

# GRADUATION REQUIREMENTS

## ASSOCIATE OF ARTS DEGREE ASSOCIATE OF SCIENCE DEGREE ASSOCIATE OF APPLIED SCIENCE DEGREE

An associate degree is awarded upon completion of the following requirements:

**General Education:** Satisfactory completion of the applicable General Education Core.

**Major:** Satisfactory completion of the prescribed series of courses for the selected major.

**Total Credits:** Satisfactory completion of the required number of credits and courses for the selected associate degree program.

**Scholarship:** Cumulative and semester grade point average of at least 2.0.

**Application for Graduation:** Submission of an *Application for Graduation* by the beginning of third week of the semester - see the Calendars section at the beginning of this catalog. (Application forms may be obtained from the Office of Admissions and Records.)

### Limitations:

a. Students transferring from other institutions must earn at least 30 credits of the major at COM-FSM.

b. A maximum of ten calendar years is allowed to fulfill the degree requirements of the selected major as described in the catalog which was in force at the time of admission. Time is measured from the first enrollment at COM-FSM to the date of certification of completion of the degree requirements for the major. The ten-year limit and the graduation requirements may change only in the following circumstances:

- The student is out of school for at least two consecutive regular semesters.
- The student changes major by filing a 'change of major' form with the Office of Admissions and Records.

The ten-year period then begins from the time either of the above occurs, and the graduation requirements are determined by the catalog in effect at the time of change.

## CERTIFICATE PROGRAMS

A certificate of achievement is awarded upon successful completion of a prescribed series of courses which consists of a minimum of 30 semester credits and leads to an occupational skill. To receive a certificate of achievement, students must earn a minimum cumulative grade point average of 2.0 for the prescribed series of courses.

Specific completion requirements for the various certificate of achievement programs are detailed in their descriptions.

## STUDENT SERVICES AND ACTIVITIES

Student services and activities are intended to contribute to students' adjustment to college life. They are aimed to facilitate the process of social, academic, and vocational direction and development while attending COM-FSM.

## ORIENTATION

Orientation is provided for new and transfer students one week prior to registration. The orientation program enables students to learn about the College and the community and to take advantage of opportunities to meet other students in social situations. Placement testing, program advisement, and registration also take place during this time.

## GUIDANCE AND COUNSELING

Professional counseling is available at the National, State Campuses and the FSM-Fisheries and Maritime Institute (FSM-FMI) to assist students in establishing or clarifying appropriate educational and vocational goals and to assist students with problems of academic, social or personal nature. The counselors also offer assistance in job placement.

## STUDENT HOUSING

The College of Micronesia-FSM has two residence halls at its National Campus which can accommodate 212 students. The residence halls are two-story buildings with restrooms and showers, and laundry rooms. Each dormitory room is shared by four students and is furnished with two bunk beds. The College provides a mattress for each resident, but each resident must provide his/her own pillow, pillowcase, sheet and blanket.

Rooms are available on a space-available basis to full-time students. Students from off island are given priority to live in the residence halls. Students are required to complete an application and pay a \$50.00 security deposit. The deposit may be refunded at the end of the resident's stay upon written request and assessment by the Residence Hall Manager.

Upon acceptance into the residence halls, students sign a housing agreement in which the student agrees to pay room charges for the entire semester regardless of whether he/she moves out of the residence halls at any time during the semester.

The residence halls are staffed by a director of student/campus life, residence hall manager, residence hall advisors, resident assistants and custodians. Residents participate in the operation of the Residence Hall Resident Association (RHRA). The RHRA is made up of residents who are concerned about the well-being of residents.

## HEALTH SERVICES

The National and Pohnpei Campuses maintain a well-equipped dispensary on campus with pharmacy and examination rooms. A full-time registered nurse is available during regular working hours from Monday to Friday at National Campus and a full-time nurse at Pohnpei Campus. The dispensary provides services in acute, chronic, and preventive health care. It also provides hospital referral services, personal health counseling and educational/reference materials on diseases and health issues. Chuuk and Kosrae campuses have recently established dispensaries.

