

help students understand and analyze issues that may affect them so they can make healthy choices. A Center is located at the National, Chuuk, Kosrae, and Yap Campuses.

Gear Up Program: The Gear Up Program at Kosrae Campus is designed to prepare selected students from grades six through ten to attend college. It provides tutoring in basic subjects, especially English and mathematics. It utilizes after-school study sessions, an intensive summer program and counseling and mentoring to apply academic subjects to college life and career paths. The program also increases attendance, lowers dropout rates and increases parental involvement in students' educational progress.

STATEMENT OF EQUAL OPPORTUNITY

The College of Micronesia-FSM complies with Title VI of the U.S. Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. The College does not discriminate in matters of employment or admission to educational programs and activities because of race, color, place of origin or ancestry, marital status, sex, religious or political preference, age, or physical handicap per Public Law No. 7-79.

The President's executive assistant acts as the authorized agent in matters concerning section 504 of the Rehabilitation Act of 1973. This notice is in compliance with Paragraph 84.8 of Section 504 of the Rehabilitation Act of 1973.

STUDENT EDUCATIONAL RECORD POLICY

Educational records are kept by the College on individual students to facilitate their educational development. The Admissions and Records Office keeps records on the academic history of all students. The Financial Aid Office keeps records on financial assistance to each student and their academic progress. The Business Office keeps records on individual student accounts. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students. Students have the right to know the purpose, contents, and locations of information kept on them as part of their educational records.

Students have the right to gain access to and challenge the content of their educational records. The right of challenge does not include questioning substantive judgments that are correctly recorded, such as a grade in a course.

Students have the right to have some control over the disclosure of information from the records. They can expect that information in their educational records is kept confidential, and disclosed only with their permission or under provisions of the law.

Parents also have the right to expect confidentiality of certain information about them in the educational records and, under certain conditions, to gain access to the information in their child's educational record. However, since the College considers all students independent, that information which may be released to them without the student's specific permission is limited to directory information.

ADMISSIONS

Admission to the College of Micronesia-FSM is based primarily upon evidence of the student's ability to profit from the educational programs of the College. The admissions policy is established by the Board of Regents and administered by the President of the College through the Admissions Board. All records submitted by applicants become the property of the College.

ADMISSION INTO DEGREE PROGRAMS

Admission into degree programs is open at the beginning of both the Fall and Spring semesters.

Admissions Criteria: Applicants must meet the following admission requirements to be matriculated into a degree program:

- Have graduated or will graduate from high school at the end of the current school year, or have a GED certificate;
- Have a minimum high school grade point average of 2.0 as measured on a 4.0 scale, or a minimal score of 35 on each section and an average score of 45 for all five sections of the GED test; and
- Be accepted by the COM-FSM Admissions Board.

Special Consideration: Applicants with a grade point average below 2.0 from high school will not be admitted to the College unless they have had considerable job experience or training since high school and can furnish recommendations from prior training programs, agencies or employers. Entrance test scores will be given primary consideration for these applicants. Upon recommendation of the Admissions Board the President may approve special admission.

Admission Procedure:

- Take the COM-FSM entrance test. A test fee of \$5 will be collected. The entrance test is administered in November at the State Campuses for Spring admission and in February and March at all the high schools and the State Campuses.
- Obtain an Application for Admission form from a high school counselor, State Campus Director, or the COM-FSM Office of Admissions and Records.
- Complete the application and mail it with the \$10 admission fee to the COM-FSM Admissions Board.
- Complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA renewal and mail it to the address indicated.
- Request that all official high school transcripts or GED scores be sent to the COM-FSM Admissions Board. High school seniors should submit a seven-semester transcript. College transfer students must also submit official transcripts from college previously attended.

Notification of Admission: Applicants who meet all the admissions requirements will be notified of their acceptance by the College as soon as their applications have been approved by the Admissions Board. Applicants lacking any of the requirements or needing special consideration by the Admissions Board will be considered after June 30.

