

# Academic Regulations

## ACADEMIC HONESTY

Academic integrity and honesty are fundamental to the education process and the College of Micronesia-FSM. The college upholds and enforces high standards of academic honesty, and therefore does not condone cheating, plagiarism, or any related form of academic dishonesty which prevents an instructor from being able to assess accurately the performance of a student in any facet of learning. Students found guilty of academic dishonesty, cheating

## ACADEMIC STANDARDS

### Good Academic Standing

Good academic standing is defined as having a cumulative grade point average (GPA) of 2.0 or above. Cumulative GPA is the average for all semesters attended at COM-FSM. In order to graduate from COM-FSM, students must be in good academic standing. Students cannot graduate while on academic probation.

### Academic Honors

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

### Dean's List

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieve a semester grade point average of 3.50 to 3.99.

### President's List

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieve a semester grade point average of 4.0.

### Academic Probation

Students whose cumulative grade point average falls below 2.0 are placed on academic probation until their GPA is raised to 2.0 or better, or they are suspended.

### Academic Suspension

Students who remain on academic probation for two enrolled semesters (not including summer session) are placed on academic suspension. After one semester, a suspended student may apply for readmission. Readmission is not automatic and will be granted by the Admissions Board, or for the open admissions programs by the State Campus Dean, on probationary status only when there is evidence that the student will perform satisfactorily.

### Course Grading System

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

A—Superior B—Above Average C—Average D—Passing

However, EN 120a 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.

F—Failure W—Withdrawal I—Incomplete

Consult the appropriate sections for policy and procedures.

**Grade Point System**

A grade point system is used to compute a student's grade point average (GPA). The numerical value assigned to each grade is as follows: A—4.0

B—3.0

C—2.0

D—1.0 F—0

W—not computed I—not computed

**Grade point average is computed as follows:**

Compute the grade points earned for each course by multiplying the course credits by the numerical value of the grade received in that course. Compute the total grade points earned by adding the grade points earned for all courses attempted. Divide the total grade points earned by the total number of credits attempted to obtain the grade point average. Only courses taken at the College of Micronesia-FSM are used in computing the cumulative grade point average.

**Formula:**

$$\frac{\text{Total Grade Points Earned}}{\text{Total Credits Attempted}} = \text{GPA}$$

**Repeats and Incompletes**

Students may repeat a course in which a grade of “D”, “F”, or “I” is earned. The GPA is computed using the higher or better grade and is adjusted for the semester in which the course was repeated. Students may repeat a course once and be eligible for financial aid.

Students who attend classes regularly and are doing passing work, but because of illness or other unavoidable circumstances are unable to take the final examination or otherwise complete the course, may receive an “I” for the course.

It is the students' responsibility to clear the incomplete grade by mid-term of the following semester. Students who have an incomplete grade from the spring semester have until mid-term of the fall semester to remove it.

When the course work is completed, the instructor will submit a grade to the office of admissions and records. If a student fails to make up the “I” grade by midterm of the following semester, the “I” will be changed to an appropriate grade on the transcript.

**CREDITS**

The unit credit at COM-FSM is the semester credit. Sixteen contact lecture hours equal one credit. Forty-eight laboratory/seminar hours equal one credit. Forty-eight workshop hours equal one credit. For students transferring to or from institutions on the quarter system, two thirds of a semester credit equals one quarter credit.

**Credit-by-Examination**

Students may apply for credit-by-examination for approved COM-FSM courses which include in the course outline an examination, checklist, or other diagnostic device that measures students' understanding and fulfillment of the course objectives. The student must be in good academic standing and present evidence of competence in the subject. Students can attempt to challenge a course only once.

Application forms for credit-by-examination are available from the Office of the Vice President for Instructional Affairs. Students must submit the application to the Vice President, and if approved, will be given a testing date and time. Students must pay a non-refundable credit-by-examination fee of \$15 per course to the Business Office before taking the examination.

Credits for courses earned by examination will be entered on student's permanent record as “credit-by-examination”. Credits so earned will not count toward the twelve-semester credit requirement for full-time student classification. No more than a total of sixteen semester credits may be earned by examination.

