

Know where you want to go ...
but understand there are
different ways to get there.

~Anonymous



Student HANDBOOK

Committed to Student Success

2015-2016

Accreditation

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



Message from
President and Chief Executive Officer

You, our students, are our most valuable asset. You bring energy, diversity and a broad range of experiences to the classroom, enriching the lives of faculty, staff and fellow students. Whether you are recent high school graduate, an experienced professional, a military service member or an international student, we

appreciate your unique perspective — and we want you to feel at home at our college.

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

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

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

Joseph M. Daisy, EdD
President and Chief Executive Officer

Our Vision

College of Micronesia-FSM will provide educational opportunities of the highest quality and will embrace the life-long pursuit of knowledge and the enrichment of the diverse Micronesian communities we serve.



Our Mission

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

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COLLEGE OF MICRONESIA-FSM

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



Institutional Student Learning Outcomes

The Effective Oral Communication

Capacity to deliver prepared, purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

Effective Written Communication

Development and expression of ideas in writing through work in many genres and styles, utilizing different writing technologies, and mixing texts, data, and images through iterative experiences across the curriculum.

Critical Thinking

A habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

Problem Solving

Capacity to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.

Intercultural Knowledge and Competence

A set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.

Information Literacy

The ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.

Foundations and Skills for Life-Long Learning

Purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence

Quantitative Reasoning Ability

Ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday situations; comprehends and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats.



CAMPUS DIRECTORY

National Campus

dial **320-2480** EXT

Campus Security	167
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State Campuses

CTEC-Pohnpei	320-3795 & 320-1065
Kosrae Campus	370-3191
Chuuk Campus	330-2689
Yap Campus	350-2296
FSM Fisheries & Maritime Institute	350-3544

visit us

www.comfsm.fm

Student Education Records

Notification of Rights Under FERPA¹

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.** Students should submit a written request identifying the record(s) they wish to inspect to the Director of Admissions, Records and Retention, Vice President for Instructional Affairs (or designee), or other appropriate official. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. The student will have access to his/her education records within 45 days of the date of his/her request for access. If the records are not maintained by the college official to whom the request is initially submitted, the student will be referred to the appropriate official.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the college to amend a record that they believe is inaccurate or misleading, or otherwise violates a student's right to privacy. Students must contact the college official responsible for the record, clearly identify the part of the record they want changed, and specify why they feel it is inaccurate or misleading. If the college decides not to amend the record as requested, the student will be notified of the college's decision in writing and informed of the right to grieve the decision. Information on the Student Grievance Process will be provided when the student is notified of the right to grieve. If upon completion of the grievance process the student's disagreement with the content of their records has not been resolved, the student has the right to place a written statement in their records stating their specific disagreement. Each time the disputed record is released to a third party; the college will also distribute the student's statement of disagreement.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA**

authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, research, or support staff position; members of the Board of Regents; a person or company with whom the College has contracted (including, but not limited to, attorneys, auditors, or collection agents); volunteers as appointed by the college administration or Board of Regents, or a student serving on an official college committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the responsibilities of his or her position at the college.

4. **The right to withhold "directory information"²— items generally considered to be public information.** These items may be made available at the institution's discretion without student authorization unless the student notifies the Office of Admissions, Records and Retention (OARR) that they wish to have directory information withheld. Student may authorize at a later date on a transaction-by-transaction basis the release of Directory Information or you may cancel withhold Directory Information.
5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.** Complaints may be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20024.

¹Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

²**Directory Information** includes: student's full-name, address, telephone listings, date and place of birth, major field of study, participation in officially recognized activities and sports, photographs, weight and height, dates of attendance, degrees and awards received, most recent or previous school attended, classification, and enrollment status.

NONDISCRIMINATION

Statement of Equal Opportunity

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

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

Who to contact to file a discrimination complaint:

Joey A. Oducado
Acting VP-Enrollment Management & Student Services
at 320-2480 ext. 150 or joducado@comfsm.fm

Enrollment Management & Student Services

Our Mission

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

Joey A. Oducado

Acting VP for Enrollment Management & Student Services
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Bastora Loyola

Secretary to the VP for EM&SS
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Student Services Coordinators

Jeffrey Arnold

Student Services Coordinator, CTEC-Pohnpei
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Cecilia Dibay

Student Services Coordinator, Yap Campus & FSM-FMI
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Arthur Jonas

Student Services Coordinator, Kosrae Campus
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email: ajonas@comfsm.fm

Student Life

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



Counseling and Tutoring Centers

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

The tutoring centers provide tutoring and supplemental education services to students at all campuses. At the national campus' A+ Center, tutors are committed to developing confident and competent students with improved educational results by providing individualized learning plans that build skills, habits, and attitude for success and accomplishment of academic and personal goals. Tutoring is available in math, reading, writing, study skills, homework help, test prep, and more at all campuses.



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

EducationUSA is supported by the Bureau of Educational Affairs at the U.S. Department of State.

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

 educationusacomfsm@gmail.com |  EducationUSA COM-FSM | or visit us www.educationusa.state.gov



Peer Counseling Center

The Peer Counseling Center is funded by UNFPA and Title X Family Planning Program fund. The purpose of the Center is to promote a positive collective experience while at COM-FSM. Because students are in touch with their fellow students and are

therefore more effective in responding to issues that concern them, peer educators are recruited and trained to reach students with information on health education and prevention.

This is done in atmosphere, which fosters understanding, sensitivity, trust, respect, and fairness. The aim is to help students understand and analyze issues that may affect them so they can make healthy choices. A Center is located at the National, Chuuk, Kosrae, and Yap campuses.

