

Category 2. Policies that require no revisions		
Policy Catalog Number	Instructional Affairs	Student Services
	<p>Catalog policy. The College of Micronesia – FSM (COM-FSM) online catalog is the official catalog of the college and may differ from the printed version. Every effort has been made to provide the most accurate, up-to-date information possible in the online and printed catalog. The online catalog is revised each year, but there may be times when substantive changes are required during the academic year. Such changes are posted to the College Web site at http://www.comfsm.fm/ where there is a link between the online College Catalog and a document titled “Updates to the Catalog.” Students should consult the COM-FSM online College Catalog periodically for updates and are encouraged to consult with their academic advisors regularly. The statements and provisions in this catalog are not to be regarded as a contract between the student and COM-FSM that cannot be recalled. COM-FSM reserves the right to change, when warranted, any of its policies, programs, courses and fees. [INS 6.6, STU 1.6.1]</p>	
		<p>General admissions. Admissions to the College of Micronesia-FSM is based primarily upon evidence of the student’s ability to profit from the educational programs of the college. The admission policy is established by the Board of Regents and administered by the President of the college through the Committee on Recruitment, Admissions, and Retention. All records submitted by applicants become the property of the college. [STU 2.1]</p>
		<p>Admission to degree program. Admission into degree program is open at the beginning of both Fall and Spring semesters. Applicants must meet the following admission requirements to be matriculated into a degree program: (1) have graduated or will graduate from high school at the end of the current school year, or have a General Educational Development (GED) certificate; (2) have a minimum high school grade point average of 2.0 as measured on a 4.0 scale, or a minimal score of 35 on each section and an average score of 45 for all five sections of the GED test; and (3) be accepted by the COM-FSM Committee on Recruitment, Admissions and Retention. [STU 2.2]</p>
		<p>Special consideration. Applicants with a grade point average below 2.0 from high school will not be admitted to the college unless they have had considerable job experience or training since high school and can furnish recommendations from prior training programs, agencies or employers. Entrance test scores will be given primary consideration for these applicants. Upon recommendation of the Committee on Recruitment, Admissions and Retention, the President may approve special admission. [STU 2.2.2]</p>
	<p>Transfer students. Students who have earned satisfactory grades from another US accredited college or university may apply for admission and be given</p>	

	<p>advanced standing at COM-FSM.</p> <p>Transfer credits. Credits for previous satisfactory college work can only be given upon receipt of previous college records. Students may also transfer credits earned at the college with grades of “C” or better. To see what courses can be transferred to articulated institutions, see articulation agreements in http://www.comfsm.fm/?q=articulation-table. [INS 4.2, STU 2.2.4]</p>	
		<p>Admissions criteria Please note the “and” in each of the criteria. A student must meet all criteria listed at each level or alternate level.</p> <p>A. Main entrance criteria Degree level. Essay ≥ 34 and reading comprehension ≥ 9th grade ACE level. Essay ≥ 28 and reading comprehension ≥ 7th grade Certificate level. Essay ≥ 20 and reading comprehension ≥ 5th grade</p> <p>B. Alternate criteria</p> <ol style="list-style-type: none"> 1. Apply to those who placed into ACE after the main criteria. This is used to recommend advancing ACE to degree level. <ol style="list-style-type: none"> a. Alternate criteria 1. Reading comprehension ≥ 10th grade b. Alternate criteria 2. Essay ≥ 28 and reading comprehension ≥ 8th grade and MS 096 c. Alternate criteria 3. Essay ≥ 42 and reading comprehension ≥ 6th grade and MS 096 2. Apply to those who placed into certificate after the main criteria. This is used to recommend advancing certificate to ACE level. <ol style="list-style-type: none"> a. Alternate criteria 1. Reading comprehension ≥ 10th grade b. Alternate criteria 2. Essay ≥ 36 and reading comprehension ≥ 6th grade and MS 096 3. Apply to those who placed into non-admit after the main criteria. This is used to recommend advancing non-admit to certificate level. <ol style="list-style-type: none"> a. Alternate criteria 1. Reading comprehension ≥ 10th grade b. Alternate criteria 2. Essay ≥ 20 and reading comprehension ≥ 4th grade and MS 096 <p>[STU 2.2.12]</p>
<p>Admission to third year program in teacher preparation-elementary</p>		

