

Contact Us

National Campus

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Phone: (691) 320-2480
Fax: (691) 320-2479
E-Mail: national@comfsm.fm

CTEC

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

Chuuk Campus

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

FSM FMI

P.O. Box 1056
Kolonias, Yap FM 96943
Phone: (691) 350-3544
Fax: (691) 350-3545
E-Mail: fmi@comfsm.fm

Kosrae Campus

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

Yap Campus

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

College of Micronesia-FSM



National Campus
Palikir, Pohnpei



Career & Technical Education Center
Kolonias, Pohnpei



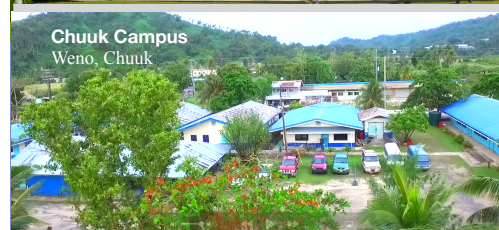
Kosrae Campus
Tofol, Kosrae



Yap Campus
Kolonias, Yap



Chuuk Campus
Weno, Chuuk



FSM Fisheries & Maritime Institute
Kolonias, Yap



Student HANDBOOK

2018-2019

Student Success Is Our Success



Accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the US Department of Education. US

Student Handbook 2018-2019

Contents

| | |
|--|-------|
| College of Micronesia-FSM, About Us | 2 |
| Message from the President & Chief Executive Officer | 3 |
| Nondiscrimination Statement | 3 |
| Campus Phone Numbers | 4-5 |
| Policies | |
| Academic Honesty | 5 |
| Academic Freedom & Responsibilities | 6 |
| Academic Probation | 6 |
| Academic Suspension | 6 |
| Alcohol | 6-7 |
| Acts of Violence | 8 |
| Banned Weapons | 8-9 |
| Being An Accessory to Violence | 9-10 |
| Betel Nuts and/or Tobacco Use | 10-11 |
| Illicit Drug | 11-12 |
| Sexual Harassment Policy | 12-13 |
| Student Complaint Policy | 14-17 |
| Student Education Records | 17-18 |
| Department for Enrollment Management & Student Services | 18-19 |
| Student Life | 19-20 |
| Health Services | 20 |
| Sports & Recreation | 21 |
| Student Body Association & Student Organizations | 22-23 |
| Residence Halls | 24 |
| EducationUSA | 25 |
| Counseling & Tutoring Services | 25-26 |
| Center for Entrepreneurship | 26-27 |
| Financial Aid & Scholarships | 27-28 |
| Admissions, Records & Retention | 28-32 |
| Campus Security & Safety | 32 |
| Department for Instructional Affairs | 33-34 |
| Learning Resources Center | 34-36 |
| Department for Institutional Effectiveness & Quality Assurance | 36-37 |
| Information Technology | 37-38 |
| Department for Administrative Services | 39-40 |
| Business Office | 40 |
| Bookstore | 41 |
| Dining Hall | 41-42 |
| Inter-Campus Shuttle Service | 42 |
| Notes | 43-49 |
| Tips for Becoming a Successful Student | 50 |



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."



Do all readings and assignments on schedule and turn them in

Falling behind is self-perpetuating, and coming to class unprepared makes you less able to understand the new material and ask questions.



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 the COM-FSM staff members 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.

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.

Educational Mission

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

Vision

We provide quality education today for a successful Tomorrow.

Core Values and Principles of Best Practices

We value the higher education community in which we work, and those diverse island communities we serve. As members of these communities, we strive to embody these core values and to demonstrate them through the following best practices.

| Commitment | Excellence | Learner-Centeredness |
|---|---|--|
| <ul style="list-style-type: none"> ▶ Anticipate what is needed and do that work without being asked. ▶ Be dependable by being present and on time. ▶ Connect, participate, and be involved. ▶ Contribute your best and inspire others to do the same. ▶ Dedicate your time, energy, and enthusiasm. ▶ Give back when you can. ▶ Work to make a difference. | <ul style="list-style-type: none"> ▶ Aim to meet or exceed standards and best practices. ▶ Hold yourself accountable to high performance standards. ▶ Set goals and endeavor to exceed them. | <ul style="list-style-type: none"> ▶ Be transformative; be creative and innovative. ▶ Collaboratively share information and skills. ▶ Continuously assess your knowledge, skills, and abilities. ▶ Dedicate time for learning. ▶ Explore your curiosity. ▶ Learn from failures to continuously improve. ▶ Use every assignment as a learning opportunity. |
| Professionalism | Teamwork | |
| <ul style="list-style-type: none"> ▶ Accept responsibility for your actions. ▶ Act in the best interest of the college and the communities you serve. ▶ Be ethical. ▶ Be honest and transparent. ▶ Complete all duties and assignments. ▶ Develop logical plans and foresee consequences. ▶ Maintain confidentiality. | <ul style="list-style-type: none"> ▶ Actively build working and learning relationship. ▶ Actively listen. ▶ Appreciate your colleagues. ▶ Be positive and encouraging. ▶ Engage and contribute wholly to all team activities. ▶ Offer your assistance and guidance when necessary. ▶ Pursue understanding of diverse points of view and ideas. ▶ Recognize the needs of others. ▶ Respect yourself and others. ▶ Respond respectfully when others disagree with your views. ▶ Share and use resources responsibly. | |

Adapted from Dartmouth's Core Values Model <http://www.dartmouth.edu/~rpd/corevalues/list.html> Core Values Revised, Board of Regents March 8, 2017, meeting.

