

Accredited by Western Association of Schools and Colleges (WASC)

# Student<sup>2012 - 2013</sup> Handbook

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# 2012 - 2013

# Student Handbook

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# WELCOME



**Y**ou, our students, are our most valuable asset. You bring energy, diversity and a broad range of experiences to the classroom, enriching the lives of faculty, staff and fellow students. Whether you are a recent high school graduate, an experienced professional, a military service member or an international student, we appreciate your unique perspective—and we want you to feel at home at our college.

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

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

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

We look forward to helping you in this new and exciting journey.

A handwritten signature in black ink that reads "Joseph M. Daisy". The signature is written in a cursive, flowing style.

Joseph M. Daisy, Ed. D.  
President

## Student Life Calendars 2012-2013

### National Campus

Date	Category	Activity	Participants
August 2, 2012	Activity	New Comers' Reflection ONE Day Retreat	DSO
August 6, 2012	Event	Fall Term Start	All Students
August 6-10, 2012	Activity	Freshmen orientation	New Students
August 13, 2012	Activity	Freshmen Course Selection	New Students
August 15, 2012	Activity	Sporting Intramurals	Students
August 14-16, 2012	Activity	Registration	All Students
August 19, 2012	Activity	Photo Tour	Social Science Club
August 20, 2012	Activity	Declaration of Candidacy	Full Time Students
August 22-24, 2012	Activity	Campaign and Speeches	Full Time Students
August 20, 2012	Activity	Academic Convocation	student body with faculty/staff
August 20, 2012	Event	First Day of Instruction	All Students
August 22, 2012	Activity	Intro Orientation	EducationUSA
August 24, 2012	Activity	School Selection Workshop	EducationUSA
August 24, 2012	Event	Last day to add/drop	All Students
August 24, 2012	Activity	Freshman Reflection Day	Resident Hall New Students
August 27, 2012	Activity	Election Day	All Students
August 29, 2012	Activity	Introduction/orientation to EducationUSA	EducationUSA
August 31, 2012	Activity	School Selection Workshop	EducationUSA
September 1, 2012	Event	Deadline for Applications for Midyear Graduation	Graduating Students
September 2, 2012	Activity	Photo Tour	Social Science
September 3, 2012	Activity	Orientation	Social Science
September 4-11, 2012	Observance	Pohnpei Liberation Week	
September 5, 2012	Activity	Introduction/orientation to EducationUSA	EducationUSA
September 5, 2012	Activity	YES! General Meeting (Election)	Business & Account- ing students

### National Campus

Date	Category	Activity	Participants
September 7, 2012	Activity	School Selection Workshop	EducationUSA
September 11, 2012	Observance	Pohnpei Liberation Day	
September 12, 2012	Activity	Test Preparation	EducationUSA
September 14, 2012	Activity	Community Service	EducationUSA
September 17-21, 2012	Activity	SBA Elections	Student Body Association
September 19, 2012	Activity	Internet research training	EducationUSA
September 21, 2012	Activity	School Selection Workshop	EducationUSA
September 26, 2012	Activity	Community Service	EducationUSA
September 28, 2012	Activity	Test Preparation	EducationUSA
September 28, 2012	Activity	Bake Sale	YES! officers and members
September 30, 2012	Activity	Beach Body Work Out	Sports and recreation
September 28, 2012	Activity	School Selection Workshop	EducationUSA
October 1, 2012	Activity	Freshman Reflection Day	Resident Hall New Students
October 3, 2012	Activity	Common application for admission	EducationUSA
October 5, 2012	Activity	school selection workshop	EducationUSA
October 8, 2012	Activity	Midterm Evaluation	OAR
October 8-10, 2012	Event	Leadership training	Student Leaders
October 16, 2012	Observance	World Food Day	Faculty, Staff, & Students
October 17, 2012	Activity	Writing Application Essays	EducationUSA
October 19, 2012	Activity	Community Service	EducationUSA
October 24, 2012	Observance	UN Day	
October 24, 2012	Event	PTK Induction	PTK
October 25, 2012	Activity	Take-Out Sale (Food Items)	YES! officers and members

### National Campus

Date	Category	Activity	Participants
October 26, 2012	Activity	Internet Research Training	EducationUSA
October 26, 2012	Event	Last day to withdraw with a W	
October 30, 2012	Activity	Halloween Party	Dorm Students
October 30, 2012	Activity	Social Science Club Activity	Social Science Club
October 31, 2012	Activity	Annual College Fair	EducationUSA
October 31, 2012	Activity	Halloween Party	Business & Accounting Students (National Campus)
November 2-3 ,2012	Observance	FSM Independence day (observed)	Faculty, Staff, & Students
November 7,2012	Activity	School Selection Workshop	EducationUSA
November 9,2012	Activity	School Selection Workshop	EducationUSA
November 10 ,2012	Activity	Car Wash @ Palm Terrace	YES! Officers and members
November 11-12 ,2012	Observance	Veterans Day	
November 11 ,2012	Observance	Mwehi Mwahu oahng Mwoakilloa: Mwoakilloa Liberation day	
November 14 ,2012	Activity	Test Preparation	EducationUSA
November 14 ,2012	Activity	Diabetes and Hypertension Awareness Day	Dispensary/Health Services
November 14 ,2012	Activity	Beach Body Work Out	Sports and Recreation
November 15-19 ,2012	Event	Entrance Testing at State Campuses	OAR
November 15-19 ,2012	Activity	Transfer/college fair	EducationUSA
November 15 ,2012	Activity	Social Science Club Activity	Social Science
November 16, 2012	Activity	Essay writing	EducationUSA
November 21,2012	Activity	International Education week	EducationUSA
November 23,2012	Activity	Common Application	EducationUSA
November 24,2012	Activity	Thanksgiving party	Business & Accounting Students (National Campus)

### National Campus

Date	Category	Activity	Participants
November 28, 2012	Activity	Community Service	EducationUSA
November 28, 2012	Activity	Ball Games	Sports and recreation
November 29, 2012	Activity	Social Science Club Activity	Social Science Club
December 1, 2012	Activity	World AIDS day	Dispensary/Health Services
December 5, 2012	Activity	Financial aid application workshop	EducationUSA
December 10, 2012	Activity	International Human Rights Day	
December 11, 2012	Event	Last Day of Instruction	OAR
December 12-14, 2012	Event	Final Examinations	OAR
December 14, 2012	Activity	Financial Aid Workshop	EducationUSA
December 16, 2012	Activity	Sakau Market (Wasahi Sunset Market)	YES! officers and members
December 17-20, 2012	Activity	Awakening Retreat	Dorm Students
December 18, 2012	Activity	Farewell Dinner	Business & Accounting Program Graduates
December 20, 2012	Event	Midyear Graduation	Graduating Students
December 20, 2012	Activity	Christmas & Graduation Party	Business & Accounting graduates
December 24, 2012	Activity	Christmas Party/Social Night	Dorm Students
December 27-30, 2012	Activity	Movie Nights	Dorm Students
December 29, 2012	Event	Social Science Club Activity	Social Science Club
December 31 - January 1, 2013	Activity	New Year Party	Dorm Students
January 7, 2013	Event	Spring Semester Start	OAR
January 8, 2013	Event	Registration	OAR
January 12, 2013	Activity	Welcoming Party/Social night	Dorm Students

### National Campus

Date	Category	Activity	Participants
January 14, 2013	Event	First day of instruction	OAR
January 15 - March 30, 2013	Activity	Founding Day Games	Sports and Recreation
January 18, 2013	Event	Last day to add/drop	OAR
January 17, 2013	Activity	Leprosy (Hansen's Disease) Awareness day	Dispensary/Health Services
January 24, 2013	Activity	YES! General Meeting	Business & Accounting Students (National Campus)
January 25, 2013	Observance	Kapingamarangi constitution day	
January 26, 2013	Activity	Bus ride around the island with intermediate stop at PATS	Dorm Students
February 1, 2013	Activity	SEG/Workstudy workshop for interested students	All Interested Students
February 1, 2013	Activity	Family Planning Workshop	PCC
February 1, 2013	Event	Deadline for Applications for Graduation	OAR
February 1, 2013	Activity	Financial workshop for high school counselors on Pohnpei	FAO
February 8, 2013	Activity	Finance your studies	EducationUSA
February 9, 2013	Activity	Nanmadol Tour	Dorm Studens
February 11, 2013	Event	Recruitment/testing at state campuses/High schools	OAR
February 14, 2013	Activity	Valentines day skit	All Students
February 14, 2013	Activity	FAFSA workshop for high school seniors on Pohnpei	FAO
February 14, 2013	Activity	Resume and Interview Workshop	Counseling
February 14, 2013	Activity	Valentines Sale & Valentines Party	YES! Officers and Members
February 16, 2013	Activity	Valentines banquet	Dorm Staff, Students, DSO
February 24, 2013	Observance	Rahn en Wauniki Mahwen en Wein Sokehs: Sokehs rebellion day	
February 24, 2013	Observance	Rahn en Wauniki Poahsoan en Wein Kitti: Kitti constitution day	