Meet Your Counselors



Penselynn E. Sam

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Mike Ioanis

Counselor, National Campus
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Nixon Soswe

Counselor, National Campus
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Cindy Edwin

Counselor, CTEC-Pohnpei
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Cecilia Dibay

Student Services Coordinator, Yap Campus & FSM-FMI
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Arthur Jonas

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Wilson Bisalen

Counselor, Chuuk Campus
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Meet your Peer Counselors

Ermine Walliby

Peer Counseling Center Coordinator
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Ramon Saletalir

Peer Trainer, PCC National Campus
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Jonathan Maver

Site Manager, PCC Kosrae Campus
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Health Services



The National and Pohnpei Campuses maintain a well-equipped dispensary on campus with pharmacy and examination rooms. A full-time registered nurse is available during regular working hours from Monday to Friday at all campuses. The dispensary provides services in acute, chronic, and preventive health care. It also provides hospital referral services, family planning, personal health counseling and educational/reference materials on diseases and health issues.



The National Campus dispensary also plans and organizes activities for the Health Fair, World Diabetes and Hypertension Day, the World Aids Day and the World TB and Leprosy Day.

Your Campus Nurses

Benina Ilon

Campus Nurse, National Campus

☎ (691) 320-2480 extension 141 | email: beninai@comfsm.fm

Marlou Gorospe

Campus Nurse, CTEC-Pohnpei

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Julie Waathan

Campus Nurse, Yap Campus & FSM-FMI

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Marcelly Mariano

Campus Nurse, Chuuk Campus

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Meryulyn Livae

Campus Nurse, Kosrae Campus

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Mens sana in corpore sano (A healthy mind in a healthy body)

Student Activities and Facilities

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

Sports and Recreation Center

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

The Sports Center also has rooms for television, pool, and Ping-Pong for student recreation. The Recreation Office located in the Sports Center has a variety of equipment, the usual such as volleyballs and basketballs and the unusual such as Frisbees and waffle balls, for student to check out and many activities for students to sign up.

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

COM-FSM Fitness Center

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

National & CTEC-Pohnpei has local huts

Locally known as “Nahs”, where students socialize, and hold other activities and meetings.

Castro Joab

Sports and Recreation Coordinator, National Campus

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Edwin Sione

Student Services Assistant, CTEC-Pohnpei

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Cecilia Dibay

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Arthur Jonas

Student Services Coordinator, Kosrae Campus

☎ (691) 370-3191 | email: ajonas@comfsm.fm



Residence Halls

The College of Micronesia-FSM has two residence halls at its National Campus, which can accommodate 212 students. The residence halls are two-story buildings with restrooms and showers, TV lounges, computer labs, study rooms, and laundry rooms. Each residence hall room is shared by four students and is furnished with two bunk beds. The College provides a mattress for each resident, but each resident must provide his/her own pillow, pillowcase, sheet and blanket.

Rooms are available on a space-available basis to full-time students. Students from off island are given priority to live in the residence halls. Students are required to complete an application and pay a \$50.00 security deposit. The Director of Student Life may refund the deposit at the end of the resident's stay upon written request and assessment.

Upon acceptance into the residence halls, a student sign a housing agreement in which he/she agrees to pay room charges for the entire semester regardless of whether he/she moves out of the residence halls at any time during the semester.

The residence halls are staffed by, residence hall advisors, resident assistants and custodians under the leadership of Director of Student of Student Life. Residents participate in the operation of the Residence Hall Resident Association (RHRA). The RHRA is made up of residents who are concerned about the wellbeing of residents.

Your Residence Staff

Marlou Gorospe

In-Charge of the Residence Halls & CTEC-Pohnpei Nurse

☎ (691) 320-2480 extension 163 | email: gomar@comfsm.fm

Jake Une

Residence Hall for Men

☎ (691) 320-2480 extension 163 | email: jakeune@comfsm.fm

Ambelly Jacob

Residence Hall for Women

☎ (691) 320-2480 extension 162 | email: jacoba@comfsm.fm

Student Body Association

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

The SBA office at the National Campus is located at the FSM-China Friendship Sports Center at National Campus.

Student Clubs & Organizations

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

Men make history and not the other way around. In periods where there is no leadership, society stands still. Progress occurs when courageous, skillful leaders seize the opportunity to change things for the better.

~Henry S. Truman (May 8, 1884-December 26, 1972)
33rd President of the United States of America



Financial Aid & Scholarships

The primary responsibility in financing the costs of postsecondary education rests with students and their families. However, COM-FSM administers three U.S. Federal Student Aid Programs to help students with limited financial resources seek financial assistance to pursue their

post secondary education with COM-FSM. Financial Aid Office at COM-FSM is tasked to help, assist and process all applications for financial assistance in accordance with COM-FSM Student Financial Aid Handbook.

The Student Financial Aid Handbook, available at Financial Aid Office, provides complete information on (a) how to apply for U.S. Federal financial assistance, (b) the costs of education with COM-FSM, and (c) the calculation of financial awards to students and other important information concerning financial assistance.

Your Financial Aid Counselors

Arinda Halbert

Acting Director of Financial Aid

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VOIP 4118 | email: aswingly@comfsm.fm

Tetaake Yee Ting

SEG and US VA Work-Study Coordinator

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Yoneko Kanichy

FAO CTEC-Pohnpei

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Gertrude Mangarwen

FAO Yap Campus

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Eileen Nena

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Memorina Yesiki

FAO Chuuk Campus

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Types of Financial Aid or Assistance



For further information, please visit us at

<http://www.comfsm.fm/?q=financial-ad>

Federal Pell Grant

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

Supplemental Education Grant (SEG)

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

SEG Work-Study Program

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

Work Study pay rate is at least the current COM-FSM minimum wage, and the total award depends on the level of need of a student and the funding level. The number of hours students are allowed to work depends on their class schedule, health, and academic progress. Students are paid biweekly.

US VA Work-Study Program

gives student-Veterans the opportunity for hands-on work experience and a monthly part-time income while they are going back to school as part of the Post-9/11 GI Bill or other VA education benefit program.