A message from the President & Chief Executive Officer



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 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 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 various services we offer.

We understand that a handbook 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 your 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.

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, and hands-on training.

Joseph M. Daisy, EdD
President & Chief Executive Officer

Nondiscrimination Statement

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



Campus Phone Numbers

National Campus

Dial **320-2480** extension

Administration

| | |
|---|-----|
| President & Chief Executive Officer | 118 |
| Vice Presidents | |
| Administrative Services | 125 |
| Enrollment Management & Student Services | 129 |
| Institutional Effectiveness & Quality Assurance | 154 |
| Instructional Affairs | 127 |

Offices

| | |
|---|-----|
| Admissions, Records & Retention | 171 |
| Bookstore | 158 |
| Business Office | 168 |
| Campus Nurse | 141 |
| Center for Entrepreneurship | 120 |
| Counseling & Tutoring Services | 191 |
| Dining Hall | 180 |
| Facility & Maintenance | 175 |
| Financial Aid | 173 |
| Human Resources | 130 |
| Information Technology, <i>Director's Office</i> | 134 |
| Information Technology, <i>Shop</i> | 193 |
| Institutional Effectiveness | 151 |
| Learning Resources Center, <i>Director's Office</i> | 140 |
| Learning Resources Center, <i>Circulation</i> | 124 |
| Media & Instructional Technology Center | 145 |
| Residence Halls for Men | 163 |
| Residence Halls for Women | 162 |
| Registrar | 150 |
| Student Life | 230 |
| Sports & Recreation | 190 |

Instructional Affairs

| | |
|---------------------------|----------|
| Dean, Academic Programs | 304 |
| Instructional Coordinator | 157 |
| Academic Divisions | |
| Agriculture | 320-2902 |
| Business | 110 |
| Education | 102 |
| Language & Literature | 305 |
| Math & Science | 300 |
| Social Science | 112 |
| Nursing & Public Health | 302 |

State Campuses

| | |
|-------------------------------------|----------|
| Career & Technical Education Center | 320-3795 |
| Kosrae Campus | 370-3191 |
| Chuuk Campus | 330-2689 |
| Yap Campus | 350-2296 |
| FSM Fisheries & Maritime Institute | 350-3544 |



In an emergency situation, the college's Campus Security & Safety can be contacted

24 HOURS A DAY, seven days a week.

| | | |
|-------------------------------------|-------|---|
| National Campus | | 320-7017 & 320-2480 ext. 167 |
| Career & Technical Education Center | | 3320-3795 & 320-1065 |
| Chuuk Campus | | 370-3191 |
| Kosrae Campus | | 330-2689 |
| Yap Campus | | 350-2296 |
| FSM Fisheries & Maritime Institute | | 350-3544 |

**POLICIES**

<http://www.comfsm.fm/?q=board-policies>

Academic Honesty

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

Some examples of common academic dishonesty violations include, but are not limited to:

Academic dishonesty: changing the record of any grade; falsifying any official College record or misrepresenting facts for the purpose of exempting from a course requirement; submitting contrived or altered information in any academic exercise (making up data for an experiment; citing nonexistent or irrelevant articles).

Cheating: getting or offering unauthorized help during an examination; receiving unauthorized information about an examination before it is administered; using an unauthorized source of information during an examination or copying someone else's assignment; changing answers after an examination has been submitted; submitting work for which credit has already been

received in another course without the express consent of the instructor.

Plagiarism: using a direct quotation from a publication without citing the source; paraphrasing ideas, interpretation, expressions of another author or person without giving credit to them; fabricating data to fit the expected results; cutting and pasting paragraphs from different websites; handing in a paper downloaded or purchased from the internet. Resources for correct citations can be found at: Purdue OWL (<https://owl.english.purdue.edu/owl/>)-General Website and its MLA formatting and Style Guide (<https://owl.english.purdue.edu/owl/resource/747/01/>). The material on this website is copyrighted by Purdue University, West Lafayette, Indiana.

Facilitating Academic Dishonesty includes knowingly helping or attempting to help another to violate the College's Academic Honesty Policy.

~Board Policy No. 3116, <http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/3116-Academic-Honesty.pdf>

**NOTES**

Academic Freedom & Responsibilities

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.

Responsibilities

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, advisors, 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 cannot be construed as representing the College as a body.

~Board Policy No. 3120, http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/COM-FSM_BP3120.pdf

Academic Probation

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

~Board Policy No. 3108, <http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/3108-Academic-Probation-Policy.pdf>

Academic Suspension

Students who remain on academic probation for two enrolled semesters (not including summer session) are placed on academic suspension. After one semester, a suspended student may apply for readmission.

Readmission is not automatic and will be granted by the Admissions Board or for the open admissions programs by the State Campus Director on probationary status only when there is evidence that the student will perform satisfactorily.

~Board Policy No. 3109, <http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/3109-Academic-Suspension-Policy.pdf>

Alcohol

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 COM-FSM 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

First Offense

1. 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.
2. 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.
3. Any other restrictions reasonably necessary to enforce the goals implicit in this policy.

Second Offense

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:

Continued to Next Page



Alcohol continuation

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. Student's parents will be notified only when in compliance with FERPA regulations.
 - D. 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.

Third Offense

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 suspended. Documentation of the drug/alcohol education/counseling must be provided by the student upon reinstatement.

3. Any other restrictions reasonably necessary to enforce the goals implicit in this policy.

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.

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 Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. 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.

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.

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 authorizes will also be made, if appropriate.

~Board Policy No. 4905, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4905.pdf



Acts of Violence

Student may not commit an act of violence on any COM-FSM campus, at any COM-FSM 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. Penalties will range as described below.