### National Campus

Date	Category	Activity	Participants
March 4-5, 2013	Event	Midterm Evaluation	OAR
March 7, 2013	Activity	Scholarship Awareness	EducationUSA
March 8, 2013	Observance	International Women's Day	Faculty, Staff, & Students
March 9, 2013	Activity	Writing Admission Essay	EducationUSA
March 9, 2013	Activity	Keperoi Waterfall-midterm	Dorm Students
March 15, 2013	Observance	Rahn en Lehpwel en Mwahng: Kapinga taro patch day	
March 16, 2013	Activity	Visit to PNI Jail House	Dorm Students
March 16, 2013	Activity	Lududuinyap waterfall	Dorm Students
March 22, 2013	Event	last day to withdraw with a W	OAR
March 15, 2013	Activity	Sakau Market (Wasahi Sunset Market)	YES! officers and members
March 22, 2013	Event	Deadline for 2013 summer semester 3rd year teacher prep elem applications	OAR
March 24, 2013	Activity	Tuberculosis (TB) awareness day	Dispensary/Health Services
March 27, 2013	Event	Easter Recess for Students	OAR
March 27, 2013	Activity	Nahlap trip/Picnic	Dorm Students
March 29, 2013	Observance	Good Friday	
March 29, 2013	Activity	FAFSA workshop for high school seniors on Pohnpei	FAO
March 29, 2013	Event	Kick butts day(Tobacco Awareness)	COM-FSM Community
March 30, 2013	Activity	Founding day games	COM-FSM Community
March 31, 2013	Observance	FSM culture day	Resident Hall Students - this year, the YSO, KSO, and ChuuChok participated in this event
March 31, 2013	Activity	Cultural Day Participation	YES! Officers and Members
April 1, 2013	Activity	Founding day	COM-FSM Community
April 1, 2013	Activity	Founding Day Participation	YES! officers and members



### National Campus

Date	Category	Activity	Participants
April 1, 2013	Activity	Alcohol Awareness	SAP, counseling
April 2, 2013	Activity	Founding day track and field events	COM-FSM Community
April 8, 2013	Event	Early Registration for Continuing Students	OAR
April 10, 2013	Activity	Nanpei Memorial High School Recruitment Visit	YES! Officers and Members
April 13, 2013	Activity	Financial Aid and Scholarship Awareness	EducationUSA
April 17, 2013	Activity	Madelonimw High School Recruitment Visit	YES! Officers and Members
April 18, 2013	Activity	Test Preparation	EducationUSA
April 20, 2013	Activity	Writing Successful Essay	EducationUSA
April 25, 2013	Activity	Test Preparation	EducationUSA
April 25-27, 2013	Activity	Pohnpei Campus Program Exhibition	OAR
April 27, 2013	Activity	Pre-departure orientation	EducationUSA
May 1, 2013	Observance	Rahn en Wauniki Poahsoan en Wein Madolehnhmw: Madolehnhmw constitution day	
May 8, 2013	Event	Last day of instruction	OAR
May 10, 2013	Observance	FSM Constitution day (holiday)	Faculty, Staff, & Students
May 10, 2013	Activity	Visit to Embassies	Dorm Students
May 13-15, 2013	Event	Final Examinations	All Students
May 16, 2013	Activity	Financial Aid Scholarship Awareness	EducationUSA
May 17, 2013	Activity	Peer Guide Workshop	COM-FSM/National Students
May 18, 2013	Activity	Sokehs Rock Climbing	Dorm Students
May 22, 2013	Event	Graduation	Faculty, Staff, & Students
May 22, 2013	Activity	Farewell Party	Business & Accounting Program Graduates
May 23, 2013	Activity	Test Preparation	EducationUSA

### National Campus

Date	Category	Activity	Participants
May 23, 2013	Activity	COMFSM fun walk/run	Faculty, Staff, & Students
May 23, 2013	Activity	Beach Body Work Out	Sports and Recreation
May 26, 2013	Observance	U Constitution Day	
May 31, 2013	Event	Registration	OAR
June 1, 2013	Activity	Softball, Volleyball, Basketball, Badminton Tournaments, Table Tennis Tournaments, Billiard (Pool) Tournament	Sports and Recreation
June 1, 2013	Observance	Rahn en Lehpwel en Mwahng: Kapinga taro patch day	
June 4, 2013	Event	First day of Instruction	OAR
June 4, 2013	Activity	PingMok	EducationUSA
June 1, 2013	Event	last day to withdraw with a W	OAR
June 5, 2013	Observance	Rahn en Wauniki Poahsoan en Wein Mwoakilloa:Mwoakilloa Constitution Day	
June 5, 2013	Event	Last Day to Add/Drop Courses	OAR
June 5, 2013	Event	Deadline for Applications for Summer	OAR
June 8, 2013	Event	Graduation	OAR
June 11, 2013	Activity	Phi Theta Kappa	EducationUSA
June 14, 2013	Activity	Guest Speakers on Campus	Dorm Students
June 15, 2013	Activity	Beach Body Work Out	Sports and Recreation
June 21, 2013	Event	Midterm Evaluation	OAR
June 22, 2013	Event	Midterm Break	OAR
July 2, 2013	Event	Last Day to Withdraw with "W"	OAR
July 2-5, 2013	Event	Early Registration for continuing students	OAR
July 17, 2013	Event	Last Day of Instruction	OAR
July 17, 2013	Event	Final Examinations	OAR

### National Campus

Date	Category	Activity	Participants
July 18, 2013	Activity	Clinics and tournaments	Sports and Recreation
July 18, 2013	Activity	Beach Body Work Out	Sports and Recreation
July 20, 2013	Activity	Peer Guide Workshop	Peer Guides
July 26, 2013	Activity	Guest Speaker	Dorm students
July 28, 2013	Activity	Guest Speaker	Dorm students

### Kosrae Campus

Date	Category	Activity	Participants
August 6, 2012	Observance	Fall semester starts	
August 6, 2012	Observance	Tafunsak Memorial Day	
August 7-8, 2012	Event	Freshmen Orientation	Incoming Freshmen
August 13, 2012	Activity	Freshmen course selection	Incoming Freshmen
August 14-16, 2012	Event	Registration	All students
August 20, 2012	Event	First day of Instruction	All students
August 21, 2012	Observance	Kosrae Gospel Day (Holiday)	
August 24, 2012	Event	Student leadership nomination	All students
August 24, 2012	Event	Last day to add / drop	All students
August 27, 2012	Activity	Tutoring Services commenced	All students
August 27-31, 2012	Activity	FAFSA workshop	All students
September 1, 2012	Activity	World No Tobacco Day	All students
September 7, 2012	Observance	Kosrae Liberation Holiday	All students
September 11, 2012	Event	Students campaign and speeches	Full Time students
September 14, 2012	Event	Student leadership election	All students
September 19, 2012	Activity	Students monthly meeting	All students
October 8-9, 2012	Activity	Midterm evaluations	All Students
October 10, 2012	Event	Midterm Relief	All Students

