COLLEGE OF MICRONESIA-FSM

# BOARD POLICY NO. 4004

## Open Admission for Non-Credit Courses

Date Adopted: 01 April 1993

Date Revised: 06 April 2021

Date Reviewed: 24 March 2014; 06 April 2021

References:

### I. Purpose

The College of Micronesia-FSM (the College) offers non-credit courses to serve the educational, workforce, and community needs of the Federated States of Micronesia. This policy establishes open access to those courses and the responsibilities of the College in offering them.

### II. Definition

A non-credit course is instruction that does not earn academic credit toward a degree or certificate. This includes community education, workforce and professional training, continuing education, and short courses.

### III. Open Admission

Non-credit courses are open to the general public. Applicants are not required to meet the admission requirements for credit programs or to take the College placement assessment. A course may set a minimum age or prerequisite skills only where required by the nature of the course, safety, or applicable law, and these will be published with the course announcement.

### IV. Administration

Non-credit courses are administered by the state campuses under the general direction of the Vice President for Instructional Affairs. Each campus is responsible for scheduling, registration, instructor qualifications, and record keeping, following the procedures in AP No. 4004.

### V. Public Information

When offered, information about non-credit courses is disseminated through radio, TV, the College website, social media, and printed notices such as flyers and posters, and by other available means of publication. Announcements will accurately state the course title, dates, location, fees, prerequisites, whether credit is awarded, and how to register. Where practical, announcements will be provided in English and in the local languages, and in accessible formats on request.

### VI. Minors

Participants under 18 may enroll only where the course is appropriate for their age and with written parent or guardian consent. Dual enrollment and early admission for credit courses are governed by BP No. 4001 and BP No. 4002.

# BOARD POLICY NO. 4004

**VII.Nondiscrimination and Access**

Non-credit courses will be offered without discrimination on the basis of race, color, national origin, sex, disability, age, or any other basis prohibited by law. The College will provide reasonable accommodations for participants with disabilities upon request, in the same manner as for credit students.

**VIII. Fees and Financial Aid**

Fees for non-credit courses are set under the College's fee policies and published in advance. Non-credit courses are generally not eligible for federal student financial aid or VA educational benefits unless they are part of an approved eligible program. Participants will be informed of this before registering.

**IX. Records and Privacy**

The College will keep registration and completion records for non-credit participants. Personal information collected from participants is protected under FERPA and BP No. 4800 and will be used only for administering the course. Certificates or letters of completion may be issued; non-credit participation is not recorded on the academic transcript.

**X. Conduct**

Non-credit participants on College property or in College-sponsored activities are subject to the College's student conduct policies, including those on sexual misconduct, alcohol, illicit drugs, weapons, and violence (BP No. 4914, BP No. 4905, BP No. 4906, BP No. 4907, and BP No. 4909). Concerns may be raised under the Student Complaint Policy (BP No. 4903).

**XI. Relationship to Credit Programs**

Non-credit participation does not constitute admission to a credit program and does not earn credit. A person who wishes to earn credit must apply under BP No. 4000 and BP No. 4200. Auditing credit courses is governed by BP No. 4406.

**XII. Review**

This policy will be reviewed at least every three years.

See Administrative Procedure 4004.

~~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"; and (b) replace it with* "When offered, information is disseminated through radio, TV, college website, social media, printed notices, such as flyers, posters, and other available means of publication. These courses are open to the general public.~~