First Offense

1. 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.
2. Disciplinary suspension for up to one year. Restitution, if appropriate.
3. Any measures short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the policy.
4. Referral of the matter to local law enforcement authorities, if appropriate.

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:

1. 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.
2. Disciplinary suspension for up to four years.
3. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses, or FSM-FMI for up to four years.
4. Restitution, if appropriate.
5. 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.

6. Referral of the matter to local law enforcement authorities, if appropriate.

More Than Two Offenses

In the event that a 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.

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.

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 Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. 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.

~Board Policy No. 4909, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4909.pdf

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:

Continued to Next Page 

Banned Weapons continuation

First Offense

1. Confiscation of the banned weapon.
2. Disciplinary suspension for up to two years.
3. 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.
4. Referral of the matter to local law enforcement authorities, if appropriate.

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.

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.

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 Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. 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.

~Board Policy No. 4907, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4907.pdf

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.

First Offense

1. 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.
2. Disciplinary suspension for up to one year.
3. Restitution, if appropriate.
4. 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.
5. Referral of the matter to local law enforcement authorities, if appropriate.

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:

1. 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.
2. Disciplinary suspension for up to two years.
3. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses or FSM-FMI for up to two years.
4. Restitution, if appropriate.
5. 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.

Continued to Next Page



Dining Hall ... continuation

Alexander Jim

Assistant Supervisor

(691) 320-2480 Ext 180 | (691) 320-8331

jimbo@comfsm.fm

Hours of Operation

Monday to Friday

| Breakfast | Lunch | Dinner |
|--------------------|---------------------|--------------------|
| 6:30 AM to 8:00 AM | 11:30 AM to 1:30 PM | 5:00 PM to 6:00 PM |

Saturday, Sunday, and Holidays

| Breakfast | Lunch | Dinner |
|--------------------|---------------------|--------------------|
| 7:30 AM to 8:30 AM | 11:00 AM to 1:00 PM | 5:00 PM to 6:30 PM |

Inter-Campus Shuttle Service



Intercampus Shuttle Service is available between the National Campus and the Career & Technical Education Center-Pohnpei for students who need to commute between the two campuses to take classes.



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.

Martin Mingii

Bookstore Manager
☎ (691) 320-2480 Ext 158
martinm@comfsm.fm



Dining Hall



The dining hall provides meals daily at a student rate \$4.00 for each meal (breakfast, lunch, and dinner). Students on meals plan are issued meal ID cards. For others, meal tickets can be purchased from the Business Office.

Lorenzo H. Rull

Food Service Manager
☎ (691) 320-2480 Ext 180 | (691) 320-8331
lrull@comfsm.fm

POLICIES

Being An Accessory continuation

6. Referral of the matter to local law enforcement authorities, if appropriate.

More Than Two Offenses

In the event that 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.

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.

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 Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. 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.

~Board Policy No. 4910, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4910.pdf

Chewing Betel Nuts and/or Tobacco Use

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 betel nut or any type of chewable tobacco, except in designated areas.

First Offense

A first offense will not be referred to the

Disciplinary Committee and is handled by the VP for Enrollment Management and Student Services or the Campus Dean/Director. 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.

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:

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

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:

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

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

Continued to Next Page



Betel Nuts continuation

In use its discretion and impose an appropriate penalty.

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 Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. 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.

~Board Policy No. 4904, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4904.pdf



Illicit Drug

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. Penalties will range as described below.

First Offense

1. Disciplinary suspension for up to one year. Suspension will be initiated at the discretion of the Disciplinary Committee.
2. 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.
3. 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.
4. Referral of the matter to local law enforcement authorities if appropriate.

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:

1. Disciplinary suspension for up to four years.
2. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses, or FSM-FMI for up to four years.
3. 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.
4. 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.
5. Reference of the matter to local law enforcement authorities if appropriate.

More Than Two Offenses

In the event any student commits and is to be disciplined for more than two offenses during

Continued to Next Page



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Vacant

Director

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Secretary to the VP for Administrative Services

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Business Office



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

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Department for Administrative Services



The Department for 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, Procurement and Asset Management Office, and Maintenance Division. 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.

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Vice President for Administrative Services

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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.

Continued to Next Page



POLICIES

Illicit Drug continuation

the school year, the Disciplinary Committee may use its discretion and impose an appropriate penalty up to suspension.

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 Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. 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.

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.

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.

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.

~Board Policy No. 4906, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4906.pdf

Sexual Harassment Policy

College of Micronesia-FSM Policy prohibits sexual harassment including unwelcome behavior or remarks of a sexual nature which limit or deny a student's right to education benefits (learn, achieve, work, study), or participation in any 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.

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.

Continued to Next Page



Sexual Harassment continuation

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 IX requirements.

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.

Responsibilities

The Vice President for Enrollment Management & 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.

Reporting Sexual Harassment

To report incidents of sexual harassment or retaliation, students may have the option to contact the Vice President for Enrollment Management & 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 Enrollment Management & 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.

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.

If the result of the investigation upholds the complaints made, then appropriate disciplinary action will be taken against the person involved, which can include but is not limited to termination of employment or expulsion from the college. False accusations for an improper motive may also be subject to disciplinary action.

In situations where it is reasonably believed that imminent danger of serious bodily harm will occur, or that a crime has been committed, it is important to immediately notify campus security or the National or State Police.

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.

~Board Policy No. 4901, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4901.pdf



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myShark

07/31/2018 2:27PM

Welcome: Please sign on

Login name:

Password:

Sign On

Welcome

Login to access your COM-FSM portal. Your login name and password are identical to your webmail username and password. Access is granted to currently enrolled students, and faculty with active contracts.

