

ACADEMIC REGULATIONS

ACADEMIC STANDARDS

Good Academic Standing: Good academic standing is defined as having a cumulative grade point average (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. Students cannot graduate while on academic probation.

Academic Honors: Each semester all full-time students in a degree or certificate of achievement program who earn a semester grade point average of 3.5 to 4.0 without any incomplete grade are recognized on the **Honor Roll**.

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieve a semester grade point average of 3.50 to 3.99 are recognized on the **Dean's List**

Students on the Honor Roll who took only college-level courses (courses numbered 100 and above) and who achieve a semester grade point average of 4.0 are recognized on the **President's List**.

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

Academic Suspension: 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 Admissions Board, or for the open admissions programs by the State Campus Director, on probationary status only when there is evidence that the student will perform satisfactorily.

COURSE GRADING SYSTEM

The course grading system used at the College of Micronesia-FSM is as follows:

- A—Superior
- B—Above Average
- C—Average
- D—Passing

However, EN 120a and several math courses require a "C" or better to enroll in the next level. For other classes, the instructor's permission may be required to enroll in a subsequent course in the same discipline.

- F—Failure
- W—Withdrawal

Consult the appropriate sections for policy and procedures.

- I—Incomplete

GRADE POINT SYSTEM

A grade point system is used to compute a student's grade point average (GPA). The numerical value assigned to each grade is as follows:

- A—4.0
- B—3.0
- C—2.0
- D—1.0

F—0
W—not computed
I—not computed

Grade point average is computed as follows:

1. Compute the grade points earned for each course by multiplying the course credits by the numerical value of the grade received in that course.
2. Compute the total grade points earned by adding the grade points earned for all courses attempted.
3. Divide the total grade points earned by the total number of credits attempted to obtain the grade point average.
4. Only courses taken at the College of Micronesia-FSM are used in computing the cumulative grade point average.

Formula:

$$\frac{\text{Total Grade Points Earned}}{\text{Total Credits Attempted}} = \text{GPA}$$

REPEATS AND INCOMPLETES

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 was repeated. Students may repeat a course once and be eligible for financial aid.

Students who attend classes regularly and are doing passing work, but because of illness or other unavoidable circumstances are unable to take the final examination or otherwise complete the course, may receive an “I” for the course.

It is the students’ responsibility to clear the incomplete grade by mid-term of the following semester. Students who have an incomplete grade from the spring semester have until mid-term of the fall semester to remove it.

When the course work is completed, the instructor will submit a grade to the office of admissions and records. If a student fails to make up the “I” grade by midterm of the following semester, the “I” will be changed to an appropriate grade on the transcript.

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.

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.

Application forms for credit-by-examination are available from the Office of the Vice President for Instructional Affairs. Students must submit the application to the Vice President, and if approved, will be given a testing date and time. Students must pay a non-refundable credit-by-examination fee of \$15 per course to the Business Office before taking the examination.

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 semester credits may be earned by examination.

Transfer Credits: Credits earned with course grades of "C" or better in other colleges or universities may be transferred if the courses are substantially equivalent to offerings at this College. The Office of Admissions and Records must receive an official transcript directly from the previous institution(s) in order to consider transfer of the credits. Transfer credits are also awarded on a course by course basis according to established articulation agreements between COM-FSM and the transferring institution. Refer to Graduation Requirements for limitations on transfer credits.

ACADEMIC HONESTY

To ensure the integrity of the educational process and the institution, the College encourages 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.

CLASS ATTENDANCE

Students who are absent for more than six MWF classes, or more than four TTh or summer classes, will automatically be dropped from the course. The total missed classes include unexcused and excused absences, such as sickness, funerals, and any other circumstances. Instructors will notify the Office of Admissions and Records to complete the withdrawal slip for the student.

EARLY WARNING DEFICIENCY REPORT

Four weeks into the regular semester, and two weeks into the summer session, instructors submit an early warning deficiency report on students who are not progressing satisfactorily in their course to the office of admissions and records. The objective of the early warning deficiency report is to provide sufficient time for these students to seek assistance in order to pass the course.

MID-TERM DEFICIENCY NOTICES

Halfway through each semester, instructors officially evaluate their students. Students doing "D" or "F" work are considered to be deficient and not making satisfactory academic progress and are reported to the admissions office. Students on the mid-term deficiency list are warned that if they do not improve, they will receive a "D" or "F" for the course, and are encouraged to seek assistance from their instructors or the counselors.

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 and Records within two weeks after receiving their grade report. If not, the grade will remain on the record.

TRANSCRIPT POLICY

The Office of Admissions and Records 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. Each student is entitled to one transcript free of charge. A fee of \$2.00, 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 Office of Admissions and Records to send their official transcript directly to the admissions office of the institution they plan to enter. Students may also request the office of admissions and records to mail an official transcript to a prospective employer.

WITHDRAWAL FROM THE COLLEGE

Students who wish to withdraw from the College must report to the Office of Admissions and Records and complete the necessary forms in order to withdraw officially. If this is not done, it will not be possible for the student to obtain transcripts or be considered for readmission. Students withdrawing from the college prior to the last day to drop with a "W", as specified on the College calendar, will receive an automatic "W" for all classes. After that date, the grade for all classes will be an "F".

CATALOG LIMITATIONS

*A master copy of the **COM-FSM General Catalog** is kept current in the Office of the Director of Development and Community Relations (DCR). It is considered the official source of reference for efficiency, consistency, and facility of operation. Published editions are current only to the date of publication. As expected in a developing institution, such as COM-FSM, changes will continually occur. Those requirements in effect at the time of publication or admission (except where specific statements of exceptions are made) will remain in effect for the student. The College reserves the right to add, delete, supplement, or amend at any time the information, requirements, policies, and practices contained in this catalog.*