### Kosrae Campus

Date	Category	Activity	Participants
October 19, 2012	Activity	Deadline for TYP Teacher Preparation Application	Third year students
October 24, 2012	Observance	United Nations Day (Holiday)	All Students
October 26, 2012	Observance	Last day to Withdraw with W	
October 26, 2012	Activity	Students monthly meeting	All Students
October 29-31, 2012	Activity	Spirit Week	All Students
October 30, 2012	Event	Recruitment & Financial Aid workshop	KHS
November 2, 2012	Observance	FSM Independence Day (Holiday)	All Students
November 5-9, 2012	Observance	Early registration for continuing students	Continuing students
November 12, 2012	Observance	Veteran's Day Holiday	All Students
November 12-14, 2012	Activity	Health Fair	All students
November 15, 2012	Event	Deadline for Spring semester 2013 Admission	New students
November 15, 2012	Event	COMET at state campuses	Non degree student
November 22, 2012	Observance	Thanksgiving (Holiday)	All students
November 23, 2012	Activity	Student monthly Meeting/Student potluck	All students
December 1, 2012	Activity	World Aids Day	All students
December 1-31, 2012	Observance	Accident Prevention Month	All students
December 14, 2012	Event	Last day of Instruction	All students
December 14, 2012	Event	Spring Deadline for Spring 2013 Readmission	Re-admit students
December 17-19, 2012	Event	Final Exam	All students
December 20, 2012	Activity	Campus Christmas	All students
December 21, 2012	Event	Fall semester ends	All students
January 3, 2013	Observance	Outreach / Recruitment	New students



### Kosrae Campus

Date	Category	Activity	Participants
January 4, 2013	Activity	Orientation for transfer students	Spring 2013 Transfers
January 7, 2013	Event	Orientation for Spring 2013	New students
January 8-9, 2013	Event	Spring 2013 Registration	All students
January 10, 2013	Observance	Kosrae Constitution Day (Holiday)	All students
January 14, 2013	Event	First day of Instruction	All students
January 18, 2013	Event	Last Day to Add/Drop	All students
January 18, 2013	Observance	Lelu Eoksra Day	All students
January 18, 2013	Activity	Student Monthly Meeting	All students
January 21-25, 2013	Activity	Financial Aid Workshop	All students
February 1, 2013	Event	Degree/Program Completion Audit	Candidates for graduation
February 5-8, 2013	Event	COMET & Recruitment	Kosrae High School students
February 8-12, 2013	Event	World No Tobacco Day	FSM FMI Recruitment
February 22, 2013	Observance	No Classes: Staff Development Day	All students
March 4-5, 2013	Event	Midterm Evaluations	All students
March 6, 2013	Activity	Student Monthly Meeting	All students
March 6, 2013	Activity	Midterm Relief	All students
March 8, 2013	Observance	International Women's Day	All female students
March 27-28, 2013	Activity	Easter Recess	All students
March 29, 2013	Observance	Good Friday (Holiday)	All students
April 1, 2013	Activity	Founding Day 20th Anniversary	All students
April 8-12, 2013	Event	Early Registration for Summer 2013	Continuing students
April 17, 2013	Activity	Kick Butts Day	All students
May 13-15, 2013	Event	Final Exams	All students
May 29-30, 2013	Event	Summer 2013 Registration	All students
June 20, 2013	Event	Midterm evaluations	All students
July 25, 2013	Event	14th Commencement	All students

### Chuuk Campus

Date	Category	Activity	Participants
August 1-3, 2012	Activity	Peer Guides Training and Capacity Building Workshop	Peer Guides
August 6-8, 2012	Activity	Freshmen Orientation	Freshmen
August 6, 2012	Activity	Club and Organization Begins	Students
August 14-16, 2012	Event	Registration	OAR
August 20, 2012	Activity	First Day of Instruction	Faculty, Students
August 20, 2012	Activity	SBA Nominee Registration, Basketball team sign up	SBA Nominee
August 24, 2012	Event	Last Day to add and drop Courses	OAR
August 28, 2012	Activity	1st TownHall/All Campus Meeting	Faculty, Staff, & Students
August 30, 2012	Activity	Beginning of SBA Nominees debate/SBA Election/Basketball team	SBA Nominee
September 4-5, 2012	Activity	Beginning of SBA Nominees debate/SBA Election/Basketball team	SBA Nominee
September 4, 2012	Event	All Campus Meeting	Faculty, Staff, & Students
September 6, 2012	Activity	Basketball Tournament Opening	Basketball teams
October 1, 2012	Observance	Chuuk Constitution Day	
October 2, 2012	Activity	All Campus Meeting	Faculty, Staff, & Students
October 26, 2012	Activity	Youth For Christ Retreat	Youth
November 6, 2012	Activity	All Campus Meeting	Faculty, Staff, & Students
November 22, 2012	Event	Thanksgiving Blow Out	
November 29, 2012	Event	Championship Games for Basketball Tournament	Basketball Teams
November 26-30, 2012	Activity	Spirit Week	Students
December 4, 2012	Activity	Last All Campus Meeting/ Spring Peer Guides Sign Up	Faculty, Staff, & Students / Peer Guides
December 12, 2012	Event	End of Semester Blow-Out	Students
January 7, 2013	Activity	Spring Semester Begins/ Faculty Workshop/Peer Guides Workshop.	Students, Faculty and Peer Guides

### Chuuk Campus

Date	Category	Activity	Participants
January 7, 2013	Activity	Clinics and tournaments	Sports and Recreation
January 8-22, 2013	Event	Registration	Students
January 14, 2013	Event	First Day of Instruction	
January 22, 2013	Activity	1st Spring TownHall/All Campus Meeting/Volleyball team sign up	Faculty, Staff,& Students
January 24 - February 11, 2013	Event	Recruitment/COMET	
February 4, 2013	Activity	Huts Renovation by Region Begins.	
February 5, 2013	Activity	All Campus Meeting	Faculty, Staff,& Students
February 7, 2013	Activity	Volleyball Tournament Opening	
February 22, 2013	Activity	Staff Development Day/SBA Development Day	Staff/Faculty/Students
March 5, 2013	Activity	All Campus Meeting	Staff/Faculty/Students
March 26, 2013	Activity	SBA Easter Blow Out	Students
March 27-28, 2013	Observance	Easter Recess	Students
April 1, 2013	Event	COM-FSM Founding Day	Chuuk Campus
April 2, 2013	Activity	Cultural Day-observed by COMFSM	Chuuk Campus
April 9, 2013	Activity	All Campus Meeting	Staff/Faculty/Students
April 30, 2013	Activity	Volleyball Tournament Championship	Students
May 7, 2013	Activity	All Campus Meeting/Peer Guide Summer Sign-Up.	Staff/Faculty/Peer Guides
May 8, 2013	Activity	Last Day of Instruction	
May 24, 2013	Activity	Peer Guides Workshop	Peer Guides
May 29 - 31, 2013	Activity	Registration	Students
June 3, 2013	Event	First Day of Instruction	
June 11, 2013	Activity	All Campus Meeting	Staff/Faculty/Peer Guides
July 9, 2013	Activity	All Campus Meeting	Staff/Faculty/Peer Guides
July 13, 2013	Activity	School Summer Picnic	Students

### Pohnpei Campus

Date	Category	Activity	Participants
August 6, 2012	Event	Fall Semester begins/Joint Campus Meeting	Faculty, Staff, & Students
August 7, 2012	Event	Pohnpei Campus General Assembly	Faculty, Staff, & Students
August 8-9, 2012	Activity	New Student Orientation	Feshman Students
August 10, 2012	Activity	New Student Course Selection/Parent Orientation	
August 14-16, 2012	Event	Registration	OAR, Students
August 20, 2012	Activity	SBA Nominee Registration, Basketball team sign up	SBA Nominee
August 20-24, 2012	Event	Fall 2012 Work Study Open	Students
August 24, 2012	Activity	Last Day to Add/Drop Course	OAR, Students
August 27, 2012	Activity	Class List Due from Instructors/SBA Election Day	SBA Nominee
August 29, 2012	Activity	Fall 2012 Work Study Workshop	Work Study Students
August 30, 2012	Event	SBA Officers Inaugural Ceremony/Welcome Party	SBA Officers
September 1, 2012	Activity	Deadline for Applications for Mid-Year Graduation	Graduating Students
September 5, 2012	Activity	Intramural Games-Meeting of Captains	Team Captains
September 11, 2012	Observance	Holiday-Pohnpei Liberation Day (observed)	
September 12, 2012	Activity	Basketball and Volleyball Tournament Kicks Off	Students
September 17, 2012	Activity	Early Warning Deficiency Reports Due from Instructors	
September 24-28, 2012	Activity	Financial Aid Awareness Workshop	
September 28, 2012	Activity	Health Screening/Physical Examination	Basketball Teams
October 1, 2012	Activity	Heart Awareness Month	Students
October 8-9, 2012	Activity	Mid-Term Evaluations	
October 10, 2012	Event	World Mental Health Day	Students
October 12, 2012	Activity	Mid-term Deficiency Notices Due from Instructors	OAR
October 15-19, 2012	Activity	Financial Aid Awareness Workshop	Students