## STUDENT ACTIVITIES AND FACILITIES

At National Campus there are two facilities on campus to serve the leisure, recreation and sports needs of our dorm and off-campus students. Pohnpei Campus has a multi-purpose gymnasium and a recreation center for students. All other campuses use the state facilities for their sports programs.

**Sports and Recreation Center:** The FSM-China Friendship Sports Center located at the National Campus is the largest building in Pohnpei and serves as a multi-purpose facility. The Sports Center houses two complete basketball courts; the main court has a seating capacity of up to 1,300 spectators and the practice court with a stage at one end can be used for a variety of activities. Because of its size, the Sports Center can accommodate conferences and meetings and is sometimes referred as the "convention center" for the Nation and the surrounding community.

The Sports Center also has rooms for television, pool, and ping pong for student recreation. The Recreation Office located in the Sports Center has a variety of equipment, the usual such as volleyballs and basketballs and the unusual such as frisbees and wiffle balls, for student to check out and many activities for students to sign up.

Adjacent to the Sports Center, the COM-FSM Fitness Center has a variety of free weights and exercise machines which is available to students daily.

**Student Union:** The Student Union is adjacent to the cafeteria and is an excellent place for student to relax, listen to music watch TV or meet and socialize with other student. There are plans being developed to greatly expand the Student Union to further meet the student's leisure time needs. Pohnpei Campus has a student center, locally known as "Nahs", where students socialize, and hold other recreational activities and meetings.

The professional staff responsible for both these facilities strives to develop activities that will provide students, men and women, with participation and leadership opportunities in many leisure and athletic type programs. The emphasis is towards enjoyment and fitness through physical activities and competitive sports with a recreational emphasis among friends with similar interest.

### COLLEGE BOOKSTORE

**T**he National Campus Bookstore stocks required textbooks and related course materials for all campuses. As a student service outlet, the bookstore also stocks miscellaneous school items, college items, as well as soft drinks, snacks and sundries. The Bookstore is located in the Student Support Services Program building. Each campus is now operating its own bookstore.

### STUDENT GOVERNMENT

**A**ll full-time students are members of the Student Body Association (SBA), which is led by a student council. The council includes the president, vice-president, secretary, treasurer, and delegation representatives. This decision-making body meets every two weeks. The delegations, which represent geographical areas of the FSM, and other entities, also meet on alternate weeks to discuss student concerns. Every student is a member of a delegation of his choice and has the opportunity to participate in student government.

### STUDENT CONDUCT AND DUE PROCESS

**T**he College of Micronesia-FSM is a community of scholars. Students, as members of this community, are expected to assume responsibility for their personal conduct. It is assumed that each student voluntarily associates with the College and enrolls for serious educational pursuits, thereby not only enjoying the freedom to learn but also sharing responsibility in exercising that



freedom. Students are expected to conduct themselves in a way which will bring credit to the individual, the institution, and the community. When students fail to carry out these responsibilities and are charged with misconduct, the following policies and procedures will be followed in order to protect students' rights and the College's interests.

Disciplinary action may be imposed on students for violation of criminal law or violation of College rules and regulations. Provisions related to disciplinary action shall be published and distributed to students, faculty, and staff. Student conduct may result in disciplinary action by the College or criminal prosecution or both, as they are not necessarily related. It is the policy of the College to impose disciplinary action for misconduct occurring on or off campus which adversely affects the functioning of the College.

