

Accredited by Western Association of Schools and Colleges (WASC)

Student Handbook

2013-2014



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Student Handbook

Contact Us

NationalCampus

P.O. Box 159
Kolonias, Pohnpei FM 6941
Phone: (691) 320-2480/1/2
Fax: (691) 320-2479
E-Mail: national@comfsm.fm

Kosrae StateCampus

P.O. Box 37
Tofol Kosrae FM 96944
Phone: (691) 370-3191
Fax: (691) 370-3193
E-Mail: kosrae@comfsm.fm

Pohnpei StateCampus

P.O. Box 614
Kolonias, Pohnpei FM 96941
Phone: (691) 320-3795
Fax: (691) 320-3799
E-Mail: pohnpei@comfsm.fm

Chuuk StateCampus

P.O. Box 879
Weno Chuuk FM 96942
Phone: (691) 330-2689
Fax: (691) 330-2740
E-Mail: chuuk@comfsm.fm

Yap StateCampus

P.O. Box 286
Kolonias, Yap FM 96943
Phone: (691) 350-2296
Fax: (691) 350-5150
E-Mail: yap@comfsm.fm

FSM-FMICampus

P.O. Box 1056
Kolonias, Yap FM 96943
Phone: (691) 350-5244
Fax: (691) 350-5245
E-Mail: fmi@comfsm.fm

Message From the President

Welcome



You, our students, are our most valuable asset. You bring energy, diversity and a broad range of experiences to the classroom, enriching the lives of faculty, staff and fellow students. Whether you are a recent high school

graduate, an experienced professional, a military service member or an international student, we appreciate your unique perspective— and we want you to feel at home at our college.

This handbook and planner is designed to be a resource for your needs as a student. We think it will come in handy, so keep it close. Take a minute to glance through it and you'll see that it contains helpful information regarding faculty responsibilities, student responsibilities, attendance policies, and detailed descriptions of the various services we offer.

We understand that a handbook and planner will probably not answer every question you have. If you ever need assistance or have questions or concerns, please turn to your faculty, administrators, directors and staff members—we are here to help you through this important part of life. We know how much an education is valued, and we want to be sure you get the help you need to get the most out of it. It's part of our We Care promise to you.

We are here to help you graduate with the skills you need to achieve personal and professional success. We help you do this through small classes, one-on-one attention, flexible scheduling, academic support, hands-on career training

Joseph M. Daisy, Ed. D.

President & Chief Executive Officer

Table of Contents

Message from the President

Introduction to COM-FSM

Institutional Vission and Mission Statesments.....1

Our Vission.....1

Our Mission.....1

Institutional Student Learning Outcomes.....2

Strategic Directions and Goals.....3

Student Services.....4

Student Services Mission Statement.....4

Student Life.....6

Resident Halls.....9

Health Services.....9

Sports & Recreation.....10

Student Leadership, Clubs and Organization.....10

Peer Counseling Center.....10

Admissions, Records and Retention.....11

Admissions.....12

Enrollment/Registration.....17

Privacy of Student Records.....17

Financial Aid.....18

Counseling Services.....18

A+ Center.....18

Education USA.....19

Campus Services.....19

Security and Safety.....19

Bookstore.....20

Dining Halls.....20

Business Office.....21

Information and Communication Technology.....21

COM-FSM email accounts.....22

Internet.....22

Learning Resources Center.....22

Instructional Affairs.....23

Academic Advising.....25

Administrative Services.....25

Institutional Effectiveness and Quality Assurance.....26

Cooperative Research and Extension.....26

General Information.....27

Academic Freedom Policy.....27

Table of Contents

Student Complaint Policy and Procedure.....29

Policies on Betel Nut, Tobacco, Alcohol, and Illicit Drugs

Prohibition on Violence, and Banned Weapons.....35

Policies on Violence, Acts of Violence, and Being Accessory to

Violece.....39

Sexual Harassment Policy.....44

Student Discipline.....45

Introduction to COM-FSM

The College of Micronesia-FSM (COM-FSM) is a multi campus institution with the National Campus located in Palikir, Pohnpei, and a State Campus in each state. The COM-FSM system also includes the FSM Fisheries and Maritime Institute located in Yap. The area most directly served by the College is the Federated States of Micronesia, which includes approximately two million square miles of the western Pacific Ocean and a population of over 110,000.



National Campus



Yap Campus



Pohnpei Campus



FMI Campus



Kosrae Campus



Chuuk Campus

Institutional Vision and Mission Statements, Core Values

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.

Our Mission

Historically diverse, uniquely Micronesian and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.



Institutional Student Learning- Outcomes

COM-FSM graduates will demonstrate:

1. **Effective oral communication:** capacity to deliver prepared, purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
2. **Effective written communication:** development and expression of ideas in writing through work in many genres and styles, utilizing different writing technologies, and mixing texts, data, and images through iterative experiences across the curriculum.
3. **Critical thinking:** a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
4. **Problem solving:** capacity to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.
5. **Intercultural knowledge and competence:** a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
6. **Information literacy:** the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
7. **Foundations and skills for life-long learning:** purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence.
8. **Quantitative Reasoning:** ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations; comprehends and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats.

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We Value:



Strategic Directions & Goals

The College of Micronesia-FSM has focused on six strategic directions for the COM-FSM vision of where we want to go as an organization over the next five years.

Focus on student success: The College of Micronesia-FSM will pursue excellence in student success and will develop a balance between “access and success” with appropriate career pathways for learners.

Emphasize academic offerings in service to national needs: The College of Micronesia-FSM will increase the number of 4-year program opportunities while also strengthening the career and technical educational opportunities for non-college-bound students.



Be financially sound, fiscally responsible, and build resources in anticipation of future needs: The College of Micronesia-FSM will generate diversified revenue sources, create an allied foundation, and accumulate reserves and endowment assets.



Invest in and build a strong capacity in human capital: The College of Micronesia-FSM will support and strengthen faculty, staff, and administrators through establishment of aspirational goals for credentialing and funding professional development and building upon organizational and leadership capacity.

Become a learning organization through development of a learning culture guided by learning leaders: The College of

Micronesia-FSM will operate under the assumptions that learning is a skill and is worthy of investment and mastery, and that the communication of information and participatory governance are pivotal to organizational success. There will be support of the time, energy, and resources necessary to foster critical reflection and experimentation towards institutional improvement through double-loop learning and systematic thinking.

Evoke an image of quality: The College of Micronesia-FSM will be viewed as a model institution for best practices exhibited through quality, excellence, and integrity of both employees and graduates. The college will maintain regional accreditation without sanction for the maximum six-year cycle allowed by the Accrediting Commission for Community and Junior Colleges: Western Association of Schools and Colleges.

Department of Student Services

Mission Statement

The Department of Student Services' mission is to promote student development and leadership by providing quality programs and services that fulfill the diverse educational, recreational, social, and multi-cultural needs of the student population and the college community.

Office of the Vice President for Student Services

The Office addresses and oversees programs and services that pertain to student life outside the classroom at the College of Micronesia-FSM.