	<p>Full admission. A student will be admitted with full status if he/she: (1) possesses an associate degree in education, (2) has earned a cumulative GPA of 2.75, and (2) has a score of at least 20 on the entrance essay with no individual score below a three.</p> <p>Probationary status. Student with the associate degree may be admitted on probation if he/she: (1) has a minimum cumulative GPA of 2.50, and (2) has a minimum score of 15 on the entrance essay with no individual score below a three.</p> <p>The entrance essay is scored based on the COMET rubric. A student is required to take EN 220 (Writing for teachers) if he/she has a score of 15-19 on the entrance essay or individual score of three in syntax and/or vocabulary. [INS 6.2.3, STU 2.3.1]</p>
	<p>Admission to third year in accounting or general business. To be eligible for admission to the third year program in accounting or in general business, a student must have completed the associate of science degree in accounting or business administration or satisfied requirements for the said degree with a cumulative GPA of at least 2.0 and a grade of C or higher in each of the major requirements of the associate degree.</p> <p>A non-accounting or non-business administration major student applying for admission to the program must first fulfill all the accounting or business administration associate degree requirements before being considered for admission. [STU 2.3.2]</p>
	<p>Admission to certificate of achievement programs other than third year. High school graduates and GED certificate holders who are not accepted into or are not interested in a degree program may apply for admission into an entry-level certificate of achievement program.</p> <p>Applicants must take the COMET, and be accepted by the President upon recommendation of the Committee on Recruitment, Admission and Retention. Acceptance is based on the applicant's score on the COMET, and other criteria as defined by the committee.</p> <p>Applicants with significantly low scores on the COMET are ineligible for admission. Other certificate of achievement programs are offered when criteria for offering the program are met. Admission requirements vary with the program. [INS 6.2.4, STU 2.4]</p>
	<p>Readmission. Student who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Application for readmission must be submitted at least one week before the first day of instruction of the semester in which the student plans to return [INS 6.2.2, STU 2.5]</p>
	<p>Early admission. The college provides postsecondary instructional opportunities to eligible high school students by offering an early admission program for academically talented high school students who are ready to benefit from college and want to enter college in advance of high school graduation.</p> <p>Students are eligible for early admission if they meet the following criteria: (1) the student provides a certification from the local principal and/or his designee that the student has a minimum cumulative GPA of 3.5 and recommending that the student be admitted under this policy; (2) the student has successfully completed the eleventh grade; and (3) the student has satisfied the Committee on Recruitment, Admission and Retention's recommendation via the COMET and has placed into college level (100) English courses in both reading and writing.</p>

	<p>The student enrolled through early admission is not eligible for federal financial aid assistance until a high school diploma or equivalent has been achieved.</p> <p>Procedure included. [INS 6.2.1, STU 2.6]</p>	
		<p>Dual enrollment for high school students. High school students who wish to be considered for dual enrollment at the College of Micronesia-FSM must meet the following criteria: (1) the student has successfully completed the eleventh grade; (2) the student provides a certification from the local principal and/or his designee, or from a director of a college program working with high school seniors, certifying that the student has a minimum cumulative GPA of 3.50; (3) the local principal and/or his designee, or a director of a college program working with high school seniors, provides a statement of justification describing the student's ability to benefit academically, intellectually, or artistically ready; and (4) the Committee on Recruitment, Admissions and Retention has recommended the student for dual enrollment.</p> <p>Students must meet the prerequisites for the course. Credits and grades will appear on their college transcript. Students enrolled in a course under the college's dual enrollment policy is not eligible for federal financial aid assistance. As such, they must pay all college tuition and matriculation fees assessed to regular students.</p>
		<p>Open admission for non-credit courses. Non-credit courses are administered by the state campuses. When offered, information is disseminated through the radio, TV and printed notices in various public places. These courses are open to the general public.</p>
		<p>Unclassified students. Unclassified students are (a) individuals taking credit courses prior to applying for admission to the college, (b) students from other universities or colleges taking credit courses at the College of Micronesia-FSM for transfer back to their own institutions, or (c) individuals taking credit courses for personal or professional reasons.</p> <p>Unclassified students may register in credit courses for which they have the necessary background and in which space is available. Students without required prerequisite(s) to a course as listed in the College of Micronesia-FSM catalog must attain the recommendation of the instructor and the approval of the vice president for instructional affairs or his/her designee to enroll in the course. However, permission of the division chair may also be</p>

