



Student **HANDBOOK** **2021-2023**

Student Success in Our Success



Student HANDBOOK 2021-2023

Contents



COLLEGE CANOE

College of Micronesia-FSM, About Us	2
Message from the President & Chief Executive Officer	3
Nondiscrimination Statement	3
Campus Phone Numbers	4-5
Policies	
Academic Honesty	6
Academic Freedom & Responsibilities	6-7
Academic Probation	7
Academic Suspension	7
Alcohol	7-8
Acts of Violence	8-9
Banned Weapons	9-10
Being An Accessory to Violence	10-11
Betel Nuts and/or Tobacco Use	11-12
Illicit Drug	12-13
Sexual Harassment Policy	13-14
Student Complaint Policy	15-18
Associated Student Clubs and Organizations	19
Student Education Records	20
Department for Enrollment Management & Student Services	20-21
Student Life	22
Health Services	22-23
Sports & Recreation	23-24
Student Body Association & Student Organizations	24
Residence Halls	25
Counseling & Tutoring Services	26
Financial Aid & Scholarships	27-28
Admissions, Records & Retention	28-32
Campus Security & Safety	33
Center for Entrepreneurship	33
Department for Instructional Affairs	34-35
Learning Resources Center	35-36
Department for Administrative Services	37
Business Office	38
Bookstore	38
Property Management and Procurement Office	39
Dining Hall	39
Inter-Campus Shuttle Service	39
Information Technology Office	40-41
Tips for Becoming a Successful Student	42



for becoming a Successful Student

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

~Reggie Leach



Read and understand the course syllabus

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



Get to know your instructor

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



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

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



Do all readings and assignments on schedule and turn them in

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



Ask about and investigate student support services

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



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

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



Set measurable academic and personal goals each semester

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



Accept personal responsibility to succeed

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



Get to know other students and participate in student activities

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



Build a master calendar

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



myShark 07/31/2018 2:27PM

Welcome: Please sign on

Login name:

Password:

[Sign On](#)

Welcome

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

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

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

Your [feedback](#) is appreciated.

Shark Feed (Hide)

News and Information from the College of Micronesia-FSM

- ★ [General Catalog 2018-2019](#)
- ★ [Dining Hall Menu for the Week of July 30 to August 05, 2018](#)
- ★ [Fall 2018 Registration](#)
- ★ [FSM Government & COM-FSM Study Abroad Scholarship](#)
- ★ [\[Request for Proposals\] COM-FSM Board of Regents Development and Training Program](#)

Topix - News from world-wide sources (Hide)

Micronesia News

- ★ [Posted On Jul 25 2018](#)

COM-FSM STUDENT INFORMATION SYSTEM (ISIS)

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 access (myShark).



The College of Micronesia-FSM (COM-FSM) is a single institution with six campuses located across the four main islands of the FSM, which are Chuuk, Kosrae, Pohnpei, and Yap. The administrative center of the institution is located at the National Campus in Palikir, Pohnpei. Additionally, the National Campus serves all four states as the primary campus for delivery of two-year degree programs. Each of the four states has what is commonly referred to as a “state campus” which ensures access to higher education for citizens of all four states. These campuses are respectively Chuuk Campus, Kosrae Campus, Career and Technical Education Center (CTEC, formerly Pohnpei Campus), and Yap Campus. The FSM Fisheries and Maritime Institute (FSM-FMI) is located on Yap Island and is funded by the FSM government.

EDUCATIONAL MISSION

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

VISION

We provide quality education today for a successful Tomorrow.

CORE VALUES AND PRINCIPLES OF BEST PRACTICES

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

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



Message from the INTERIM PRESIDENT AND CEO



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 a recent high school graduate, an experienced professional, a military service member, or an international student, we appreciate your unique perspective — and we want you to feel at home at our college.

This Student 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, policies, and detailed descriptions of our various services.

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 education is valued, and we want to be sure you get the help you need to get the most out of it. We are here to help you graduate with the skills you need to achieve personal and professional success. We help you do this through small classes, one-on-one attention, flexible scheduling, academic support, and hands-on training.