Acceptance of Admission: Applicants who have been notified of admission to the College and who intend to enroll must do the following:

- Obtain Social Security numbers;
- Sign and return the Letter of Acceptance. If the Letter of Acceptance is not received by the deadline, the College assumes non-acceptance and will give the slot to another applicant;
- Complete the Residence Hall Application, if interested in staying in the halls, and return

ADMISSION DEADLINES

June 30

Fall

November 15

Spring

More information can be obtained through the following:

**ADMISSIONS BOARD
COLLEGE OF MICRONESIA-FSM
P. O. BOX 159
POHNPEI, FM 96941**

Phone: (691)320-2480/1/2

Fax: (691)320-2479

Email: ab@comfsm.fm



it with a \$50 refundable security deposit;
- Submit the Student Aid Report (SAR) upon receipt to the Financial Aid Office;
Take a physical examination and return the health form to the College as soon as possible; and
- Check with the COM-FSM State campus director for travel arrangements. Tickets are provided for students from Yap, Chuuk, and Kosrae who have completed all of the above.

ADMISSION TO SECOND ASSOCIATE DEGREE

Students who have earned an associate degree with a cumulative grade point average of at least 2.0 may formally be admitted into a second associate degree program. The second program must be in a major different from the first.

A policy is needed to allow students who have earned an associate degree from a regionally accredited institution to apply for admission to a second associate degree program.

This policy applies to all students who previously earned an associate degree and are seeking a second degree.

Students seeking a second associate degree must file an application for admission. If the degree was earned from an institution other than the College of Micronesia-FSM, the student must also submit an official transcript indicating that a previous degree was earned. Students who are submitting an application for admission to the College of Micronesia-FSM for the first time are required to pay the application fee.

ADMISSION INTO CERTIFICATE PROGRAMS

Admission to Third-Year Programs: Students who have earned an associate degree or equivalent with a GPA of at least 2.5 may apply for admission into a third-year certificate of achievement program and major in teacher preparation-elementary education, teacher preparation - special education, related services assistant, accounting, or general business. Application forms are available at all COM-FSM campuses.

Admission to other Certificate of Achievement Programs: High school graduates and GED certificate holders who are not accepted into or are not interested in a degree program may apply for admission into an entry level certificate of achievement program. Applicants must take the COM-FSM entrance test and be accepted by the Admissions Board. Acceptance by the Admissions Board is based on the applicant's score on the COM-FSM entrance test and other criteria as defined by the Admissions Board. Applicants with significantly low scores on the entrance test are ineligible for admission. Other certificate of achievement programs are offered when criteria for offering the program are met. Admissions requirements vary with the program. Application forms are available at the campus offering the program.

TRANSFER STUDENTS

Students who have earned satisfactory grades from another college or university may apply for admission and be given advanced standing at the COM-FSM. (Admission as a transfer student does not eliminate the requirement for English and math placement testing.) Applicants must submit to the Admissions Board a completed application form, an official copy of his/her high school transcript, and official transcripts from each college previously attended. Credit for

previous satisfactory college work can only be given upon receipt of previous college records.

DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

High school students who wish to be considered for dual enrollment at the College of Micronesia-FSM must meet the following criteria:

- The student has successfully completed the eleventh grade.
- The student provides a certification from the local principal and/or his designee, or from a director of a college program working with high school seniors, certifying that the student has a minimum cumulative grade point average of 3.5.
- The local principal and/or is his designee, or a director of a college program working with high school seniors, provides a statement of justification describing the student's ability to benefit academically, intellectually, or artistically ready.
- The student has been approved for Dual Enrollment by the Admissions Board.

Students must meet the prerequisites for the course, including placement test where applicable. Credits and grade earned will appear on their college transcript.

Students enrolled in a course under the Dual Enrollment policy must pay all college tuition and fees assessed to regular students. These students are not eligible for Federal Financial Aid assistance.

Dual Enrollment does not constitute admission to the College of Micronesia-FSM. Dual Enrollment students must follow the policy and procedures for regular admission to obtain full-time admission to the College subsequent to graduation from high school.

Students must submit a completed College of Micronesia-FSM Application for Dual Enrollment to the Admissions Board along with the recommendation letter from the principal or designee, or the director of a college program working with high school seniors, and a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.

EARLY ADMISSION

The College provides postsecondary instructional opportunities to eligible high school students by offering an Early Admission Program for academically talented high school students who are ready to benefit from college and want to enter college in advance of high school graduation. Students are eligible for early admission if they meet the following criteria:

- The student provides a certification from the local principal and/or his designee certifying that the student has a minimum cumulative grade point average of 3.5 and recommending that the student be admitted under this policy.
- The student has successfully completed the eleventh grade.
- The student has satisfied the Admissions Board approval via the COM-FSM Entrance Test (COMET) and has placed into college level (100) English courses in both reading and writing.
- The student enrolled through Early Admission is not eligible for Federal Financial Aid assistance until a high school diploma or equivalent has been achieved.
- The student must submit a completed College of Micronesia-FSM Application for Admission to the Admissions Board along with the recommendation letter from the principal or designee, and a high school



transcript that verifies criteria one and two above. The information must be submitted together as one packet.