National and State Scholarships

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

Tuition Waiver and Reduction

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



2015-2016 AANAPISI Scholarship Application is now open.

The deadline for the application is October 15, 2015. For further inquiries, please contact the Acting VP for EM&SS at 320-2480 extension 150 or email jducado@comfsm.fm

Admissions, Records & Registration



The office performs the admissions and records functions in support of the college's mission.

These functions include admitting students to the college, obtaining required documents, registering students for classes, maintaining student's education records, providing transcripts, and ensuring certification of graduation requirements. For further information, please visit <http://www.comfsm.fm/?q=admissions>.



General Admission Policy

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 admission 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 (BP No. 4000).

Admissions Criteria

- Have graduated or will graduate from high school at the end of the current school year, or have a General Educational Development (GED) certificate.
- Have a minimum high school grade point average (GPA) 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.
- Be accepted by the college's Committee on Recruitment, Admission and Retention (RAR).

Transfer Students

Students who have earned satisfactory grades from another U.S. accredited college or university may apply for admission and be given advanced standing at COM-FSM. Credit for previous satisfactory college work can only be given upon receipt of previous college records. Students may also transfer credits earned at the college with grades of "C" or better.

Contact Us



Joey A. Oducado

Director of Admissions, Records and Retention/Registrar
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VOIP 4117 | email: joducado@comfsm.fm

National Campus

Vasantha Senarathgoda

Transcripts & Enrollment Verifications, OARR National Campus
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Sernida Eperiam

Degrees and Certificates, OARR National Campus
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Arbel Ben

Electronic Data Processing, OARR National Campus
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Marion Luke

Student Records, OARR National Campus
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State Campus

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OARR CTEC-Pohnpei
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Cecilia Dibay


OARR Yap Campus & FSM-FMI
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In today's world, the standards of success have become a bit more complicated. You can't just drill; you need to create. You can't just learn; you need to innovate. You can't just follow; you need to lead.


~Lisa Macuja Elizalde


Admission Procedure

- 

1 Take the COM-FSM Entrance Test (COMET) and be placed into a program at the college. A test fee of \$5.00 will be collected. The COMET is administered in November at the state campuses for Spring admission, and in February to March at all high schools and the state campuses for Summer or Fall admission.
- 

2 Obtain an Application for Admission from a high school counselor, state campus dean, or at the college's website. Complete the Application for Admission.
- 

3 Submit or mail completed Application for Admission with the \$10.00 admission fee to:
Office of Admissions, Records and Retention
College of Micronesia-FSM
P.O. Box 159, Kolonia, Pohnpei FM 96941
- 

4 Complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA renewal, and mail it to the address indicated.
- 

5 Request that all official high school transcripts or GED scores are sent to the COM-FSM Office of Admissions, Records and Retention. High school seniors should submit a seven-semester transcript. College transfer students must also submit official transcripts from all colleges previously attended.

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 RAR, the President may approve special admission.

Notification of Admission

The college will notify applicants who meet all the admission requirements of their acceptance as soon as their applications have been approved by the President upon recommendation of the Committee on RAR.

Acceptance of Admission Procedure

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

- Obtain Social Security number.
- 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 Halls Application, if interested in staying in the halls, and return it with a \$50.00 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.
- Check with the COM-FSM State Campus Dean for travel arrangements. Tickets are provided for students from Yap, Chuuk, and Kosrae who have completed all of the above.



Admission to Second Degree

Students who have earned an associate degree either from COM-FSM or a regionally accredited institution with a cumulative GPA of at least 2.0 may formally be admitted into a second associate degree. The second associate degree must be in a major different from the first. Student seeking a second associate degree must file an Application for Admission to Second Degree. However, if the degree was earned at an institution other than COM-FSM, the student must also submit the following additional requirements:

- A completed Application for COM-FSM Admission Form.
- Proof of paying the \$10.00 admission fee.
- Official transcript from all colleges or universities previously attended specifically indicating that a prior degree was earned.

Admission into Certificate Programs

Third-Year Certificate of Achievement in Teacher Preparation-Elementary. To be eligible for admission to the Third-Year Program in Teacher Preparation-Elementary, applicants must meet all of the following requirements:

- Earned an associate degree in Teacher Preparation or equivalent.
- Cumulative GPA of at least 2.75 for regular admission.
- A score of at least 20 on the entrance essay with no individual score below a three.

Special Consideration. Applicant with an associate degree in Teacher Preparation or equivalent may be admitted on a probationary status if he or she has a cumulative GPA of at least 2.50, and has a score of at least 15 on the entrance essay with no individual score below three.

Third-Year Certificate of Achievement in Accounting or General Business. To be eligible for admission to the Third-Year Programs in either Accounting or General Business, applicants must meet all of the following requirements:

- Earned an associate degree in Accounting or Business
- Cumulative GPA of at least 2.50 for regular admission.
- A grade of C or higher in each of the major requirements of the associate degree in Accounting or Business.

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

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 COMET, and be accepted by the President upon recommendation of the Committee on Recruitment, Admission and Retention. Acceptance is based on the applicant's score on the COMET, and other criteria as defined by the committee.

Applicants with significantly low scores on the COMET are ineligible for admission. Other certificate of achievement programs are offered when criteria for offering the program are met. Admission requirements vary with the program.



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: (1) the student has successfully completed the eleventh grade; (2) 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 GPA of 3.50; (3) the local principal and/or 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; and (4) the Committee on Recruitment, Admissions and Retention has recommended the student for dual enrollment.

Students must meet the prerequisites for the course. Credits and grades will appear on their college transcript. Students enrolled in a course under the college's dual enrollment policy is not eligible for federal financial aid assistance. As such, they must pay all college tuition and matriculation fees assessed to regular students. Dual enrollment does not constitute admission to the College of Micronesia-FSM. Dual enrollment students must follow the policy and procedures for regular admission to obtain full-time admission to the college subsequent to graduation from high school.