### Pohnpei Campus

Date	Category	Activity	Participants
October 24, 2012	Observance	Holiday-United Nations Day (observed)	
October 26, 2012	Activity	Last Day to Withdraw with "W"	OAR, Students
November 1, 2012	Event	Diabetes and Hypertension Prevention Month	
November 2, 2012	Observance	Holiday-FSM Independence Day	Faculty, Staff, & Students
November 5-9, 2012	Event	Early Registration for continuing students	Continuing Students
November 8, 2012	Observance	Holiday-Pohnpei Constitution Day	Faculty, Staff, & Students
November 11, 2012	Observance	Holiday-Veterans Day (observed)	Faculty, Staff, & Students
November 15-19, 2012	Activity	Entrance Testing at the State Campuses	
December 1, 2012	Activity	World AIDS Day	Staff/Faculty/Students
December 3-7, 2012	Event	Fall 2012 Work-Study Survey Due from Partner Employers	Work Study Students
December 11, 2012	Event	Last Day of Instruction	
December 12-14, 2012	Event	Final Exams	Students
December 14, 2012	Activity	Fall 2012 Work Study conclusion	
December 14, 2012	Activity	SBA Christmas Party	SBA Officers
December 14, 2012	Activity	Deadline for Final Grades from Instructors	Faculty
December 20, 2012	Activity	Mid-year Graduation/Fall Semester Ends	Students
January 7, 2013	Event	Spring Semester begins	Staff/Faculty/Students
January 7, 2013	Activity	Faculty Workshop	Faculty
January 8-10, 2013	Activity	Registration	Students
January 14, 2013	Event	First Day of Instruction	Faculty, Students
January 14-18, 2013	Event	Spring 2013 Work Study Open	Work Study Students
January 18, 2013	Event	Last Day to Add/Drop Courses	Students

### Pohnpei Campus

Date	Category	Activity	Participants
January 21, 2013	Event	Class List Due from Instructors	Faculty
January 23, 2013	Event	Spring 2013 Work Study Workshop	Work Study Students
January 28-31, 2013	Activity	Leprosy Awareness Week	
January 24 - February 11, 2013	Activity	Recruitment/Entrance Testing at State Campuses/High Schools	High School Seniors
February 1, 2013	Event	Deadline for Applications for Graduation	Graduating Students
February 4, 2013	Activity	Spring Intramural Games Ping Pong, Badmington,etc.	Students
March 4-5, 2013	Event	Mid-term evaluations	Students
March 8, 2013	Activity	Deficiency Notices Due from Instructors	Faculty
March 11-15, 2013	Activity	FAFSA Renewal and Financial Aid Awareness Workshop	
March 12, 2013	Activity	Substance Abuse Awareness	
March 22, 2013	Event	Last Day to Withdraw with "W"	
March 22, 2013	Event	Deadlines for 2012 Su. Sem. 3rd Yr Teacher Prep. Elem. Apps	
March 25, 2013	Activity	World TB Day	Faculty, Staff, & Students
March 27-28, 2013	Observance	Easter Recess for Students	
March 29, 2013	Observance	Holiday-Good Friday	Faculty, Staff, & Students
March 25, 2013	Activity	Early Warning Deficiency Reports Due from Instructors	
April 1, 2013	Activity	COM-FSM Founding Day	Campus Wide
April 2, 2013	Activity	Holiday-Cultural Day (observed)	Faculty, Staff, & Students
April 8, 2013	Activity	No Tobacco Day	Students
April 8-12, 2013	Event	Early Registration for Continuing Students	
April 15-19, 2013	Event	FAFSA Renewal Workshop	

### Pohnpei Campus

Date	Category	Activity	Participants
April 25-27, 2013	Activity	Vocational Education Exhibition Week	
May 6-10, 2013	Event	FAFSA Renewal Workshop	
May 8, 2013	Event	Last Day of Instruction	Faculty & Students
May 10, 2013	Event	Holiday-FSM Constitution Day	Faculty, Staff & Students
May 13, 2013	Activity	Spring Work Study Survey Due from Supervisors	
May 13-15, 2013	Event	Final Exams	Faculty & Students
May 15, 2013	Activity	SBA Farewell Party	
May 17, 2013	Activity	Deadline for Final Grades from Instructors	
May 22, 2013	Event	Graduation/Spring Semester Ends	Staff/Faculty/Students
May 29-30, 2013	Event	Registration	All Students
May 31, 2013	Event	Faculty Summer Contracts Begin	
May 31, 2013	Event	Faculty Meeting	Faculty
June 3, 2013	Event	First Day of Instruction	Faculty & Students
June 4, 2013	Activity	Last Day to Add/Drop Courses	All Students
June 5, 2013	Activity	Class Lists Due from Instructors	Faculty
June 7, 2013	Event	Deadline for Applications for Summer Graduation	Graduating Students
June 13, 2013	Event	Early Warning Deficiency Report Due from Instructors	Faculty
June 14, 2013	Event	Deadline for 2013 Fall Sem. 3rd Yr Teacher	
June 14, 2013	Activity	COM-FSM Founding Day	College Wide
June 17, 2013	Event	Mid-term Evaluations	Faculty, Students
June 17-21, 2013	Activity	Men Health Awareness Week	
June 21, 2013	Event	Mid-term Break (no school)	
June 24, 2013	Event	Mid-term Deficiency Notices Due from Instructors	
July 1, 2013	Activity	Last Day to Withdraw with "W"	

### Pohnpei Campus

Date	Category	Activity	Participants
July 1-5, 2013	Activity	Early Registration for Continuing Students	Continuing Students
July 16, 2013	Event	Last Day of Instruction	Work Study Students
July 17-18, 2013	Event	Final Exams	Faculty & Students
July 22, 2013	Event	Deadline for Final Grades from Instructors	Faculty
July 24-26, 2013	Activity	Deadline for Applications for Graduation	Peer Guide Training

### Yap Campus

Date	Category	Activity	Participants
August 12, 2012	Event	All SS except Quartermaster will be at Yap Campus to take part in registration process	
August 15, 2012	Activity	2nd Day of Registration is given	New & All Students
August 16, 2012	Activity	3rd day of registration	Faculty & Students
August 17, 2012	Event	Orientation	Freshmen Students
August 20, 2012	Activity	1st day of instruction	
August 29, 2012	Activity	Advisee lists available for students and advisors	Advisees
August 31, 2012	Event	Luncheon/Powwow/SBA Voting(1st meeting with advisees and advisors)	Advisees / Advisors
September 4-5, 2012	Activity	FAFSA on-line for students	Students
October 17, 2012	Activity	POWWOW	
October 19, 2012	Activity	Health Fair	
December 21, 2012	Event	Yap Constitution Day	
January 8-10, 2013	Event	Registration	Students
January 24 - February 11, 2013	Activity	Recruitment & COMET	Highschool Seniors
April 1, 2013	Activity	Founding Day	Faculty, Staff, & Students
April 12, 2013	Activity	Career Day-PCC	

## Yap FMI Campus

Date	Category	Activity	Participants
August 9-10, 2012	Event	Final Exams	Faculty & Students
August 12, 2012	Activity	Continuing cadets will report back to campus	Continuing Cadets
August 13, 2012	Activity	administering placement test /scoring test and course selection based on placement scores	Faculty & Students
August 15, 2012	Event	SSC will join FMI during Orientation and Registration.	All Cadets
August 16, 2012	Activity	1st day of instruction	
September 7, 2012	Activity	STI Family Planning	Students
September 27, 2012	Event	Open Lab Day	Open to the Public
October 5, 2012	Activity	Health Fair	Faculty, Staff, & Students
March 15, 2013	Activity	Free Health Screening	Students

## 2012 Calendar

### January

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## 2013 Calendar

### January

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### November

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### December

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## Student Life Plan

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

David Cheng at Columbia University noted in *Students' Sense of Campus Community: What it Means, and What to do About It* (Journal of Student Affairs Research and Practice Vol 41, 2003) "that students' sense of community is closely associated with their feelings of being cared about, treated in a caring way, valued as an individual and accepted as a part of community and the quality social life on campus. The most negative influence on community comes from students' feelings of loneliness on campus. In order for students to have a sense of campus community, student affairs administrators should strive to build a community that (1) has an open environment where free expressions are encouraged and individuality is accepted and respected, (2) engages faculty and students in teaching and learning, (3) provides an active social and learning environment in residence halls, (4) fosters positive relationships among ethnic and cultural groups through programs and student activities, (5) celebrates traditions and heritage of the institution, and (6) provides assistance to students when they feel lonely or depressed."