		<p>required in selected courses or academic disciplines. Ordinarily, unclassified students may register for no more than eight credits in an academic semester.</p> <p>Completing courses while under unclassified status neither constitute nor guarantee admission to any degree program at COM-FSM. However, an unclassified student who has completed 24 credits at the college with a minimum GPA of 2.0 may apply for admission on regular status as a student seeking an associate degree. This application for degree seeking status must be made to and processed by the Committee on Recruitment, Admission and Retention to ensure that the student is officially matriculated into the college.</p> <p>If admitted to regular status, the student may petition the Office of Admissions, Records and Retention to consider credits earned as an unclassified student be counted toward the degree.</p> <p>Former COM-FSM degree students may enroll as unclassified students. However, if degree seeking status is desired, they should seek formal readmission into degree status at the college since credits earned in unclassified status might not be accepted toward the degree.</p> <p>Regular application procedures for admission to degree programs apply at all times.</p>
		<p>Changes in student schedule. Changes in student schedule should be minimized. However, if a change is unavoidable, students should obtain the proper forms from the Office of Admissions, Records and Retention. A change will become official only after the proper forms have been signed and returned to said office.</p>
		<p>Adding or dropping a course. Courses may be added or dropped by students through the first three days of instruction during semester, and first day of instruction during summer by completing the add/drop form that is available from the Office of Admission, Records and Retention.</p> <p>Student who fail to officially add a course will not receive credit for the course. Students who fail to official drop a course will be charged the full amount of the course.</p>
		<p>Withdrawing from a course and all courses</p>

		<p>A. Withdrawing from a course Students who are planning to withdraw from a course must see their academic advisors before withdrawing. The academic advisors will assist the students in completing the withdrawal card, and sign it before returning it to the student who then secures the instructor's signature, thence submits the form to the Office of Admissions, Records and Retention. If advisor is not available to assist, the vice president for instructional affairs or his/her designee can assist the student in completing the withdrawal card.</p> <p>Instructors may withdraw a student from a course by submitting to the Office of Admissions, Records and Retention a completed withdrawal card (for instructor use).</p> <p>B. Withdrawing from all courses Students who are planning to withdraw from all courses must see their academic advisors before withdrawing. The academic advisors will assist the students in completing the (a) withdrawal from COM-FSM clearance form, and (b) a drop form if the withdrawal is on or before the last day to drop courses, or a withdrawal card per course for post-drop period withdrawal. The completed forms are then submitted to the Office of Admissions, Records and Retention.</p> <p>Students should be aware of the following timeline and charges for withdrawing from a course:</p> <ol style="list-style-type: none"> 1. Withdrawals during the add/drop period will not be recorded on the student transcripts. 2. A grade of "W" will be recorded on official transcript for withdrawals from course after the add/drop period through the tenth week of instruction. 3. A semester grade of "F" will be given for withdrawals from a course after the tenth week of instruction. 4. Tuition will not be charged for withdrawals during the add/drop period. 5. For withdrawals after the add/drop period, full tuition (100%) will be charged for the course.
<p>Credit load. Student is limited to a maximum load of 18 credits per regular semester, and six credits per summer session. Additional courses can only be</p>		

	taken with permission by the vice president for instructional affairs. [INS 6.5.2, STU 3.5]
	Credit overload. The overload policy requires the vice president for instructional affairs to give prior approval to a student requesting overload (19 or more credits). Overload is given to a student who has a minimum cumulative GPA of 3.0. [STU 3.5.2]
	<p>Classification and identification of students</p> <p>Freshmen. Students in a degree program who have earned less than 30 semester credits. Sophomore. Students in a degree program who have earned from 30 to 70 semester credits.</p> <p>Full-time students. Students who register for 12 or more semester credits in a regular semester or six credits in a summer session. Part-time students. Students who register less than 12 semester credits in a regular semester or less than 6 credits in a summer session.</p> <p>Degree students. Students who have met all admission requirements and have been officially admitted into a degree program. Non-degree students. Students who have not been admitted to a degree program. [INS 6.19, STU 3.6.1]</p>
	Change of major. 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. [STU 3.6.2]
	Auditing classes. Students may be allowed to audit certain classes with the permission of the instructor after all students registering for credit have been enrolled. Auditing students receive no credit or grade for the course audited. Academic records are not maintained. The extent of classroom participation is at the option of the instructor. Auditing students must register and pay a nonrefundable fee of \$20 per credit. Audited courses cannot be changed to credit status. [INS 6.20, STU 3.6]
	<p>Credit-by-examination. Students may apply for credit-by-examination for approved COM-FSM courses which include in the course outline an examination, checklist, or other diagnostic device that measures students' understanding and fulfillment of the course objectives. The student must be in good academic standing and present evidence of competence in the subject. Students can attempt to challenge a course only once.</p> <p>Credits for courses earned by examination will be entered on student's permanent record as "credit-by-examination." Credits so earned will not count toward the twelve-semester credit requirement for full-time student classification. No more than a total of sixteen credits may be earned by examination.</p> <p>Procedure included. [INS 6.5.1, STU 3.8]</p> <p>Repeats and incompletes</p> <p>A. Repeats</p> <p>Students may repeat a course in which a grade of "D," "F," or "I" is earned. The GPA is computed using the higher or better grade and is adjusted for the semester in which the course is repeated.</p>