For further information, please contact:

Joey Oducado

Acting Vice President for Student Services
Phone: (691) 320-2480 extension 129
VOIP 4111

E-mail: joducado@comfsm.fm

Jeffrey Arnold

Student Services Coordinator
Pohnpei Campus
Phone: (691) 320-1065
VOIP 2105

E-mail: jeffarnold@comfsm.fm

Vacant

Student Services Coordinator
Chuuk Campus
Phone: (691) 330-3994

Cecilia Dibay

Student Services Coordinator
Yap & FMI Campus
Phone: (691) 350-2296
VOIP 5105

E-mail: cdibay@comfsm.fm

Arthur Jonas

Student Services Coordinator Kosrae
Campus
Phone: (691) 370-3191

E-mail: ajonas@comfsm.fm

Bastora Loyola

Secretary to the Vice President for
Student Services
Phone: (691) 320-2480 extension 135
E-mail: bloyola@comfsm.fm

Social Development

The social dimension encourages the student to contribute to his or her common and physical environment. It also fosters interdependence and commitment to the common welfare of the community.

Social development means intentionally building and maintaining good relationships with others. Social development can be maintained by investing regularly in people.

Learning to be comfortable with all sizes, types and mixes of groups and individuals (one-on-one, small groups, etc.) Social development helps communicate the idea that alcohol is not needed to gain acceptance or to have fun.

Diversity Awareness

The focus of the Diversity Awareness dimension is to develop skills that enable one to recognize, appreciate, and accept differences in others. These differences may be ethnic or cultural, or they may be differences in lifestyle or values. Differences also include variations in family income, caste, community, family size, religion, cultural practices.

Diversity awareness seeks opportunities to understand and appreciate human differences and similarities. Not all people will be accepting of differences right away. This will come in time. This dimension does not seek to change attitudes, but increase awareness. It does not eliminate prejudice, but reduces it. Some forms of diversity may remain hidden due to social and cultural factor. There may be persons with different gender orientations, learning challenges, different religions who choose to keep this private. You may assume all of the students are heterosexual or Christian, but your assumptions (whatever they may be) many times are incorrect.

Service Initiatives

The service dimension of community building seeks to develop, promote and implement community service opportunities for and with students. Students are supported and challenged not only to live in, but contribute to the greater good of their community, whether on campus or society at large. Through community service initiatives students also are made aware of the needs of real people, as well as the richness and joy of responding to those needs.



Service projects allow students to share and examine personal beliefs and values with the intent of growing in their understanding of themselves and others.

Service enables students to become more aware of people and situations throughout the world and become a more responsible member of society.

Service allows students to examine the current social issues of society and implement responses that challenge prevalent ideology.

Student Life Plan

A college education is more than an accumulation of courses, credit hours, and grades towards graduation. A college education is not just what happens inside a classroom or a learning resource center. A college education is also about the formation of character, the development of social skills, and the creation of a learning community.

David Cheng at Columbia University noted in *Students' Sense of Campus Community: What it Means, and What to do About It* (Journal of Student Affairs Research and Practice Vol 41, 2003) "that students' sense of community is closely associated with their feelings of being cared about, treated in a caring way, valued as an individual and accepted as a part of community and the quality social life on campus. The most negative influence on community comes from students' feelings of loneliness on campus. In order



for students to have a sense of campus community, student affairs administrators should strive to build a community that (1) has an open environment where free expressions are encouraged and individuality is accepted and respected, (2) engages faculty and students in teaching and learning, (3) provides an active social and learning environment in residence halls, (4) fosters positive relationships among ethnic and cultural groups through programs and student activities, (5) celebrates traditions and heritage of the institution, and (6) provides assistance to students when they feel lonely or depressed."

In the book *Academically Adrift: Limited Learning on College Campuses* by Richard Arum and Josipa Roksa students are reported to spend only 9% of their time in class and 7% of their time studying. With sleeping taking 24% of their time, the remaining 60% of their time is spent on socializing, recreation, outside work.

Student life programming is critical to providing structures which are effective for the development of a sense of campus community, school spirit, individual development, and learning in realms beyond those that are strictly academic.

While each site will need to have its own unique student life plan, the national site has an additional challenge and opportunity in the presence of the resident students. The national site remains the one institution in the nation that bring together students from across the nation to live together amongst each other for two or more years of their lives. The national site has a unique capability to provide activities that allow students to appreciate and learn from cultural differences and diversity.

For the resident students, the first term is time of tremendous cultural change and adjustment. Retention of a new resident student is dependent on their first few weeks of resident life in the dormitory. This is a critical period. Planning should include activities which build one-on-one relationships, assist the new student in connecting with other students, build a sense of belonging and community. Activities that involve teamwork, participation, and confidence building are important.

The college must provide, among other things, the following for the building of a learning community.

- A physical environment conducive to learning and academic success
- Activities that are supportive of diversity
- Activities that provide opportunities for teamwork

Some of the personal development areas that students are more likely to gain outside of a classroom include:

- Leadership skills
- Political awareness of local issues
- Ability to handle their own personal health and wellness
- Responsible decision making concerning alcohol and other drugs
- An understanding of healthy interpersonal relationships
- Awareness of sexually transmitted diseases and personal decision making surrounding sexuality
- Ability to set life goals
- Personal financial management
- Communication skills
- Life planning
- Learning to live and work in a culturally diverse environment

There are four areas of development for the student.

Educational Development

The educational dimension of community building supports and encourages creative and stimulating activities. It is through educational development that the student uses resources available to expand one's knowledge, improve skills, along with expanding potential for sharing with others.



Educational development is being able to learn, that is, to be in the process of learning throughout life.

Social Development

The social dimension encourages the student to contribute to his or her common and physical environment. It also fosters interdependence and commitment to the common welfare of the community.

Social development means intentionally building and maintaining good relationships with others. Social development can be maintained by investing regularly in people. Learning to be comfortable with all sizes, types and mixes of groups and individuals (one-on-one, small groups, etc.) Social development helps communicate the idea that alcohol is not needed to gain acceptance or to have fun.

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responding to those needs.

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Student Life

Life of a student in COM-FSM should be one that is well-spent and worth-remembering. Student Services thus maintains an umbrella of services that makes sure that a student's stay in the college is meaningful, enjoyable, safe, healthy and worthy. Campus life essentials such as housing, social activities, health and safety supplement the academic well-being of the students.

Morehna Rettin-Santos

Director of Student Life

Phone: (691) 320-2480 extension 163

E-mail: msantos@comfsm.fm

Bonzy Roby

Student Services Assistant

Phone: (691) 320-2445

E-mail: broby@comfsm.fm

Ambelly F. Jacob

Student Services Assistant

Phone: (691) 320-2480 extension 162

E-mail: jacoba@comfsm.fm

Student Housing

The college has two residence halls at its National Campus which can accommodate 212 students. The residence halls are two-storey buildings with restrooms and showers rooms, and laundry rooms. Each room is shared by four students and is furnished with two bunk beds and individual student lockers.

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

Health Services

The College maintains a well-equipped dispensary on campus with pharmacy and examination room. The dispensary provides services in acute, chronic, and preventive health care. It also provide hospital referral services, personal health counseling, and educational/reference materials on illnesses and health issues.