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

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

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

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

College is a time of great personal change and growth, and although faculty might conceive differently, much of those changes and growth are engendered beyond the walls of the classroom. This is space in which student life has the opportunity to have an impact.

The foundations of a campus community are built on the following principals.

- Students know each other
- Students respect each other's rights
- Students watch out for each other's safety
- Students are involved in the community
- Students provide support for each other
- Students are supportive of diversity

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

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

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

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

**There are four areas of development for the student:**

### Educational Development

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

Educational development is being able to learn, that is, to be in the process of learning throughout life. Learning begins with a spirit of inquiry. This includes curiosity, remembering, organizing, understanding, problem solving, decision making, imagination, and fantasy.



## Social Development

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

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

## Diversity Awareness

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

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



## Service Initiatives

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

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

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

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

## Department of Student Services

### Mission Statement

The Department of Student Services promotes student success and supports learning, and with an increased sense of value and importance it holds for the enhancement of all aspects of student life and learning at the College of Micronesia-FSM.

### Office of the Vice President for Student Services

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

For further information, please contact:

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### Student Life

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

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**Ambelly F. Jacob**  
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#### **Office of Admissions, Records and Retention**

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

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#### **Office of Financial Aid**

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

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#### **A+ Centers (Tutoring Centers)**

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

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

#### **Guidance and Counseling**

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

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#### Peer Counseling Center

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

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#### Sports and Recreation

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

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#### Sports and Recreation

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#### Student Body Association

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

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

#### Student Housing

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



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

#### Health Services

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

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## Campus Services

### Campus Security Services

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

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Chief Security

National Campus

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### College Bookstore

The National Campus Bookstore stocks required textbooks and related course materials for all campuses. As a student service outlet, the bookstore also stocks miscellaneous items, college items, as well as soft drinks, snacks, and sundries. The bookstore is located in the Student Support Services Program building. Each campus is now operating its own bookstore.

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Bookstore Manager

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### Cafeteria

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

#### Mondays-Fridays

**Breakfast**

6:30 am to 8:00 am

**Lunch**

11:30 am to 1:30 pm

**Dinner**

5:00 pm to 6:00 pm

#### Saturdays, Sundays, and Holidays

**Breakfast**

7:00 am to 8:30 am

**Lunch**

11:00 am to 1:00 pm

**Dinner**

5:00 pm to 6:30 pm

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

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Food Services Manager

National Campus

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### Business Office

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

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### Information Technology

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

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

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### Internet

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

### Learning Resources Center

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

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

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## Department of Instructional Affairs

The Department of Instructional Affairs includes all academic programs, vocational education programs and non-degree programs. This department can assist students with academic advising which includes course selection, assistance with final documents to receive a degree, withdrawal forms, changing majors and adding/dropping courses. People in this department can answer questions on programs offered, overload of credits, course substitutions, library services, tutoring and other instructional concerns.

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Department of  
**Administrative Services**

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

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

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

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Department of  
**Office of the Vice President for Institutional  
Effectiveness & Quality Assurance**

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

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COM-FSM Policies on

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

### **Chewing of Betel Nut and/or Tobacco Use Policy**

Students are not permitted to smoke pipes, cigars, cigarettes, or any other tobacco products in COM-FSM buildings. At some campuses smoking is only permitted in designated outside smoking areas. Students are not permitted to chew betelnut or any type of chewable tobacco, except in designated areas.

#### **Violations:**

##### **A. First Offense.**

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

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

##### **B. Second Offense.**

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

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

##### **C. Third Offense.**

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

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

##### **D. More Than Three Offenses**

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

### **E. Failure to Comply with Assigned Disciplinary Actions.**

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

### **Alcohol Policy**

COM-FSM students are not permitted to possess, distribute, consume, sell, or purchase alcohol nor are they permitted to be under the influence of alcohol on COM-FSM Campuses, at COMFSM approved or sponsored events on COM-FSM properties or in buildings, vehicles, or boats used by COM-FSM for its educational or recreation programs.

#### **Violations:**

##### **A. First Offense.**

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

##### **B. Second Offense.**

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

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

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

**C. Third Offense:**

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

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

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

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

F. Violations of the alcohol Policy Involving Violence. If any violation of the alcohol policy involves violence, the discipline imposed and penalties prescribed will be those found under the Prohibition of Violence Policy.

G. Violations of the Alcohol Policy Involving a Minor. If any violation of the alcohol policy involves a minor, the Disciplinary Committee will also weigh this factor in considering the appropriate discipline for the offense. Referral of the matter to local law enforcement authorizes will also be made, if appropriate.

## Illicit Drug Policy

Students are not permitted to possess, distribute, consume, sell, or purchase illicit drugs, nor are they permitted to be under the influence of illicit drugs, on COM-FSM campuses, at COM-FSM approved or sponsored events, on COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the illicit drug policy will result in a referral to the Disciplinary Committee.

**Violations:**

**A. First Offense.**

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

**B. Second Offense.**

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

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

**C. More Than Two Offenses.**

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

#### **D. Failure to Comply with Assigned Disciplinary Actions.**

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

#### **E. Violations of the Illicit Drug Policy Involving Violence.**

If any violation of the illicit drug policy involves violence, the discipline imposed and penalties prescribed will be those found under the Prohibition of Violence policy.

#### **F. Violations of the Illicit Drug Policy Involving Alcohol.**

The Disciplinary Committee may consider previous violations of the alcohol policy or violation of the alcohol policy in the same incident as the violation of the illicit drug policy in determining the level of appropriate discipline to be issued.

#### **G. Immediate Suspension Allowed.**

A student charged with any offense under this illicit drug policy may be immediately suspended from the college by the administration, pending the holding of the Disciplinary Hearing and issuance of the decision by the Disciplinary Committee.

### **COM-FSM Policies on Threats of violence, acts of violence, and being accessory to violence**

#### **Policy on Banned Weapons**

Student may not possess a banned weapon on any COM-FSM campus, at any COM-FSM approved or sponsored event, on any COM-FSM property or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the banned weapons policy will result in a referral to the Disciplinary Committee. Penalties will range as described below.

#### **Violations:**

##### **A. First Offense.**

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

#### **B. Multiple Offenses.**

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

#### **C. Immediate Suspension.**

A student charged with any offense under this policy may be immediately suspended from the college by the administration, pending the holding of the Disciplinary Hearing and issuance of the decision by the Disciplinary Committee.

#### **D. Failure to Comply with Assigned Disciplinary Actions.**

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

#### **Policy on Threats of Violence**

Students may not utter a threat of violence on any COM-FSM campus, at any COM-FSM approved or sponsored event on COM-FSM property, in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs or against any member of the COM-FSM community wherever the threat of violence may take place. Any violation of the policy on threats of violence will result in a referral to the Disciplinary Committee. Penalties will range as described below.

#### **Violations:**

##### **A. First Offense**

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

##### **B. Second Offense.**

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

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

iii. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses or FSM-FMI for up to two years.

iv. Restitution, if appropriate.

v. Any measures short of disciplinary suspension if in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the prohibition of violence policy.

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

#### **C. More than Two Offenses.**

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

#### **D. Immediate Suspension.**

A student charged with any offense under this policy may be immediately suspended from the college by the administration, pending the holding of the Disciplinary Hearing and issuance of the decision by the Disciplinary Committee.

#### **E. Failure to Comply with Assigned Disciplinary Actions.**

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

### **Policy on Acts of Violence**

Student may not commit an act of violence on any COM-FSM campus, at any COMFSM approved or sponsored event, on any COM-FSM property, or in any COM-FSM building, vehicle or boat used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place. Any violation as described above will result in a referral to the Disciplinary Committee.

#### **Violations:**

##### **A. First Offense.**

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

ii. Disciplinary suspension for up to two years.

iii. Restitution, if appropriate.

iv. Any measures short of disciplinary suspension, such as probation or other discipline if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the prohibition of violence of policy.

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

##### **B. Second Offense.**

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

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

ii. Disciplinary suspension for up to four years.

iii. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses, or FSM-FMI for up to four years.

iv. Restitution, if appropriate.

v. Any measures short of disciplinary suspension if, in the view of the Disciplinary Committee, such measures will reasonably enforce the goals of the Acts of Violence Policy.