EARLY ADMISSION



The college provides post secondary 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 GPA of 3.50 and recommending that the student be admitted under the college's early admission program.
- The student successfully completed the eleventh grade.
- The student has satisfied the Committee on RAR recommendation via the COMET, and has placed into college level (100) English courses in both reading and writing.



A student enrolled through Early Admission is not eligible for Federal Financial Aid assistance until a high school diploma or equivalent has been achieved. Student must submit (a) a completed College of Micronesia-FSM Application or Early Admission to the Office of Admissions, Records and Retention, (b) recommendation letter from the principal or designee, (c) proof of paying the admission fee, and (d) a high school transcript that verifies criteria one and two above. The information must be submitted together as one packet.

Readmission Policy

Student who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Application 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.

Credit Load



Credit load is defined as the number of semester credits that a student carries. An average load is 15 credits during regular semester, and six credits during the summer session. Students are limited to a maximum load of 18 credits per regular semester, and six credits per summer session. Additional courses can only be taken with permission by the

Vice President for Instructional Affairs.



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 are (a) individuals taking credit courses prior to applying for admission to the college, (b) students from other universities or colleges taking credit courses at the College of Micronesia-FSM for transfer back to their own institutions, or (c) 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 required prerequisite(s) to a course as listed in the College of Micronesia- FSM catalog must attain the recommendation of the instructor and the approval of the vice president for instructional affairs or his/her designee to enroll in the course. However, permission of the division chair may also be required in selected courses or academic disciplines. Ordinarily, unclassified students may register for no more than eight credits in an academic semester.



Completing courses while under unclassified status neither constitute nor guarantee admission to any degree program at COM-FSM. However, an unclassified student who has completed 24 credits at the college with a minimum GPA of 2.0 may apply for admission on regular status as a student seeking an associate degree. This application for degree seeking status must be made to and processed by the Committee on Recruitment, Admission 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, Records and Retention to consider credits earned as an unclassified student be counted toward the degree. Former COM-FSM degree students may enroll as unclassified students.

However, if degree seeking status is desired, they should seek formal readmission into degree status at the college since credits earned in unclassified status might not be accepted toward the degree. Regular application procedures for admission to degree programs apply at all times.

Five-Step Face-to-Face Registration Procedure

For incoming new and transfer students and recommended for returning students.

-  **step 1 Admissions & Records.** Creation of identities, activation of term record, and issuance of course selection form.
-  **step 2 Business Office.** Payment of registration fees, and issuance of (a) receipt as proof of payment, and (c) clearance.
-  **step 3 Financial Aid Office.** Verification of financial aid status, and certification of course selection form.
-  **step 4 Academic Advisor.** Course selection, and approval of course selection form.
-  **step 5 Admissions & Records.** Issuance of student schedule.

REGISTRATION

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

Adding and Dropping Courses

Courses may be added or dropped by students through the first three days of instruction during semester, and first day of instruction during summer by completing the add/drop form that is available from the Office of Admission, Records and Retention. Student who fail to officially add a course will not receive credit for the course. Students who fail to official drop a course will be charged the full amount of the course.

Procedure for Adding or Dropping a course

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

Major Subject Area

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

Full-Time vs Part-Time Students

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

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

Credit Overload

The overload policy requires the vice president for instructional affairs to give prior approval to a student requesting overload (19 or more credits).

Overload is given to a student who has a minimum cumulative GPA of 3.0. credits in a summer session apply at all times.

Withdrawing from a Course

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

The academic advisors will assist the students in completing the withdrawal card, and sign it before returning it to the student who then secures the instructor's signature, thence submits the form to the Office of Admissions, Records and Retention. If advisor is not available to assist, the vice president for instructional affairs or his/her designee can assist the student in completing the withdrawal card.

Instructors may withdraw a student from a course by submitting to the Office of Admissions, Records and Retention a completed withdrawal card (for instructor use).

Procedure for withdrawing a course (Student-Initiated):

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

Withdrawing from all Courses

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

Students should be aware of the following timeline and charges for withdrawing from a course: (a) withdrawals during the add/drop period will not be recorded on the student transcripts; (b) a grade of "W" will be recorded on official transcript for withdrawals from course after the add/drop period through the tenth week of instruction; (c) a semester grade of "F" will be given for withdrawals from a course after the tenth week of instruction; (d) tuition will not be charged for withdrawals during the add/drop period; and (e) for withdrawals after the add/drop period, full tuition (100%) will be charged for the course.

Other Campus Services

Campus Security and Safety

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



Warren Ching

Chief Security, National Campus
☎ (691) 320-2480 extension 167 | ☎ (691) 320-7017
email: chiefsecurity@comfsm.fm

Shuttle Service



Shuttle Service is available between the National Campus and Pohnpei Campus for students who need to commute between the two campuses to take classes. There are two buses running on an established schedule during the school days. Currently, there are three trips available in the morning and two trips in the afternoon. Student who wish to utilize this service will need to present their college ID cards before boarding the buses. The capacity for each bus is twenty five (25) seats.



Bookstore

The National Campus Bookstore stocks required textbooks and related course materials for all campuses. As a student service outlet, the bookstore also stocks miscellaneous items, college items, as well as soft drinks, snacks and sundries.