	<p>B. Incompletes It is the students' responsibility to clear the incomplete grade by mid-term of the following semester. Student who have an incomplete grade from the spring semester have until mid-term of the fall to remove it. When the coursework is completed, the instructor will submit a grade to the Office of Admissions, Records and Retention. If the student fails to make up an "I" grade by mid-term of the following semester, the "I" will be changed to an appropriate grade on the transcript. [INS 5.6.6, INS 5.6.11, STU 3.9]</p>
	<p>Graduation requirements for associate degree programs. An associate degree is awarded upon completion of the following requirements: (1) satisfactory completion of the applicable general education core; (2) satisfactory completion of the prescribed series of courses for the selected major; (3) cumulative and semester GPA of at least 2.0; and (4) submission of an application for graduation by the beginning of the third week of the semester.</p> <p>Limitations</p> <ol style="list-style-type: none"> 1. Students transferring from other institutions must earn at least 30 credits of the major at COM-FSM. 2. A maximum of eight calendar years is allowed to fulfill the degree requirements of selected major as described in the catalog which was in force at the time of admission. Time is measured from the first enrollment at COM-FSM to the date of certification of completion of the degree requirements for the major. 3. The eight-year limit and the graduation requirements may change only in the following circumstances: (a) the student is out of school for at least two consecutive regular semester, and (b) the student changes major by filling a change of major form with the Office of Admissions, Records and Retention. The eight-year period begins from the time either of the aforementioned circumstances occurs, and the graduation requirements are determined by the catalog in effect at the time of change. [STU 4.1]
	<p>Graduation requirements for certificate programs. A certificate of achievement is awarded upon successful completion of the prescribed series of courses which consists of a minimum 30 semester credits and leads to an occupational skill. To receive a certificate of achievement, students must earn a minimum cumulative GPA of 2.0 for the prescribed series of courses. [STU 4.2]</p>

	Good academic standing. Good academic standing is defined as having a cumulative GPA of 2.0 or above. Cumulative GPA is the average for all semesters attended at COM-FSM. In order to graduate from COM-FSM, students must be in good academic standing. Student cannot graduate while on academic probation. [INS 6.8.1, STU 5.1.1]	
	Academic probation. Students whose cumulate GPA falls below 2.0 are placed on academic probation until their GPA is raised to 2.0 or better, or they are suspended. [INS 6.8.3, STU 5.1.3]	
	Academic suspension. Students who remains 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 and Retention or for the open admission programs by the state campus deans on probationary status until when there is evidence that the student will perform satisfactorily. [INS 6.8.4, STU 5.1.4]	
	Special academic awards. Special awards are to be presented during graduation to recognize high academic achievement. This award is given to the top graduate from each degree and certificate program who has a cumulative GPA of at least 3.40. [INS 6.8.5, STU 5.1.5]	
	Class attendance. Regular and prompt class attendance is expected of all students. It shall be the student's responsibility to inform the instructor(s) of anticipated or unavoidable absences and to make up work missed as a result of absences. Mandatory attendance is at the discretion of the instructor(s); provided the conditions for attendance are included in the course syllabus and communicated to the students on the first day of class. [INS 5.6.1, STU 5.2]	
	Final grade report. Final grades will be available to students after the end of each academic term. Students must assume the responsibility of reporting any errors on their grade report to the Office of Admissions, Records and Retention within two weeks after receiving their grade report. [INS 5.6.7, STU 5.3.3]	
		Refund policy. The following are the tuition and fees that are refundable: (a) tuition fee, (b) meal fee, (c) student activity fee, (d) health fee, (e) laboratory fee, and (d) technology fee. The percent of refund of the above refundable fees is determined according to the timing of withdrawal (see 2013-2014 COM-FSM general catalog, p. 130). [STU 6.1.1]
		Travel costs. FSM students recruited by the College of Micronesia-FSM are provided transportation from their home state to the national campus, and back after completion of their studies. Students who voluntarily withdraw from the college forfeit their return tickets and are responsible for their own transportation home. Students dismissed for academic or disciplinary reasons are given transportation home but, if readmitted, will be responsible for travel costs to and from the college. [STU 6.4.1]
	Student educational record policy. Educational records are kept by the college on individual student to facilitate their educational development. <ol style="list-style-type: none"> 1. Office of Admissions, Records and Retention. This office keeps records on the academic history of all students. 2. Financial Aid Office. This office keeps records on financial assistance to each student and their academic progress. 3. Business Office. This office keeps records on individual student accounts. 	