Benina Ilon

Nurse-National Campus

Phone: (691) 320-2480 extension 141

E-mail: beninai@comfsm.fm

Marlou Gorospe

Nurse-Pohnpei Campus

Phone: (691) 320-1065

E-mail: gomar@comfsm.fm

Marcelly Mariano

Nurse-Chuuk Campus

Phone: (691) 330-5769

E-mail: marcellyma@comfsm.fm

Julie Waathan

Nurse-Yap Campus

Phone: (691) 350-5244

E-mail: jwaathan@comfsm.fm

Meryulyn Livae

Nurse-Kosrae Campus

Phone: (691) 370-3326

E-mail: meryulynl@comfsm.fm

Sports and Recreation

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

Castro Joab

Sports and Recreation Coordinator
Phone: (691) 320-2480 extension 159
E-mail: castro@comfsm.fm

Lucile Saiu

Student Activities Coordinator
Chuuk Campus
Phone: (691) 330-3282

Loatis Seneres

Sports and Recreation
Specialist
Phone: 320-2480 extension 190
E-mail: loatis@comfsm.fm

Tom Mawi

Sports and Recreation
Utility
Phone: 320-2480 ext.190
E-mail: tmawi@comfsm.fm

Student Body Association

All full-time students are members of this association which is led by a student council. The council includes the president, vice president, secretary, treasurer, and delegation representatives. The decision-making body meets every week. The delegations, which represent geographical areas of the FSM and other entities, meet to discuss student concerns.



Every student is a member of a delegation of his or her choice and has the opportunity to participate in student government and also to be a member of any club.

Peer Counseling Center

The Center promotes a positive collective experience while at COM-FSM through an atmosphere which fosters understanding, sensitivity, trust, respect, and fairness. It provides counseling on family planning and other family planning related concerns, substance abuse, financial aid, and others.

Ermine Walliby

Peer Counseling Coordinator
Phone: (691) 320-2480 extension 230
E-mail: peertopeer@comfsm.fm

Peer Counseling Center

Virginia Mamangon

Site Manager

Chuuk Campus

Phone: (691) 330-3282

E-mail: etses@comfsm.fm

Maver Jonathan

Site Manager

Kosrae Campus

Phone: (691) 370-3326

E-mail: sarongelfeg@comfsm.fm

Geraldine Mitagow

Site Manager

Yap Campus

Phone: (691) 350-2296

E-mail: gmitagow@comfsm.fm

Dalihla Waltu

Student Specialist

National Campus

Phone: (691) 320-2480 Ext. 155

E-mail: dali@comfsm.fm

Admissions, Records and Retention

The Office performs the admissions and records functions of the college in support of the college's mission. These functions include admitting students to the college, obtaining required documents, registering students for classes, maintaining students' academic records, providing transcripts and ensuring certification of graduation requirements.

Joey Oducado

Director of Admissions, Records, Retention

and Registrar

Phone: (691) 320-2480 extension 150, VOIP 4117

E-mail: joducado@comfsm.fm

Rita Hinga

Student Services Specialist

Pohnpei Campus

Phone: (691) 320-1065

E-mail: rhinga@comfsm.fm

Tandy Marar

Student Services Specialist

Chuuk Campus

Phone: (691) 330-2689

E-mail: matandy@comfsm.fm

Cecilia Dibay

Student Services Specialist

Yap Campus/FSM-FMI

Phone: (691) 350-2296

E-mail: cdibay@comfsm.fm

Dokowe George

Student Services Specialist

Kosrae Campus

Phone: (691) 370-2689

E-mail: dokoweg@comfsm.fm

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 Committee on Recruitment, Admissions, and Retention. 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 Committee on Recruitment, Admissions and Retention.

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 Committee on Recruitment, Admissions and Retention, the President may approve special admission.

Admission Procedure:

- Take the COM-FSM entrance test and be placed into a program at the college. 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 Dean, or the COM-FSM Office of Admissions, Records and Retention.
- Complete the application and mail it with the \$10 admission fee to the Office of Admissions, Records and Retention.
- 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 are sent to the Office of Admissions, Records and Retention. 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 President upon recommendation of the Committee on Recruitment, Admissions and Retention.

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 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 in Accounting and General Business. To be eligible for admission to the Third-Year Program in Accounting or in General Business, a student must have completed the Associate of Science degree in Accounting or Business or satisfied requirements for the said degree with a cumulative grade point average (GPA) of at least 2.50 and a grade of C or higher in each of the major requirements of the Associate of Science degree. A non-accounting or non-business major student applying for admission to the program must first fulfill all the accounting or business Associate of Science requirements before being considered for admission.

Admission to Third-Year Programs in Teacher Preparation-Elementary and Teacher Preparation-Special Education. To be eligible for admission to the Third-Year Program in Teacher Preparation-Elementary or Teacher Preparation-Special Education, a student must have: (a) completed an associate degree or equivalent, (b) earned a cumulative grade point average (GPA) of 2.75 and above, and (c) has a score of at least 20 on the entrance essay with no individual score below a three (3). A student with an associate degree or equivalent may be admitted on a probationary status if he/she: (a) has a minimum cumulative grade point average (GPA) of 2.50, and (b) has a score of at least 15 on the entrance essay with

no individual score below a three (3).

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 President upon recommendation of the Committee on Recruitment, Admissions, and Retention. Acceptance is based on the applicant's score on the COM-FSM entrance test and other criteria as defined by the Committee.

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. Applicants must submit to the Committee on Recruitment, Admissions and Retention a completed application for admission form, proof of paying the admission fee, 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 Committee on Recruitment, Admissions, and Retention.

Students must meet the prerequisites for the course. 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 fulltime 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 Committee on Recruitment, Admissions and Retention 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 Committee on Recruitment, Admissions, and Retention 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 Committee on Recruitment, Admissions and Retention 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 withdrawal from COM-FSM clearance 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 week 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 Committee on Recruitment, Admissions, and Retention.

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 Committee on Recruitment, Admissions, and Retention 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.

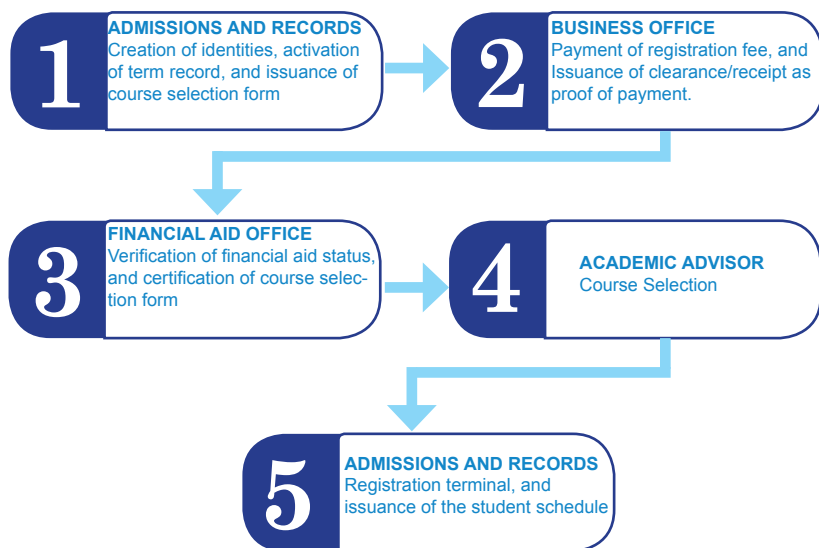
Regular application procedures for admission to degree programs apply at all times.