Martin Mingii

Bookstore Manager, National Campus
☎ (691) 320-2480 extension 158 | email: martinm@comfsm.fm

Business Office

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

Doman Daoas

Acting Comptroller
☎ (691) 320-2480 extension 156
VOIP 4112 | email: daoas@comfsm.fm

State Campus

Alik Phillip

Fiscal Officer, Kosrae Campus
☎ (691) 370-3191 | email: aphillip@comfsm.fm

Rosemary Manna

Fiscal Officer, Yap Campus & FSM-FMI
☎ (691) 350-2296 | email: manna@comfsm.fm

Marie Mori

Fiscal Officer, Chuuk Campus
☎ (691) 330-2689 | email: memori@comfsm.fm

Leyolany Anson

Account Clerk, CTEC-Pohnpei
☎ (691) 320-3795 extension 37 | email: leyolany@comfsm.fm



Information Technology

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

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

Gordon Segal

Director of Information Technology
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National Campus

Shaun Suliol

Webmaster
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Christopher Gilimete

System Specialist
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Petrus Ken

System Specialist
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State Campuses

Renton Isaac

System Specialist, Kosrae Campus
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Pius Mirey

System Specialist, Yap Campus & FSM FMI
☎ (691) 350-2296 | email: pius@comfsm.fm

George Winter

IT Technician, CTEC-Pohnpei
☎ (691) 320-3795 | email: wintgeor@comfsm.fm

Student Digital Services

Students access to computers and Internet services are through computer labs provided for student use at every campus as well as a secure access WiFi network system also available at all campuses. The technology fee fund is used to purchase technology in support of technology needs that support the mission of the COM-FSM. Local area networks and Wide area networks are considered part of this support structure, so is equipment used by students in computer labs.



Dining Hall

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

Rudolfo Romero

Food Service Manager
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Jim Alexander

Assistant Supervisor
☎ (691) 320-2480 extension 180 | ☎ (691) 320-8331
email: jimbo@comfsm.fm

Hours of Operation

Monday to Friday

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

Saturday, Sunday, & Holidays

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



Student Information System



The COM-FSM SIS is a web based student database system inclusive of student record data and account information. This system allows allow remote data entry and data query at all six college campuses based on the access rights of the individual and/or office. Key staff are assigned SIS access rights based on their area of responsibility, faculty and students access a portal to view their own accounts and/or their assigned advisees. Remote access to the SIS for data entry and data querying and reporting allow improved evidence-driven decision making at the college. The SIS also allows for real time access to key data that affect decision making on equity issues across the college's six campuses.

All registered students are provided a user account and a password. These are used for the student to access all of their own information relevant to provided COM-FSM digital services, inclusive of College provided Email address, student SIS portal access (myShark).

Learning Resources Center

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

The LRC offers over 66,000 titles in various collections both print and non print. The collections include the general collection; reference collection; Micronesia Pacific collection; that is a unique collection of materials on Oceania with specific emphasis on Micronesia and documents from the Secretariat of the Pacific Community; curriculum resources including samples of children's literature and K8 instructional materials; newspapers, magazines, and serials; UN Document, publications of agencies within the United Nations organization, FAO Documents, publications of Food and Agriculture Organization agencies and U.S. Government Documents, publications of U.S. government agencies. The archives collection contains materials from the U.S. Navy and U.S. Trust Territory eras as well as the college archive documents. The LRC provides access to the EBSCO electronic database containing full text journal articles, the EBSCOHost eBook Community Collection and the Patient Education Reference Center (PERC) databases. Other online subscriptions include the HINARI database containing articles on medical and relate social sciences and the World&I Journal.

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

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

The MITC also provides ID production services for the college.



Meet your Librarians

Jennifer Helieisar

Director of Learning Resources Center

☎ (691) 320-2480 extension 140 | email: jenniferh@comfsm.fm

National Campus

Karleen Samuel

MITC Coordinator

☎ (691) 320-2480 extension 145 | email: karleenm@comfsm.fm

Juvelina Recana

Librarian

☎ (691) 320-2480 extension 124 | email: jrempis@comfsm.fm

Bruce Robert

Librarian

☎ (691) 320-2480 extension 126 | email: brucerobert@comfsm.fm

Julia Martin

Librarian

☎ (691) 320-2480 extension 109 | email: juliam@comfsm.fm

Lucy Oducado

Librarian

☎ (691) 320-2480 extension 142 | email: loducado@comfsm.fm

One important key to success is self-confidence. An important key to self-confidence is preparation..

~Arthur Ashe, July 10, 1943-February 6, 1993

Meet your Librarians

State Campuses

Kersweet Eria

Librarian, Chuuk Campus

☎ (691) 330-2697 | email: eric@comfsm.fm

Michael Williams

Librarian, Kosrae Campus

☎ (691) 370-3191 | email: michaelw@comfsm.fm

Susan Guarin

Librarian, Yap Campus

☎ (691) 350-2296 | email: guarinsm@comfsm.fm

LIBRARY HOURS

Learning Resources Center, National Campus

Main Library

Monday-Thursday 8:00 AM-9:00 PM
Friday 8:00 AM-5:00 PM
Sunday 6:00 PM-9:00 PM

Special Collections and MITC

Monday-Friday 8:00 AM-5:00 PM
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School Break

Monday-Friday 8:00 AM-5:00 PM
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Library is closed during Saturdays and Holidays



Instructional Affairs

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

People in the department can also answer questions on programs offered, credit overload, course substitutions, library services, tutoring and other instructional concerns.

Karen Simion

Interim Vice President for Instructional Affairs

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Maria Dison

Dean of Academic Programs

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Quly Alex

Secretary to the VP for Instructional Affairs

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Campus Deans & Directors

Kind Kanto

Campus Dean, Chuuk Campus

☎ (691) 330-2689 | email: kanto@comfsm.fm

Lourdes Roboman

Campus Dean, Yap Campus & FSM FMI

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Grilly Jack

Director, CTEC-Pohnpei

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Nena Mike

Acting Dean, Kosrae Campus

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Matthias J. Ewarmai

Director, FSM Fisheries & Maritime Institute

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Academic Advising

The objectives of the student advisement program are: (a) to ensure that students are aware of their program requirements; and (b) with the help of their advisors, follow the sequence of courses for their program to insure timely graduation. The Dean of Academic Programs or her designee assigns students to advisors who are faculty members.