Having said that, I am urging you, the senior high school students and those who have passed the COM-FSM Entrance Test (COMET) to come to COM-FSM for your two-year associate degree or your bachelor's degree, if you wish to pursue either education or business administration.

(Sgd.) Emanuel Mori
Interim President and Chief Executive Officer

NON-DISCRIMINATION STATEMENT

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



INFORMATION TECHNOLOGY

EMAIL ACCOUNTS

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

INTERNET ACCESS

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

STUDENT DIGITAL SERVICES

Students access to computers and Internet services are through computer labs provided for student use at every campus as well as a secure access WiFi network system also available at all campuses.

The technology fee fund is used to purchase technology in support of technology needs that support the mission of the COM- FSM.

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

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Winter George

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Ken Petrus

Systems Specialist, FSM-FMI
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pken@comfsm.fm



PROPERTY MANAGEMENT & PROCUREMENT

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Director of Property Management & Procurement Office
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Eugene Edmund

Procurement Coordinator
☎ 320-2480 extension 139
eed@comfsm.fm

Janice Stacia Hebel

Procurement Technician
☎ 320-2480 extension 138
janihebe@comfsm.fm



Administrative Services DINING HALL

The dining hall at the National Campus 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.

Hours of Operation

Monday to Friday

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

Saturday, Sunday, and Holidays

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

Lorenzo H. Rull

Food Service Manager
☎ 320-2480 extension 138 & 320-8331
lrull@comfsm.fm



Administrative Services INTER-CAMPUS SHUTTLE SERVICE

A Shuttle Service is available between the National Campus and the Career & Technical Education Center (CTEC) 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 25 seats.



Campus PHONE NUMBERS

NATIONAL CAMPUS

Administration

	Dial 320-2480 Extension
President & Chief Executive Officer	102
Vice Presidents	
Administrative Services	117
Enrollment Management & Student Services	121
Instructional Affairs	119

Offices

Admissions, Records & Retention	137
Bookstore	194
Business Office	107
Campus Nurse	195
Center for Entrepreneurship	149
Counseling & Tutoring Services	196
Dining Hall	192
Facilities & Maintenance	201
Financial Aid	127
Human Resources	179
Information Technology, <i>Director's Office</i>	126
Information Technology, <i>Shop</i>	205
Institutional Effectiveness	124
Learning Resources Center, <i>Director's Office</i>	140
Learning Resources Center, <i>Circulation</i>	143
Media & Instructional Technology Center	147
Procurement & Property Management	138
Residence Halls for Men	200
Residence Halls for Women	199
Registrar, <i>Director's Office</i>	133
Student Life, <i>Director's Office</i>	128
Sports & Recreation	211

Instructional Affairs

Dean, Academic Programs	123
Director, Institute for Student Learning and Excellences in Teaching	164
Instructional Coordinator	178
Coordinator, Education Program	
Coordinator, Improving Quality Basic Education	
Academic Divisions	
Agriculture	320-2902
Business	112
Education	188
Language and Literature	174
Math & Science	161
Social Science	187
Nursing & Public Health	151



Campus PHONE NUMBERS

STATE CAMPUSES

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



Campus Security & Safety
WE ARE HERE FOR YOU WHEN YOU HAVE AN EMERGENCY

National Campus	320-7017 & 320-2480 ext. 208
Career & Technical Education Center	320-3795 & 320-1065
Kosrae Campus	370-3191
Chuuk Campus	330-2689
Yap Campus	350-2296
FSM Fisheries & Maritime Institute	350-3544

CONTACT US.
CAMPUS SECURITY OPERATES 24/7, 365 DAYS A YEAR.



Administrative Services 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.

Roselle Togonon
Comptroller

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Twyla Poll
Accountant III, National Campus
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Julius Clarince Cecilio
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Alik Phillip
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Gina E. Banua
Fiscal Officer, FSM-FMI
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Administrative Services 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.