This portal is best viewed with [Firefox](#).

For assistance, contact your I.T. department, or email us at techsupport@comfsm.fm

Your [feedback](#) is appreciated.

Shark Feed [\(Hide\)](#)

News and Information from the College of Micronesia-FSM

General Catalog 2018-2019

Dining Hall Menu for the Week of July 30 to August 05, 2018

Fall 2018 Registration

FSM Government & COM-FSM Study Abroad Scholarship

(Request for Proposals) COM-FSM Board of Regents Development and Training Program

Topix - News from world-wide sources [\(Hide\)](#)

Micronesia News

Posted On Jul 25 2018

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Accredited by the Western Association of Schools and Colleges

COM-FSM Student Information System (SIS)

The COM-FSM SIS is a web based student database system inclusive of student record data and account information. This system allows allow remote data entry and data query at all six college campuses based on the access rights of the individual and/or office.

Key staff are assigned SIS access rights based on their area of responsibility, faculty and students access a portal to view their own accounts and/ or their assigned advisees. Remote access to the

SIS for data entry and data querying and reporting allow improved evidence-driven decision making at the college. The SIS also allows for real time access to key data that affect decision making on equity issues across the college's six campuses. All registered students are provided a user account and a password. These are used for the student to access all of their own information relevant to provided COM-FSM digital services, inclusive of College provided Email address, student SIS portal access (myShark).

Student Handbook 2018-2019 | 13

Student Handbook 2018-2019 | 38

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Institutional Researcher I
 Office of Institutional Effectiveness
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Information Technology



Email Accounts

The college provides email accounts for any enrolled student who registers (or sign up) for an account. Students can use this account to keep informed on their status, receive notices and general communication from the college.

Internet Access

Access to Internet for research purposes and account access are available 24 hours to COM-FSM students and staff at both the National Campus and all state campuses. All Internet and network connectivity cost is funded centrally by the Office of Information Technology (IT).

Student Digital Services

Students access to computers and Internet services are through computer labs provided for student use at every campus as well as a secure access WiFi network system also available at all campuses. The technology fee fund is used to purchase technology in support of technology needs that support the mission of the COM-FSM.

Local area networks and Wide area networks are considered part of this support structure, so is equipment used by students in computer labs.

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POLICIES

Student Complaint Policy

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

The informal Complaint Process

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

Complaint about Contact

| | |
|-------------------|--|
| Staff | Staff person or area supervisor |
| Regular faculty | Faculty member, then the Instructional Coordinator |
| Adjunct faculty | Faculty member, then the Instructional Coordinator, then the Dean of Academic Programs |
| Administrator | Administrator or the next level administrator |
| Grade | Instructor, then the Instructional Coordinator |
| Customer Service | Area supervisor |
| Security & Safety | Security supervisor, then the VP for Enrollment Management & Student Services |

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 Enrollment Management & 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 Enrollment Management & 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 regard to the administrator, the student may discuss the concern with the appropriate Vice President.

To address complaints 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 Enrollment Management & 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.



Student Complaint.... continuation

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 Enrollment Management & 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 student(s) filing the formal complaint
2. Name of 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 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

Continued to Next Page



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Department for Institutional Effectiveness & Quality Assurance



Institutional Effectiveness & Quality Assurance assesses and supports the capacity and extent to which the college fulfills and maintains its mission; while fostering and embedding a college culture of sustainable continuous quality improvement and collaboration at all institutional levels. Leadership and guidance are

provided to the college community to ensure accountability as accreditation and regulatory standards are understood and met, and/or exceeded at all times. At the core of effectiveness and ongoing quality improvement is a focus on student learning and student success.

Continued to Next Page



Micronesia and documents from the Secretariat of the Pacific Community; curriculum resources including samples of children's literature and K8 instructional materials; newspapers, magazines, and serials; UN Document, publications of agencies within the United Nations organization, FAO Documents, publications of Food and Agriculture Organization agencies and US Government Documents, publications of US government agencies. The archives collection contains materials from the US Navy and US Trust Territory eras as well as the college archive documents.

The LRC provides access to the EBSCO electronic database containing full text journal articles, the EBSCOHost eBook Community Collection and the Patient Education Reference Center (PERC) databases. Other online subscriptions include the HINARI database containing articles on medical and relate social sciences and the World&I Journal.

Internet Access

Internet access is available on all computer stations and networked to printers to use application software for typing assignments and completing class projects. College community members in need of materials not held locally may use the LRC's Interlibrary Loan service provided through electronic document sharing or request the materials from other libraries in the region.

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Media & Instructional Technology Center (MITC)

The Media and Instructional Technology Center (MITC) provides audiovisual, media production, and educational technology services to support the academic programs of the College. The PEACESAT communication system is housed in the MITC and serves as the link for direct communication to Micronesia and other parts of the world. The PEACESAT system is capable of providing interactive and synchronous videoconferencing with outside institutions. The MITC houses a video collection of over 3,500 titles including recordings of College and community events occurring over the years. The MITC also provides ID production services for the college.

Library Hours

Learning Resources Center-National Campus

Main Library

| | |
|--------------------|--------------------|
| Monday to Thursday | 8:00 AM to 8:00 PM |
| Friday | 8:00 AM to 5:00 PM |
| Sunday | 5:00 AM to 8:00 PM |

Special Collections and MITC

| | |
|------------------|--------------------|
| Monday to Friday | 8:00 AM to 5:00 PM |
|------------------|--------------------|

School Break

| | |
|------------------|--------------------|
| Monday to Friday | 8:00 AM to 5:00 PM |
|------------------|--------------------|

Library is closed during Saturdays and Holidays

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Lucy Oducado

Librarian, National Campus
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Continued to Next Page



Student Complaint.... continuation

College 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 student(s) filing the formal complaint
2. Name of 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 signature

The student must submit the formal written complaint to the Instructional Coordinator.