	<p>4. Faculty and staff members. They may also keep informal records relating to their functional responsibilities with individual students.</p> <p>Students have the right to know the purpose, contents, and locations of information kept on them as part of their educational records.</p> <p>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.</p> <p>Students have the right to have control over the disclosure of information from the records. They can expect that the information in their educational records is kept confidential, and disclosed only with their permission or under provisions of the law.</p> <p>Parents also have the right to expect confidentiality of certain information about them in 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. [INS 6.15, STU 8.1]</p>
	<p>Transcript policy. The Office of Admissions, Records and Retention maintains a transcript, or permanent record, for all COM-FSM students. Recorded on a transcript are all courses taken, the credits earned and the grade awarded for each course.</p> <p>Transcripts are issued upon written request only. 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.</p> <p>A transcript will not be issued until all financial and other obligations to the college have been meet. [INS 6.18, STU 8.2]</p>
	<p>Only one session during the summer. Double summer sessions are not permitted due to problems with record keeping and Pell awards. [INS 1.4.2.1]</p>
	<p>Academic year. The academic year, which begins in August, is divided into two sixteen-week semester terms and a six-week summer session. [INS 1.4.4]</p>
	<p>Master's as minimum requirement for all instructors. Qualification guidelines for instructors:</p> <ol style="list-style-type: none"> 1. Doctorate degree from an accredited institution. 2. Master's degree from an accredited institution with major in the subject area. 3. Master's degree from an accredited institution with minor in the subject area and at least one year of teaching experience at a postsecondary institution, or appropriate equivalent experience. 4. Master's degree from an accredited institution with at least 12 credit hours in the subject area and at least two years of teaching experience at a postsecondary institution, or appropriate experience. [INS 2.2.1]

	<p>Initial approval of instructors with outstanding academic credentials without transcripts. Applicants whose qualifications are unquestionable because of their outstanding academic credentials and their affiliation with a prestigious organization such as Fulbright Scholar are given initial approval without the transcript but must later make available a copy of the transcript for the files in order to continue teaching courses for COM-FSM for credit. [INS 2.2.4.1]</p>	
	<p>Foreign credentials. Degrees/certificates earned from institutions outside the United States may be considered as equivalent IF the degree is so interpreted by an independent professional organization that provides such service. The burden of proof rests with the employee. [INS 2.2.4.4, PERS VIII-4]</p>	
	<p>Non-instructional teaching load limit. When full-time, non-teaching employees are asked to teach, a memo must be attached explaining whether the employee will be taking leave or teaching during non-working hours. Teaching is part of a researcher's responsibilities so they do not need to do this. The current overload policy states instructors can teach only one overload per term.</p> <p>Non-instructors should also be limited to teaching one course per term. [INS 2.5.4]</p>	
	<p>Outside employment and activity policy. Employees may engage in outside employment and activities provided the activity does not negatively affect the employee's job with the College, complies with immigration and labor laws and would not damage the image of the college. Activities that enhance the professional status of both the employees and the college without hampering the employee's primary responsibility with the college are encouraged. However, contacting services that are in competition with typical college services are prohibited.</p> <p>Neither college time, resources nor name is to be used to perform non-college work. Employees may, with prior permission from his or her supervisor, take leave to perform short-term contracts.</p> <p>Employees whose work declines because of outside employment or activities are to be disciplined by their supervisors as outline in Section XV.2 in the Personnel Policy Manual.</p>	