Ma. Elizabeth Layug
Bookstore Manager

☎ 320-2480 extension 194 | melayug@comfsm.fm



The Department for Administrative Services provides the administrative support services at all six campuses system wide. The Vice President of Administrative Services is responsible for the Business Office, Human Resources Office, Procurement and Asset Management Office, and Maintenance Division. The Director of each office coordinates with the Campus Dean at each site on all matters pertaining to administrative functions of each unit. Each of the State campuses is headed by a Dean who reports directly to the Vice President for Instructional Affairs.

All administrative functions at each campus report to the Dean in collaboration with the head of each unit or division at the National Campus.

Joseph Habuchmai

Vice President for Administrative Services
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Roselle Togonon

Comptroller, Business Office
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Francisco Mendiola

Director of Facilities & Maintenance
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mendiolf@comfsm.fm

Sinobu Lebehn

Secretary to the VP for Administrative Services
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Effective communication and quality customer service are the priorities of this department, both within the college and to external stakeholders and the general public.

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

Rencelly Nelson

Director of Human Resources Office
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Mario Ignacio

Director of Procurement & Property Management
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ACADEMIC HONESTY¹

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

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

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

Cheating: getting or offering unauthorized help during an examination; receiving unauthorized information about an examination before it is administered; using an unauthorized source of information during an examination or copying someone else's assignment; changing answers after an examination has been submitted; submitting work for which credit has already been received in another course without the express consent of the instructor.

Plagiarism: using a direct quotation from a publication without citing the source; paraphrasing ideas, interpretation, expressions of another author or person without giving credit to them; fabricating data to fit the expected results; cutting and pasting paragraphs from different websites; handing in a paper downloaded or

purchased from the internet. Resources for correct citations can be found at: Purdue OWL (<https://owl.english.purdue.edu/owl/>) - General Website and its MLA formatting and Style Guide (<https://owl.english.purdue.edu/owl/resource/747/01/>). The material on this website is copyrighted by Purdue University, West Lafayette, Indiana.

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

¹Board Policy No. 3116, http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/COM-FSM_BP3116.pdf

ACADEMIC FREEDOM & RESPONSIBILITIES FOR STUDENTS²

Academic Freedom

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

Responsibilities

1. Students should be free to disagree, or comment on the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Students have protection through grievance procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Information about student views, beliefs, and political associations that professors acquire in the course of their

work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

purchase alcohol nor are they permitted to be under the influence of alcohol on COM-FSM Campuses, at COM-FSM approved or sponsored events on COM-FSM properties or in buildings, vehicles, or boats used by COM-FSM for its educational or recreation programs.

Violations First offense

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

Second offense

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

1. A notice of probation for up to one year. The restrictions for probation will be determined by the Disciplinary Committee and can involve the following restrictions:
 - A. The student cannot hold any student office in any association or club during the period of probation, and must resign such an office upon a finding by the Disciplinary Committee.
 - B. If the student boards at COM-FSM, the student must remain on campus between the hours of 6:00 pm and 6:00 am, unless exempted by a counselor or an administrator.
 - C. A notice of probation is placed in the student's permanent academic record.
 - D. Student's parents will be notified only when in compliance with FERPA regulations.

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

²Board Policy No. 3120, http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/COM-FSM_BP3120.pdf

ACADEMIC PROBATION³

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

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

ACADEMIC SUSPENSION⁴

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

Readmission is not automatic and will be granted by the Committee on Recruitment, Admissions & Retention (RAR) or for the open admissions programs by the State campus dean on probationary status only when there is evidence that the student will perform satisfactorily.

⁴Board Policy No. 3109, <http://www.comfsm.fm/Policy/Board-Policy/Chapter-3/3109-Academic-Suspension-Policy.pdf>

ALCOHOL⁵

COM-FSM students are not permitted to possess, distribute, consume, sell, or

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INTERNET ACCESS

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

MEDIA & INSTRUCTIONAL TECHNOLOGY CENTER (MITC)

The Media and Instructional Technology Center (MITC) provides audiovisual, media production, and educational technology services to support the academic programs of the College. MITC houses a video

collection of over 3,500 titles including recordings of College and community events occurring over the years. MITC also provides ID production services for the college.