Registration

Registration is the process of officially enrolling in the College, selecting a program of study, and paying all tuition and fees. Assistance will be given by the counselors and other staff members when registering, but final responsibility for completing the registration requirements rests with the student.

Dates for registration of new and continuing students are announced and posted before each term. Students entering COM-FSM for the first time either as freshmen or transfer students will be given an orientation.

Registration Procedure



FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act or the FERPA was enacted in 1974 by the U.S. Congress to ensure student's right to inspect their own records and have some control over the disclosure of their personal records.

FERPA states that personally identifiable information under the control of an educational institution can only be provided to that student or, in certain cases, the parents or legal guardians without prior consent. Once a student reaches the age of 18 or enters a postsecondary institution, a school is prohibited from disclosing to the parent without the students consent. However, if the parent can demonstrate that the student is a financial dependent (via Internal Revenue Service) the institution may opt to disclosure the information.

Office of Financial Aid

The Office administers various types of financial aid assistance to help students pay for their educational expenses. Financial aid is provided by federal, state, and institutional sources and consists of grants, loans, and work study. For further information, please contact:

VACANT

Director of Financial Aid

Phone: (691) 320-2480 extension 169, VOIP 4118

Yoneko Kanichy

Student Services Specialist

Pohnpei Campus

Phone: (691) 320-1065

E-mail: yoneko@comfsm.fm

Memorina Yesiki

Student Services Specialist

Chuuk Campus

Phone: (691) 330-2689

E-mail: myesiki@comfsm.fm

Gertrude Mangarwen

Student Services Specialist

Yap Campus

Phone: (691) 350-2296

E-mail: cdibay@comfsm.fm

Eileen Nena

Student Services Specialist

Kosrae Campus

Phone: (691) 370-3191

E-mail: eileens@comfsm.fm

Santus Sarongfeg

Student Services Specialist

Phone: (691) 350-5244

E-mail: sarongfeg@comfsm.fm

A+ Centers (Tutoring Centers)

The tutoring centers provide tutoring and supplemental education services to students at all campuses. At the A+ Center, our tutors are committed to developing confident and competent students with improved educational results by providing individualized learning plans that build the skills, habits, and attitude for success and accomplishment of their academic and personal goals.

Tutoring is available in math, reading, writing, study skills, homework help, test prep, and more at National, Pohnpei, Kosrae, Chuuk, and Yap Campuses.

Guidance and Counseling

Professional counseling is available to assist students at the National Campus, State Campuses and the FSM-Fisheries and Maritime Institute to assist students in establishing or clarifying appropriate educational and vocational goals and to assist them with problems of academic, social or personal nature. Counselors also provide information and materials to students for career educational planning.

Penselynn Etse

Lead Counselor

Phone: (691) 320-2480 extension 303

E-mail: petse@comfsm.fm

Mike Ioanis

Counselor

National Campus

Phone: (691) 320-2480 extension 301

E-mail: mioanis@comfsm.fm

Cindy Edwin

Counselor

Pohnpei Campus

Phone: (691) 320-1065

E-mail: cindy@comfsm.fm

Santus Sarongelfeg

Student Services Specialist

FSM Fisheries and Maritime Institute

Phone: (691) 350-5244

E-mail: sarongelfeg@comfsm.fm

Cecilia Dibay

Student Service Coordinator

Yap Campus

Phone: (691) 350-2296

E-mail: cdibay@comfsm.fm

VACANT

Counselor

National Campus

Phone: (691) 320-2480 extension 301

Dokowe George

Student Services Specialist

Kosrae Campus

Phone: (691) 370-3191

E-mail: dokoweg@comfsm.fm

Wilson Bisalen

Counselor

Chuuk Campus

Phone: (691) 330-2689

E-mail: miinda@comfsm.fm

EducationUSA

EducationUSA is a global network of 400 advising centers situated in 170 countries, working actively to promote U.S. higher education by offering accurate, comprehensive, and current information about educational institutions in the United States and guidance to qualified individuals on how best to access those opportunities. EducationUSA is supported by the Bureau of Educational and Cultural Affairs at the U.S. Department of State.

The EducationUSA Advising Center in FSM is located at the COM-FSM National Campus.

To contact the Center, Email address is educationusacomfsm@gmail.com; Facebook:

EducationUSA comfsm; and website: www.educationusa.state.gov

To search for colleges/universities: Collegesearch.collegeboard.com/search/index.jsp

To search for funding: Fundingusstudy.org

Campus Services

Campus Security Services

The responsibilities of the Campus Security Services are to provide safety and security to students, faculty, and staff; to enforce policies, regulations, and criminal laws within the college community; to protect properties from vandalism and unauthorized intruders; to make arrests, if necessary; and to provide safe, educational, living, and working environment on campus.

Warren Ching

Chief Security

National Campus

Phones: (691) 320-2480 extension 167, and (691) 320-7017

E-mail: chiefsecurity@comfsm.fm

College Bookstore

The National Campus Bookstore stocks required textbooks and related course materials for all campuses. As a student service outlet, the bookstore also stocks miscellaneous 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.

Martin Mingii

Bookstore Manager
National Campus

Phone: (691) 320-2480 extension 158

E-mail: martinm@comfsm.fm

Leyolanny Anson

Pohnpei Campus

Phone: (691) 320-3795 extension 37

E-mail: leyolany@comfsm.fm

Elsah Cornelius

Kosrae Campus

Phone: (691) 370-3191 extension 03

E-mail: elsahj@comfsm.fm

Dining Hall

The dining hall provides meals daily at \$3.00 for breakfast, \$3.50 for lunch, and \$3.50 for dinner at the following times:

Mondays-Fridays

Breakfast

6:30 am to 8:00 am

Lunch

11:30 am to 1:30 pm

Dinner

5:00 pm to 6:00 pm

Saturdays, Sundays, and Holidays

Breakfast

7:00 am to 8:30 am

Lunch

11:00 am to 1:00 pm

Dinner

5:00 pm to 6:30 pm

Students on meal plan are issued meal ID cards. For others, meal ticket can be purchased from the Business Office.

Rudolfo Romero

Food Services Manager
National Campus

Phones: (691) 320 2480 extension 180, and (691) 320 8331

E-mail: romero@comfsm.fm

Jim Alexander

Assistant Supervisor, Dining Hall
Phone: (691) 320-2481 Ext.180

E-mail: jimbo@comfsm.fm

Business Office

The Business Office handles funds and treasury management, general budgeting, accounting, financial reporting, payroll, financial records of students, asset management, fiscal operations of state campuses and other business affairs of the college.

