

## 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 General Educational Development 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. COM-FSM entrance test (COMET) 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. 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. Printable application for admission form may also be downloaded from the College's website.
- 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 all colleges 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 Dean 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 (a) completed an Associate of Science degree in either Accounting or Business Administration (b) earned a cumulative grade point average (GPA) of at least 2.50 and (c) a grade of C or higher in each of the major requirements of the Associate of Science degree. A non-accounting or non-business administration major student applying for admission to the program must first fulfill all the Associate of Science in Accounting or Business Administration 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 in teacher preparation 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). However, a student with an associate degree in teacher preparation 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 COMET and other criteria as defined by the Committee.

Applicants with significantly low scores on the COMET 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

**S**tudents who have earned satisfactory grades from another US accredited college or university may apply for admission and be given advanced standing at the COM-FSM. Applicants must submit to the Office of Admissions, Records and Retention the following: (a) a completed application for admission form, (b) proof of paying the admission fee, (c) an official copy of his/her high school transcript, and (d) official transcripts from each college or university previously attended.

Credit for previous satisfactory college work can only be given upon receipt of previous college records.

### DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

**H**igh 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 recommended 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 College's Dual Enrollment policy **are not eligible for Federal Financial Aid assistance**. As such, they must pay all college tuition and matriculation fees assessed to regular students.

**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) a completed College of Micronesia-FSM Application for Dual Enrollment to the Office of Admissions, Records and Retention (b) a recommendation letter from the principal or

designee, or the director of a college program working with high school seniors, (c) proof of paying the admission fee, (d) 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 Office of Admissions, Records and Retention, recommendation 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) a completed College of Micronesia-FSM Application or early Admission to the Office of Admissions, Records and Retention, (b) recommendation letter from the principal or designee, (c) proof of paying the admission fee and (d) a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.

### **LEAVE OF ABSENCE POLICY**

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

**U**nclassified 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 the recommendation of the instructor and the approval of the Vice President for Instructional Affairs or her designee to enroll in the course. However, 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 neither constitute nor 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 for admission on 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, they 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.