



## Adding and Dropping Courses ... continued from page 1

**COLLEGE OF MICRONESIA-FSM**  
Office of Admissions and Records  
www.comfsm.fm

Accredited by the Western Association of Schools and Colleges (WASC)

Upon consultation with the advisor, the student has requested to add/drop the following course(s). The change(s) shall become effective when all required signatures are obtained.

☐ Spring ☐ Summer ☐ Fall Year

1 Name (Last Name, First Name, Middle Name) 2 Campus or Site 3 Date

|             | COURSE NO. | COURSE TITLE | CREDITS | TIME | DAY | INSTRUCTOR |
|-------------|------------|--------------|---------|------|-----|------------|
|             |            |              |         |      |     |            |
| <b>ADD</b>  |            |              |         |      |     |            |
|             |            |              |         |      |     |            |
|             |            |              |         |      |     |            |
|             |            |              |         |      |     |            |
|             |            |              |         |      |     |            |
| <b>DROP</b> |            |              |         |      |     |            |
|             |            |              |         |      |     |            |
|             |            |              |         |      |     |            |
|             |            |              |         |      |     |            |
|             |            |              |         |      |     |            |

4 Student (Signature over printed name) Date 5 Advisor (Signature over printed name) Date

RECORDED BY: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_ DATE RECORDED: \_\_\_\_\_

Form No. 1 (Rev. 10/2005)

Figure 2.0. The add/drop form. This form may also be downloaded from [http://www.comfsm.fm/oar/forms/add\\_drop.pdf](http://www.comfsm.fm/oar/forms/add_drop.pdf).

### Steps for Adding and Dropping Courses

1. Get add/drop form from the Office of Admissions, Records and Retention (OARR).
2. Complete the add/drop form and get your academic advisor's approval.
3. Submit to OARR the completed and advisor approved add/drop form.
4. Request a copy from OARR of your new student schedule.

## Course Substitution

A student wishing permission to deviate in any way from his or her program requirements must secure (a) recommendation for a course substitution from his or her academic advisor, and (b) approval from the Dean of Academic Programs and the Vice President for Instructional Affairs. The approval of the course substitution has to be secured prior to registering from a course which he or she intends to use as substitute to a prescribed program requirement.

### Procedure for Requesting Course Substitution

1. Get Course Substitution Form (see Figure 4.0) from OARR.
2. Complete the Course Substitution Form, and obtain your academic advisor's recommendation.
3. Obtain the approval from the Dean of Academic Programs.
4. Obtain approval from the Vice President for Instructional Affairs.
5. Submit the Course Substitution Form to OARR.

## Change of Major

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

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**COURSE SUBSTITUTION** ☐ Spring ☐ Summer ☐ Fall Year

1 Name (Last Name, First Name, Middle Name) 2 Date

3 Major 4 Academic Advisor

5 Degree or Program 6 Anticipated Date of Completion

7 Student (Signature over printed name) Date 8 Advisor (Signature over printed name) Date

FOR INSTRUCTIONAL AFFAIRS USE ONLY

Request Approved ☐ Request Denied ☐ Request Approved ☐ Request Denied ☐

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form No. 1 (Rev. 10/2005)

Figure 4.0. The course substitution form. This form may also be downloaded from <http://www.comfsm.fm/?q=OAR-forms>.

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**CHANGE OF MAJOR/IDP** ☐ Spring ☐ Summer ☐ Fall Year

1 Name (Last Name, First Name, Middle Name) 2 Date

3 Change Major/IDP 4 Change Major/IDP

5 Student (Signature over printed name) Date 6 Advisor (Signature over printed name) Date

FOR OFFICE OF ADMISSIONS AND RECORDS/STATE CAMPUS DIRECTOR USE ONLY

Request to Change Major/IDP

APPROVED: ☐ DENIED: ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form No. 1 (Rev. 10/2005)

Figure 5.0. The change of major form. This form may also be downloaded from [http://www.comfsm.fm/dev/oar/oar\\_forms/changed.pdf](http://www.comfsm.fm/dev/oar/oar_forms/changed.pdf).

### Procedure for Change of Major

- (1) Get change of major form from OARR; (2) Complete the change of major/IDP form, and obtain your academic advisor's recommendation; and (3) Submit to OARR the completed and academic advisor recommended change of major/IDP form.

## Withdrawing from a Course-Student Initiated

During the academic year, student can withdraw from individual courses after the add/drop period. A grade of W will be assigned for course withdrawn before the last day to withdraw with W (see Academic Calendar). While the W grade is non-punitive and has no effect on the GPA, students may be responsible for a portion of the tuition and fees associated with the course withdrawal. However, a grade of F will be assigned for course withdrawn after the last day to withdraw with a W.

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**WITHDRAWAL CARD** ☐ Spring ☐ Summer ☐ Fall Year

1 Name (Last Name, First Name, Middle Name) 2 Campus or Site 3 Date

| COURSE NO. | COURSE TITLE | CREDIT | INSTRUCTOR | ROOM | DAY | TIME |
|------------|--------------|--------|------------|------|-----|------|
|            |              |        |            |      |     |      |

4 Student has returned all books and materials ☐ YES ☐ NO 5 Student (Signature over printed name) Date

6 Advisor (Signature over printed name) Date 7 Instructor (Signature over printed name) Date

Student may withdraw from a course up to two weeks after mid-term.  
Fill out the Withdrawal Card and take it to your Academic Advisor and Instructor for approval.  
Return all borrowed books and materials to your instructor.  
Return the Withdrawal Card to the Office of Admissions and Records.