## **CLASS ATTENDANCE**

Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. Mandatory attendance is at the discretion of the instructor provided the conditions for attendance are included in the course syllabus and communicated to the students on the first day of class.

## **EARLY WARNING DEFICIENCY REPORT**

Four weeks into the regular semester, and two weeks into the summer session, instructors submit an early warning deficiency report on students who are not progressing satisfactorily in their course to the Office of Admissions, Records and Retention (OARR).

The objective of the early warning deficiency report is to provide sufficient time for these students to seek assistance in order to pass the course.

## **MID-TERM DEFICIENCY NOTICES**

Halfway through each semester, instructors officially evaluate their students. Students doing "D" or "F" work are considered to be deficient and not making satisfactory academic progress and are reported to the admissions office. Students on the mid-term deficiency list are warned that if they do not improve, they will receive a "D" or "F" for the course, and are encouraged to seek assistance from their instructors or the counselors.

## **FINAL GRADE REPORT**

Final grades will be available to students after the end of each academic term. Students must assume the responsibility of reporting any errors on their grade report to the Office of Admissions, Records and Retention (OARR) within two weeks after receiving their grade report. If not, the grade will remain on the record.

## **TRANSCRIPT POLICY**

The Office of Admissions, Records and Retention (OARR) maintains a transcript, or permanent record on all COM-FSM students. Recorded on the transcript are all courses taken, the credits earned and the grade awarded for each course.

Transcripts are issued upon written request only. Printable Transcript Request form may be downloaded from the college's website ([http://www.comfsm.fm/dev/oar/or\\_forms/transcript%20request%20from.pdf](http://www.comfsm.fm/dev/oar/or_forms/transcript%20request%20from.pdf)). Each student is entitled to one transcript free of charge. A fee of \$4.00, paid in advance, is charged for each additional transcript request. A transcript will not be issued until all financial and other obligations to the College have been met.

Students transferring to other institutions of higher education should request the Office of Admissions, Records and Retention (OARR) to send their official transcript directly to the admissions office of the institution they plan to enter. Students may also request the Office of Admissions, Records and Retention (OARR) to mail an official transcript to a prospective employer.

## **WITHDRAWAL FROM THE COLLEGE**

Students who wish to withdraw from the College must report to the Office of Admissions, Records and Retention (OARR.)

# Nondiscrimination

## 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. 779.

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.

## Acceptance of Transfer Credits

The College has established articulation agreements with several institutions in the region and the U.S. mainland. Students planning to transfer to these colleges should plan their program here to optimize transfer of their COM-FSM credits to the articulating institution.

Students planning to transfer to another institution should consult with their academic advisors or counselors for transfer purposes and further information on relevant colleges.

Credits earned with course grades of "C" or better in other colleges or universities may be transferred if the courses are substantially equivalent to offerings at this college. The Office of Admissions and Records (OARR) must receive an official transcript directly from the previous institution(s) in order to consider transfer of the credits. Transfer credits are also awarded on a course-by-course basis according to established articulation agreements between COM-FSM and the transferring institution. Students transferring from other institutions must earn at least 30 credits of the major at COM-FSM.

Students may also transfer credits earned at the college with grades of "C" or better. To see what courses can be transferred to articulated institutions, see **articulation agreements in <http://www.comfsm.fm/?q=articulation-table>**.

## Student Grievance and Complaint Procedures

College of Micronesia-FSM welcomes your opinions and feedback about our policies, programs, and services in order to make changes that contribute to your success, development, and goal attainment.

### The Informal Complaint Process

A student with a complaint -- a concern that a policy or procedure of the College has been incorrectly or unfairly applied in his/her particular case, or a formal charge against a person's behavior -- has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor if necessary.

**The Informal Complaint Process is outlined below:**

### Overview

Complaint Against or About:  
 Staff  
 Regular Faculty  
 Adjunct Faculty (part-time)  
 Programs Administrator  
 Grade  
 Customer Service  
 Security/Safety

Contact:  
 Staff Person or the Area Supervisor  
 Faculty member, then the Division Chair  
 Faculty member, then the Division Chair, then the Dean of Academic  
 Administrator or next level Administrator  
 Instructor, then the Division Chair  
 Area Supervisor  
 Campus Security Chief, Director of Facilities/Security

### **The Formal Complaint Process**

If you have followed the Informal Complaint Process but the issue has not been resolved, you may file a formal complaint in writing with the appropriate campus administrator.