LIBRARY HOURS

Main Library

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

Special Collections and MITC

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

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

Jennifer H. Helleisar

Director of the Learning Resources Center
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Karleen Manuel

Coordinator, MITC
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Kersweet Eria

Librarian, Chuuk Campus
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Rihter Hellan

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LEARNING RESOURCES CENTER

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

The LRC offers over 66,000 titles in various collections both print and non print. The collections include the general collection; reference collection; Micronesia Pacific collection; that is a unique collection of materials on Oceania with specific emphasis on Micronesia and documents from the Secretariat of the Pacific Community; curriculum resources including samples of children's literature and K8 instructional materials; newspapers, magazines, and serials; UN Document,

publications of agencies within the United Nations organization, FAO Documents, publications of Food and Agriculture Organization agencies and US Government Documents, publications of US government agencies. The archives collection contains materials from the US Navy and US Trust Territory eras as well as the college archive documents.

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

Continued to next page 

- D. A notice that any further violations of college policy will result in even more harsh sanctions, including suspension.
2. Referral for not less than ten (10) hours and not more than twenty (20) hours of drug/alcohol education/counseling, which must be completed within three months of the decision by the Disciplinary Committee.
3. Any other restrictions reasonably necessary to enforce the goals implicit in this policy.

Third offense

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

Failure to comply with assigned disciplinary actions

Non-compliance by the student of any of the above assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice President for Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention (OARR). 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 Alcohol Policy involving violence

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

Violation of Alcohol Policy involving a minor

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

⁵Board Policy No. 4905, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4905.pdf

ACTS OF VIOLENCE⁶

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

First offense

1. Referral for up to thirty hours of professional education/counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to reinstatement after suspension,
2. Disciplinary suspension for up to one year.
3. Restitution, if appropriate.
4. Any other restrictions reasonably necessary to enforce the goals implicit in this 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 for up to thirty hours of professional education/counseling, which must be completed within three

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months of the decision by the Disciplinary Committee and prior to reinstatement after suspension.

- Disciplinary suspension for up to one year.
- Restitution, if applicable.
- Any other restrictions reasonably necessary to enforce the goals implicit in this policy.
- Referral of the matter to local law enforcement authorities, if appropriate.

More than two offenses

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

Immediate suspension

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

Failure to comply with assigned disciplinary actions

Non-compliance by the student of any of the above assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice President for Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention (OARR). 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.

⁶Board Policy No. 4909, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4909.pdf

BANNED WEAPONS⁷

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

First Offense

- Confiscation of the banned weapon.
- Disciplinary suspension for up to two years.
- Any other 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.
- Referral of the matter to local law enforcement authorities, if appropriate.

Multiple offense

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

Immediate suspension

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

Failure to comply with assigned disciplinary actions

Non-compliance by the student of any of the above assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice President for Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the

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CENTER FOR ENTREPRENEURSHIP



The Center for Entrepreneurship strives to serve the COM-FSM community by providing assistance and expertise on small business development. Students and staff at the college utilize the Center's space to collaborate on entrepreneurial ventures or to hash out innovative ideas.

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POLICIES

appropriate lists to the Office of Admissions, Records and Retention (OARR). 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.

⁷Board Policy No. 4907, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4907.pdf

BEING AN ACCESSORY TO VIOLENCE⁸

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

First offense

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

Second offense

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

offense. Penalties will range up to the following:

1. Referral for up to thirty hours of professional education/counseling, which must be completed within three months of the decision by the Disciplinary Committee and prior to reinstatement after suspension.
2. Disciplinary suspension for up to two years.
3. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses or FSM-FMI for up to two years.
4. Restitution, if appropriate.
5. Any other 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.
6. Referral of the matter to local law enforcement authorities, if appropriate.

More than two offenses

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

Immediate suspension

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

Failure to comply with assigned disciplinary actions

Non-compliance by the student of assigned disciplinary actions will result in the withholding of grades and/or transcripts until written notice of compliance has been filed with the Vice President for Enrollment Management and Student Services or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and

Retention (OARR). 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.