	Procedure included. [INS 2.6, PERS XVIII]	
	Certificate programs. A certificate program is a prescribed course or series of courses designed to strengthen specific occupational skills. Three kinds of certificates are being offered by the College of Micronesia-FSM. The certificate of achievement requires the completion of at least 30 semester credits (2 semesters). The certificate of completion needs 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. [INS 3.8.11]	
	Evaluation of instructional programs. Academic program review is a part of the institution's overall planning and assessment processes. Division chairs and the state campus instructional coordinators are to oversee the review of a program according to its goals and learning outcomes as they relate to the college mission. The program review is completed every two years. [Approved by the BOR on: March 12, 2013] [INS 3.9]	
	Policy on course discontinuation. A division/campus may request that a course be discontinued at the college if the course has not been taught for three years or when the program is revised and the course is no longer required. The course will also be removed from the catalog. Procedure included. [INS 3.10.1]	
	Program deletion. Program review and evaluation processes may indicate that an instructional program is not viable and should be eliminated from college offerings; the program needs to be deleted. Deletion refers only to those programs that will not likely be offered again; it does not refer to those programs that may be offered on a cyclical basis and have periods of inactivity. While programs may be removed from the catalog, specific courses will remain on the "list of Active Courses" for transcribing purposes. Procedure included. [INS 3.10.2]	
	Class size. The vice president for instructional affairs, in consultation with division chairs or state campus deans, will determine maximum class size. [INS 5.1]	
	Textbook adoption. It is the policy of the College of Micronesia-FSM to establish an effective textbook adoption process, so that the College of Micronesia-FSM can efficiently serve the students and the college	

	community. [Approved by the BOR on: March 12, 2013] [INS 5.3.4]	
	Shortening classes. Annual events such as the alcohol awareness week activities should be included in the college's calendar. This will allow the instructional department to incorporate these activities into its planning for the fall semester schedule. Classes should be given first priority and other unforeseen activities be given second priority by the administration. [INS 5.7]	
	Credits. The unit credit at COM-FSM is the semester credit. Sixteen contact lecture hours equal one credit. Forty-eight laboratory/seminar hours equal one credit. Forty-eight workshop hours equal one credit. For students transferring to or from institutions on the quarter system, two-thirds of a semester credit equals one quarter credit. [INS 6.5]	
	Course substitution. When a student lacks one course to graduate and that course is not being offered in his/her final semester, a course substitution may be approved on a case-by-case basis by the vice president for instructional affairs. Procedure include. [INS 6.12]	
	Timeline for students to complete degree programs. A maximum of eight calendar years is allowed to fulfill the degree requirements of selected major as described in the catalog which was in force at the time of admission. Time is measured from the first enrollment at COM-FSM to the date of certification of completion of the degree requirements for the major. [INS 6.16, STU 4.3]	
Category 3. Obsolete policies – to be eliminated		
Policy Catalog Number	Instructional Affairs	Student Services
		Student services committee. This is now a defunct committee. [STU 1.3]
		Admissions board. This is now a defunct committee. [STU 1.4]
	Conditional placement of teachers in in-service program. The policy's prescribed period (January 1 to December 1, 1995) already expired. [INS 6.3.1, STU 2.2.10]	
		Entrance examination policy. The college now uses the COM-FSM Entrance Test (COMET) which has three sections: (1) essay, (2) Nelson-Denny reading test, and (3) math. [STU 2.2.13]
		Admissions of third year education students on probationary status. Third year applicants who have GPA of 2.40-2.49 will be admitted to the program on a probationary status and their progress will be monitored. Currently, a GPA of 2.50 is required. [STU 2.3.1.3]
	Conditional admission. This policy applies to then COM-FSM entrance test. [INS 6.2.5, STU 2.7]	

