

Figure 1.0. The five-stage registration procedure.

# **Adding and Dropping of Courses**

Students may add or drop classes without financial or academic penalty during the add/drop period (see *Academic Calendars*) by completing and submitting to the Office of Admissions, Records and Retention (OARR) the add/drop form. This form may also be downloaded from <u>http://</u>www.comfsm.fm/dev/oar/oar\_forms/add\_drop.pdf.

Students who fail (a) to officially-add a course will not receive credit for the course, and (b) to officiall-drop a course will be charged the full amount for the course.

Constant of the second s		NATIONAL CA 20. Box 159 Palake, Pothopel, FBM 9 Phote: (6911) 320-244 POHNPEI CAM P.O. Box 614 Kolona, Pothopel, FS Phote: (6911) 320-37 Spring	P.0. 6941 Wer 0 Phot PUS KO P.0. A 95941 Toto	UUK CAMPUS Box 879 n. Chuuk, FSM 96942 ne: (891) 330-2569 Box 37 (.Konze, FSM 96944 ne: (691) 370-3191 r Fall	YAP CAMPUS 2.0.8x286 Colmin, Fay, SM 9843 Process(57) 3552286 Process(57) 3552286 Prof FM 2.0.8x1155 Rest FM Patr FM Patr 1555224 Year
<b>Name</b> (Last Name, First Name, Middle	e Name) <b>2</b> Campus o	Site		3 Date	
COURSE NO.	COURSE TITLE	CREDITS	TIME	DAY	INSTRUCTOR
e — — —				$\vdash$	
<					
COURSE NO.	COURSE TITLE	CREDITS	TIME	DAY	INSTRUCTOR
4 Student (Signature over printed nam	<sup>10)</sup> 5 ^	<b>dvisor</b> (Signature	over printe	ed name)	
	Date		_		Date
RECORDED BY	JOB TITLE		DAT	ERECORDE	
					Form No. 1 (Rev. 1/3/2005

Figure 3.0. The add/drop form. This form may also be downloaded from <a href="http://www.comfsm.fm/dev/oar/oar\_forms/add\_drop.pdf">http://www.comfsm.fm/dev/oar/oar\_forms/add\_drop.pdf</a>.

#### Steps for Adding and Dropping Courses

- 1. Get Add/Drop from OARR. Form may also be downloaded from OARR's webpage (see Figure 3.0).
- 2. Complete the Add/Drop form, and get your academic advisor's approval.
- Submit to OARR the completed and academic advisor approved Add/Drop form.
- 4. Request a copy from OARR of your new Student Schedule.



Students can view their academic records through their myShark Student Portal http://www.comfsm.fm/myShark/1.20/

# ACADEMIC FREEDOM POLICY

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 (Approved by the COM-FSM Board of Regents, March 12-13, 2013).

Further information about this policy may be found from this URL: <u>http://</u>www.comfsm.fm/publications/catalog-2012-2013/new-policies/Academic-Freedom-Policy-for-Students.pdf

## Fall 2013 Registration for New Students August 9, 2013, 9:00 AM to 4:00 PM

Office	of Admission	ns, Records a	ESIA-FSM nd Retention (OA			spring Sumr		Year	nuing Returning
Program In Dormitory	Meal Plar	_	Campus 🗖 NA	Rate		er Male Femal Staff Depen	e	ate of Origin	vsor
SUBJECT CO	JRSE SEC		TITLE	CRE	DITS	TIME	DAY	ROOM	INSTRUCTOR
Student's Signate	ire		Total Credits	F		Academic Ad	visor's Si	gnature	Date

Figure 2.0. The Course Selection form. This form is issued to students by OARR at Stage 1 of the Registration Procedure.

# Withdrawing from a Course

#### Student Initiated

During the academic year, students can withdraw from individual courses after the add/drop period.

A grade of W will be assigned for course withdrawn before the last day to withdraw with a W ((see *Academic Calendars*). While the W grade is non-punitive and has no effect on the GPA, students may be responsible for a portion of the tuition and fees associated with the course.

However, a grade of F will be assigned for course withdrawn after the last day to withdraw with a W.