⁸Board Policy No. 4910, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4910.pdf

CHEWING BETEL NUTS AND/OR TOBACCO USE⁹

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

First offense

A first offense will not be referred to the Disciplinary Committee and is handled by the VP for Enrollment Management and Student Services or the Campus Dean/Director.

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 offense

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

1. A written reprimand, which will go in the student's personal file.
2. Up to four hours of supervised work detail, which must be completed within one month.

3. Up to two hours of drug/alcohol education/counseling, this must be completed within three months of the decision by the Disciplinary Committee.

Third offense

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

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

More than three offenses

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

Failure to comply with assigned disciplinary actions

Non-compliance by the student of assigned disciplinary actions can result in the withholding of grades and/or transcripts until written notice of compliance has been filed with VPEMSS or the Campus Dean/Director, who will be responsible to provide the appropriate lists to the Office of Admissions, Records and Retention. The withholding of grades can interfere with the ability of the student to obtain future financial aid for his/her schooling. Failure to complete counseling and other

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GRADUATION REQUIREMENTS

Bachelor of Science and Degree Programs

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

Limitations

Students transferring from other institutions must earn at least 50% of the credits of the major from the COM-FSM campus where the degree is offered.

COM-FSM students must also complete 50% of the credits of the major from the campus where the degree is offered.

Certificate of Achievement Programs

A certificate is awarded upon completion of a prescribed series of courses designed to strengthen specific occupational skills. Three kinds of certificates are offered by the College of Micronesia-FSM. The Certificate of Achievement requires the completion of at least 30 semester credits. The Certificate of Completion requires a program to offer a minimum of 10 credit hours. The Certificate of Attendance requires the completion of a course with the development of specific occupational skills.

To receive a certificate, students must earn a minimum cumulative grade point average of 2.0 for the prescribed series of courses.

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

TRANSCRIPT POLICY

The Office of Admissions, Records and Retention (OARR) maintains a transcript, or permanent record on all COM-FSM students. Recorded on the transcript are all courses taken, the credits earned and the grade awarded for each course. Transcripts are issued upon written request only. Printable Transcript Request form may be downloaded from the college's website.

Each student is entitled to one transcript free of charge. A fee of \$4.00, paid in advance, is charged for each additional transcript request. A transcript will not be issued until all financial and other obligations to the college have been met.

Students transferring to other institutions of higher education should request the college's OARR to send their official transcript directly to the admissions office of the institution they plan to enter.

Students may also request OARR to mail an official transcript to a prospective employer.

Procedure

- Obtain a Transcript Request Form from the Office of Admissions, Records and Retention. Printable Transcript Request form may be downloaded from the college's website.
- Complete the Transcript Request Form.
- Pay the \$4.00 transcript-processing fee at the Business (or if first request, bring the form to the Business Office for verification).
- Submit the Transcript Request Form (if applicable, inclusive of receipt as proof of paying the transcript fee) to the Office of Admissions, Records and Retention (OARR).



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

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

ADMISSION TO SECOND DEGREE

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

ADMISSION TO THIRD YEAR CERTIFICATE PROGRAMS

Teacher Preparation-Elementary

A student is required to (1) complete the AA in Pre-Teacher Preparation-Elementary or other two-year degree in education (excluding the degree in Early Childhood), (2) earn a minimum cumulative GPA of 2.5 at end of the two-year program, and (3) score at least 15 on the entrance essay based on the COMET rubric.

Accounting or General Business

To be eligible for admission to the Third-Year Certificate of Achievement Programs in Accounting or General Business, a student must have (a) completed an Associate of Science degree in either Accounting or Business Administration, (b) earned a cumulative grade point average (GPA) of at least 2.50, and (c) a grade of C or higher in each of the major requirements of the Associate of Science degree.

A non-accounting or non-business administration major student applying for admission to the program must first fulfill all the Associate of Science in Accounting or Business Administration requirements before being considered for admission.