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 Instructional Coordinator'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 Instructional Coordinator, 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 Instructional Coordinator 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 Instructional Coordinator may recommend one or more of the following actions:

1. Offer 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 Instructional Coordinator'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 Instructional Coordinator 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.

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

Continued to Next Page



Student Complaint.... continuation

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 Instructional Coordinator 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 Instructional Coordinator 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 Instructional Coordinator 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 Instructional Coordinator who serves as chair of the committee.

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.

~Board Policy No. 4903, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4903.pdf

Student Education Records

Educational records are kept by the college on individual students to facilitate their educational development.

The Admissions and Records Office keeps records on the academic history of all students. The Financial Aid Office keeps records on financial assistance to each student and their academic progress. The Business Office keeps records on individual student accounts. Faculty and staff members may also keep informal records relating to their functional responsibilities with individual students. Students have the right to know the purpose, contents, and locations of information kept on them as part of their educational records.

Continued to Next Page



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Learning Resources Center



The Learning Resources Center (LRC), on the national campus of the College provides informational resources and services to support and enhance the curricula of the college and meet the educational needs and interests of the college community.

The LRC offers over 66,000 titles in various collections both print and non print. The collections include the general collection; reference collection; Micronesia Pacific collection; that is a unique collection of materials on Oceania with specific emphasis on

Continued to Next Page





Department for Instructional Affairs



The Department of Instructional Affairs includes academic, vocational education, and non-degree programs. The department assists 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 the department can also answer questions on programs offered, credit overload, course substitutions, library services, tutoring and other instructional concerns.

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Continued to Next Page



POLICIES

Student Records.... continuation

Students have the right to gain access to and challenge the content of their educational records. The right of challenge does not include questioning substantive judgments that are correctly recorded, such as a grade in a course.

Students have the right to have some control over the disclosure of information from the records. They can expect that information in their educational records is kept confidential, and disclosed only with their permission or under provisions of the law.

Parents also have the right to expect confidentiality of certain information about them in the educational records and, under certain conditions, to gain access to the information in their child's educational record. However, since the College considers all students independent, that information which may be released to them without the student's specific permission is limited to directory information.

~Board Policy No. 4800, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4800.pdf



Department for Enrollment Management & Student Services

EMSS Mission

To support student development by providing learner-centered programs and services that fulfill the diverse educational, recreational, social, and cultural needs of the student population and the college community.

EMSS Services

The college offers a wide variety of services that support student learning and enhance accomplishment of its Mission. The department of Enrollment Management and

Student Services (EMSS) supports the following:

- Admissions, registration, and records
- Financial aid, work-study, and scholarships
- Guidance counseling and tutorial services
- Health services
- Sports and recreation
- Residence halls
- Student activities, clubs, and organization
- Center for entrepreneurship
- Campus security and safety

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Student Life

Student activities, clubs & Organizations, health services, residence halls, sports & recreation



Student engagement, including extracurricular activities, has a positive impact on student academic performance.

Student Life integrates the academic and co-curricular spheres of students' lives, linking the out-of-class experience to the academic mission of the college and incorporating students' intellectual, community service and outreach, and leadership interests with their future aspirations.

Graduation Requirements

Associate Degree Programs

An associate degree is awarded upon completion of the following requirements:

- **General Education:** Satisfactory completion of the applicable General Education Core.
- **Major:** Satisfactory completion of the prescribed series of courses for the selected major.
- **Total Credits:** Satisfactory completion of the required number of credits and courses for the selected associate degree program.
- **Scholarship:** Cumulative and semester grade point average (GPA) of at least 2.0.
- **Application for Graduation:** Submission of an Application for Graduation by the beginning of third week of the semester — see the Calendars section at the beginning of this catalog. (Application forms may be obtained from the Office of Admissions, Records and Retention)

Limitations:

1. Students transferring from other institutions must earn at least 30 credits of the major at COM-FSM
2. A maximum of eight calendar years is allowed to fulfill the degree requirements of the selected major as described in the catalog, which was in force at the time of

admission. Time is measured from the first enrollment at COM-FSM to the date of certification of completion of the degree requirements for the major. The eight-year limit and the graduation requirements may change only in the following circumstances: (a) the student is out of school for at least two consecutive regular semesters; and (b) the student changes major by filing a 'change of major' form with the Office of Admissions, Records and Retention.

The eight-year period then begins from the time either of the above occurs, and the graduation requirements are determined by the catalog in effect at the time of change.

Certificate Programs

A certificate of achievement is awarded upon successful completion of a prescribed series of courses which consists of a minimum of 30 semester credits and leads to an occupational skill. To receive a certificate of achievement, students must earn a minimum cumulative grade point average of 2.0 for the prescribed series of courses.

Specific completion requirements for the various certificate of achievement programs are detailed in their descriptions.



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Admission to Second Degree

Students who have earned an associate degree either from the College of Micronesia-FSM or a regionally accredited institution with a cumulative grade point average of at least 2.0 may formally be admitted into a second associate degree program. The second associate degree program must be in a major different from the first.

~Board Policy No. 4207, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4207.pdf

Admission to Third Year Certificate Programs**Teacher Preparation-Elementary**

A student will be admitted with full status if he/she (1) possesses an associate degree in education, (2) has earned a cumulative GPA of 2.75 or above, and (3) has a score of at least 20 on the entrance essay with no individual score below a three.