COLLEGE OF MICRON Office of Admissions and Recor www.comitsm.im Accredited by the Western Association of Schoole a		NATIONAL CAMPUS P0. Box 159 Palike, Pohneel, FSM 59941 Phone: (591) 320-2460 POHNPEI CAMPUS P.O. Box 614 Kolonia, Pconpat, FSM 9694 Phone: (691) 320-3760	P.O. Bex 879 Weno, Chuuk, FSM 96942 Phone: (691) 330-2689 KOSRAE CAMPUS P.O. Bex 37	YAP CAMPUS P.O. Box 286 Cotonia, Yap, FSM 96943 Phone: (691) 350-9296 FSM FMI P.O. Box 1056 Cotonia, Yap, FSM 96943 Phone: 330 6244
WITHDRAWAL CA	No. of Concession, Name of		ummer 🗌 Fall	Year
<b>Name</b> (Last Name, First Name, Middle Name)	2 <sup>Cam</sup>	ous or Site	3 Date	
COURSE NO. COURSE TITLE	CREDIT	INSTRUCTOR	ROOM	DAY TIME
4 Student has returned all books and materials	5	Student (Signature ov	er printed name)	
6 Advisor (Signature over printed name)	7	Instructor (Signature	over printed name)	Date
	Date			Date
<ul> <li>Student may withdraw from a course up to tw</li> <li>Fill out the Withdrawal Card and take it to yc</li> <li>Return all borrowed books and materials to y</li> <li>Return the Withdrawal Card to the Office of A</li> </ul>	our Academic Advisor our instructor.	and <b>instructor</b> for appro	oval.	
RECORDED BY	JOB TITLE		DATE RECORD	ED

Figure 4.0. The Withdrawal Card used by students for withdrawing from a course. This form may also be downloaded from <a href="http://www.comfsm.fm/dev/oar/oar\_forms/withdrawal\_card.pdf">http://www.comfsm.fm/dev/oar/oar\_forms/withdrawal\_card.pdf</a>

#### Steps for Withdrawing from a Course

- 1. Get Withdrawal Card from OARR. Form may also be downloaded from OARR's webpage (see Figure 4.0).
- Complete the Withdrawal Card, and get the approval of your academic advisor and course instructor.
- 3. Submit to OARR the completed and academic advisor approved Witdhrawal Card.

## Credit Loads

Students are limited to a maximum load of 18 credits per regular semester, and six credits per summer session. Additional courses can only be taken with permission by the Vice President for Instructional Affairs.

## Full-Time versus Part-Time Students

Full-time students are those who register for 12 or more credits in a regular semester or 6 credits in a summer session. On the other hand, Part-time students are those who register for less then 12 credits in a regular semester or less than six credits in a summer session.

# **Requesting Course Substitution**

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

COLLEGE OF MICRONES	POHIMPEI CAMPUS KOBRAZ CAMPUS PEM PMI
Accredited by the Western Association of Schools and Co	
COURSE SUBSTITUTIO	Spring Summer Fall
FOR EXCEPTIONAL CASES ONLY. NO Name (Last Name, Fint Name, Middle Name)	T INTENDED TO REPLACE POLICIES ALREADY IN PLACE
Last Name, Frei Name, Would Name)	2 Date
Major	4 Academic Advisor
Degree or Program	6 Anticipated Date of Completion
IREQUEST PERMISSION TO SUBSTITUTE (Course Number and Title)	CREDITS
REQUIRED COURSE IN MAJOR (Course Number and Title)	CREDITS
	ASON FOR REQUEST riab: attached supporting documentation. e.g. updated IDP)
Stadent (Sanster over stifted name)	O Money Descrive our sense since
	8 Advess (Spansor our philod same)
Date	te Date
Date	0
Date	te Date
Date FOR INSTRUCT Request Approved Request Control Control	BE Date Date Date Date Date Date Date Date
Date FOR INSTRUCT Request Approved Request Control Control	e Date
Date FOR INSTRUCT Request Approved Request Control Control	BE Date Date Date Date Date Date Date Date
Date FOR INSTRUCT Request Approved Request Control Control	BE Date Date Date Date Date Date Date Date
Date FOR INSTRUCT Request Approved Request Control Control	BE Date Date Date Date Date Date Date Date
Date FOR INSTRUCT Request Approved Request Control Control	BE Date Date Date Date Date Date Date Date
Date FOR ENSTRUCT Request Approved Request Confed	BE Date Date Date Date Date Date Date Date
Date FOR ENSTRUCT Request Approved Request Confed	BE Date Date Date Date Date Date Date Date
Date FOR ENSTRUCT Request Approved Request Confed	BE Date Date Date Date Date Date Date Date
Date FOR ENSTRUCT Request Approved Request Confed	BE Date Date Date Date Date Date Date Date
Date FOR INSTRUCT Request Approved Request Control Control	BE Date Date Date Date Date Date Date Date
Date FOR INSTRUCT Request Approved Request Control Control	BE Date Date Date Date Date Date Date Date
Date FOR INSTRUCT Request Approved Request Control Control	BE Date Date Date Date Date Date Date Date
FOR USTIUC Report Approvel Report Could .	READON A PARENT ADDRESS OF THE ADDRE
Date FOR INSTRUCT Request Approved Request Control Control	REALOW RELATED TO THE CONTROL OF THE
	Derec

#### Figure 5.0. Course Substitution form.

			* 2 <sup>Major</sup>	er Die	Same Sa Content Ania Salatin Same
3 Date of Birth	4 Gender			6 Pegititude	an Batus Conit Cheturn
OURSE NO.	COURSETTLE		TION	ROOM	DAY THE
Grade to be Corrected To KOTE: ALL berrs must be completend and will be field as a supple	ement to your Final Grade and	(All grades are fin error occurred. St ofter the final gra	aland may not b udents may not l	e chonged unless be allowed to con	EALE SPECIFY IN DETAIL Is clerkal or computation spaces additional work examinations in order to
	Deter				

Figure 6.0. Grade Change form.

