

AGENDA ITEM

Chapter 3 policies-Instructional Affairs policies

RECOMMENDED DIRECTIVE:

The named Board Policies are as follow:

BP 3001 Catalog Limitations

BP 3002 Academic Year

BP 3003 Summer Session

Discussion:

Policies and procedures are living documents that change as the needs and priorities of the college evolve. While the core purpose of a policy may stay the same, its details should be reviewed and updated regularly to stay relevant and aligned with the college's goals. As such, the office of the Vice President for Instructional Affairs continues to work with the appropriate offices, Curriculum committee, and relevant committees to review policies and procedures relating to Instructional Affairs.

On November 04, 2025, the Executive Committee (EC) was presented the following policies for review and endorsement:

Board Policy	Amendments or Deletions	Remarks
Board Policy 3001-Catalog Limitations	<p>A maximum of ten calendar years is allowed to fulfill the baccalaureate degree requirements of selected major and eight years is allowed to fulfill the associate degree and third-year certificate requirements of selected major as described in the catalog which was in force at the time of admission.</p> <p>Students are governed by the degree requirements stipulated in the catalog in effect at the time of their initial admission. However, to ensure academic currency, the following time limits apply for completing those specific requirements:</p> <ul style="list-style-type: none">•Baccalaureate Degrees: A maximum of 10 calendar years.•Certificate of Achievement, Associate Degrees & Third-Year Certificates: A maximum of 8 calendar years. <p>Students who do not complete their program within these timeframes will lose</p>	<p>Changed policy name to “<i>Catalog rights</i>”</p> <p>Corrected Typos: Fixed the spacing issues found in the original text.</p> <p>Defined Consequences: Added a section on what happens when the time expires, which protects the institution’s academic integrity by ensuring students graduate with up-to-date knowledge. Also adds a section to protect the student in any case where a program requirement is change within the timeframe.</p> <p>Professional Language: Replaced "in force" with</p>

	<p>their original "catalog rights." Such students must then fulfill the requirements of the catalog in effect at the time the limit was exceeded or at the time of their subsequent graduation application.</p>	<p>"in effect," which is more standard in higher education policy.</p> <p>Removed Redundancy</p>
<p>Board Policy-3002 Academic Year</p>	<p>The academic year, which begins in August, is divided into sixteen-week semester terms and an eight-week session. (Financial Aid defines the academic year as at least 30 weeks of instructional time in which full-time students are expected to complete at least 24 credits.)</p> <p>1. Institutional Definition of the Academic Year</p> <p>The academic year officially commences in August and concludes in July of the following calendar year. The institution operates on a semester-based calendar comprised of three distinct terms designed to accommodate diverse learning paces:</p> <ul style="list-style-type: none"> • Fall Semester: A primary term spanning 16 weeks of instructional time. • Spring Semester: A primary term spanning 16 weeks of instructional time. • Summer Session: An accelerated 8-week session designed for intensive study or credit recovery, which is explicitly included within the same academic year. <p>2. Federal Compliance & Title IV Financial Aid</p> <p>For the purposes of administering federal student aid programs, the institution defines a "Title IV Academic Year" in strict accordance with federal regulations (34 CFR § 668.3).</p> <p>Federal Minimum Criteria</p> <p>To qualify as an academic year for financial aid purposes, the structure must meet the following baseline thresholds:</p> <ul style="list-style-type: none"> • Duration: A minimum of 30 weeks of instructional time. 	<p>The revised is separated into three clearly defined components:</p> <ol style="list-style-type: none"> 1. Institutional definition of the academic year 2. Federal Student Aid requirement (34 CFR § 668.3) 3. Institutional academic calendar structure (two 16-week semesters and one 8-week summer session)

	<ul style="list-style-type: none"> • Academic Workload: An undergraduate student considered full-time must be expected to complete a minimum of 24 credit hours within that 30-week period. <p>3. Operational Alignment and Satisfaction of Requirements</p> <p>The institution’s academic calendar structure is specifically designed to satisfy and exceed the federal Title IV requirements outlined above:</p> <ul style="list-style-type: none"> • Instructional Weeks: Together, the standard Fall (16 weeks) and Spring (16 weeks) semesters provide a combined total of 32 weeks of instructional time, successfully meeting the federal 30-week minimum requirement. • Credit Hour Requirements: Full-time undergraduate students who enroll in a standard course load across the Fall and Spring semesters will easily satisfy the 24-credit annual workload requirement. <p>The 8-week Summer session serves as a supplemental term within the defined academic year, allowing students additional opportunities for credit accumulation or recovery without altering the compliant baseline established by the primary semesters</p>	
<p>Board Policy-3003 Summer Session</p>	<p>Double summer sessions are not permitted except in special circumstances.</p> <p>The College of Micronesia-FSM shall typically offer one summer session per academic year. The scheduling of double summer sessions is prohibited to ensure institutional resource sustainability and academic quality.</p> <p>Exceptions: Exceptions to this policy may be granted only under special circumstances where a clear academic or institutional need is demonstrated. Such exceptions require:</p> <ol style="list-style-type: none"> 1. Justification: A formal proposal outlining the necessity of the additional 	<p>Formalized Language: Replaced "not permitted" with "prohibited" and "double summer sessions" with a clearer context regarding "one summer session per academic year."</p> <p>Accountability: Added a clear chain of command for approvals, which prevents arbitrary decision-making.</p> <p>Standardization: Changed "special circumstance" to "special circumstances" to</p>

	session (e.g., specific program accreditation requirements or student graduation trajectories). 2. Approval: Written authorization from the Vice President for Instructional Affairs (VPIA) and final approval by the President	align with standard legal and policy English.
--	--	---

ACTION TAKEN:

- _____ Approved as presented
- _____ Approved w/modifications
- _____ Disapproved
- _____ Deferred to a later meeting

VOTE:

___ aye ___ nay ___ abstain

Date _____