A student with the associate degree may be admitted on probation if he/she (1) has a minimum cumulative GPA of 2.50, and (2) has a minimum score of 15 on the entrance essay with no individual score below a three. The entrance essay is scored based on the COM-FSM entrance test (COMET) rubric. A student is required to take EN 220 (Writing for Teachers) if he/she has a score of 15-19 on the entrance essay or individual score of three in Syntax and/or Vocabulary.

Pre-requisite Courses. Students who enter the program without having completed ED 210 (Introduction to Teaching), ED 215 (Introduction to Exceptional Children), and ED/PY 201 (Human Growth and Development) need to complete these courses with a grade of "C" or better during the first semester in the program.

Removal from Probationary Status. A student may be removed from Probationary Status after the first semester of the third-year program if he/she (1) successfully passes the education English writing course, and (2) earned a semester GPA of 3.00 or above with a minimum of 15 credits hours. A student may also be removed from Probationary Status after the first semester of the third-year program if he/she

(1) successfully passes EN 220 (Writing for Teacher), and (2) earns a semester GPA of at least 2.75 (with no grade lower than a "C") with a minimum of 15 credit hours.

Should a student begin the program in the summer when 15 credit hours are impossible to attain, the same stipulation as above applies for the summer and fall semester combined (or the first two semesters in any combination) even if the course load in the respective semester exceeds 15 credit hours.

~Board Policy No. 4204, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4204.pdf

Accounting and General Business

To be eligible for admission to the Third-Year Certificate of Achievement Programs in Accounting or 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.

~Board Policy No. 4203, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4203.pdf

Public Health

To be eligible for admission to the Third-Year Certificate Program in Public Health, a student must have completed an associate degree in public health; or an associate degree in public health or equivalent (as determined by review panel chaired by the division chair of health and science and public health faculty) and significant public health work experience of at least 8 years; or satisfactory completion of a health-related research student and significant public health work experience of at least eight years and favorable interview with program faculty.

~Board Policy No. 4205, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4205.pdf

Continued to Next Page 

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Visit our Facebook page https://www.facebook.com/COMStudents/?ref=br_rs

Student Life: Health Services

Clinics with a full-time registered nurse are available at all campuses. These clinics provide primary and preventive health services including emergency care, such as basic first aid care, clinical treatment for illnesses, health screenings, immunizations, family planning, referrals for needed services and others.

The college's health services organize on-campus health-related activities in collaboration with the division of Health Science program, other student support services units, and External agencies. Among these activities are annual health fair, World Diabetes Day, World Aids Day, and others.

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At National Campus there are two facilities on campus to serve the leisure, recreation and sports needs of on-campus residents and off-campus students.

Sports and Recreation Center

The FSM-China Friendship Sports Center located at the National Campus is the largest building in Pohnpei and serves as a multi-purpose facility. The sports center houses two complete basketball courts; the main court has a seating capacity of up to 1,300 spectators and the practice court with a stage at one end can be used for a variety of activities. Because of its size, the sports center can accommodate conferences and meetings and is sometimes referred as the “convention center” for the Nation and the surrounding community.

The sports center also has rooms for television, pool, and Ping-Pong for student recreation. The

Sports and Recreation Office located in the sports center has a variety of equipment, the usual such as volleyballs and basketballs and the unusual such as Frisbees and waffle balls, for student to check out and many activities for students to sign up.

CTEC Multi-Purpose Gymnasium

CTEC has a multi-purpose gymnasium and a recreation center for students. All other campuses use the state facilities for their sports programs.

COM-FSM Fitness Center

Adjacent to the Sports Center, the COM-FSM Fitness Center has a variety of free weights and exercise machines, which is available to students daily.

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Adding & Dropping Policy

Courses may be added or dropped by students through the first three days of instruction during the semester and the first day of instruction during summer by completing the [add/drop form](#) that is available from the Office of Admissions, Records and Retention (OARR).

Student who fails to officially add a course will not receive credit for the course. Students who fail to officially drop a course will be charged the full amount of the course

~Board Policy No. 4320, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4320.pdf

Procedure

- Get add/drop form from the Office of Admissions, Records and Retention (OARR). Form may also be downloaded from http://www.comfsm.fm/oar/forms/add_drop.pdf. Complete the add/drop form, and get the academic advisor's approval.
- Submit to OARR the completed and academic advisor approved add/drop form.
- Request a copy from OARR of a new student schedule.

Withdrawing from a Course

Students who are planning to withdraw from a course must see their academic advisors before withdrawing from the course.

The academic advisors will assist the students in completing the withdrawal card, and sign it before returning it to the student who then secures the instructor's signature; thence submits the **Withdrawal Card** to the Office of Admissions, Records and Retention (OARR). If the advisor is not available to assist the student, the vice president for instructional affairs or his/her designees can assist the student in completing the withdrawal card. Printable withdrawal card may also be downloaded from the college's [website](#).

However, instructors may withdraw a student from a course by submitting to the Office of Admissions, Records and Retention (OARR) a completed **Withdrawal Card (Instructor Use)**.

Printable withdrawal card for instructor use may be downloaded from the college's [website](#).

~Board Policy No. 4330, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4330.pdf

Procedure

- Obtain a Withdrawal Card from the Office of Admissions, Records and Retention. The card may also be downloaded from the college's website (<http://www.comfsm.fm/?q=OAR-forms>).
- Complete the Withdrawal Card.
- Obtain your academic advisor's signature
- Obtain your instructor's signature.
- Submit the completed Withdrawal Card to the Office of Admissions, Records and Retention.