RECORDED BY: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_ DATE RECORDED: \_\_\_\_\_

Form No. 2 (Rev. 10/2005)

Figure 3.0. The Withdrawal Card. This form may also be downloaded from [http://www.comfsm.fm/oar/forms/withdrawal\\_card.pdf](http://www.comfsm.fm/oar/forms/withdrawal_card.pdf).

### Steps for Withdrawing from a course-student initiated

1. Get Withdrawal Card from the Office of Admissions, Records and Retention (OARR).
2. Complete the Withdrawal Card, and get approval of your academic advisor and course instructor.
3. Submit to OARR the completed Withdrawal Card.

## Incomplete Grades

It is the student's responsibility to clear the incomplete grade by midterm of the following semester. Student who has an incomplete grade from spring semester have until midterm of fall semester to remove it. If a student fails to make up an incomplete grade by the midterm of the following semester, the "I" will be changed to an appropriate grade on the transcript.

## 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, student 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 grades are recognized on the honor roll.

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

Students on the Honor Roll who took only college-level courses (or courses numbered 100 and above) and who achieve a semester grade point average of 4.00 are recognized on the **President's List**.

## Our Vision

College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and the enrichment of the diverse Micronesian communities we serve.

## Academic Probation and Suspension

Student whose cumulative GPA falls below 2.0 are placed on **academic probation** until their GPA is raised to 2.0 or better, or they are suspended.

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 president upon recommendation of the Committee on Recruitment, Admission, and Retention (RAR).

## Request to Register After Classes Begin

Students are encouraged to register for classes subject to the dates and deadlines established in the academic calendar. However, students may register for open classes during the late registration period (or after classes begin) by completing the request to register after classes begin form (see Figure 8.0) and having it approved by the (a) vice president for instructional affairs, and the (b) vice president for enrollment management and student services.

Figure 9.0. Request to Register After Classes Begin Form. This form may also be downloaded from [http://www.comfsm.fm/oar/forms/late\\_registration.pdf](http://www.comfsm.fm/oar/forms/late_registration.pdf)

## Auditing Classes

Students may be allowed to audit certain classes with the permission of the instructor after all students registering for credit have been enrolled. Auditing students receive no credit or grade for the course audited. Academic records are not maintained. The extent of classroom participation is at the option of the instructor. Auditing students must register

and pay a nonrefundable fee of \$20 per credit.

Audited courses cannot be changed to credit status.

### Procedure

1. Obtain the instructor's approval to audit a course.
2. Register the course (see Five-Step Registration Process).

## Transfer Students and Transfer Credits

Students who have earned satisfactory grades from another US regionally accredited college or university may apply for admission, and be given advanced standing at COM-FSM. Credit for previous satisfactory college work can only be given upon receipt of previous college records.

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 the college's articulations with U.S. regionally accredited institutions.

## Contact Us

The College Registrar  
Office of Admissions, Records and Retention  
College of Micronesia-FSM  
National Campus  
P.O. Box 159, Kolonia, Pohnpei FM 96941 | (691) 320-2480 ext. 150  
[daos@comfsm.fm](mailto:daos@comfsm.fm) or [registrar@comfsm.fm](mailto:registrar@comfsm.fm)

## Readmission Policy and Procedure

Students who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Application for readmission must be submitted at least one week before the first day of instruction of the semester in which the student plans to return.

### Procedure

1. Obtain an Application for Readmission Form from OARR (see Figure 6).
2. Complete the Application for Readmission.
3. Verify with Business Office whether or not you have an outstanding balance (see Business Office Use Only section of the form).
4. Submit the Application for Readmission to the Office of Admissions, Records and Retention at least one week before the first day of instruction in which you plan to return.
5. Wait for the official notice from either OARR or the Committee on Recruitment, Admission, and Retention (RAR).

## Withdrawing from all Courses

Students who are planning to withdraw from all courses must see their academic advisors before withdrawing. The academic advisors will assist the students in completing the (a) withdrawal from COM-FSM clearance form, and (b) a drop form if the withdrawal is on or before the last day to drop courses, or a withdrawal card per course for post-drop period withdrawal. The completed forms are then submitted to the Office of Admissions, Records and Retention.

Figure 6.0. Application for Readmission Form may also be downloaded from [http://www.comfsm.fm/oar/forms/application\\_for\\_readmission.pdf](http://www.comfsm.fm/oar/forms/application_for_readmission.pdf)

Figure 7.0. Withdrawal from COM-FSM Clearance. This form may also be downloaded from [http://www.comfsm.fm/oar/forms/withdrawal\\_clearance.pdf](http://www.comfsm.fm/oar/forms/withdrawal_clearance.pdf)

## Transcript Request Policy and Procedure

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.

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.

**Procedure:** (1) Obtain a Transcript Request Form from the Office of Admissions, Records and Retention; (2) Complete the Transcript Request Form. Pay the \$4 transcript processing fee at the Business Office (or if first request, bring the form to the Business Office for verification); and (3) Submit the Transcript Request Form (if applicable, inclusive of receipt as proof of paying the transcript fee) to the Office of Admissions, Records and Retention (OARR).

Figure 8.0. Transcript Request Form. This form may be downloaded from [http://www.comfsm.fm/dev/oar/oar\\_forms/transcript\\_request%20form.pdf](http://www.comfsm.fm/dev/oar/oar_forms/transcript_request%20form.pdf)

Our greatest weakness lies in giving up.  
The most certain way to succeed is  
always to try just one more time.  
~Thomas A. Edison  
1847-1931