### **College-Related Complaints from Students**

College of Micronesia-FSM, in its goal to provide quality instruction and service, provides students access to appropriate College staff and administration to resolve questions, concerns, or complaints against COM-FSM staff, policies, procedures, or other actions or inactions of the College.

Students are strongly encouraged to resolve any concern informally through the appropriate department or division administrator.

If needed, the Office of the Vice President of Student Services and Vice President of Instructional Affairs will direct the student to the appropriate department or division administrator to initiate the informal process.

The administrator will work with the student to resolve the student's question, concern, or complaint.

If the student is not satisfied with the discussion and any suggested resolution, the student may file a formal complaint.

The student may contact either the Vice President for Instructional Affairs, Vice President of Student Services or the Campus Dean to proceed with a formal written complaint.

#### **A. Informal Complaint (Other than Faculty or Grade-related)**

The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the College.

The student discusses the complaint informally with the appropriate administrator. If the concern is in regards to the administrator, the student may discuss the concern with the appropriate Vice President.

To address complaints in a timely fashion, student must begin the informal process within thirty (30) College working days of the alleged complaint.

If the student believes the discussion and any suggested resolution through the Informal Process did not provide a resolution, the student may file a formal complaint with the Vice President of Instructional Affairs, the Vice President of Student Services or the Campus Dean.

#### **B. Formal Complaint (Other than Faculty or Grade-Related)**

If the student believes the decision offered through the Informal Process did not provide a resolution, the student may then use the Formal Complaint Process.

Students may file a formal written complaint against the College. The formal complaint must be filed within thirty (30) College working days from the date the decision was offered to the student.

The Student Complaint Information Packet is available in the Office of the Vice President of Instructional Affairs, Vice President of Student Services or the Campus Dean. Students may call either one of the offices and have this information given to them.

The formal complaint must contain the following information:

1. Name of the student(s) filing the formal complaint.
2. Name of the staff member complaint is against.
3. Statement of facts and nature of the formal complaint.
4. Date(s) of the incident(s).
5. Resolution being sought by the student(s).
6. Student's signature

The student will submit the formal written complaint to the appropriate administrator.

The administrator will have ten (10) College working days to work with all parties to affect a resolution.

If the resolution presented by the administrator is not agreed to, the student may appeal the resolution to the appropriate vice President. The Vice President shall, within ten (10) College working days after the first receipt of the formal complaint, cause an investigation to be made of the unresolved complaint.

The appropriate Vice President or Campus Dean shall, within twenty (20) College working days after receipt of the formal complaint, inform the student of the results of the investigation and the decision in writing. The Vice President/Campus Dean may recommend one or more of the following actions:

1. Offer a resolution to the complaint.
2. Dismiss the complaint.
3. Take appropriate action.

*NOTE: Any time limit herein may be extended by five (5) College working days with notice to the student. Timeline may be further modified by mutual agreement.*

The student may appeal to the President. The President will review documentation submitted with the appeal and from the Vice President's investigation and make a final decision within five (5) days of receiving the student's appeal. The President will send a written notice to the administrators involved and student of the final decision.

### **Part-time & Full-time Faculty-Related Complaints from Students (not grade-related)**

#### **A. Informal Complaint**

The goal of the informal process is to provide information to the student that will assist the student and instructor in mutually resolving the concern or problem.

The student may discuss the complaint informally with the faculty member, or the faculty member's supervisor. To address complaints in a timely fashion, students must begin the informal process within thirty (30) College working days of the alleged incident.

When discussing concerns or complaints with an instructor it is most effective to arrange a time when the instructor is available for a confidential conversation. Full time instructors have posted office hours. At most campuses adjunct faculty may meet a student in an office provided by the adjunct faculty department. It may also be helpful for the student to organize his or her thoughts by writing down the concerns prior to the meeting. It is important to note that breaks in a faculty member's instructional service time may affect the resolution timeline (i.e., Christmas Holidays and/or spring break).