Withdrawing from all Courses Policy

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

Students should be aware of the following timeline and charges for withdrawing from a course:

- Withdrawals within the first week of classes will not be recorded on the student's transcript. A grade of “W” will be recorded on official transcript for withdrawals from course beginning the second through the tenth week of instruction.
- A semester grade of “F” will be given for withdrawals from a course after the tenth week of instruction.
- Tuition will not be charged for withdrawals during the add/drop period.
- For withdrawals after the add/drop period, full tuition (100%) will be charged for the course.

~Board Policy No. 4335, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4335.pdf



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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. Diagram below shows the five-step face-to-face registration procedure.

-  **1 Admissions and Records**
Creation of identity, activation of term records, and issuance of course selection form.
-  **2 Business Office**
Payment of the registration fee, and issuance of receipt as proof of payment.
-  **3 Financial Aid**
Verification of financial aid status, and certification of course selection form.
-  **4 Academic Advisor**
Course selection, and approval of selected courses.
-  **5 Admissions and Records**
Issuance of student schedule as proof of completing the registration.

Full-Time Students

Students who register for 12 or more semester credits in a regular semester or six credits in a summer session. For financial aid purposes, the full-time credit load is 12 semester credits for the fall and spring semesters, and six credits for summer session.

Part-Time Students

Students who register for less than 12 or semester credits in a regular semester or less than six credits in a summer session apply at all times.

Credit Load

Credit load is defined as the number of semester credits that a student carries. An average load is 15 credits during regular semester, and six credits during the summer session. Students are limited to a maximum load of 18 credits per regular semester, and six credits per summer session.

Credit Overload Policy

The overload policy requires the Vice President for Instructional Affairs to give prior approval to a student requesting overload (19 or more credits).

Overload is given to a student who has a minimum cumulative GPA of 3.0.

Major Subject Area

The subject in which students plan to earn their degree is the major subject area. COM-FSM degree programs are listed and described later on in this catalog. Counselors are available to help students who have questions about or problems in choosing a major. The courses in the various majors are offered in sequence over several semesters.

Change of Major or IDP Policy

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

~Board Policy No. 4407, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4407.pdf

Continued to Next Page



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Student Body Association & Student Organizations



Student Body Association

All students are members of the Student Body Association (SBA), which is led by a student council. The council includes the president, vice-president, secretary, treasurer, and delegation representatives. This decision-making body meets every two weeks. The delegations, which represent geographical areas of the FSM, and other student groups, also meet on alternate weeks to discuss student concerns.

Every student is a member of a delegation of his choice and has the opportunity to participate in student government.

Clubs & Organizations

Clubs are an important and vital component of the total educational experience. Students may participate in programs that enhance their educational and career training or social activities and reflect special interests including cultural events, community service projects, and others. Membership in clubs or associations is open to all students without regard to race, sex, religion, disability, island of origin, or sexual orientation.

Membership in organizations is voluntary. However, members may disassociate at any time.

Policy on Associated Student Clubs & Organizations

Student organizations must register each academic year with the Office of the Vice President for Enrollment Management and Student Services or the State Campus Student Services Coordinator, as applicable. While registration entitles an organization to certain rights prescribed under the "Rights and Responsibilities of Registered Clubs," it does not imply COM-FSM sponsorship or approval. All organizations are to observe local, state, and national laws, and all rules and regulations of the college including those describing the responsibilities of clubs.

Membership in organizations must be open to all persons without regard to race, sex, religion, disability, island of origin, or sexual orientation. Membership in organizations is voluntary. Members may disassociate at any time.

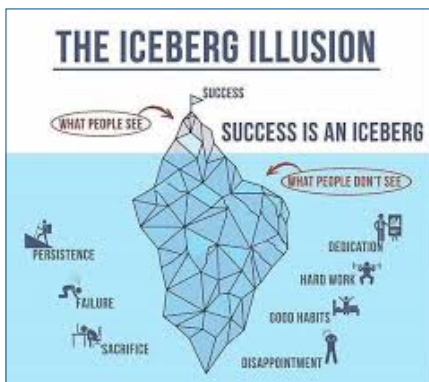
COM-FSM assumes no legal responsibilities for any student activities held off campus. Advisors are required, and at least one advisor must be a member of the COM-FSM faculty and staff.

Rights & Responsibilities

Registered student clubs, their officers, members and advisors are expected to take responsibility for all aspects of their activities including, but not limited to:

1. Uphold all local, state, and national laws.
2. Handle the club's finances responsibly and honestly by: (a) depositing all fund raised money in a bank account under the club's name (the account must require two signatures for all transactions, one of which must be the faculty/staff advisor); (b) filing an annual financial report from the club treasurer in May, describing the financial transactions including all money raised and all money spent; and (c) fulfilling all financial obligations within 30 days of receiving bills and conduct all financial business in an honest manner.
3. Comply with all college policies and procedures regarding: (a) health and safety, (b) use and scheduling of college facilities and property; and (c) student conduct and due process.