Students are subject to disciplinary action, including suspension, for any of the following reasons:

1. Violation of criminal laws which adversely affects the College;
2. Unauthorized entry into or use of College facilities;
3. Theft of, damage to, or unapproved use of property belonging to the College community or campus visitors;
4. Dishonesty such as cheating, plagiarism, furnishing false information to the College, forgery, alteration or misuse of College documents, records or identifications.
5. Violation of College policies;
6. Public inconvenience, annoyance, alarm, recklessness, or creating a risk thereof;
7. Fighting or other violent or tumultuous behavior or threat;
8. Public abuse; verbal or physical;
9. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activity;
10. Physical or threat of physical abuse; or conduct which threatens or endangers the health or safety of persons on campus;
11. Disruptive, disorderly, or unbecoming behavior; or lewd, indecent or obscene conduct or expression on campus;
12. Failure to identify oneself when requested to do so by College faculty, administrators, staff members or other authorized persons; and
13. Violation of the Drug and Alcohol Workplace and College Premises Policy.

The above list of offenses is not intended to be exhaustive. Students who display any other conduct which is contrary to the best interests of the College or its students will be subject to disciplinary action.

Student disciplinary action may be imposed by:

1. An instructor: who may warn or temporarily exclude the student from the instructor's classroom or from any other College sponsored or supervised activity for the duration of the activity, not to exceed one day;
2. An administrator: who may warn or temporarily exclude the student from a classroom or College sponsored or supervised activity for the duration of the activity, not to exceed one day;
3. The Student Conduct Board: which may impose a warning, fine, temporary exclusion, probation or recommend suspension; and
4. The President of the College: who may impose a warning, fine, temporary exclusion, probation and who alone may suspend.

**Procedure:** An instructor or administrator may immediately impose a one day exclusion. Such discipline must be reported in writing to the Vice President for Student Services or the State Campus Director explaining why the discipline was imposed. For such cases, and any other discipline, the following procedure applies:

1. The Vice President for Student Services/State Campus Director receives a report or otherwise is made aware of an allegation that a student has committed an act that is subject to discipline.

2. The Vice President for Support and Student Affairs/State Campus Director conducts an investigation of the report. If, based on the investigation, the Vice President/ State Campus Director feels that disciplinary action is warranted, a Student Conduct Board hearing will be called as soon as practicable. The Student Conduct Board is composed of five members: two students and three staff/faculty members all appointed for one academic year by the President. A student may waive his/her right to a Student Conduct Board hearing.
3. At the investigative hearing, which is taped on audiocassette, the student may be represented by counsel of his/her own choosing and will also have the right to question any witness and to present witnesses. The Vice President for Student Services/State Campus Director, or his/her designee, will present evidence in support of the Vice President's/State Campus Director's report. The Vice President/State Campus Director may call witnesses, including the student requesting the hearing. If that student refuses to respond to questions asked, an adverse inference will be drawn against the student. Within 48 hours after the investigative hearing, the Student Conduct Board shall issue a written report of the facts regarding the incident. The Board's factual conclusion findings shall be agreed to by a majority of the Board and shall suggest that the matter be concluded by dropping the matter entirely, issuing a warning to the student, or disciplining the student.
4. If either the student or the Vice President for Support and Student Affairs/State Campus Director objects to the action of the Board, an appeal may be made to the President. The appeal notice should be in writing and delivered to the Office of the President within one business day of the Board's decision. Any appeal of the Student Conduct Board's decision will be based strictly on the taped proceedings of the hearing and any documents admitted as evidence. No further evidence shall be elicited. The disciplinary action will stand while the President is considering the matter. The standard in regards to an appeal is whether there was any credible evidence supporting the facts found by the Board. If the President finds that there was no credible evidence supporting the facts found by the Board, the President may then either drop the matter entirely or appoint the original Board for rehearing.
5. If the President is the person who reports the act or acts to the Vice President for Student Services/State Campus Director, which are alleged to justify discipline, or otherwise has a conflict in impartially exercising the duties described in these procedures, the President will notify the Student Conduct Board of the fact. The Student Conduct Board will then appoint one member of the faculty or staff of the College to exercise the authority of the President regarding discipline for that particular case.

