

Student Handbook



FSM Fisheries & Maritime Institute

College of Micronesia FSM

P.O. BOX 1056

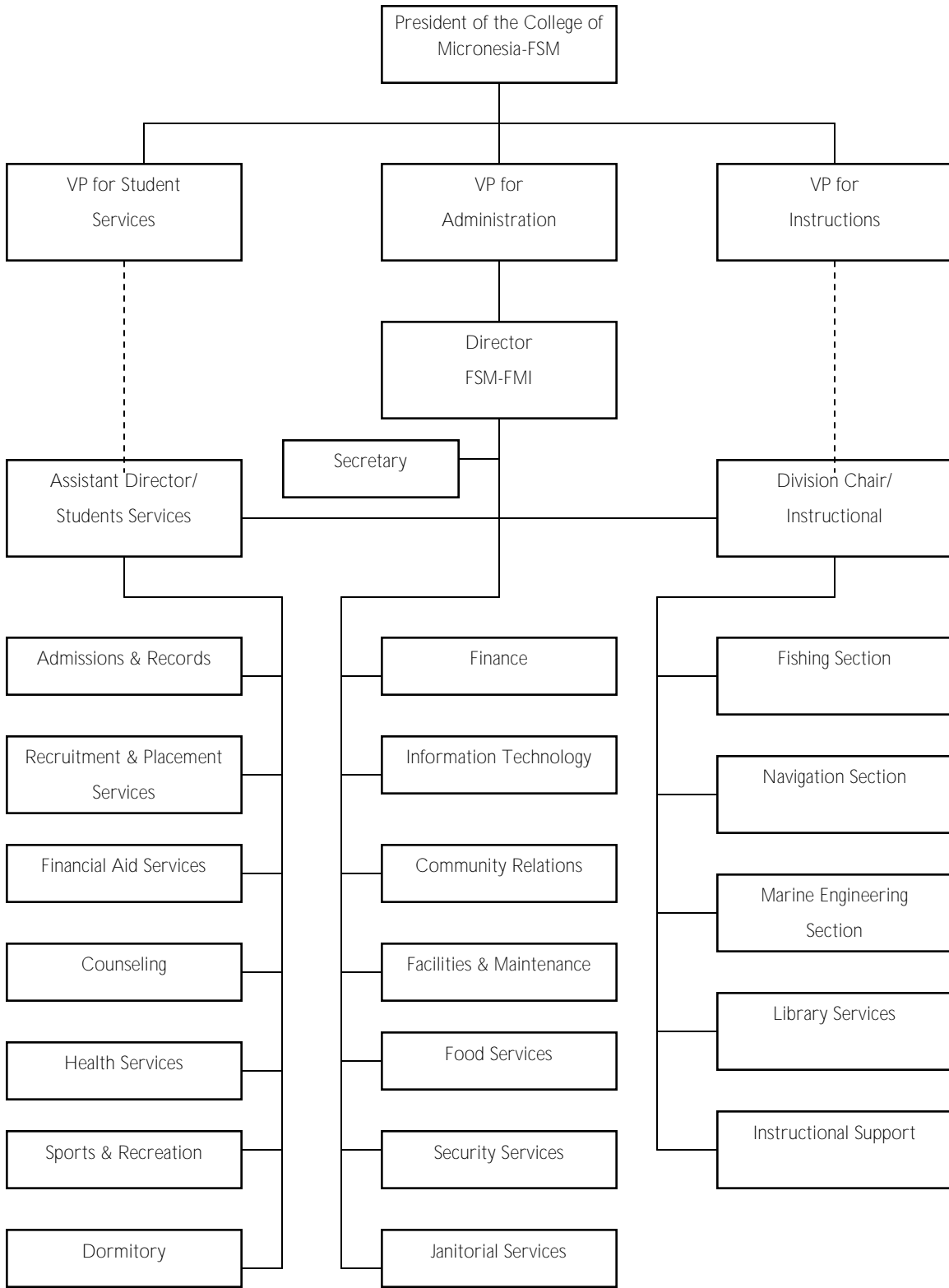
Yap, FM 96943

2011-2013

TABLE OF CONTENTS

	page
FMI Organizational Chart	3
FSM Fisheries & Maritime Institute	4
Mission Statements	
College of Micronesia-FSM Mission Statement	5
FSM Fisheries and Maritime Institute Mission Statement	6
Operating Principles	7
Prohibited Action	8
Military Courtesy	9
Course Rules	10
Rules and Regulations	11
Code of Practice	12
Code of Conduct	13
Corps of Cadets Organizational Chart	14
Student Government	15
General Cadets Code of Conduct	17
Academic Day	18
Appearance & Pride	19
Service Etiquette	20
Demerits,	21
Categories of Offenses	22
Uniforms Requirements	23
Personal Appearances (Men)	24
Personal Appearances (Women)	25
Cleanness of Rooms & Quiet Hours	26
Alcohol & Other Drugs	28
Classroom Behaviors	29
Visitors to the Institute	13
Student Representatives	14
Tidiness, Cleanliness and Personal Hygiene	14
Duty Students	15
Accommodation	15
Medical	16
Sports/Leisure	16
Shore Leave	16
Schedules17