Academic Division Chairs

National Campus

Resida Keller

Languages & Literature

☎ (691) 320-2480 extension 305 | email: resida@comfsm.fm

Magdalena Hallers

Education

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Joseph Felix, Jr.

Business

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Delihna Manuel Ehmes

Social Sciences

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Paul Dacanay, MD

Health Sciences

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Peltin Pelep

Math & Science

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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.

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

Joseph Habuchmai

Vice President for Administrative Services
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Rencelly Nelson

Director of Human Resources
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Doman Daoas

Acting Comptroller
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Francisco Mendiola

Director of Maintenance, Facilities & Safety
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Sinobu Lebehn

Secretary to the VP for Administrative Services
☎ (691) 320-2480 extension 152 | email: sinobu@comfsm.fm

Cooperative Research & Extension

The department's mission is to provide exemplary administrative support to the Agriculture Experiment Station researchers, the Director of Resident Instruction and CRE State Coordinators in their efforts to provide excellent training, knowledge and skill development in agriculture and aquaculture, nutrition, resource management, and youth and families through our research, extension, and resident instruction programs. The CRE office and program will provide unrestrained support and collaboration to the President in pursuit of the mission, goals and objectives of COM-FSM.

Institutional Effectiveness & Quality Assurance

The department assesses and supports the capacity and extent to which the college fulfills and maintains its mission; while fostering and embedding a college culture of sustainable continuous quality improvement and collaboration at all institutional levels. Leadership and guidance are provided to the college community to ensure accountability as accreditation and regulatory standards are understood and met, and/or exceeded at all times. At the core of effectiveness and ongoing quality improvement is a focus on student learning and student success.

Frankie Harriss

Vice President for Institutional Effectiveness & Quality Assurance
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Gordon Segal

Director of Information Technology
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Jimmy Hicks

Director of Institutional Research & Planning
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Walter James Currie

Vice President for Cooperative Research & Extension
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Engly Ioanis

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Mike Abbe

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Kenye K. Killin

CRE Coordinator, Kosrae Campus
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Steven Young-Uhk

CRE Coordinator, Yap Campus
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Student Academic Freedom & Responsibility

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

Responsibility

- Students should be free to disagree, or comment on the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
- Students have protection through grievance procedures against prejudiced or capricious academic evaluation.

At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

- Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

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

Student Grievance & Complaint Procedures

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

The Informal Complaint Process

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

Complaint Against or About

Staff
 Regular Faculty
 Adjunct Faculty (*part-time*)
 Administrator
 Grade
 Customer Service
 Security/Safety

Contact

Staff Person or the Area Supervisor
 Faculty member, then the Division Chair
 Faculty member, then the Division Chair, then the Dean of Academic Programs
 Administrator or next level Administrator
 Instructor, then the Division Chair
 Area Supervisor
 Campus Security Chief, Director of Maintenance, Facilities and Security

The Formal Complaint Process

If you have followed the Informal Complaint Process but the issue has not been Resolved, you may file a formal complaint in writing with the appropriate campus Administrator.

College-related Complaints from Students

College of Micronesia-FSM, in its goal to provide quality instruction and service, provides student access to appropriate College staff and administration to resolve questions, concerns, or complaints against COM-FSM staff, policies, procedures, or other actions or inactions of the College.

Students are strongly encouraged to resolve any concern informally through the appropriate department or division

administrator. If needed, the Office of the Vice President of the Student Services and Vice President of Instructional Affairs will direct the student to the appropriate department or division administrator to initiate the informal process.

The administrator will work with the student to resolve the student’s question, concern, or complaint.

If the student is not satisfied with the discussion and any suggested resolution, the student may file a formal complaint. The student may contact either the Vice President for Instructional Affairs, Vice President of Student Services or the Campus Dean to proceed with a formal written complaint.

A. Informal Complaint (Other than faculty or grade-related)

The goals of the informal complain process is to provide information to the student that answers the student’s questions and concerns and/or to come to a resolution agreeable to the student and the College.

The student discusses the complaint informally with the appropriate administrator. If the concern is in regard to the administrator, the student may discuss the concerns with appropriate Vice President.

To address complaints in a timely fashion, student must begin the informal process within thirty (30) College working days of the alleged complaint. If the student believes the discussion and any suggested resolution through the Informal Process did not provide a resolution, the student may file a formal complaint with the Vice President of Instructional Affairs, the Vice President of Student Services or the Campus Dean.

B. Formal Complaint (Other than faculty or grade-related)

If the student believes the decision offered through the Informal Process did not provide a resolution, the student may then use the Formal Complaint Process.

Student Grievance & Complaint Procedures continued

Students may file a formal written complaint against the College. The formal complaint must be filed within thirty (30) College working days from the date the decision was offered to the student.

The Student Complaint Information Packet is available in the Office of the Vice President of Instructional Affairs, Vice President of Student Services or the Campus Dean. Students may call either one of the offices and have this information given to them.

The formal complaint must contain the following information:

1. Name of the student(s) filing the formal complaint.
2. Name of the staff member complaint is against.
3. Statement of facts and nature of the formal complaint.
4. Date(s) of the incident(s).
5. Resolution being sought by the student(s).
6. Student signature.

The student will submit the formal written complaint to the appropriate administrator.

The administrator will have ten (10) College working days to work with all parties to affect a resolution.

If the resolution presented by the administrator is not agreed to, the student may appeal the resolution to the appropriate Vice President. The Vice President shall, within ten (10) College working days after the first receipt of the formal complaint, cause an investigation to be made of the unresolved complaint.

The appropriate Vice President or Campus Dean shall, within twenty (20) College working days after receipt of the formal complaint, inform the student of the results of the investigation and the decision in writing. The Vice President/Campus Dean may recommend one or more of the following actions:

1. Offer a resolution to the complaint.
2. Dismiss the complaint.
3. Take appropriate action.

NOTE: Any time limit herein may be extended by the five (5) College working days with notice to the student. Timeline may be further modified by mutual agreement.