Public Health

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

ADMISSION TO FOURTH-YEAR BACHELOR OF SCIENCE IN ELEMENTARY EDUCATION

A student will be admitted if he/she (1) earns a minimum cumulative GPA of 2.75 by the end of the third-year program in Teacher Preparation-Elementary, and (2) passes the FSM Teacher Competency Exam with a score of at least 53/75 -- the minimum FSM passing score for certification.

ADMISSION TO BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

To be eligible for admission to Bachelor of Science in Business Administration with an emphasis in Accounting, a student must have (a) completed an Associate of Science degree in either Accounting or Business Administration, (b) earned a cumulative grade point average (GPA) of at least 2.50, and (c) a grade of C or higher in each of the major requirements of the Associate of Science degree.

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requirements inside the given time constraints under any discipline imposed may result in the denial of the student to register for continued classes.

⁹Board Policy No. 4904, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4904.pdf



ILLICIT DRUG¹⁰

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 COM-FSM properties or in the buildings, vehicles or boats used by COM-FSM for its educational or recreational programs. Any violation of the illicit drug policy will result in a referral to the Disciplinary Committee. Penalties will range as described below.

First offense

1. Disciplinary suspension for up to one year. Suspension will be initiated at the discretion of the Disciplinary Committee.
2. Referral for up to fifteen hours of drug/alcohol education/counseling, which must be completed prior to reinstatement after suspension, or completed within three months of the decision by the Disciplinary Committee, if the penalty prescribed, is less than suspension.
3. Any other 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.

Second offense

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

1. Disciplinary suspension for up to four years.
2. Prohibition on the student from even entering the College of Micronesia-FSM National Campus, state campuses, or FSM-FMI for up to four years.
3. Referral for up to thirty hours of drug/alcohol education/counseling, which must be completed prior to reinstatement after suspension, or completed within three months of the decision by the Disciplinary Committee, if the penalty prescribed, is less than suspension.
4. Any other 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.
5. Referral of the matter to local law enforcement authorities, if appropriate.

More than two offenses

In the event any student commits and is to be disciplined for more than two offenses during 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 can result in the withholding of grades and/or transcripts until written notice of compliance has been filed with VPEMSS or the Campus Dean/

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

Violations of 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.

Violation of 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.

¹⁰Board Policy No. 4906, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4906.pdf

SEXUAL HARASSMENT FOR STUDENTS¹¹

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

OR retaliation against 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.

Definition

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

Examples of sexual harassment include, but are not limited to, the following : Slurs, epithets, threats, derogatory comments and unwelcome jokes that would make a reasonable student experiencing such harassment or conduct uncomfortable in an academic environment or which would interfere with a student's academic performance.

Purpose

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

Application

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

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CHANGE OF MAJOR OR IDP POLICY

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

ADDING AND DROPPING POLICY

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

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

Procedure (In-Person)

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

WITHDRAWING FROM A COURSE

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

The academic advisors will assist the students in completing the withdrawal card, and sign it before returning it to the student who then secures the instructor's signature; thence submits the [Withdrawal Card](#) to the Office of Admissions, Records and Retention (OARR). If the advisor is not

available to assist the student, the vice president for instructional affairs or his/her designees can assist the student in completing the withdrawal card. Printable withdrawal card may also be downloaded from the college's website.

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

Printable withdrawal card for instructor use may be downloaded from the college's website.

Procedure (In-Person)

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



WITHDRAWING FROM ALL COURSES POLICY

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

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REGISTRATION

Registration is the process of officially enrolling in the college, selecting a program of study, and paying all tuition and fees. Assistance will be given by the counselors and other staff members when registering, but final responsibility for completing the registration requirements rests with the student. Diagram below shows the five-step face-to-face registration procedure.

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

FULL-TIME STUDENTS

Students who register for 12 or more semester credits in a regular semester or six credits in a summer session.

For financial aid purposes, the full-time credit load is 12 semester credits for the fall and spring semesters, and six credits for summer session.

PART-TIME STUDENTS

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

CREDIT LOAD

Credit load is defined as the number of semester credits that a student carries.

An average load is 15 credits during regular semester, and six credits during the summer session. Students are limited to a maximum load of 18 credits per regular semester, and six credits per summer session.