Danilo Dumantay

Comptroller

Phones: (691) 320 2480 extension 168

VOIP 4112

E-mail: comptroller@comfsm.fm

Vacant

Business Office Manager

Phone: (691) 320-2480 extension 165

Marie Mori

Fiscal Officer-Chuuk Campus

Phone: (691) 330-2689

E-mail: memori@comfsm.fm

Juvileen Mariano

General Accountant

Phone: (691) 320-2480 extension 166

E-mail: juvilen@comfsm.fm

Alik Phillip

Fiscal Officer-Kosrae Campus

Phone: (691) 370-3191

E-mail: aphillip@comfsm.fm

Doman Daoas

State Campus Accountant

Phone: (691) 320-2480 extension 166

E-mail: daoas@comfsm.fm

Tywla Poll

Fiscal Officer-Pohnpei Campus

Phone: (691) 320-3795 extension 10

E-mail: tywla@comfsm.fm

Ketiner Kenneth

Account Technician-National Campus

Phone: (691) 320-2480 extension 165

E-mail: kkenneth@comfsm.fm

Rose Manna

Fiscal Officer-Yap Campus

Phone: (691) 350-2296

E-mail: manna@comfsm.fm

Information Technology

COM-FSM Student E-mail Sign Up E-mail accounts are available for students currently enrolled in classes and attending COMFSM. E-mail accounts provided by COM-FSM are intended to support and enhance your pursuit of an education and are only provided to students enrolled and attending classes.

Gordon Segal

Director of Information Technology

Phone: (691) 320-2480 extension 134

VOIP 4101

E-mail: gsegal@comfsm.fm

VACANT

Systems Administrator

Phone: (691) 320-2480 extension 193

Shuan Suliol

Webmaster

Phone: (691) 320-2480 extension 193

E-mail: suliols@comfsm.fm

Cooper Etse

Information System Specialist-Pohnpei
Campus

Phone: (691) 320-3795

E-mail: cooper@comfsm.fm

VACANT

Information System Specialist-Chuuk
Campus

Phone: (691) 330-2689

Christopher Gilmete

Information System Specialist II,
Technician

Phone: (691) 320-2480 extension 193

E-mail: chrigili@comfsm.fm

Renton Isaac

Information System Specialist-Kosrae
Campus

Phone: (691) 370-3191

E-mail: rentoni@comfsm.fm

Pius Mirey

Information System Specialist-Yap
Campus

Phone: (691) 350-2296

E-mail: pius@comfsm.fm

Petrus Ken

Information System Specialist,
Technician

Phone: (691) 320-2480 extension 193

E-mail: pken@comfsm.fm

Vacant

Administrative Assistant

Phone: (691) 320-2480 extension 193

COM-FSM E-Mail Accounts

You are required to have COM-FSM e-mail account if you are enrolled. To get an e-mail account, please do so at registration or visit IT office for assistance.

Internet

Access to internet for research purposes and e-mail are available 24 hours at no cost to COM-FSM students at both the National Campus and the State Campuses.

Learning Resources Center

The primary mission of the Learning Resources Center (LRC) is to complement and supplement the programs and curricula of the College faculty, students, and community.

The LRC consists of a general library; serials section, media and instructional technology center (MITC), and U. S. Government documents library; a vertical file collection, and computers for applications and to access CD-ROM reference material. In addition the LRC houses a unique collection of materials on Oceania with particular emphasis on Micronesia. It includes a depository for the South Pacific Commission (now known as the Secretariat of the Pacific Community) materials. The FSM National Archives established by Public Law 1-48, houses materials from the Navy and Trust Territory eras. The LRC has also recently become a partial depository for United Nations documents. PEACESAT and Single-Side Band (SSB) radios located in the MITC serve as links to other parts of Micronesia and the rest of the world.

Jennifer Hainrick

Director of Learning Resource Center

Phones: (691) 320-2481 Ext. 140

E-mail: jenniferh@comfsm.fm

Learning Resources Center

Bruce Robert

Librarian

Phone: (691) 320-2480 extension 114

E-mail: brucerobert@comfsm.fm

Lucy Oducado

Librarian

Phone: (691) 320-2480 extension 188

E-mail: loducado@comfsm.fm

Juvelina Rempis

Librarian

Phone: (691) 320-2480 extension 124

E-mail: jrempis@comfsm.fm

Julia Martin

Librarian

Phone: (691) 320-2480 extension 109

E-mail: juliam@comfsm.fm

Susan Guarin

Librarian-Yap Campus

Phone: (691) 350-2296

E-mail: guarinsm@comfsm.fm

Kersweet Eria

Librarian-Chuuk Campus

Phone: (691) 330-2697

E-mail: eric@comfsm.fm

Nercy Simina

Library Technician-Pohnpei Campus

Phone: (691) 320-3795 extension 21

E-mail: nersimina@comfsm.fm

Michael Williams

Library Technician-Kosrae Campus

Phone: (691) 370-3191

E-mail: michaelw@comfsm.fm

Karleen Manuel

MITC Coordinator

Phone: (691) 320-2480 extension 145

E-mail: karleenm@comfsm.fm

Luciano Mathias

PeaceSat Communication Operator, MITC

Phone: (691) 320-2480 extension 145

E-mail: lmathy@comfsm.fm

VACANT

Media Technician

Phone: (691) 320-2480 extension 145

Department of Instructional Affairs

The Department of Instructional Affairs includes all academic programs, vocational education programs and non-degree programs. This department can assist students with academic advising which includes course selection, assistance with final documents to receive a degree, withdrawal forms, changing majors and adding/dropping courses.

People in this department can answer questions on programs offered, overload of credits, course substitutions, library services, tutoring and other instructional concerns.

Mariana Ben Dereas

Vice President for Instructional Affairs

Phone: (691) 320-2480 extension 127

VOIP 4110

E-mail: mben@comfsm.fm

Karen Simion

Dean of Academic Programs

Phone: (691) 320-2480 extension 144

E-mail: ksimion@comfsm.fm

Grilly Jack

Director of Career and Technical Education

Phone: (691) 320-3795

E-mail: gjack@comfsm.fm

Instructional Coordinators

Maria Dison

Instructional Coordinator
Pohnpei Campus
Phone: (691) 320-3795 extension 34
E-mail: mdison@comfsm.fm

Mariano Marcus

Instructional Coordinator
Chuuk Campus
Phone: (691) 330-2167
E-mail: marianoma@comfsm.fm

Nena Mike

Instructional Coordinator
Kosrae Campus
Phone: (691) 370-3191
E-mail: nenam@comfsm.fm

Academic Division Chairs

National Campus

Resida Keller

Languages and Literature
Phone: (691) 320-2480 extension 305
E-mail: resida@comfsm.fm

Snyder Biza

Math and Science
Phone: (691) 320-2480 extension 300
E-mail: sbiza@comfsm.fm

Paul Dacanay

Health Services
Phone: (691) 320-2480 extension 130
E-mail: dackydoc@comfsm.fm

Delihna Manuel Ehmes

Social Science
Phone: (691) 320-2480 extension 112
E-mail: dmanuel@comfsm.fm

Joseph Felix, Jr.

Business
Phone: (691) 320-2480 extension 157
E-mail: felixjr@comfsm.fm

Magdalena Hallers

Education
Phone: (691) 320-2480 extension 115
E-mail: mhallers@comfsm.fm

State Campus Deans

Kind Kanto

Acting Chuuk Campus Dean
Phone: (691) 330-2689
E-mail: kank@comfsm.fm

Kalwin Kephas

Kosrae Campus Dean
Phone: (691) 370-3191
E-mail: dirksa@comfsm.fm

Lourdes Roboman

Yap Campus Dean
Phone: (691) 350-2296
E-mail: lourdesr@comfsm.fm

Grilly Jack

Acting Pohnpei Campus Dean
Phone: (691) 320-3795
E-mail: gjack@comfsm.fm

Mathias Ewarmai

FMI Campus Director
Phone: (691) 350-5244
E-mail: mewarmai@comfsm.fm

Academic Advising

The objectives of the student advisement program are: (a) to ensure that students are aware of their program requirements; and (b) with the help of their advisor, follow the sequence of courses for their program to insure timely graduation. The dean of academic programs or her designee assigns students to advisors who are either a faculty member or a counselor.