### COM-FSM E-mail Account

To apply for COM-FSM E-mail Account, contact your campus ICT staff.



### Procedure

- 1. Get Course Substitution form from OARR. Form may also be downloaded from OARR's webpage (see Figure 5.0). The form may be downloaded from <u>http://www.comfsm.fm/dev/oar/</u> oar forms/course\_substitution.pdf
- Complete the Course Substitution form, and obtain your academic advisor's recommendation.
- 3. Obtain approval from the Dean of Academic Programs.
- 4. Obtain approval from the Vice President of Instrutional Affairs.
- 5. Submit to Course Substitution form to OARR.

## **Grade Change**

- 1. Get Grade Change form from OARR. Form may also be downloaded from OARR's webpage (see Figure 6.0). The form may be downloaded from http://www.comfsm.fm/vpia/forms/ student%20related%20forms/ GradeChangeForm.pdf
- 2. Request instructor concerned to complete the Grade Change form, and submit it to OARR.

## Repeating a Course

Students may repeat a course in which a grade of D, F, or I was received. The GPA is computed using the higher or better grade and is adjusted for the semester in which the course was repeated.

### Incomplete Grades

It is the student's responsibility to clear the incomplete grade by midterm of the following semester. Student who has an incomplete grade from Spring semester have until midterm of the Fall semester to remove it.

If a student fails to make up an Incomplete grade by the midterm of the following semester, the "I" will be changed to an appropriate grade on the transcript.

For further inquiries, please see the Director of OARR, COM-FSM National Campus, Palikir, Pohnpei,

or call (691) 320-2480 extension 150, 136, and 171.

## **STATEMENT OF EQUAL OPPORTUNITY**

The College of Micronesia-FSM complies with the Title VI of the U.S. Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973. The College does not discriminate in matters of employment or admission to education programs and activities because of race, color, place of origin or ancestry, marital status, sex, religious or political preference, age, or physical handicap per Public Law No. 779.

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

## **Changing Major**

- Get Change of Major form from OARR. Form may also be downloaded from OARR's webpage (see Figure 7.0). The form may be downloaded from <u>http://www.comfsm.fm/dev/oar/ oar\_forms/change\_of\_major.pdf</u>
- 2. Complete the Change of Major form, and obtain your academic advisor's recommendation.
- 3. Submit to OARR the completed and academic advisor approved Change of Major form.

COLLEGE OF MICRONESIA-F	Point: 8811 320-289 Prove: (8111 330-2889 Prove: (811) 350-2298 POHNPEI CAMPUS KOSRAE CAMPUS FSM FMI P.O. Box 51 PO. Box				
Accredited by the Western Association of Schools and Colleges (WA	SC) Phone (631) 320-3785 Phone: (691) 370-3191 Phone: 350-6244				
CHANGE OF MAJOR/IDP	Spring Summer Fall				
Complete the top portion, then take the form to your academic advisor to discuss the merits of changing your major/IDP.					
Name (Last Name, First Name, Middle Name)	<b>2</b> <sup>Date</sup>				
3 Change Major/IDP from	4. Change Major/IDP to				
REASON FOR REQUEST	TO CHANGE MAJOR/IDP				
5 Student (Signature over printed name)	6 Advisor (Signature over printed name)				
Date	Date				
FOR OFFICE OF ADMISSIONS AND RECORDS/STATE CAMPUS DIRECTOR USE ONLY After your academic advisor signs the form, take it to the Office of Admissions and Records or the State Campus Director					
REQUEST TO CHANGE MAJOR/IDP					
APPROVED.					
effective	due to				
SIGNATURE (Coordinator, Admissions and Records/Campus Director)	Date				
oranni une (ouoroinator, Admissions and Records/dampus Difector)	Date				
	Form No.5 (Nex. 10/2005)				

Figure 7.0. Change of Major form.



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.

Know your student's rights under the Federal Family Education Rights and Privacy Act

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 student's consent. However, if the parent can demonstrate that the student is a financial dependent (via Internal Revenue Service) the institution may opt to disclose the information.

The College of Micronesia-FSM is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.