CREDIT OVERLOAD POLICY

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

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

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Responsibilities

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

Reporting sexual harassment

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

Specific responsibilities of management

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

If the result of the investigation upholds the complaints made, then appropriate disciplinary action will be taken against the

person involved, which can include but is not limited to termination of employment or expulsion from the college.

False accusations for an improper motive may also be subject to disciplinary action.

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



Confidentiality

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

¹¹Board Policy No. 4901, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4901.pdf

Simplified: Title IX

- 1** **What is it?** Title IX of the Education Amendments of 1972 was designed to limit discrimination by sex and sexual harassment in public schools and other government-funded institutions.
- 2** **What does this mean?** Schools are prohibited from restricting admission or participation in activities based on sex. In terms of sports, male and female students must have equal opportunity for participation.
- 3** **What are the consequences?** If a school is in violation of Title IX, a claim may be filed in court or with the Office of Civil Rights, which has the power to limit federal funding to that school — although that has never happened so far.

POLICIES

STUDENT COMPLAINT POLICY¹²

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 charge against a person's behavior -- has recourse through complaint procedures. In most instances, complaints can be resolved through an informal process beginning with talking to the individual and his/her supervisor if necessary.

Complaint about Staff	Contact
Regular faculty	Staff person or area supervisor
Adjunct faculty	Faculty member, then the instructional Coordinator
Administrator	Faculty member, then the instructional Coordinator, then the Dean of Academic Programs
Grade	Administrator or the next level administrator
Customer service	Faculty member, then the instructional Coordinator
Security & safety	Area supervisor
	Security supervisor, then the Vice President for EMSS

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 complaint from students

The college of Micronesia-FSM, in its goal to provide quality instruction and service,

provides students access to appropriate College staff and administration to resolve questions, concerns, or complaints against COM-FSM staff, policies, procedures, or other actions or inactions of the college.

Students are strongly encouraged to resolve any concern informally through the appropriate department or division administrator. If needed, the Office of the Vice President for Enrollment Management & Student Services and Vice President for 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 for Enrollment Management & Student Services or the Campus Dean to proceed with a formal written complaint.

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

The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the College. The student discusses the complaint informally with the appropriate administrator. If the concern is in regards to the administrator, the student may discuss the concern with the 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 for Instructional Affairs, the Vice President for Enrollment Management & Student Services or the Campus Dean.

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ADMISSIONS, RECORDS & RETENTION



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

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Student Services Specialist-OARR
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Arbel Ben

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POLICIES

If the student chooses to meet with the faculty member's supervisor, he or she should visit the instructional area or call the division to set up an appointment to talk with the instructor's supervisor. Information on where to find the instructor's supervisor is available at the Office of Dean of Academic Programs or Campus Dean's office. If the student is not satisfied with the discussion and suggested resolution, the 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 30 college working days from the date the decision was provided to the student. The formal written complaint must be as well defined, objective as possible and contain the following information:

1. Name of 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's signature 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 college working days from the receipt of the formal written complaint to work with all parties to achieve a solution unless the

faculty member is not available due to semester break and vacations. In those situations, the ten (10) days allowed for resolution will start and stop based on faculty contracts. If the resolution presented is not agreed to, the appropriate Vice President shall, within ten college working days after receipt of the formal complaint, cause an investigation to be made of the unresolved complaint. During the Chair's investigation, he/she shall meet separately with the different parties who may, if they desire, have a representative with them. The formal investigation shall include the 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 days of receiving the student's appeal. The President will send a written notice to the Chair and student of the final decision.

Grade Complaint from Students

A. Informal Complaint

(Working days are defined as the College's regular hours of operation: Monday - Friday, 8:00 a.m. - 5:00 p.m.). The goal of the informal complaint process is to provide information to the student that answers the student's questions and concerns and/or to come to a resolution agreeable to the student and the college. A student who believes college academic regulations including college grading procedures

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COUNSELING & TUTORIAL SERVICES

GUIDANCE & PERSONAL, CAREER & ACADEMIC COUNSELING, TRANSFER, TUTORIAL SERVICES, WORKSHOPS & TRAININGS



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.