The student may appeal to the President. The President will review documentation submitted with the appeal and from the Vice President's investigation and make a final decision within five (5) days of receiving the student's appeal. The President will send a written notice to the administrators involved and student of the final decision.

Part-time and Full-time Faculty-related Complaints from Students (Not grade-related)

A. Informal Complaint

The goal of the informal process is to provide information to the student that will assist the student and instructor in mutually resolving the concern or problem.

The student may discuss the complaint informally with the faculty member, or the faculty member's supervisor. To address complaints in a timely fashion, students must begin the informal process within thirty (30) College working days of the alleged incident.

When discussing concerns or complaints with an instructor it is most effective to arrange a time when the instructor is available to a confidential conversation. Full time instructors have posted office hours. At most campuses adjunct faculty may meet a student in an office provided by the adjunct faculty department. It may also be helpful for the student to organize his or her thoughts by writing down the concerns prior to the meeting. It is important to note that breaks in a faculty member's instructional service time may affect the resolution timeline (i.e., Christmas Holidays and/or spring break).

If the student chooses to meet the faculty member's supervisor, he or she should visit the instructional area or call the division to set up an appointment to talk with the instructor's supervisor. Information on where to find the instructor's supervisor is available at the Office of Dean of Academic Programs or Campus Dean's Office.

If the student is not satisfied with the discussion and suggested resolution, the student may file a formal complaint against the faculty member. Any formal complaint must refer to actions of the Faculty member within the course and scope of his/her employment. A grade change request based strictly upon academic considerations shall not be considered a complaint against a Faculty member.

B. Formal Complaint

If the student believes the decision offered by the faculty member or the faculty member's supervisor through the Informal process did not provide a resolution, the student may then use the Formal Complaint Process.

A student may file a formal written complaint against a faculty member. The formal complaint must be filed within thirty (30) College working days from the date the decision was provided to the student.

The formal written complaint must be a well defined. Objective as possible and contain the following information:

1. Name of the faculty member.
2. Statement of facts and nature of the formal complaint.
3. Date(s) of the incident(s).
4. Resolution being sought by the student(s).
5. Name of the student(s) filing the formal written complaint.
6. Signature of the student(s) and the date submitted.

The student must submit the formal written complaint to the faculty member's Division Chair. The faculty member's supervisor will have ten (10) College working days from the receipt of the formal written complaint to work with all parties to achieve a resolution unless the faculty member is not available due to semester break and vacations.

Student Grievance & Complaint Procedures continued

In those situations, the ten (10) days allowed for resolution will start and stop based on faculty contracts.

In the resolution presented is not agreed to, the appropriate Vice President shall, within ten (10) College working days after receipt of the formal complaint, cause an investigation to be made of the unresolved complaint. During the Chair, the faculty member, the student and/or any other person who has first-hand knowledge of the subject matter of the complaint, and/or each party's representative.

The appropriate Chair shall, within twenty (20) College working days after receipt of the formal complaint, inform the student and all other parties of his/her decision in writing.

The Chair may recommend one or more of the following actions:

1. Offer a resolution to the complaint.
2. Dismiss the complaint.
3. Take appropriate action.

The student may appeal to the President. The President will review documentation submitted with the appeal and from the Chair's investigation and make a final decision within five (5) days of receiving the student's appeal. The President will send a written notice to the Chair and student of the final decision.

Grade Complaints from Students

A. Informal Complaint

(Working days are defined as the College's regular hours operation: Monday – Friday, 8:00 a.m. – 5:00 p.m.)

The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the college.

A student who believes college academic regulations including college grading procedures and/or grading criteria have not been followed must attempt to resolve the issue by discussing the differences of opinion with his/her instructor as a first step.

If the student is unable to reach agreement with the instructor, the student may take the complaint to the department chair and then, if no resolution is reached to the Dean of Academic Programs and finally to the Vice President of Instructional Affairs.

Based upon professional judgment, the instructor is solely responsible for the semester/session grade assigned. No instructor may be directed to change a grade unless a mistake, fraud or bad faith by the instructor is proven; the burden of proof of the existence of mistake, fraud or bad faith in the part of the instructor is the responsibility of the student.

If resolution is not reached through the informal process, the student may file a Formal Complaint (form included in this packet).

In cases where the instructor cannot be contacted by registered mail, the Division Chair for the same subject area, the Vice President of Instructional Affairs and the Registrar may certify grade changes.

B. Formal Complaint

The Formal Complaint procedure for Academic and Grade Regulations must be completed within 90 calendar days of the conclusion of the semester or session during which the student was enrolled in the course in which the grade is being challenged.

The student submits to the instructor's Division Chair or appropriate administrator a written request asking for a meeting to resolve the complaint. The written request must include a detailed description of the grade complaint and appropriate documentation. The student must initiate the request within seven (7) working days of the student's meeting with the instructor. The Division Chair or appropriate supervising administrator will convene a Mediation Hearing Committee within fourteen (14) working days of receipt of the formal request and relevant data supplied by the student.

The Mediation hearing Committee is composed of the faculty member, the student and the Division Chair who serves as chair of the committee.

The faculty member and the student may have an on-campus representative if they choose. Meetings of the Mediation hearing Committee will be closed to observers.

If the issue cannot be resolved to the satisfaction of the instructor and the student at this step, the Mediation hearing Committee Chair becomes responsible for deciding if the grade complaint is valid and what appropriate action will be taken. The Committee Chair's written decision and proposed action will be sent to the Vice President of Instructional Affairs within seven (7) working days of the meeting date. Copies of the decision and proposed action will be sent to the student and instructor involved. If there is no appeal either party, the action proposed by the committee chair will be taken.