LEAVE OF ABSENCE POLICY

Third-year and degree students may take a leave of absence from the College by:

- Completing the checkout/withdrawal form;
- Reading the Leave of Absence policy and signing acknowledgement of the readmission statement; and
- If a boarding student, formally checking out of the residential hall.

The College is not responsible for transportation expenses for any student taking a leave of absence.

READMISSIONS

Students who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Applications for readmission must be submitted at least one month before the first day of instruction of the semester in which the student plans to return. Applications for readmission are considered on an equal basis with students applying for initial admission to the College. Students are readmitted upon the recommendation of the Admissions Board.

OPEN ADMISSION FOR NON-CREDIT COURSES

Non-credit courses are administered by the State Campuses. When offered, information is disseminated through the radio, TV, and printed notices in various public places. These courses are open to the general public.

UNCLASSIFIED STUDENTS

Unclassified students - individuals taking credit courses prior to applying for admission to the College, or students from other universities or colleges taking credit courses at the College of Micronesia-FSM for transfer back to their own institutions, or individuals taking credit courses for personal or professional reasons.

Unclassified students may register in credit courses for which they have the necessary background and in which space is available. Students without the required prerequisite(s) to a course as listed in the College of Micronesia-FSM Catalog must attain permission of the instructor to enroll in the course. Permission of the division chair may also be required in selected courses or academic disciplines. Ordinarily, unclassified students may register for no more than eight (8) credits in an academic semester.

Completing courses while under unclassified status does not constitute or guarantee admission to any degree program at COM-FSM. However, an unclassified student who has completed twenty-four (24) credits at the College with a minimum grade point average of 2.0 may apply to become regular status as a student seeking an associate degree. This application for degree seeking status must be made to and processed by the Admissions Board to ensure that the student is officially matriculated into the College. If admitted to regular status, the student may petition the Office of Admissions and Records to consider credits earned as an unclassified student be counted toward the degree. -

Former College of Micronesia-FSM degree students may enroll as unclassified students. However,

if degree-seeking status is desired, former students should seek formal readmission to degree status at the College since credits earned in unclassified status might not be accepted towards the degree.

Regular application procedures for admission to degree programs apply at all times.

FINANCIAL INFORMATION

The primary responsibility in financing the costs of postsecondary education rests with students and their families. However, COM-FSM administers three U.S. Federal Student Aid Programs to help students with limited financial resources seek financial assistance to pursue their post secondary education with COM-FSM. Financial Aid Office at COM-FSM is tasked to help, assist and process all applications for financial assistance in accordance with COM-FSM Student Financial Aid Handbook. The Student Financial Aid Handbook, available at Financial Aid Office, provides complete information on (1) how to apply for U.S. Federal financial assistance, (2) the costs of education with COM-FSM and (3) the calculation of financial awards to students and other important information concerning financial assistance.

FINANCIAL AID PROGRAMS

Federal Pell Grant: Pell Grant is U.S. grants to help undergraduate students who have not earned a bachelor's or professional degree pay the costs of post secondary education.

Federal Supplemental Educational Opportunity Grant (FSEOG): This grant, in addition to Pell Grant, is given to students with exceptional financial need who enrolled in college level program prior to June 25, 2004. Students will continue to receive this grant for not more than four academic years.

Federal Work Study: The program provides the opportunity to apply for part-time employment and earn money to pay for their educational cost. Eligible students are those who already enrolled in a college level program prior to June 25, 2004. This program will continue for not more than four academic years.

Supplemental Education Grant (SEG): Under the Amended Compact, students who enroll after June 25, 2004 are not eligible to receive assistance under FSEOG and Work Study. However, the U.S. provides a discretionary annual grant to the FSM to provide a system of education assistance benefits equal in quality with FSEOG and Federal Work Study through SEG.

CFSM Student Assistance: Annual appropriation from FSM National Government to the College to be used as scholarship grant to FSM students.

State Scholarships: State scholarships are processed and awarded by Pohnpei, Chuuk, Kosrae and Yap States to the students from their respective states.

Other Scholarships:

- Rotary Scholarship
- FSM Development Bank
- Mobil Scholarship
- Association of Filipino (STAB) Scholarship
- Timothy Jerry Scholarship