		Mid-year admission to the IEP program discouraged. This is now a defunct program. [STU 2.14]
	Course placement. All new students are required to take the COM-FSM English placement tests before registering for classes. The results of these tests determine the level at which students begin their program of study in English. [INS 6.3, STU 3.3]	
	Students transferring from state campuses not required to take placement tests. Transferred students from state campuses will not be [sic] required to take the placement tests in English and Math in order to be placed appropriately in English and Math courses. However, these transferred students will be placed according to courses they have completed at the state campuses. If these students experience academic difficulties at the national campus then they will be placed accordingly. [INS 6.3.3, STU 3.3.2]	
		Enrolling IEP student at the national campus after one semester. This is now a defunct program. [STU 3.15]
		National campus students required to secure signature of national campus faculty to take courses at Pohnpei campus. The primary purpose of the policy is to ensure that the National Campus knows that the student is taking classes at Pohnpei campus. Also, the procedure may prevent students being double charged. The college now uses an integrated student information database system.. [STU 3.17]
	Qualification to teach upper division business. An instructor teaching upper division business/accounting courses must have a masters degree in Business/Accounting or related field to qualify him /her to teach sophomore courses. [INS 2.2.2]	
	Qualification guidelines for part-time instructors. The guidelines which appear below are the established criteria for determining the qualifications of part-time instructors. The guidelines are identical to those employed for on-campus regular instructors and are applicable to state campus instructors teaching COM-FSM degree courses. [INS 2.2.3]	
	Conditional approval of instructors with BA/BS. Applicants having a Baccalaureate qualification in the subject area may be given conditional approval to teach in the continuing education program. They will need to be re-certified and recommended for teaching in the on-campus program. [INS 2.2.4.2]	
	Employ full-time instructors as opposed to part-time instructors. Academic divisions should employ full-time instructors as much as possible. Because part-time instructors travel a lot and attend to responsibilities of their primary occupation, their teaching assignment becomes a secondary responsibility. As such the teaching is not benefiting the students as much as	

	we would like to see. It is recommended that the part-time instructors should be recruited for on-campus programs only to fulfill the short-term need for instructors. [INS 2.2.7]	
	Students in developmental English courses taking business degree courses. Students taking developmental English course need to obtain instructor's approval to take Business degree courses. [INS 3.1.4.1]	
	Extension of programs/courses to the state campuses. The attached memo entitled, " <i>Guidelines for Extension of Programs to State Campuses</i> " summarizes relevant policies regarding extension of programs/courses to State Campuses (CE Centers) through May 1999. [INS 3.6]	
	Non-Education/HRM students' enrollment in core courses at state campuses. State campuses are permitted to enroll non-Education/HRM students in core courses on a space available basis for a year. During the year, monitoring of the kinds of students in core classes is to be continued, sound counseling (especially regarding the limits of Pell eligibility) be stressed and quality controls be strengthened. [INS 3.6.1]	
	Third-year program not extended to state campuses. Students or teachers cannot be enrolled in third-year program courses if they have not been admitted into the program by the Admissions Board. [INS 3.6.2]	
	Courses on IDPs honored at all campuses. Courses offered at the state campuses should be honored at the National Campus and vice versa. Courses on a student's IDP should be honored at all campuses. [INS 3.6.3]	
	Extension of AS degree in special education to state campuses. The Curriculum Committee reviewed the AS degree in Special Education and recommend for approval it's extension to the State Campuses. The extension of this program is in response to the Special Education need to conduct training in each state. [INS 3.6.4]	
	State campus students allowed to enroll full-time. Students attending any of the COM-FSM state campuses may enroll as full-time students. [INS 3.6.5]	
	Approval of curriculum guide. Curriculum guides that are developed for use in COM-FSM classrooms need to be reviewed, recommended for adoption and approved by the College president before they could be implemented in the classroom. [INS 3.8.4, 5.3.2]	

	Monitoring instructors' record books for compliance with attendance policy. Division Chairpersons are to monitor the record books of the instructors in their respective divisions for compliance with the college's attendance policy. This action was taken in response to a finding in the college's audit. [INS 5.6.1.1]	
	Student self-evaluation. It is recommended that students complete the Student Self-Evaluation form at midterm. The results from the evaluation can be compiled to assist instructors and students to determine why students might be failing in classes. [INS 5.6.9]	
	TOEFL requirement for taking credited courses. Before a student is allowed to take a CCM (COM-FSM) credited course, he/she must take the TOEFL test and be properly placed in his/her English level. [INS 6.17]	
Category 4. Policies are not truly policies		
Policy Catalog Number	Instructional Affairs	Student Services
		Organization chart. Department of support and student affairs' organizational chart including (a) reorganization of dormitory staffing, and (b) dormitory manager and student activities coordinator reporting directly to the VPSSA. [STU 1.1]
		Administrative responsibilities. These are examples of duties of the (a) VPSSA, (b) director of student services, (c) director of financial aid, (d) coordinator of admissions and records, (e) dormitory manager, and (f) student activities coordinator. [STU 1.2]
		Administrative procedures. These include: (a) expediting information to state campuses, (b) certification of health services and student activities at state campuses, and (c) coordination with other offices. [STU 1.6.2, 1.6.3, 1.6.4]
		High school diploma satisfactory substitute for high school transcript for admissions. See admissions requirements (STU 2.2), i.e., have a minimum high school grade point average of 2.0 as measured on a 4.0 scale. Diploma does not provide this type of information. [STU 2.2.1]
		Admission procedure. This is basically a procedure; however, procedure is still applicable. [STU 2.2.5]
		Notification of admission. This is basically a procedure; however, procedure is still applicable. [STU 2.2.6]
		Acceptance of admission procedure. This is basically a procedure; however, procedure is still applicable. [STU 2.2.7]