4. Send a representative to all Student Body Association (SBA) meetings.
5. Have only full-time students as voting members and officers.
6. Not allow their club to be used as a "front" for an off-campus group in order to obtain preferential use of campus facilities or resources.
7. Conduct all businesses (including officer elections) in an orderly and democratic fashion.
8. Not discriminate on the basis of race, sex, religion, disability, island of origin, or sexual orientation.
9. Maintain a current list of officers' names and addresses in the Office of the Vice President for Enrollment Management and Student Services or the State Campus Student Services Coordinator, as applicable.
10. Register with the Office of Vice President for Enrollment Management and Student Services (or State Campus Student Services Coordinator, as applicable) annually, and notify the Office of Vice President for Enrollment Management and Student Services (or State Campus Student Services Coordinator, as applicable) if the club is planning to devolve.
11. Hold at least one publicized meeting per semester. Publicized is defined as posting an announcement on designated bulletin board on campus.
12. Continued registration is dependent upon the club's compliance with the above requirements and the completion of an annual application for registered clubs status.



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Admissions, Records & Retention



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

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Financial Aid & Scholarships

The primary mission of Financial Aid Office (FAO) is to administer all financial aid programs, federal or local in compliance with applicable law and regulations and maintaining integrity, accuracy and timeliness in the delivery of financial assistance to all eligible students admitted to the College of Micronesia-FSM (COM-FSM) 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.

Types of Financial Assistance

Federal Pell Grant

Federal Pell Grant is a grant to help undergraduates pay for their education. For many students, Pell Grant provides the foundation to which aid from other federal and non-federal sources may be added. Federal Pell Grant does not have to be repaid.

Supplemental Education Grant (SEG)

The Compact of Free Association Amendments Act of 2003 eliminates eligibility for citizens of the Republic of the Marshall Islands and the Federated State of Micronesia for Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study (FWS). Under the same Amended Compact Act of 2003, students who began their enrollment after June 25, 2004, are eligible for assistance from SEG program.

SEG Work-Study Program

The SEG Work-Study Program gives students the opportunity to earn money to help pay for their educational expenses by providing part-time work. College regulations limit students to a maximum of 20 hours per week while classes are in session and 40 hours per week when classes are not in session (Easter break, semester recess, etc.). Students are not eligible to work overtime hours.

Work Study pay rate is at least the current COM-FSM minimum wage, and the total award depends on the level of need of a student and the funding level.

The number of hours students are allowed to work depends on their class schedule, health, and academic progress. Students are paid biweekly.

Work Study funds are made available at the beginning of the school year. If you are

awarded Work Study, you should work out a schedule and carefully monitor the number of hours that you work per week and not exceed the amount awarded. Upon depleting your Work Study award, you will be terminated from your Work Study position.

National and State Scholarships

There are state scholarships (as well as grants and loans) available or offered through your own state government. The COM-FSM Financial Aid Offices provide assistance in filling out the state scholarship application form, completing and certifying the "expense section" of the form, and forwarding the applications to the respective state scholarship offices. The respective state scholarship offices make scholarship awards.

Tuition Waiver and Reduction

Tuition up to six credits is waived for COM-FSM employees. Dependents of COM-FSM employees as define in the COM-FSM Personnel Policy and Procedure Manual are granted 50% tuition reduction.

Veterans Administration Benefits

The College of Micronesia-FSM is an approved educational institution for education and training under the US Veteran's Educational Assistance Act (GI Bill). COM-FSM charges veterans and military service members the same tuition rate as all students and there is no in-state or out-of-state tuition differential.

All students who are eligible to receive financial assistance from the US Department of Veterans Affairs under Chapter 30 (Montgomery GI Bill Active Duty), 33 (Post-9/11 GI Bill), and 35 (Survivors and Dependents) are advised to contact the college's School Certifying Official for clarification and explanation of awards before registering with their assigned advisor.

Continued to Next Page



Residence Halls



The college offers a non-coed student housing at its National Campus in Palikir, Pohnpei. It has a residence hall for men and a separate one for women. The residence halls are two-story buildings with twenty-seven rooms which can accommodate 212 students, restrooms and showers on both floors, TV lounges, computer lab, study rooms, and laundry rooms.

Each residence hall room is shared by four students and is furnished with two bunk beds. The college provides a mattress for each resident, but each resident must provide his/her own pillow, pillowcase, sheet and blanket.

Rooms are available on a space-available basis to full-time students. Students from off island are

given priority to live in the residence halls. Students are required to complete an application and pay a \$50.00 security deposit. The Director of Student Life may refund the deposit at the end of the resident's stay upon written request and assessment. Upon acceptance into the residence halls, a student sign a housing agreement in which he/she agrees to pay room charges for the entire semester regardless of whether he/she moves out of the residence halls at any time during the semester.

The residence halls are staffed by, residence hall advisors, resident assistants and custodians under the leadership of Director of Student of Student Life.

Marlou Gorospe

Coordinator, Residence Halls
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Jake Une

Student Services Assistant
Residence Halls for Men
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EducationUSA is a global network of 400 advising centers situated in 170 countries, working actively to promote US 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 Affairs at the US Department of State.

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

Krystilyn Atkinson

Director of Student Life, & EducationUSA point-of-contact

☎ (691) 320-2480 Ext 230

katkinson@comfsm.fm



Counseling & Tutorial Services



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 and educational planning.

The tutoring centers provide tutoring and supplemental education services to students at

all campuses. At the national campus' A+ Center, tutors are committed to developing confident and competent students with improved educational results by providing individualized learning plans that build skills, habits, and attitude for success and accomplishment of academic and personal goals.

Tutoring is available in math, reading, writing, study skills, homework help, test prep, and more at all campuses.

Counseling ... continuation

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Center for Entrepreneurship



The Center for Entrepreneurship strives to serve the COM-FSM community by providing assistance and expertise on small business development. Students and staff at the college

utilize the Center's space to collaborate on entrepreneurial ventures or to hash out innovative ideas.

Timothy Mamangon

Executive Director, Center for Entrepreneurship

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Yuuki Omura

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