If the student chooses to meet with the faculty member's supervisor, he or she should visit the instructional area or call the division to set up an appointment to talk with the instructor's supervisor. Information on where to find the instructor's supervisor is available at the Office of Dean of Academic Programs or Campus Dean's office.

If the student is not satisfied with the discussion and suggested resolution, the student may file a formal complaint against the faculty member. Any formal complaint must refer to actions of the Faculty member within the course and scope of his/her employment. A grade change request based strictly upon academic considerations shall not be considered a complaint against a Faculty member.

#### **B. Formal Complaint**

If the student believes the decision offered by the faculty member or the faculty member's supervisor through the Informal Process did not provide a resolution, the student may then use the Formal Complaint Process.

A student may file a formal written complaint against a faculty member. The formal complaint must be filed within thirty (30) College working days from the date the decision was provided to the student.

The formal written complaint must be as well defined, objective as possible and contain the following information:

1. Name of the faculty member.
2. Statement of facts and nature of the formal complaint.
3. Date(s) of the incident(s).
4. Resolution being sought by the student(s).
5. Name of the student(s) filing the formal written complaint.
6. Signature of the student(s) and the date submitted.

The student must submit the formal written complaint to the faculty member's Division Chair.

The faculty member's supervisor will have ten (10) College working days from the receipt of the formal written complaint to work with all parties to achieve a solution unless the faculty member is not available due to semester break and vacations. In those situations, the ten (10) days allowed for resolution will start and stop based on faculty contracts.

If the resolution presented is not agreed to, the appropriate Vice President shall, within ten (10) College working days after receipt of the formal complaint, cause an investigation to be made of the unresolved complaint. During the Chair's investigation, he/she shall meet separately with the different parties who may, if they desire, have a representative with them. The formal investigation shall include the Chair, the faculty member, the student and/or any other person who has first-hand knowledge of the subject matter of the complaint, and/or each party's representative.

The appropriate Chair shall, within twenty (20) College working days after receipt of the formal complaint, inform the student and all other parties of his/her decision in writing.

The Chair may recommend one or more of the following actions:

1. Offer a resolution to the complaint.
2. Dismiss the complaint.
3. Take appropriate action.

The student may appeal to the President. The President will review documentation submitted with the appeal and from the Chair's investigation and make a final decision within five (5) days of receiving the student's appeal. The President will send a written notice to the Chair and student of the final decision.

## Grade Complaints from Students

### A. Informal Complaint

(Working days are defined as the College's regular hours of operation: Monday - Friday, 8:00 a.m. - 5:00 p.m.)

The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the college.

A student who believes college academic regulations including college grading procedures and/or grading criteria have not been followed must attempt to resolve the issue by discussing the differences of opinion with his/her instructor as a first step.

If the student is unable to reach agreement with the instructor, the student may take the complaint to the department chair and then, if no resolution is reached, to the Dean of Academic Programs and finally to the Vice President of Instructional Affairs.

Based upon professional judgment, the instructor is solely responsible for the semester/session grade assigned. No instructor may be directed to change a grade unless a mistake, fraud or bad faith by the instructor is proven; the burden of proof for the existence of mistake, fraud or bad faith on the part of the instructor is the responsibility of the student.

If resolution is not reached through the informal process, the student may file a Formal Complaint (form included in this packet).

In cases where the instructor cannot be contacted by registered mail, the Division Chair for the same subject area, the Vice President of Instructional Affairs and the Registrar may certify grade changes.

### B. Formal Complaint

The Formal Complaint procedure for Academic and Grade Regulations must be completed within 90 calendar days of the conclusion of the semester or session during which the student was enrolled in the course in which the grade is being challenged.

The student submits to the instructor's Division Chair or appropriate supervising administrator a written request asking for a meeting to resolve the complaint. The written request must include a detailed description of the grade complaint and appropriate documentation. The student must initiate this request within seven (7) working days of the student's meeting with the instructor. The Division Chair or appropriate supervising administrator will convene a Mediation Hearing Commit-

tee within fourteen (14) working days of receipt of the formal request and relevant data supplied by the student.