		Admission board acceptance required for degree program. The admission board is now a defunct committee. [STU 2.2.11]
		Students recruited for degree programs after taking Entrance Examination. This is basically a recommendation. [STU 2.11]
		Recruitment of students for the Marshalls and Palau discontinued. This is basically a recommendation. [STU 2.15]
		Registration directions and procedures. These are basically directions and procedures about the registration process that require revisions. [STU 3.1]
		Enrollment list. This provides the recommended template for reporting official enrollment lists. It is no longer applicable. [STU 3.2]
	Instructional services. The Department of Instructional Affairs is responsible for all instructional and related activities, which include the overall development, implementation, evaluation, and modification of curricular programs, the LRC, and technology support [INS 1.0]	
	Instructional services: Organization chart. Academic affairs organizational chart. [INS 1.1.1]	
	Academic divisions. Mission statements of the following academic divisions: (a) business administration, (b) education, (c) languages and literature, (d) social science, (e) math and science, and (f) agriculture. [INS 1.1.1.1 to 1.1.1.6]	
	Learning resources center. Mission statement of the Learning Resources Center. [INS 1.1.2]	
	Administrative responsibilities. These are the responsibilities/duties of the (a) VPIA, (b) director of academic programs, (c) director of vocational education, (d) director of learning resources, (e) director of information technology, and (f) division chairpersons. [INS 1.2]	
	Curriculum committee. Term of reference. [INS 1.3]	
	Academic calendar. No policy only guidelines for: (a) preparing the academic calendar, (b) class schedule, and (c) holidays. [INS 1.4, 1.4.1, 1.4.3, 1.4.5]	
	Administrative procedures. These are procedures for: (a) channel of communication for faculty, (b) budgetary process, (c) monthly reports, and (d) departmental/division staff meetings. [INS 1.5]	
	Faculty duties and responsibilities. [INS 2.1]	
	Advisor roles and responsibilities. This outlines roles and responsibilities	

	of advisors. [INS 2.5.1.4]	
	General education core requirements. Listing of courses – revise to include program mission and PSLOs. [INS 3.1.1]	
	Each degree program offered at COM-FSM. Listing of courses – revise to include program mission and PSLOs. [INS 3.1.2 to 3.1.15]	
	Each certificate program. Listing of courses – revise to include program mission and PSLOs. [INS 3.2.1 to 3.2.14]	
	Each CTE program. Listing of courses – revise to include program mission and PSLOs. [INS 3.3.1 to 3.3.8]	
	Procedure for new degree program. This describes how to propose new degree program. [INS 3.8.1.2]	
	Approval of new courses. This describes how to propose new courses. [INS 3.8.2]	
	Approval of non-credit courses. This describes the process for non-credit training. [INS 3.8.3]	
	Application for program implementation. This describes the process for proposing new program. [INS 3.8.5]	
	Modification/revision courses. This describes the process for revising a current course. [INS 3.10.4]	
	Development of fourth year/Bachelor's degree program in education. Board directive. [INS 3.11]	
	Articulation agreements. Copies of articulation agreements, but no policy. [INS 4.1]	
	Approval of articulation agreements. This is a process for approving an articulation agreement. [INS 4.4]	
	Procurement of instructional materials. This describes how to purchase additional instructional materials for a course. [INS 5.3.3]	
	Mid-term deficiency report. This tells when to submit the mid-term deficiency report – policy?. [INS 5.6.2, STU 5.4]	
	Early warning deficiency report. This tells when to submit the early warning deficiency report – policy?. [INS 5.6.3, STU 5.5]	
	Approval of academic policies. Procedures for approval of policies. [INS 6.1]	