not interfere with regular, normal course instruction or with supplemental exercises associated with such courses;
- The equipment is not used for personal, political or commercial enterprises;
- Such use does not disrupt any of the college programs;
- Such use does not create or increase the risk of liability to the college;
- Such use has minimal impact on the resources of the college (electricity cost, expendable materials, increased chance of loss of equipment, etc.);
- Staff is available to supervise the use of the equipment when required; and
- The user is qualified to use the equipment in a safe and reliable manner.

Priority for usage of instructional equipment is as follows:

- Use by faculty and students currently enrolled at the college for a regular instructional course;
- Use by faculty and students which is supplemental to instruction of regular courses;
- Use by faculty and students for non-instructional purposes (as community service presentations, extended interest generated by a course, etc.); and
- Use by non-faculty or non-student members of the community for educational or community service purposes.

The person checking out the equipment is responsible for the repair or replacement should the equipment be damaged or lost while in the borrower's custody.