### **POLICIES ON BETELNUT, TOBACCO, ALCOHOL AND ILLICIT DRUGS AND THE PROHIBITION OF VIOLENCE**

**Introduction:** The College of Micronesia-FSM (COM-FSM) Board of Regents adopted a policy in 1981 that was amended in 1998 prohibiting the unlawful manufacture, distribution, dispensing, possession or use of alcohol and illicit drugs on college campuses. This policy remains in force and has been expanded for clarification. COM-FSM students are not permitted to be under the influence of, possess, distribute, purchase or sell alcohol or illicit drugs on the COM-FSM campuses, at COM-FSM approved or sponsored events, on COM-FSM property or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. It is the goal and policy of the College of Micronesia-FSM to have zero tolerance for illicit drugs and the misuse of alcohol, tobacco and betelnut on all campuses, at all campus events and during College related activities. The College of Micronesia-FSM also prohibits tobacco and betel nut chewing and tobacco smoking in all College of Micronesia-FSM buildings. Some campuses have designated areas for smoking and betelnut chewing that also must be observed.

The College of Micronesia-FSM requires compliance with the above policy for all visitors to all COM-FSM campuses, at COM-FSM approved or sponsored events, on COM-FSM properties or in

the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Visitors who fail to obey these restrictions can be removed from the above properties, and have their right to enter properties of COM-FSM or to attend COM-FSM approved or sponsored events on COM-FSM properties curtailed.

The College of Micronesia-FSM reserves the right to regulate admission and entrance to the College and all of its facilities. Any discipline imposed under this policy is predicated on this ability to determine the qualifications of students to enroll and continue studying at COM-FSM, which includes that students must comply with all discipline assigned to them prior to continuing their studies at COM-FSM, or receiving their final grades and diploma. Further, the College of Micronesia-FSM reserves the right to control access to the College of Micronesia-FSM National Campus, all State campuses, FSM Fisheries and Maritime Institute, all Land Grant operations facilities, and any other facilities, vehicles and school functions. The college, at its discretion, can determine the right of access to anyone.

**Purpose:** It is one of the goals of the College of Micronesia-FSM to “provide a safe, healthy, and attractive environment which promotes a sense of achievement and belonging for students, faculty and staff.” Furthermore, COM-FSM intends to provide an environment in which students can learn without the distractions, specifically those caused by the use and abuse of illicit drugs and alcohol. COM-FSM recognizes that alcohol and illicit drug use create many problems for the members of the community. Therefore, the College of Micronesia-FSM seeks to provide substance-free campuses. Such standards will comply with the U.S. Drug-Free Workplace Act of 1988 and with the Drug-Free School and Community Act Amendment of 1989; to the extent such acts can be enforced in the Federated States of Micronesia. The college will also follow FSM national laws, and the state laws that are applicable in each state concerning standards involving illicit drugs and alcohol.

**Application:** This policy applies to all students of the College of Micronesia-FSM. The guidelines set out in this policy, where applicable, shall also apply to visitors to the College of Micronesia-FSM. An exception to this policy may be invoked upon written authorization by the President of COM-FSM, and/or the Chairman of the Board of Regents, for specified events sponsored by COM-FSM, which would allow the provision or purchase of alcoholic beverages at those events. This written authorization will be provided in advance of the event.

**Chewing of Betel Nut and/or Tobacco Use Policy:** Students are not permitted to smoke pipes, cigars, cigarettes, or any other tobacco products in COM-FSM buildings. At some campuses smoking is only permitted in designated outside smoking areas. Students are not permitted to chew betelnut or any type of chewable tobacco, except in designated areas.



**Alcohol Policy:** Students are not permitted to possess, distribute, consume, sell, or purchase alcohol nor are they permitted to be under the influence of alcohol, on COM-FSM campuses, at COM-FSM approved or sponsored events on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the alcohol policy will result in a referral to the Disciplinary Committee.

*Violations of the Alcohol Policy Involving Violence:* If any violation of the alcohol policy involves violence, the discipline imposed and penalties prescribed will be those found under the Prohibition of Violence policy.