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

##### **C. More than Two Offenses.**

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

##### **D. Immediate Suspension.**

A student charged with any offense under this policy may be immediately suspended from the college by the administration, pending the holding of the Disciplinary Hearing and issuance of the decision by the Disciplinary Committee.

##### **E. Failure to Comply with Assigned Disciplinary Actions.**

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

### **Policy on Being an Accessory to Violence**

Students may not be an accessory in act of violence on any COM-FSM campus, at COM-FSM approved or sponsored events on COM-FSM property, or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place. Any violation of this of policy will result in a referral to the Disciplinary Committee



## **Violations:**

### **A. First Offense.**

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

### **B. Second Offense.**

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

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

### **C. More than Two Offenses.**

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

### **D. Immediate Suspension.**

A student charged with any offense under this policy may be immediately suspended from the college by the administration, pending the holding of the Disciplinary Hearing and issuance of the decision by the Disciplinary Committee.

### **E. Failure to Comply with Assigned Disciplinary Actions**

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

## **Sexual Harassment Policy For Students**

College of Micronesia-FSM Policy prohibits sexual harassment including unwelcome behavior or remarks of a sexual nature which limit or deny a student's right to education benefits (learn, achieve, work, study), or participation in any activity at any venue used for College sponsored/sanctioned event or an educational activity, program in a safe and supportive environment.

OR retaliation against any COM-FSM student for:

- raising an allegation of sexual harassment
- filing a complaint alleging sexual harassment, or
- participating in a proceeding to determine if sexual harassment has occurred.

Such retaliation shall be considered a serious violation of this policy and shall be independent of whether a charge or informal complaint is substantiated. Encouraging others to retaliate also violates this policy. Examples of retaliation include, but are not limited to, unfair grading, unfair evaluation, public or private ridicule, or threats of any kind. Sexual harassment is illegal under the state and local laws and will not be tolerated within any college setting.

### **2.0 Definitions**

Sexual harassment can take many forms, but it generally falls into three categories: verbal, written/pictorial or physical. Defining characteristics of sexual harassment are that the behavior is unwanted and tends to be repetitive in nature. Under COM-FSM policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature.

### **Examples of sexual harassment include, but are not limited to, the following:**

Slurs, epithets, threats, derogatory comments and unwelcome jokes that would make a reasonable student experiencing such harassment or conduct uncomfortable in an academic environment or which would interfere with a student's academic performance.

### **3.0 Purpose**

This policy is intended to protect students from sexual harassment and to provide guidelines to assure that the Sexual Harassment Policy is applied fairly and equitably, and in accordance with Title IV requirements.

### **4.0 Application**

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

### **5.0 Responsibilities**

The Vice President for Student Services or his designee should be responsible for enforcing this policy. The Director of Student Life at the National Campus and Student Services Coordinators at the State Campuses will work with student services staff to implement this policy at all campuses. The Director of Student Life at the National Campus and Student Services Coordinators at the State Campuses will work with staff to inform students of this policy and monitor records and reports for compliance with the policy.



### 5.1 Reporting Sexual Harassment

To report incidents of sexual harassment or retaliation, students may have the option to contact the Vice President for Student Services, Director of Student Life, Security office, or a Counselor at the National Campus or the Student Services Coordinator, or a Counselor at the State Campuses or a local Law Enforcement Agency. If a COM-FSM employee observes sexual harassment of a student, he/she should report it to the Vice President of Student Services or Campus Director. All members of the COM-FSM community are required to cooperate in any investigation of a sexual harassment complaint. Additionally, there are alternate outlets for reporting in the event any individual is uncomfortable in reporting a complaint. Persons who report incidents of sexual harassment shall not be harassed or retaliated against in any manner by any member of the college community.

### 5.1 Reporting Sexual Harassment

To report incidents of sexual harassment or retaliation, students may have the option to contact the Vice President for Student Services, Director of Student Life, Security office, or a Counselor at the National Campus or the Student Services Coordinator, or a Counselor at the State Campuses or a local Law Enforcement Agency. If a COM-FSM employee observes sexual harassment of a student, he/she should report it to the Vice President of Student Services or Campus Director. All members of the COM-FSM community are required to cooperate in any investigation of a sexual harassment complaint. Additionally, there are alternate outlets for reporting in the event any individual is uncomfortable in reporting a complaint. Persons who report incidents of sexual harassment shall not be harassed or retaliated against in any manner by any member of the college community.

### 5.2 Specific Responsibilities of Management

Upon receipt of a complaint of sexual harassment by a student, or on behalf of a student, the relevant supervisor or contact person must immediately convey this information to Director of Student Life at National Campus or Student Services Coordinator at the State Campuses, who initiate an appropriate investigation based on the complaints made.

### 5.3 Confidentiality

All complaints under this policy will be treated seriously and respectfully. It is important that any complaints be truthful and not brought about by ill will or bad intentions. The College will investigate all complaints received. The amount of investigation will depend on the facts presented and the extent the complaints can be substantiated. A complainant may wish to remain anonymous. The College will respect the confidentiality to the extent that it does not impede any appropriate investigation or is not required by law to be disclosed to relevant authorities.

## SCOPE AND PROCEDURES OF DISCIPLINARY HEARINGS

**Right to Disciplinary Hearing:** All students have a right to a disciplinary hearing for violations under this policy unless the maximum penalty is a written reprimand and two hours or less of supervised work detail. For discipline greater than the above, a Disciplinary Committee Hearing will be scheduled by the VPSS or the Campus Dean. For violation under this policy the following procedure applies:

- Any member of the college community (faculty, staff and/or student) may initiate a complaint against a student under the College of Micronesia-FSM Policies on Betelnut, Tobacco, Alcohol and Illicit Drugs and the Prohibition of Violence. All complaints will be made to the Vice President for Student Services or Campus Dean
- A report of an alleged violation should consist of a clear, concise written statement that contains the following information:
  - A list of any and all parties against whom the complaint is being filed.
  - A description of the alleged misconduct, the date or period of time during which it occurred, and the location where the incident(s) allegedly occurred.
  - The name, address and phone number of the person making the report.
  - All complaints are considered to have been made in good faith. Any information to the contrary may be grounds for College action against the initiating party.
- The Vice President for Student Services or Campus Dean will review the complaint to determine how to handle the case. When proceeding with the disciplinary process, the accused student will be provided written notification of the allegation, information on the disciplinary process, and a deadline for responding to the notice. If the student fails to respond to the written notice then the VPSS or the Campus Dean will place a hold on the student's account.
- The VPSS or the Campus Dean will meet with the accused student to discuss the incident. At that meeting, the student will have an opportunity to present any information regarding the incident. Failure by the student to meet the VPSS or the Campus Dean will result in a decision by the VPSS or Campus Dean without input from the student.
- The VPSS or the Campus Dean will then determine if the offense warrants a Disciplinary Hearing. The decision whether to refer the matter to a Disciplinary Committee is at the sole discretion of the VPSS or the Campus Dean. This decision will be based on the information presented by the student and according to the sanctions identified in this policy. If the offense warrants a Disciplinary Hearing, the student is to be informed in writing about the process. The VPSS or the Campus Dean will also inform all parties about the process. This includes members of the Disciplinary Committee, witnesses, and those who may participate in the appeals process.

**Timing of Disciplinary Hearing:** Due to the need for prompt decision-making a Disciplinary Hearing shall be scheduled within five days of the event giving rise to the discipline. The hearing may be continued by agreement of all parties. Failure by a student to attend a Disciplinary Hearing, without reasonable excuse, will result in a decision by the Disciplinary Committee without input from the student. Each student is entitled to an individual hearing; however, for the convenience of the parties, there may be an agreement to hold a hearing involving multiple students at the same time, when it arises from the same events upon which the discipline is based.

**Composition of the Committee:** The Disciplinary Committee will be comprised of three members of the college community. An employee of the college will be selected by the student, an employee of the college will be selected by the VPSS or Campus Dean, and a third committee member will be chosen by the first two committee members. In situations requiring an urgent response, the VPSS or Campus Dean may take immediate action and consult with the Committee as soon as possible.