The Mediation Hearing Committee is composed of the faculty member, the student and the Division Chair who serves as chair of the committee.

The faculty member and the student may have an on-campus representative if they choose. Meetings of the Mediation Hearing Committee will be closed to observers.

If the issue cannot be resolved to the satisfaction of the instructor and the student at this step, the Mediation Hearing Committee Chair becomes responsible for deciding if the grade complaint is valid and what appropriate action will be taken. The Committee Chair's written decision and proposed action will be sent to the Vice President of Instructional Affairs within seven (7) working days of the meeting date. Copies of the decision and proposed action will be sent to the student and instructor involved. If there is no appeal by either party, the action proposed by the committee chair will be taken.

If either student or the instructor is dissatisfied with the decision or proposed action by the Mediation Hearing Committee Chair, an appeal may be made within seven (7) working days to the Vice President of Instructional Affairs or designee. This appeal will be a written memorandum outlining the nature of and the basis for dissatisfaction with the decision or action taken. A copy of the appeal is to be given to the committee chair and the student or instructor, as appropriate. Once the Vice President of Instructional Affairs or designee has received the appeal and a written answer from the committee chair, the Chair will meet with the student and instructor, separately or together, at the Chair's discretion within fourteen (14) working days to discuss the matter.

After reviewing the appeal with the President, the Vice President of Instructional Affairs has discretionary power to uphold, reverse, or modify the recommendation of the Mediation Hearing Committee Chair. The Vice President of Instructional Affairs will prepare a written decision that will be sent to the student, to the committee chair, and to the appropriate instructor.

The decision of the Vice President of Instructional Affairs is final and completes the procedure for a complaint about academic, or grading practices at College of Micronesia-FSM. The Office of the Vice President of Instructional Affairs will be the official repository of records regarding decisions or actions involving an Academic or Grade Regulations complaint.

*Source: Pima Community College*

## SEXUAL HARASSMENT POLICY FOR STUDENTS

### 1.0 Policy

College of Micronesia-FSM Policy prohibits sexual harassment including unwelcome behavior or remarks of a sexual nature which limit or deny a student's right to education benefits (learn, achieve, work, study), or participation in any venue used for College sponsored/sanctioned event or an educational activity, program in a safe and supportive environment.

OR retaliation against any COM-FSM student for

- raising an allegation of sexual harassment
- filing a complaint alleging sexual harassment, or
- participating in a proceeding to determine if sexual harassment has occurred.

Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint is substantiated. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to, unfair grading, unfair evaluation, public or private ridicule, or threats of any kind. Sexual harassment is illegal under the state and local laws and will not be tolerated within any college setting.

### 2.0 Definitions

**Sexual harassment** can take many forms, but it generally falls into three categories: verbal, written/pictorial or physical. Defining characteristics of sexual harassment are that the behavior is unwanted and tends to be repetitive in nature. Under COM-FSM policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature. Such conduct constitutes sexual harassment when:



**Examples of sexual harassment include, but are not limited to, the following:** Slurs, epithets, threats, derogatory comments and unwelcome jokes that would make a reasonable student experiencing such harassment or conduct uncomfortable in an academic environment or which would interfere with a student's academic performance.

### 3.0 Purpose

This policy is intended to protect students from sexual harassment and to provide guidelines to assure that the Sexual Harassment Policy is applied fairly and equitably, and in accordance with Title IV requirements.

### 4.0 Application

This policy applies to all COM-FSM students.

### 5.0 Responsibilities

The Vice President for Student Services or his designee should be responsible for enforcing this policy. The Director of Student Life at the National Campus and Student Services Coordinators at the State Campuses will work with student services staff to implement this policy at all campuses. The Director of Student Life at the National Campus and Student Services Coordinators at the State Campuses will work with staff to inform students of this policy and monitor records and reports for compliance with the policy.