*Violations of the Alcohol Policy Involving a Minor:* If any violation of the alcohol policy involves a minor, the Disciplinary Committee will also weigh this factor in considering the appropriate discipline for the offense. Referral of the matter to local law enforcement authorities will also be made, if appropriate.

**Illicit Drug Policy:** Students are not permitted to possess, distribute, consume, sell, or purchase illicit drugs, nor are they permitted to be under the influence of illicit drugs, on COM-FSM campuses, at COM-FSM approved or sponsored events, on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the illicit drug policy will result in a referral to the Disciplinary Committee.

*Violations of the Illicit Drug Policy Involving Violence:* If any violation of the illicit drug policy involves violence, the discipline imposed and penalties prescribed will be those found under the Prohibition of Violence policy.

*Violations of the Illicit Drug Policy Involving Alcohol:* The Disciplinary Committee may consider previous violations of the alcohol policy or violation of the alcohol policy in the same incident as the violation of the illicit drug policy in determining the level of appropriate discipline to be issued.

*Immediate Suspension Allowed:* A student charged with any offense under this illicit drug policy may be immediately suspended from the college by the administration, pending the holding of the Disciplinary Hearing and issuance of the decision by the Disciplinary Committee.

## POLICIES ON PROHIBITION OF VIOLENCE

**Introduction:** It is the goal and policy of the College of Micronesia-FSM to have zero tolerance for violence on campus, at all college events, and during college related activities. This policy will apply on all COM-FSM campuses, at COM-FSM approved or sponsored events on COM-FSM properties, in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs or in actions against other COM-FSM students wherever the act of violence may take place.

**Policy on Banned Weapons:** Student may not possess a banned weapon on any COM-FSM campus, at any COM-FSM approved or sponsored event, on any COM-FSM property or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the banned weapons policy will result in a referral to the Disciplinary Committee.

**Policy on Threats of Violence:** Students may not utter a threat of violence on any COM-FSM campus, at any COM-FSM approved or sponsored event on COM-FSM property, in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs or against any member of the COM-FSM community wherever the threat of violence may take place. Any violation of the policy on threats of violence will result in a referral to the Disciplinary Committee.

**Policy on Acts of Violence:** Student may not commit an act of violence on any COM-FSM campus, at any COM-FSM approved or sponsored event, on any COM-FSM property, or in any COM-FSM building, vehicle or boat used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place. Any violation as described above will result in a referral to the Disciplinary Committee.

**Policy on Being an Accessory to Violence:** Students may not be an accessory to an act of violence on any COM-FSM campus, at COM-FSM approved or sponsored events on COM-FSM property, or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place. Any violation of this of policy will result in a referral to the Disciplinary Committee.

**Policy on Use of a Banned Weapon Together with any Other Forms of Violence:** The Disciplinary Committee may consider the range of options for a second offense under this policy, including referral to law enforcement authorities, if appropriate.

**Use of Alcohol in the Commission of the Act of Violence:** The use of alcohol by the student is to be considered by the Disciplinary Committee in assessing the appropriate punishment for the offense. The use of alcohol by the student is not to be considered an excuse for violent behavior.

## SCOPE AND PROCEDURES OF DISCIPLINARY HEARINGS

**Right to Disciplinary Hearing:** All students have a right to a disciplinary hearing for violations under this policy unless the maximum penalty is a written reprimand and two hours or less of supervised work detail. For discipline greater than the above, a Disciplinary Committee Hearing will be scheduled by the VPSS or the Campus Director. For violation under this policy the following procedure applies:

- Any member of the college community (faculty, staff and/or student) may initiate a complaint against a student under the College of Micronesia-FSM Policies on Betelnut, Tobacco, Alcohol and Illicit Drugs and the Prohibition of Violence. All complaints will be made to the Vice President for Support and Student Affairs or the Campus Director.
- A report of an alleged violation should consist of a clear, concise written statement that contains the following information:
  - A list of any and all parties against whom the complaint is being filed.
  - A description of the alleged misconduct, the date or period of time during which it occurred, and the location where the incident(s) allegedly occurred.
  - The name, address and phone number of the person making the report.
  - All complaints are considered to have been made in good faith. Any information to the contrary may be grounds for College action against the initiating party.
- The Vice President for Student Services or the Campus Director will review the complaint to determine how to handle the case. When proceeding with the disciplinary process, the accused student will be provided written notification of the allegation, information on the disciplinary process, and a deadline for responding to the notice. If the student fails to respond to the written notice then the VPSS or the Campus Director will place a hold on the student's account.
- The VPSS or the Campus Director will meet with the accused student to discuss the incident. At that meeting, the student will have an opportunity to present any information regarding the incident. Failure by the student to meet the VPSS or the Campus Director will result in a decision by the VPSS or Campus Director without input from the student.
- The VPSS or the Campus Director will





then determine if the offense warrants a Disciplinary Hearing. The decision whether to refer the matter to a Disciplinary Committee is at the sole discretion of the VPSS or the Campus Director. This decision will be based on the information presented by the student and according to the sanctions identified in this policy. If the offense warrants a Disciplinary Hearing, the student is to be informed in writing about the process. The VPSS or the Campus Director will also inform all parties about the process. This includes members of the Disciplinary Committee, witnesses, and those who may participate in the appeals process.



**Timing of Disciplinary Hearing:** Due to the need for prompt decision-making a Disciplinary Hearing shall be scheduled within five days of the event giving rise to the discipline. The hearing may be continued by agreement of all parties. Failure by a student to attend a Disciplinary Hearing, without reasonable excuse, will result in a decision by the Disciplinary Committee without input from the student. Each student is entitled to an individual hearing; however, for the convenience of the parties, there may be an agreement to hold a hearing involving multiple students at the same time, when it arises from the same events upon which the discipline is based.

**Composition of the Committee:** The Disciplinary Committee will be comprised of three members of the college community. An employee of the college will be selected by the student, an employee of the college will be selected by the VPSS or Campus Director, and a third committee member will be chosen by the first two committee members. In situations requiring an urgent response, the VPSS or Campus Director may take immediate action and consult with the Committee as soon as possible.

**Conduct of the Hearing:** Formal rules of evidence will not apply. Witnesses will provide testimony under oath. The student may be represented by an attorney, if he or she so chooses. The Committee has the power to compel students and staff to appear before it.

The Disciplinary Committee will hear the cases of both the complainant and the student. And will determine the outcome of the hearing. The Disciplinary Committee shall make its decision based on the preponderance of evidence put before it. The standard of proof for deciding against the accused student shall be such evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth. The burden of proof shall at all times rest upon the complainant.

**Decision of the Disciplinary Committee:** The decision of the Disciplinary Committee shall be in writing and issued within five days of the conclusion of the hearing. The Disciplinary Committee shall set out its factual findings, along with its determinations concerning the appropriate discipline to be imposed. A decision must be adopted by a majority of the committee.

**Appeal of the Decision of the Disciplinary Committee:** A student may appeal in writing the decision of the Disciplinary Committee to the President of the College of Micronesia-FSM within thirty days of the decision of the Disciplinary Committee being personally served upon him or her. Personally served the decision means personal service on the student, personal service on a close relative of the student, or by leaving a copy at the residence of the student. The discipline remains in effect during the entire appeal time period unless the President specifically grants a stay of the execution of the discipline.

The President shall review the findings of the Disciplinary Committee on the basis that discipline

imposed by the Committee was an abuse of discretion, or that the factual findings of the Committee are unsupported by the evidence in the record. The President, based on his/her review, may affirm the decision of the Committee, modify the discipline imposed by the Committee, or send the matter back to the Committee for further review. The President shall make his/her decision within thirty days of the appeal by the student. Failure to appeal by the student within the time frames designated results in a waiver of the right to appeal the discipline imposed.