If either student or the instructor is dissatisfied with the decision or proposed action by the Mediation Hearing Committee Chair, an appeal may be made within seven (7) working days to the Vice President of Instructional Affairs or designee. This appeal will be a written memorandum outlining the nature of and the basis for dissatisfaction with the decision or action taken. A copy of the appeal is to be given to the committee chair and the student or instructor, as appropriate. Once the Vice President of Instructional Affairs or designee has received the appeal and a written answer from the committee chair, the Chair will meet with the student and instructor, separately or together, at the Chair's discretion within fourteen (14) working days to discuss the matter.

Student Grievance & Complaint Procedures continued

After reviewing the appeal with the President, the Vice President of Instructional Affairs has discretionary power to uphold, reverse, modify the recommendation to the mediation Hearing Committee Chair. The Vice President of Instructional Affairs will prepare a written decision that will be sent to the student, to the committee chair, and to the appropriate instructor.

Chewing of Betel Nut &/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 Betel nut or any type of chewable tobacco, except in designated areas.

Violations

First Offense

A first offense will be referred to the Disciplinary Committee and is handled by the VPSSA or the Campus Director.

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

Second Violation

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 betel nut and/or tobacco use policy will result in a referral to the Disciplinary Committee.

Penalties will range up to the following:

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

Third Offense

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

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

The decision of the Vice President of Instructional Affairs is final and complete the procedure for a complaint about academic, or grading practices at College of Micronesia-FSM. The Office of the Vice President of Instructional Affairs will be the official repository of records regarding decisions or actions involving an Academic or Grade Regulations complaint.

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.

Failure to Comply with Assigned Disciplinary Action

Non-compliance by the students 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 Student Services or the Campus Dean, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.



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

Violations

First Offense

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

Second Offense

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

1. Written notice of probation for up to one year, The restrictions for probation will determined by the Disciplinary Committee and can involve the following restrictions:
 - (a) The student cannot hold any student office in any associations or club during the period of probation, and must resign such an office upon finding by the Disciplinary Committee.
 - (b) If the student boards at COM-FSM, the student must remain on campus between he hour 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.

Third Offense

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

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

More Than Three Offenses

In the event any student commits and is to be discipline for more than three (3) offenses during a school year, the Disciplinary Committee will impose immediate suspension.

Failure to Comply with Assigned Disciplinary Action

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 files with the Vice President for the Student Services of the Campus Dean, who will be responsible to provide appropriate lists to the Office of Admissions and Records. The withholding of grades can interfere with ability of the student to obtain 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

propertied 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.

Illicit Drug Policy

COM-FSM Student 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 CO-FSM

Illicit Drug Policy ... continued

Violations

First Offense

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

Second Offense

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

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

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.

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.

Violations of the Illicit Drug Policy Involving Violence

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

Violations of the Illicit Drug Policy Involving Alcohol

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

Immediate Suspension Allowed

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

Policy on Banned Weapons

Student may not possess a banned weapon on any COM-FSM campus, at any COM-FSM approved or sponsored event, or any COM_FSM property or in the buildings, vehicles or boats used by CO_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

First Offense

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

Multiple Offenses

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

Immediate Suspension

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

Failure to Comply with Assigned Disciplinary Actions

Non-compliance by the student of assigned 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, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

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 vehicle 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

First Offense

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

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.

Immediate Suspension

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

Failure to Comply with Assigned Disciplinary Actions

Non-compliance by the student of assigned 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, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

Policy on Acts of Violence

Student may not commit an act of violence on any COM-FSM campus, at any COM-FSM approved or sponsored event, on any COM-FSM property, or in any COM-FSM building, vehicle or boat used by COM-FSM for its educational or recreational programs, or against members of the COM-FSM community wherever the act of violence may take place.

Any violation as described above will result in a referral to the Disciplinary Committee. Penalties will range as described below.

Violations

First Offense

1. Referral for up to thirty hours of professional education/counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to reinstatement after suspension.
2. Disciplinary suspension for up to two years.
3. Restitution, if appropriate.
4. 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.
5. Referral of the matter to local law enforcement authorities, if appropriate.

Second Offense

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

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

More than Two Offenses

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

Immediate Suspension

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

Failure to Comply with Assigned Disciplinary Actions

Non-compliance by the student of 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 in 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 whenever the act of violence may take place. Any violation of this policy will result in a referral to the Disciplinary Committee.

Violations

First Offense

1. Referral for up to thirty hours of professional education/ counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to the reinstatement after suspension
2. Disciplinary suspension for up to one year.
3. Restitution, if appropriate.
4. Any measures short of disciplinary suspension if, in the view of the Disciplinary Committee or other discipline.
5. Referral of the matter to local law enforcement authorities, if appropriate.

Second Offense

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

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

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 participate 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.

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

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.

Immediate Suspension

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

Failure to Comply with Assigned Disciplinary Actions

Non-compliance by the student of assigned 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, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

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 CO-FSM policy sexual harassment is defined as unwelcome sexual advances request 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 Slur, 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.

Purpose

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

Sexual Harrassment Policy for Students ... continued

Application

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

Responsibilities

The Vice President for 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 campus.

The Director of Student Life at the National Campus and the 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.

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:

1. Any member if the college community (faculty, staff and/or student) may initiate a complaint against a student under the College of Micronesia-FSM Policies on Betel Nut, Tobacco, Alcohol and Illicit Drugs and the Prohibition of Violence. All complaints will be made to the Vice president of Student Services or Campus Dean.
2. 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 indecent(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.

3. The Vice President for Student Services or Campus Dean will review the complaint to determine how to handle the case. When proceeding with the discipline 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 the VPSS or the Campus Dean will place a hold on the student's account.
4. The VPSS or the Campus Dean will meet with 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.
5. 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 discretions 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 Hearing Committee, witnesses, and those who may participate in the appeal 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 rises from the same events upon which the discipline is based.



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