**Conduct of the Hearing:** Formal rules of evidence will not apply. Witnesses will provide testimony under oath. The student may be represented by an attorney, if he or she so chooses. The Committee has the power to compel students and staff to appear before it. The Disciplinary Committee will hear the cases of both the complainant and the student. And will determine the outcome of the hearing. The Disciplinary Committee shall make its decision based on the preponderance of evidence put before it. The standard of proof for deciding against the accused student shall be such evidence that, when weighed against that opposed to it, has the more convincing force and the greater probability of truth. The burden of proof shall at all times rest upon the complainant.

- **Decision of the Disciplinary Committee:** The decision of the Disciplinary Committee shall be in writing and issued within five days of the conclusion of the hearing. The Disciplinary Committee shall set out its factual findings, along with its determinations concerning the appropriate discipline to be imposed. A decision must be adopted by a majority of the committee.

- **Appeal of the Decision of the Disciplinary Committee:** A student may appeal in writing the decision of the Disciplinary Committee to the President of the College of Micronesia-FSM within thirty days of the decision of the Disciplinary Committee being personally served upon him or her. Personally served the decision means personal service on the student, personal service on a close relative of the student, or by leaving a copy at the residence of the student. The discipline remains in effect during the entire appeal time period unless the President specifically grants a stay of the execution of the discipline.

The President shall review the findings of the Disciplinary Committee on the basis that discipline imposed by the Committee was an abuse of discretion, or that the factual findings of the Committee are unsupported by the evidence in the record. The President, based on his/her review, may affirm the decision of the Committee, modify the discipline imposed by the Committee, or send the matter back to the Committee for further review. The President shall make his/her decision within thirty days of the appeal by the student. Failure to appeal by the student within the time frames designated results in a waiver of the right to appeal the discipline imposed.

**Appeals to the Board of Regents:** A student may appeal the decision of the President of the College of Micronesia-FSM, in writing, to the Board of Regents of the College of Micronesia-FSM by delivery of a written appeal to the Office of the President of the College, within thirty days of the written decision of the President being served upon the student as outlined in the above section.

The Board of Regents shall review the findings of the Disciplinary Committee and the President, on the basis that discipline imposed by the Committee or the President was an abuse of discretion, or that the factual findings of the Committee or the President are unsupported by the evidence in the record. The Board of Regents, based on this review, may affirm the decision of the President, modify the discipline imposed by the President, or send the matter back to the President for further review. The Board of Regents shall make its decision within ninety days of the appeal by the student. Failure to appeal by the student within the time frames designated results in a waiver of the right to appeal the discipline imposed. The decision of the Board of Regents is final.

**Responsibilities:** Members of the College community (faculty, staff and/or students) are responsible for reporting violations of the College policies on betelnut, tobacco, alcohol and illicit drugs and the prohibition of violence to the VPSS or the Campus Dean.

The VPSS or the Campus Dean will be responsible for facilitating the process until it is finalized including notifying all parties of hearing, educating all parties about the standard of proof, documenting all proceedings and decisions, and issuing statements in writing to all parties. This process may require the follow-up of the VPSS and the Campus Dean through the final appeal process.

The student will be responsible for immediate follow-up to all written notices, for appointing a member of the Disciplinary Committee and for maintaining consistent contact with the VPSS or the Campus Dean. The student is also responsible to present his/her case and to offer evidence in support of that case and to comply with the disciplinary decision.

Disciplinary Committee will be responsible for following the established timeline and to being impartial and fair.

It is the President's responsibility to hear first appeals. If the decision of the President is appealed, it will go to the Board of Regents. The BOR is responsible for the final appeal decision.

#### **THE DECISION OF THE BOARD IS FINAL.**

Note: Saturdays, Sundays, and holidays shall be excluded in the computing of all time limits set forth in the policy.

For more detailed information, students should consult the Student Handbook.

# Admissions

Admission to the College of Micronesia-FSM is based primarily upon evidence of the student's ability to profit from the educational programs of the College. The admissions policy is established by the Board of Regents and administered by the President of the College through the Committee on Recruitment, Admissions, and Retention. All records submitted by applicants become the property of the College.

## ADMISSION INTO DEGREE PROGRAMS

Admission into degree programs is open at the beginning of both the Fall and Spring semesters.

**Admissions Criteria:** Applicants must meet the following admission requirements to be matriculated into a degree program:

- Have graduated or will graduate from high school at the end of the current school year, or have a GED certificate;
- Have a minimum high school grade point average of 2.0 as measured on a 4.0 scale, or a minimal score of 35 on each section and an average score of 45 for all five sections of the GED test; and
- Be accepted by the Committee on Recruitment, Admissions and Retention.

**Special Consideration:** Applicants with a grade point average below 2.0 from high school will not be admitted to the College unless they have had considerable job experience or training since high school and can furnish recommendations from prior training programs, agencies or employers. Entrance test scores will be given primary consideration for these applicants. Upon recommendation of the Committee on Recruitment, Admissions and Retention, the President may approve special admission.

### Admission Procedure:

- Take the COM-FSM entrance test. A test fee of \$5 will be collected. The entrance test is administered in November at the State Campuses for Spring admission and in February and March at all the high schools and the State Campuses.
- Obtain an Application for Admission form from a high school counselor, State Campus Dean, or the COM-FSM Office of Admissions, Records and Retention.
- Complete the application and mail it with the \$10 admission fee to the Office of Admissions, Records and Retention.
- Complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA renewal and mail it to the address indicated.
- Request that all official high school transcripts or GED scores are sent to the Office of Admissions, Records and Retention. High school seniors should submit a seven-semester transcript. College transfer students must also submit official transcripts from college previously attended.

**Notification of Admission:** Applicants who meet all the admissions requirements will be notified of their acceptance by the College as soon as their applications have been approved by the President upon recommendation of the Committee on Recruitment, Admissions and Retention.

**Acceptance of Admission:** Applicants who have been notified of admission to the College and who intend to enroll must do the following:

- Obtain Social Security numbers;
- Sign and return the Letter of Acceptance. If the Letter of Acceptance is not received by the deadline, the College assumes non-acceptance and will give the slot to another applicant;
- Complete the Residence Hall Application, if interested in staying in the halls, and return it with a \$50 refundable security deposit;
- Submit the Student Aid Report (SAR) upon receipt to the Financial Aid Office; Take a physical examination and return the health form to the College as soon as possible; and
- Check with the COM-FSM State campus director for travel arrangements. Tickets are provided for students from Yap, Chuuk, and Kosrae who have completed all of the above.

## ADMISSION TO SECOND ASSOCIATE DEGREE

Students who have earned an associate degree with a cumulative grade point average of at least 2.0 may formally be admitted into a second associate degree program. The second program must be in a major different from the first.

A policy is needed to allow students who have earned an associate degree from a regionally accredited institution to apply for admission to a second associate degree program.

This policy applies to all students who previously earned an associate degree and are seeking a second degree. Students seeking a second associate degree must file an application for admission. If the degree was earned from an institution other than the College of Micronesia-FSM, the student must also submit an official transcript indicating that a previous degree was earned. Students who are submitting an application for admission to the College of Micronesia-FSM for the first time are required to pay the application fee.

## ADMISSION INTO CERTIFICATE PROGRAMS

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

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

**Admission to other Certificate of Achievement Programs:** High school graduates and GED certificate holders who are not accepted into or are not interested in a degree program may apply for admission into an entry-level certificate of achievement program. Applicants must take the COM-FSM entrance test and be accepted by the President upon recommendation of the Committee on Recruitment, Admissions, and Retention. Acceptance is based on the applicant's score on the COM-FSM entrance test and other criteria as defined by the Committee.

Applicants with significantly low scores on the entrance test are ineligible for admission. Other certificate of achievement programs are offered when criteria for offering the program are met. Admissions requirements vary with the program. Application forms are available at the campus offering the program.

### TRANSFER STUDENTS

Students who have earned satisfactory grades from another college or university may apply for admission and be given advanced standing at the COM-FSM. Applicants must submit to the Committee on Recruitment, Admissions and Retention a completed application for admission form, proof of paying the admission fee, an official copy of his/her high school transcript, and official transcripts from each college previously attended.

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

### DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

**High school students who wish to be considered for dual enrollment at the College of Micronesia- FSM must meet the following criteria:**

- The student has successfully completed the eleventh grade.
- The student provides a certification from the local principal and/or his designee, or from a director of a college program working with high school seniors, certifying that the student has a minimum cumulative grade point average of 3.5.
- The local principal and/or is his designee, or a director of a college program working with high school seniors, provides a statement of justification describing the student's ability to benefit academically, intellectually, or artistically ready.
- The student has been approved for Dual Enrollment by the Committee on Recruitment, Admissions, and Retention.