**Appeals to the Board of Regents:** A student may appeal the decision of the President of the College of Micronesia-FSM, in writing, to the Board of Regents of the College of Micronesia-FSM by delivery of a written appeal to the Office of the President of the College, within thirty days of the written decision of the President being served upon the student as outlined in the above section.

The Board of Regents shall review the findings of the Disciplinary Committee and the President, on the basis that discipline imposed by the Committee or the President was an abuse of discretion, or that the factual findings of the Committee or the President are unsupported by the evidence in the record. The Board of Regents, based on this review, may affirm the decision of the President, modify the discipline imposed by the President, or send the matter back to the President for further review. The Board of Regents shall make its decision within ninety days of the appeal by the student. Failure to appeal by the student within the time frames designated results in a waiver of the right to appeal the discipline imposed. The decision of the Board of Regents is final.

**Responsibilities:** Members of the College community (faculty, staff and/or students) are responsible for reporting violations of the College policies on betelnut, tobacco, alcohol and illicit drugs and the prohibition of violence to the VPSS or the Campus Director.

The VPSS or the Campus Director will be responsible for facilitating the process until it is finalized including notifying all parties of hearing, educating all parties about the standard of proof, documenting all proceedings and decisions, and issuing statements in writing to all parties. This process may require the follow-up of the VPSS and the Campus Director through the final appeal process.

The student will be responsible for immediate follow-up to all written notices, for appointing a member of the Disciplinary Committee and for maintaining consistent contact with the VPSS or the Campus Director. The student is also responsible to present his/her case and to offer evidence in support of that case and to comply with the disciplinary decision.

Disciplinary Committee will be responsible for following the established timeline and to being impartial and fair.

It is the President's responsibility to hear first appeals. If the decision of the President is appealed, it will go to the Board of Regents. The BOR is responsible for the final appeal decision.

**THE DECISION OF THE BOARD IS FINAL.**

**Note:** Saturdays, Sundays, and holidays shall be



excluded in the computing of all time limits set forth in the policy.

For more detailed information, students should consult the [Student Handbook](#).

## INSTRUCTIONAL PROGRAMS

The delivery of education and training programs in line with the economic and social objectives of the FSM is an important part of the mission of the College. The National Campus is primarily responsible for the delivery of associate degree and third-year level certificate of achievement programs. The four State Campuses are primarily responsible for the delivery of programs that address the individual needs of their state, which include teacher education (up to associate degree level), vocational education, and certificate programs aimed to upgrade basic and specific skills, remedial English, and short-term training. The College remains flexible to meet expressed needs.

### PLACEMENT FOR NEW STUDENTS

All students are required to take the COM-FSM English placement tests before registering for classes. The results of these tests determine the level at which students begin their program of study in English.

All 100 level courses, with the exception of math, art, music, computer, agriculture, and ED/CD courses, have ESL 089 Reading V or divisional placement to EN 110 Advanced Reading as a prerequisite. Degree students who test into the developmental English program are required to take ESL 079 Study Skills. Therefore, students often have to spend one or more semesters in developmental English classes before beginning study in their major program.

The math placement test, developed by the COM-FSM Math/Science Division, determines whether a student is placed in MS 095, 096, 099, 100, or 101.

**Placement Criteria:** Certificate and Non-degree Placement: Incoming degree and non-degree students are placed into the following developmental courses. Placement is based on divisional placement tests.

Combined Skills: ESL 070, 071  
 Study Skills: ESL 079  
 Listening and Speaking: ESL 087  
 Reading: ESL 088, 089  
 Writing: ESL 098, 099

Degree Program Placement: Degree students are placed into the following developmental and college-level courses based upon divisional placement tests. Students who place into any ESL course are also required to take ESL 079.

Listening and Speaking: ESL 087  
 Reading: ESL 088, 089, or EN 110  
 Writing: ESL 098, 099, or EN 120  
 Study Skills: ESL 079