Department of Administrative Services

The Department of Administrative Services provides the administrative support services at all six campuses system wide. The Vice President of Administrative Services is responsible for the Business Office, Human Resources Office, and Maintenance and Security Office. The Director of each office coordinates with the Campus Dean at each site on all matters pertaining to administrative functions of each unit.

Each of the State campuses is headed by a Dean who reports directly to the Vice President for Instructional Affairs. All administrative functions at each campus report to the Dean in collaboration with the head of each unit or division at the National Campus. Effective communication and quality customer service are the priorities of this department, both within the college and to external stakeholders and the general public.

Our mission is to build the human resources capacity; to provide a healthy and safe working and learning environment; to ensure sufficient and well – managed fiscal resources that will maintain financial stability, support the academic mission of the college, ensure continuous improvement based on planning, and assessment of our programs and services as indicated in the Integrated Educational Master Plan.

Joseph Habuchmai

Vice President for Administrative
Services

Phone: (691) 320-2480 ext. 103

E-mail: jhabuchmai@comfsm.fm

Rencelly Nelson

Director of Human Resources

Phone: (691) 320-2480 extension 154

E-mail: rencelly@comfsm.fm

Danilo Dumantay

Comptroller

Phone: (691) 320-2480 extension 123

E-mail: comptroller@comfsm.fm

Francisco Mendiola

Director of Maintenance, Facilities &
Security

Phone: (691) 320-2480 extension 121

E-mail: mendiola@comfsm.fm

Sinobu Lebehn

Secretary, VPAS

Phone: (691) 320-2480 ext. 103

E-mail: sinobu@comfsm.fm

Department of

Office of the Vice President for Institutional Effectiveness & Quality Assurance

The Institutional Effectiveness and Quality Assurance (IEQA) office supports the College of Micronesia-FSM goals and strategic plan for institutional effectiveness and quality and is a key contributor to policy development and implementation related to accreditation and quality assurance. IEQA includes the Institutional Research and Planning Office (IRPO), Office of Development and Community Relations (ODCR), and Information Technology (IT).

Frankie Harriss

Vice President for Institutional
Effectiveness & Quality Assurance
Phone: (691) 320-2480 ext. 225
E-mail: frankieh@comfsm.fm

Jimmy Hicks

Director of Institutional Research and Planning
Phone: (691) 320-2480 ext 119
E-mail: jhicks@comfsm.fm

Gordon Segal

Director of Information Technology
Phone: 320-2480 ext. 134
E-mail: gsegal@comfsm.fm

Juan Paulo Q. Santos

Administrative Specialist
Development and Community Relations
Phone: (691) 320-2480 ext. 189
E-mail: jpsantos@comfsm.fm

Department of

Cooperative Research & Extension (CRE)

Component of the CRE programs focuses on developing and assisting a well-informed populace to ensure wise and judicious management of the limited human and natural resources needed to support a viable FSM economy. The challenge is to ensure a constantly improving quality of life, while maintaining a strong cultural identity and healthy environment. These challenges are addressed through community level outreach programs in agriculture improvement, youth development, community resource development and nutrition education. The CES programs are based at the State Campuses.

Jim Currie

Vice President for Cooperative
Research & Extension
Phone: (691) 320-2480 ext. 137
E-mail: jimc@comfsm.fm

Mike Abbe

CRE Coordinator, Chuuk
Phone: (691) 330-2689
E-mail: mabbe@comfsm.fm

Kenye Killin

CRE Coordinator, Kosrae
Phone: (691) 370-3191
E-mail: kkillin@comfsm.fm

Murukesan Krishnapillai

Horticulture Researcher, Yap
Phone: (691) 350-2296
E-mail: muru@comfsm.fm

Engly Ioanis

CRE Coordinator, Pohnpei
Phone: (691) 320-3795
E-mail: englyioanis@comfsm.fm

Steven Young-Uhk

Horticulture Researcher, Yap
Phone: (691) 350-4319
E-mail: syoung@comfsm.fm

Lolita Ragus

Researcher, Chuuk
Phone: (691) 330-2689
E-mail: lragus@comfsm.fm

Virendra Verma

Researcher, Kosrae
Phone: (691) 370-3191
E-mail: verma@comfsm.fm

GENERAL INFORMATION

Academic Freedom Policy

1.0 Policy

Academic Freedom

The College of Micronesia-FSM recognizes the principle of academic freedom for each student. This principle asserts that: each student is entitled to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Student performance is evaluated solely on an academic basis.

Responsibility

1. Students should be free to disagree, or comment on the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Students have protection through grievance procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisers, and counselors should

be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Any student, when speaking, writing, or acting as a private individual, is responsible for taking all proper precautions to ensure that his/her acts, statements, or speech can not be construed as representing the College as a body.

2.0 Purpose

The purpose of this policy is to ensure a student's right to exercise his/her freedom to learn and that the college provides the opportunities and conditions in the classroom for learning.

3.0 Application

This policy applies to all students at the College of Micronesia-FSM.

4.0 Responsibility

The President through the Vice President of Instructional Affairs has the overall responsibility for implementing this policy. It is the responsibility of the Vice President of Instructional Affairs or designee to monitor for student complaints of violation of academic freedom and lead the investigation of a complaint. It is the responsibility of the Dean of Academic Programs, Instructional Coordinator, or Division Chair to monitor faculty for instances of violation of student academic freedom and report to the VPIA.

4.0 Procedures

1. A student, student representative or other college employee files a complaint with the advisor, counselor, instructional coordinator, student services coordinator, dean or vice-president of student services or instructional affairs, that a student's academic freedom has been violated.

2. The person filing the complaint provides evidence of the violation of academic freedom. Types of evidence might be:

- Written sworn statements from those who witnessed the incident.
- Assignments along with grading criteria
- Audio tape
- Video tape
- Witnesses

3. The VPIA or designee is notified of the complaint. The VPIA or designee investigates the situation and determines the outcome.

a. The VPIA may ask the Dean of Academic Programs, Campus Dean or Instructional Coordinator to assist in the investigation.

4. If it is determined that a violation has occurred, the person committing the violation will be disciplined according to the employee discipline and protection procedures outlined in the personnel manual in section XV.

5. The VPIA informs the student against which the violation occurred of the action taken or not taken regarding the complaint.

6. If the student or the faculty member is not satisfied with the outcome of the investigation, that student/faculty member may file a complaint with the President of the College. The decision of the President is final.

6.0 Definitions:

Classroom— the location where learning takes place.

Students—any person attending a learning session sponsored by the College.

Student representative—any person that the involved student selects to speak on his/her behalf.

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.