### 5.1 Reporting Sexual Harassment

To report incidents of sexual harassment or retaliation, students may have the option to contact the Vice President for Student Services, Director of Student Life, Security office, or a Counselor at the National Campus or the Student Services Coordinator, or a Counselor at the State Campuses or a local Law Enforcement Agency. If a faculty member observes sexual harassment of a student, he/she should report it to the Vice President of Instructional Affairs or the Dean of Academic Programs, and classified employees should contact the Director of the Human Resources Division for any acts of sexual harassment that they observe. All members of the COM-FSM community are required to cooperate in any investigation of a sexual harassment complaint is uncomfortable in reporting a complaint. Persons who report incidents of sexual harassment shall not be harassed or retaliated against in any manner by the College.

### 5.2 Specific Responsibilities of Management

Upon receipt of a complaint of sexual harassment by a student, or on behalf of a student, the relevant supervisor or contact person must immediately convey this information to Director of Student Life at National Campus or Student Services Coordinator at the State Campuses. An appropriate investigation will be undertaken based on the complaints made. If the result of the investigation upholds the complaints made, then appropriate disciplinary action will be taken against the person involved, which can include but is not limited to termination of employment or expulsion from the university. False accusations for an improper motive may also be subject to disciplinary action.

Supervisors should not initiate any disciplinary action without approval of the Director of Student Life at National Campus or Student Services Coordinator at the State Campuses. However, in situations where it is reasonably believed that imminent danger of serious bodily harm will occur, or that a crime has been committed, it is important to immediately notify campus security or the National or State Police.

### 5.3 Confidentiality

All complaints under this policy will be treated seriously and respectfully. It is important that any complaints be truthful and not brought about by ill will or bad intentions. The College will investigate all complaints received. The amount of investigation will depend on the facts presented and the extent the complaints can be substantiated. A complainant may wish to remain anonymous. The College will respect the confidentiality to the extent that it does not impede any appropriate investigation or is not required by law to be disclosed to relevant authorities.

# 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.

## FERPA

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Source: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## Refund of Fees

Students are required to complete an application and pay a \$50.00 security deposit. The Director of Student Life may refund the deposit at the end of the resident's stay upon written request and assessment.

### REFUND OF FEES

Below are the tuition and fees that are refundable:

- Tuition fee
- Meal Fee
- Student Activity Fee - Health Fee
- Laboratory Fee
- Technology Fee

The percent of refund of the above refundable fees is determined according to the timing of withdrawal using the following schedule:

#### **Regular Semester (Fall/Spring): If students withdraw from school:**

- Prior to first day of class – 100%
- During the first two weeks – 80%
- During third & fourth weeks – 40%
- After the fourth week – no refund

#### **Summer Session: If students withdraw from school:**

- Prior to first day of class – 100%
- During the first week – 80%
- During second week – 40%
- After the second week – no refund

Full refund will be given if changes are made in the published schedule of classes, which results in the complete withdrawal by the student. Partial refund for the difference in tuition and applicable fees will be given to students who revert to part-time status as a result of changes in the published schedule by the College.

The College will not assess penalty charges when the student is not in error or at fault. Requests for refund should be made in writing to the Vice President for Student Services within fifteen days after the changes occur. The College assumes no liability for such refund after fifteen days have passed without the written request for the refund.

The following fees are not refundable:

- Admission Fee
- Registration Fee
- Late Registration Fee Auditing Fee Credit-by-Examination Fee Graduation Fee
- Residence Fee

## Locations or Publications Where Other Policies May Be Found

### **Policies on Betelnut, Tobacco, Alcohol and Illicit Drugs**

Available on the Student Services website at <http://www.comfsm.fm/dev/vpss/policies1.html>

### **Policies on Prohibition of Violence**

Available on the Student Services website at <http://www.comfsm.fm/dev/vpss/policies1.html>

### **Scope and Procedures of Disciplinary Hearings**

Available on the Student Services website at <http://www.comfsm.fm/dev/vpss/policies1.html>

### **Policy on Academic Program Requirements**

Available at <http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/3103-Academic-Program-requirement.pdf>

### **Policy on Catalog Limitations**

Available at <http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/3001-Catalog-Limitations.pdf>