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

Each residence hall room is shared by four students and is furnished with two bunk beds. The college provides a mattress for each resident, but each resident must provide his/her own pillow, pillowcase, sheet and blanket. Rooms are available on a space-available basis to full-time students. Students from off island are given

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

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

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Coordinator of the Residence Halls

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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 for the existence of mistake, fraud or bad faith on the part of the instructor is the responsibility of the student. If resolution is not reached through the informal process, the student may file a Formal Complaint (form included in this packet). In cases where the instructor cannot be contacted by registered mail, the Division Chair for the same subject area, the Vice President for 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 supervising administrator a written request asking for a meeting to resolve the complaint. The written request must include a detailed description of the grade complaint and appropriate documentation.

The student must initiate this request within seven working days of the student's meeting with the instructor. The Division Chair or appropriate supervising administrator will convene a Mediation Hearing Committee within 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.

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 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 14 working days to discuss the matter.

After reviewing the appeal with the President, the Vice President of Instructional Affairs has discretionary power to uphold, reverse, or modify the recommendation of the Mediation Hearing Committee Chair.

The Vice President for Instructional Affairs will prepare a written decision that will be sent to the student, to the committee chair, and to the appropriate instructor. The decision of the Vice President of Instructional Affairs is final and completes the procedure for a complaint about academic, or grading practices at College of Micronesia-FSM.

The Office of the Vice President for instructional Affairs will be the official repository of records regarding decisions or actions involving an Academic or Grade Regulations complaint.

¹³Board Policy No. 4903, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4903.pdf

POLICIES

ASSOCIATE STUDENT CLUBS AND ORGANIZATIONS¹³

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

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

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

Rights and responsibilities of registered student clubs or organizations

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

1. Uphold all local, state, and national laws.
2. Handle the club’s finances responsibly and honestly by: (a) depositing all fund raised money in a bank account under the club’s name (the account must require two signatures for all transactions, one of which must be the faculty/staff advisor); (b) filing an annual financial report from the club treasurer in May, describing the financial transactions including all money raised and all money spent; and (c) fulfilling all financial obligations within 30 days of receiving bills and conduct all financial business in an honest manner.

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

¹³Board Policy No. 4902, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4902.pdf



SPORTS & RECREATION

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STUDENT BODY ASSOCIATION & ORGANIZATIONS



Student Body Association (SBA)

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

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

Clubs & Organizations

Clubs are an important and vital component of the total educational experience.

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

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

Policy on Student Clubs and Organizations

See p. 17 of this handbook.

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SPORTS & RECREATION



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

Sports and Recreation Center

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

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

CTEC Multi-Purpose Gymnasium

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

COM-FSM Fitness Center

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

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STUDENT EDUCATION RECORDS¹⁴

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

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

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

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

¹⁴Board Policy No. 4800, http://www.comfsm.fm/Policy/Board-Policy/Chapter-4/COM-FSM_BP4800.pdf



DEPARTMENT FOR

ENROLLMENT MANAGEMENT & STUDENT SERVICES

EMSS STUDENT SUPPORT SERVICES

The college has a wide variety of student support services that support learning and enhance the accomplishment of its mission. These services are available to students at each campus location.

- ▶ Admissions, registration, and records
- ▶ Financial aid, work-study, and scholarships

- ▶ Guidance counseling and tutorial services
- ▶ Student leadership and development, activities, clubs and organizations
- ▶ Sports and recreation
- ▶ Residence halls (on-campus student housing services)
- ▶ Health services
- ▶ Campus security and safety

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EMSS MISSION STATEMENT

The mission of the college's Department for Enrollment Management & Student Services is to support student development by providing learner-centered programs and services that fulfill the diverse educational, recreational, social, and cultural needs of student population and the College's community.



STUDENT LIFE

STUDENT LEADERSHIP & DEVELOPMENT, ACTIVITIES, CLUBS & ORGANIZATIONS, HEALTH SERVICES, THE RESIDENCE HALLS, SPORTS & RECREATION



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

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

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Student Life HEALTH SERVICES

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

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

Continued to next page