Overview

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:

Complaint Against or About:

Staff
Regular Faculty
Adjunct Faculty (part-time)

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 Programs
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 Committee 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

Betel nut, tobacco, alcohol, and illicit drugs, prohibition on violence, and banned weapons

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.

Violations:

A. First Offense.

A first offense will not be referred to the Disciplinary Committee and is handled by the VPSSA or the Campus Director.

i. The maximum punishment that may be levied by the administration is a written reprimand to be placed into the student's personal file, and up to two hours of supervised work detail, to be completed within one month.

B. Second Offense.

A second violation of the chewing of betel nut and/or tobacco use policy is one that occurs within the same semester of the first offense. A second violation of the chewing of betel nut and/or tobacco use policy will result in a referral to the Disciplinary Committee. Penalties will range up to the following:

- i. A written reprimand, which will go in the student's personal file.
- ii. Up to four hours of supervised work detail, which must be completed within one month.
- iii. Up to two hours of drug/alcohol education/counseling, this must be completed within three months of the decision by the Disciplinary Committee.

C. Third Offense.

A third violation of the chewing of betel nut and/or tobacco use policy is one that occurs within the same school year of the previous offenses. A third violation of the chewing of betel nut and/or tobacco use policy will result in a referral to the Disciplinary Committee. Penalties will range up to the following:

- i. A written reprimand, which will go in the student's personal file.
- ii. Up to six hours of supervised work detail, which must be completed within one month.
- iii. Up to four hours of drug/alcohol education/counseling, this must be completed within three months of the decision by the Disciplinary Committee.
- iv. Any other restrictions reasonably necessary to enforce the goals implicit in this policy.

D. More Than Three Offenses

In the event any student commits and is to be disciplined for more than three offenses during a school year, the Disciplinary Committee may use its discretion and impose an appropriate penalty.

E. Failure to Comply with Assigned Disciplinary Actions.

Non-compliance by the student of assigned disciplinary actions can result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice-President for Support and Student Affairs, who will be responsible to provide the appropriate lists to the Office of Admissions and Records. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

Alcohol Policy

COM-FSM 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 COMFSM approved or sponsored events on COM-FSM properties or in buildings, vehicles, or boats used by COM-FSM for its educational or recreation programs.

Violations:**A. First Offense.**

- i. A written reprimand with not less than two (2) hours and not more than six (6) hours of work detail to be completed within one month.
- ii. Not less than two (2) hours and not more than ten (10) hours of drug/alcohol education/counseling; this must be completed within three (3) months of the decision by the disciplinary committee.
- iii. Any other restrictions reasonably necessary to enforce the goals implicit in this policy.

B. Second Offense.

- i. A second violation of the alcohol policy in one that occurs within the same semester as the first offense. Penalties will range up to the following:

1. Written notice of probation for up to one year. The restrictions for probation will be determined by the Disciplinary Committee and can involve the following restrictions:
 - a. The student cannot hold any student office in any association or club during the period of probation, and must resign such an office upon a finding by the Disciplinary Committee.
 - b. If the student boards at COM-FSM, the student must remain on campus between the hours of 6:00 PM and 6:00 am, unless exempted by a counselor or an administrator.
 - c. A notice of probation is placed in the student's permanent academic record.
 - d. Student's parents will be notified only when in compliance with FERPA regulations. (See Section 5 of the procedures.)
 - e. A notice that any further violations of College policy will result in even more harsh sanctions, including suspension.

2. Referral for not less than ten (10) hours and not more than twenty (20) hours of drug/alcohol education/counseling, which must be completed within three months of the decision by the Disciplinary Committee.
3. Any other restrictions reasonably necessary to enforce the goals implicit in this policy.

C. Third Offense:

i A third violation of the alcohol policy is one that occurs within the same school year of the previous offenses. Penalties will range up to the following:

1. Disciplinary suspension for up to one (1) year. Suspension will be initiated at the discretion of the Disciplinary Committee.
2. Referral for not less than twenty (20) hours and not more than thirty (30) hours of drug/alcohol education/counseling, which must be completed prior to reinstatement after suspension, or completed within three (3) months of the decision by the Disciplinary Committee, if the penalty prescribed is less than suspension. The College is not responsible to provide the drug/alcohol education/counseling while the student is suspension. Documentation of the drug/alcohol education/counseling must be provided by the student upon reinstatement.
3. Any measure short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the alcohol policy.

D. More Than Three Offenses: In the event any student commits and is to be disciplined for more than three (3) offenses during a school year, the Disciplinary Committee will impose immediate suspension.

E. Failure to Comply with Assigned Disciplinary Actions. Non-compliance by the student of any of the above assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice President for Student Services or the Campus Director, who will be responsible to provide the appropriate lists to the Office of Admissions and Records. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

F. 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.

G. 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:

A. First Offense.

- i. Disciplinary suspension for up to one year. Suspension will be initiated at the discretion of the Disciplinary Committee.
- ii. Referral for up to fifteen hours of drug/alcohol education/counseling, which must be completed prior to reinstatement after suspension, or completed within three months of the decision by the Disciplinary Committee, if the penalty prescribed, is less than suspension.
- iii. Any measures short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the illicit drug policy, such as probation for one year.
- iv. Referral of the matter to local law enforcement authorities if appropriate.

B. Second Offense.

A second violation of the illicit drug policy is one that is within the same semester as the first offense. Penalties will range up to the following:

- i. Disciplinary suspension for up to four years.
 - ii. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses, or FSM-FMI for up to four years.
 - iii. Referral for up to thirty hours of drug/alcohol education/counseling, which must be completed prior to reinstatement after suspension, or completed within three months of the decision by the Disciplinary Committee, if the penalty prescribed, is less than suspension.
 - iv. Any measures short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the illicit drug policy.
 - v. Reference of the matter to local law enforcement authorities if appropriate.
- regulations. (See Section 5 of the procedures.)

C. More Than Two Offenses.

In the event any student commits and is to be disciplined for more than two offenses during the school year, the Disciplinary Committee may use its discretion and impose an appropriate penalty up to suspension.

D. Failure to Comply with Assigned Disciplinary Actions.

Non-compliance by the student of assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice-President for Support and Student Affairs or the Campus Director. This VPSSA or the Campus Director will be responsible to provide the appropriate lists to the Office of Admissions and Records. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

E. 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.

F. 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.

G. 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.

Threats of violence, acts of violence, and being accessory to violence

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. Penalties will range as described below.

Violations:**A. First Offense.**

- i. Confiscation of the banned weapon.
- ii. Disciplinary suspension for up to two years.
- iii. Any measures short of disciplinary suspension such as probation or other discipline if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the policy.
- iv. Referral of the matter to local law enforcement authorities, if appropriate.

B. Multiple Offenses.

In the event that a student is to be disciplined for another offense, the Disciplinary Committee may impose the highest discipline allowed for that offense.

C. Immediate Suspension.

A student charged with any offense under this 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.

D. Failure to Comply with Assigned Disciplinary Actions.

Non-compliance by the student of assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice-President for Support and Student Affairs, who will be responsible to provide the appropriate lists to the Office of Admissions and Records. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

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. Penalties will range as described below.