Students must meet the prerequisites for the course. Credits and grade earned will appear on their college transcript.

Students enrolled in a course under the Dual Enrollment policy must pay all college tuition and fees assessed to regular students. **These students are not eligible for Federal Financial Aid assistance.**

**Dual Enrollment does not constitute admission to the College of Micronesia-FSM.** Dual Enrollment students must follow the policy and procedures for regular admission to obtain fulltime admission to the College subsequent to graduation from high school.

Students must submit a completed College of Micronesia-FSM Application for Dual Enrollment to the Committee on Recruitment, Admissions and Retention along with the recommendation letter from the principal or designee, or the director of a college program working with high school seniors, and a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.

### EARLY ADMISSION

The College provides postsecondary instructional opportunities to eligible high school students by offering an Early Admission Program for academically talented high school students who are ready to benefit from college and want to enter college in advance of high school graduation. Students are eligible for early admission if they meet the following criteria:

- The student provides a certification from the local principal and/or his designee certifying that the student has a minimum cumulative grade point average of 3.5 and recommending that the student be admitted under this policy.
- The student has successfully completed the eleventh grade
- The student has satisfied the Committee on Recruitment, Admissions, and Retention approval via the COM-FSM Entrance Test (COMET) and has placed into college level (100) English courses in both reading and writing.
- The student enrolled through Early Admission is not eligible for Federal Financial Aid assistance until a high school diploma or equivalent has been achieved.
- The student must submit a completed College of Micronesia-FSM Application for Admission to the Committee on Recruitment, Admissions and Retention along with the recommendation letter from the principal or designee, and a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.

### LEAVE OF ABSENCE POLICY

Third-year and degree students may take a leave of absence from the College by:

- Completing the withdrawal from COM-FSM clearance form;
- Reading the Leave of Absence policy and signing acknowledgement of the readmission statement; and
- If a boarding student, formally checking out of the residential hall.

The College is not responsible for transportation expenses for any student taking a leave of absence.

### READMISSIONS

Students who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Applications for readmission must be submitted at least one week before the first day of instruction of the semester in which the student plans to return. Applications for readmission are considered on an equal basis with students applying for initial admission to the College. Students are readmitted upon the recommendation of the Committee on Recruitment, Admissions, and Retention.

### OPEN ADMISSION FOR NON-CREDIT COURSES

Non-credit courses are administered by the State Campuses. When offered, information is disseminated through the radio, TV, and printed notices in various public places. These courses are open to the general public.



## UNCLASSIFIED STUDENTS

Unclassified students - individuals taking credit courses prior to applying for admission to the College, or students from other universities or colleges taking credit courses at the College of Micronesia-FSM for transfer back to their own institutions, or individuals taking credit courses for personal or professional reasons.

Unclassified students may register in credit courses for which they have the necessary background and in which space is available. Students without the required prerequisite(s) to a course as listed in the College of Micronesia-FSM Catalog must attain permission of the instructor to enroll in the course. Permission of the division chair may also be required in selected courses or academic disciplines. Ordinarily, unclassified students may register for no more than eight (8) credits in an academic semester.

Completing courses while under unclassified status does not constitute or guarantee admission to any degree program at COM-FSM. However, an unclassified student who has completed twenty four (24) credits at the College with a minimum grade point average of 2.0 may apply to become regular status as a student seeking an associate degree. This application for degree seeking status must be made to and processed by the Committee on Recruitment, Admissions, and Retention to ensure that the student is officially matriculated into the College. If admitted to regular status, the student may petition the Office of Admissions and Records to consider credits earned as an unclassified student be counted toward the degree.

Former College of Micronesia-FSM degree students may enroll as unclassified students. However, if degree-seeking status is desired, former students should seek formal readmission to degree status at the College since credits earned in unclassified status might not be accepted towards the degree. Regular application procedures for admission to degree programs apply at all times.



## The Six Campuses of College of Micronesia-FSM







# Campuses

## NATIONAL CAMPUS

The National Campus is situated on a 73 acre site near the FSM capital in Palikir, six miles from Kolonia.

The student body at the National Campus is composed primarily of recent high school graduates from the four states in the FSM.

These students come to the National Campus with bilingual or trilingual backgrounds representing eight different Micronesian languages and as many cultures.

Approximately nine hundred fifty full-time students are enrolled each semester in either degree programs or programs leading to a certificate of achievement.

The fifteen buildings include classrooms, learning resources center, recreation, student center, cafeteria, residence halls for men and for women, offices for faculty and administration, a multipurpose gymnasium, maintenance facilities, tutoring and counseling center.





## Chuuk Campus

COM-FSM Chuuk campus is located on the island of Weno in Chuuk State. It serves approximately 400 full time students each semester. At present it occupies leased site located along the waterfront in the business section of Weno.

Chuuk campus offers associate degree programs in teacher education—elementary and in early childhood education and certificate of achievement programs in general studies, book-keeping and preschool teacher education. In addition, it offers an Intensive English/Mathematics Program to strengthen basic skills, developmental course work in English and math to enable students to qualify for admission into degree programs, customized training programs in the area of vocational education, and specialized courses in local customs, languages and skills.



**Mariano Marcus**  
Acting Chuuk Campus Dean





## Yap Campus

Located on the island of Yap. It serves 210 students each semester and about 18 – 200 students during summer. The campus offers Associate of Science (AS) degree in Teacher Education – Elementary, Associate of Applied Science (AAS) Degrees in Telecommunications Technology, Electronics Technology, and Building Technology. Certificate of Achievement programs offered are: General Studies, Health Assistant/Community Health Sciences, Preschool Teacher Education, Trial Counselors, Construction Electricity, Electronics Engineering, and Telecommunications Engineering. In addition to credited courses, Yap Campus has the flexibility and capability to offer tailored non-credit trainings/courses to address expressed needs in the communities. It hosts several sponsored programs: Cooperative Research & Extension (CRE), Upward Bound, and Peer Counseling Center.



**Lourdes Roboman**  
Yap Campus Dean





## Kosrae Campus

Physically located adjacent to Kosrae High School and State Department of Education complex. It serves about 250 students a semester. It offers an associate degree program in teacher education—elementary, an associate of applied science in electronics technology, an associate of applied science in telecommunication technology, and 6 certificates of achievement programs: 1) agriculture and food technology, 2) carpentry, 3) electronic engineering technology, 4) trial counseling, 5) bookkeeping, and 6) general studies. It runs a development education program in mathematics and English to strengthen to basic skills and help students to gain admissions into degree programs. Kosrae campus sponsors the Upward Bound Program that serves Kosrae High School students in preparation for secondary education and Peer Counseling Center that provides counseling services for both high school and college students.



**Kalwin Kephas**  
Kosrae Campus Dean





## Pohnpei Campus

Located in downtown Kolonia, enrolls over 550 students each semester in various degree and certificate programs. The Division of Hospitality and Tourism offers an associate degree in hospitality and tourism management and conducts short-term hospitality training for area businesses. The Division of Technology and Trade offers applied associate of science degree programs in Electronics Technology, Building Technology, Telecommunications, as well as certificates in Building Maintenance and Repair, Carpentry, Cabinet making/Furniture-making, Construction Electricity, Electronic Engineering Technology, and an Apprenticeship program in Building maintenance and various other trades. The Division of Technology and Trade also serves as the center for a Computerized Distance Education system for Electronics (NIDA) throughout the FSM. The Division of Technology and Trade also serves as the center for a Computerized Distance Education system for Electronics (NIDA) throughout the FSM.



**Maria Dison**  
Acting Pohnpei Campus Dean





## FSM Fisheries and Maritime Institute Campus

Located on the island of Yap, occupying the facilities built in the late 1960's for the Loran Station operated by the United States Coast Guard. The Institute is situated some six miles north of the capital, Colonia.

There are three majors offered at FSM-FMI: Navigation, Marine Engineering and Fishing Technology.



**Matthias Ewarmai**  
FMI Campus Director



## Our Mission

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

### Tips for Becoming a

# Successful Student

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

#### **Read and understand the course**

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

#### **Get to know your instructor.**

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

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

Woody Allen says that

"80% of success in life is showing up".

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

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

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

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

#### **Set measurable academic and personal goals each semester.**

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

#### **Accept personal responsibility to succeed.**

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

#### **Get to know other students and participate in student activities.**

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

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