Violations:**A. First Offense**

- i. Referral for up to thirty hours of professional education/counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to reinstatement after suspension.
- ii. Disciplinary suspension for up to one year.
- iii. Restitution, if appropriate.
- iv. Any measures short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the policy.
- v. Referral of the matter to local law enforcement authorities, if appropriate.

B. Second Offense.

A second offense of the policy on threats of violence is an offense that occurs within the same semester as the first offense. The following semester begins on the first day of the term. Penalties will range up to the following:

- i. Disciplinary suspension for up to two years.
- ii. Referral for up to thirty hours of professional education/counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to reinstatement after suspension.

- iii. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses or FSM-FMI for up to two years.
- iv. Restitution, if appropriate.
- v. Any measures short of disciplinary suspension if in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the prohibition of violence policy.
- vi. Referral of the matter to local law enforcement authorities, if appropriate.

C. More than Two Offenses.

In the event any student is to be disciplined for more than two offenses during the school year, the Disciplinary Committee may impose the highest discipline allowed for that offense.

D. Immediate Suspension.

A student charged with any offense under this 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.

E. Failure to Comply with Assigned Disciplinary Actions.

Non-compliance by the student of assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice-President for Support and Student Affairs, who will be responsible to provide the appropriate lists to the Office of Admissions and Records. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

Policy on Acts of Violence

Student may not commit an act of violence on any COM-FSM campus, at any COMFSM 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.

Violations:

A. First Offense.

- i. Referral for up to thirty hours of professional education/counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to reinstatement after suspension.
- ii. Disciplinary suspension for up to two years.
- iii. Restitution, if appropriate.
- iv. Any measures short of disciplinary suspension, such as probation or other discipline if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the prohibition of violence of policy.
- v. Referral of the matter to local law enforcement authorities, if appropriate.

B. Second Offense.

A second offense for a violation of the acts of violence policy is one that occurs within the same semester of the first offense. The following semester begins on the first day of the term. Penalties will range as described below:

- i. Referral for up to thirty hours of professional education/counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to reinstatement after suspension.
- ii. Disciplinary suspension for up to four years.
- iii. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses, or FSM-FMI for up to four years.
- iv. Restitution, if appropriate.
- v. Any measures short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the Acts of Violence Policy.
- vi. Referral of the matter to local law enforcement authorities, if appropriate.

C. More than Two Offenses.

In the event that a student is to be disciplined for more than two offences during the school year, the Disciplinary Committee may impose the highest discipline allowed for that offense.

D. Immediate Suspension.

A student charged with any offense under this 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.

E. Failure to Comply with Assigned Disciplinary Actions.

Non-compliance by the student of assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice-President for Support and Student Affairs, who will be responsible to provide the appropriate lists to the Office of Admissions and Records. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

Policy on Being an Accessory to Violence

Students may not be an accessory in 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

Violations:

A. First Offense.

- i. Referral for up to thirty hours of professional education/counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to reinstatement after suspension.
- ii. Disciplinary suspension for up to one year.
- iii. Restitution, if appropriate.
- iv. Any measures short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the policy, such as probation or other discipline.
- v. Referral of the matter to local law enforcement authorities, if appropriate.

B. Second Offense.

A second offense for being an accessory to an act of violence in violation of the policy will be determined to be any violation that is within the same semester as the first offense. Penalties will range up to the following:

- i. Referral for up to thirty hours of professional education/counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to reinstatement after suspension.
- ii. Disciplinary suspension for up to two years.
- iii. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses or FSM-FMI for up to two years.
- iv. Restitution, if appropriate.
- v. Any measures short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the prohibition of violence policy.
- vi. Referral of the matter to local law enforcement authorities, if appropriate.

C. More than Two Offenses.

In the event that any student is to be disciplined for more than two offences during the school year, the Disciplinary Committee may impose the highest discipline allowed for that offense.

D. Immediate Suspension.

A student charged with any offense under this 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.

E. Failure to Comply with Assigned Disciplinary Actions

Non-compliance by the student of assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice-President for Support and Student Affairs, who will be responsible to provide the appropriate lists to the Office of Admissions and Records. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

Sexual Harassment Policy For Students

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 activity at 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.

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 college students and other students participating in or accessing college sponsored programs and activities in all aspects of their relationship with the college.

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 COM-FSM employee observes sexual harassment of a student, he/she should report it to the Vice President of Student Services or Campus Director. All members of the COM-FSM community are required to cooperate in any investigation of a sexual harassment complaint. Additionally, there are alternate outlets for reporting in the event any individual is uncomfortable in reporting a complaint. Persons who report incidents of sexual harassment shall not be harassed or retaliated against in any manner by any member of the college community.

5.2 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 COM-FSM employee observes sexual harassment of a student, he/she should report it to the Vice President of Student Services or Campus Director. All members of the COM-FSM community are required to cooperate in any investigation of a sexual harassment complaint. Additionally, there are alternate outlets for reporting in the event any individual is uncomfortable in reporting a complaint. Persons who report incidents of sexual harassment shall not be harassed or retaliated against in any manner by any member of the college community.

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, who initiate an appropriate investigation based on the complaints made.

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.

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 Dean.

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 Student Services or Campus Dean
- 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 Campus Dean 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 Dean will place a hold on the student's account.
- The VPSS or the Campus Dean 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 Dean will result in a decision by the VPSS or Campus Dean without input from the student.
- The VPSS or the Campus Dean 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 Dean. 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 Dean 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.

Tips for Becoming a Successful Student

Success is not the result of spontaneous combustion. You must set yourself on fire.
Reggie Leach

Read and understand the course

syllabus. The course syllabus is the guide for what your instructor expects in the course - what assignments are due and when, the priorities for learning, and how grades are determined.

Get to know your instructor.

Use before and after class time or the instructor "office hour" to discuss any difficulties you are having with your class. At COM-FSM, your instructor will work with you and help you to be successful.

Don't skip class EVER (unless you are really sick or have an emergency).

Woody Allen says that "80% of success in life is showing up". "Showing up" is the foundation for success in life and in college. Your college years are part of your life. For college students, we might restate Woody Allen's quote to read "80% of being a successful college student is showing up. The other 20% of success is hard work, persistence, striving for excellence and knowing which thing to click on your computer screen."

Ask about and investigate student support services. COM-FSM offers a number of services - tutoring, labs for reading, writing, math and computers, advising and counseling services, library, and career center - and all are available free of charge! Use them often to assist with your work.

Don't drop a course without first talking to your instructor and/or an advisor.

Although you may be experiencing difficulties in a course, there may be solutions to your problems that you might not see. We want you to be successful, so talk to your advisor and get their help.

Set measurable academic and personal goals each semester.

A key difference between students who succeed and those who don't is that students who succeed have clearly defined goals.

Accept personal responsibility to succeed. As Abraham Lincoln once said, "Always bear in mind that your own resolution to succeed is more important than any one thing." Successful students tend to be realistic and recognize that their success or failure is primarily determined by their efforts.

Get to know other students and participate in student activities.

Forming study groups is one of the best ways to be successful. Get to know others by attending events on campus.

Build a master calendar. With all of your life activities scheduled (work, classes, study time, practice), you will be able to see in advance and plan for two tests on one day, for example. You can be proactive rather than reactive in approaching your academic assignments.