FMI Organizational Chart



FSM Fisheries and Maritime Institute

The FSM Fisheries and Maritime Institute (FSM FMI) is located on the island of Yap, occupying the facilities built in the 1960's for the former U.S. Long Range Navigation (Loran) Station operated by the United States Coast Guard until 1985 when the Loran Station was relocated to Guam. The Institute, situated approximately 6 miles from the capitol Colonia, was established through a Memorandum of Understanding (MOU) signed on August 10th 1999. The MOU was between the Government of the Federated States of Micronesia and the College of Micronesia-FSM (COM-FSM) for the Government to provide funding for the programs and for the operation of the Institute, and for the College to operate the Institute so long as the funds continue to be made available by the Government.

FSM FMI started accepting students on a regular basis, from all over the FSM, during September 2000 from ninth grade to high school graduates. Due to the English language difficulties experienced by students who were not high school graduates, including the intention of the FMI administration to bring the Institute's programs in line with the requirements of the U.S. federal programs so that its students could be eligible for the United States financial aid programs, the Institute is now only accepting high school graduates and above, and seafarers who wish to upgrade their certificates.

The programs that are offered at the Institute are fishing technology, navigation and marine engineering programs. Other related programs are taken to reinforce the learning processes for those core programs offered, as well as to offer additional qualifications for specific technology recently developed to assist mariners in the performance of their duties. These core programs, particularly navigation and marine engineering, are offered in accordance with the standards and requirements prescribed in the International Convention on Standards of Training, Certification and Watch keeping for Seafarers, 1978, as amended in 1995 (STCW Convention).

In April 2001, the Secretary of the Department of Transportation, Communication and Infrastructure of the Government of the Federated States of Micronesia issued a declaration designating FSM FMI as the training center for seafarers in the Federated States of Micronesia. Additionally, the declaration stated that the current instructors have been designated as assessors while listing other senior FSM maritime people as examiners for the purposes of the STCW Convention.

For the foreseeable future, the Institute will be offering courses up to Class 4 Master and Class 4 Engineer levels, the highest levels for the manning of the Micro-class vessels. Candidates seeking courses for higher classes of certificates than Class 4 will have to go overseas to get their education and possibly certificates of competency.



COLLEGE OF MICRONESIA-FSM MISSION STATEMENT

Historically diverse, uniquely Micronesian, and globally connected, the College of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.

COM -FSM VISION, MISSION AND VALUES STATEMENTS

Vision

The College of Micronesia-FSM will assist the citizens of the Federated States of Micronesia to be well-educated, prosperous, globally-connected, accountable, healthy and able to live in harmony with the environment and the world community.

Values Statement

In order for us to achieve our Vision, Mission, and Goals we agree to uphold the following core values and behaviours. We value:

1. Learner-centeredness – Learners are our primary focus and we provide quality instruction and services in a nurturing and safe environment.
2. Professional behavior – We are competent, service-oriented professionals with a commitment to life-long learning and commitment to provide excellent and exemplary service to student, colleagues and the community.
3. Innovation – We provide a dynamic, creative, up-to-date, and innovative environment to allow the college community to function effectively in a global economy.
4. Honesty and Ethical Behavior – We are honest and abide by the COM-FSM Code of Ethics in all our personal and professional interactions to create and maintain trust and unity among ourselves and with our community.
5. Commitment and Hard work – We commit and invest our time, energy and resources to create a rigorous, high quality learning environment.
6. Teamwork – We live in a community where collaboration, open-mindedness, respect and support for each other help us achieve our mission.
7. Accountability – We are responsible for and accountable in our daily activities to our partners and the community we serve. We comply with all applicable regulations and use our resources efficiently and effectively to maintain a high level of trust and confidence

FSM-FISHERIES & MARITIME INSTITUTE MISSION STATEMENT

In consistence with the College Vision, Mission and Values Statements, the following is the Mission Statement for the FSM Fisheries and Maritime Institute:

To provide quality, cost effective, further and higher education and training in fisheries and maritime sectors, while being responsive to the needs and requirements of the individual, island communities and the nation, together with an international perspective and overview. The Institute shall offer programs that will meet the changing needs of students for academic occupational preparation, citizenship and cultural understanding.

In consonance with the above Mission, FMI is committed towards the following objectives:

- The FSM Fisheries and Maritime Institute is committed to providing a level of training that consistently meets or exceeds expectations.
- To instill in the students a sense of safety culture in order that they be proactive in their ideals, thoughts and workmanship and simply in dealing with everyday work on board ships.
- The focus of our work should take into account the needs of the students and employing agencies or the maritime and fishing industries.
- The Institute will employ only appropriately trained and qualified personnel in order to maintain a quality training, review, examination and assessment of students' qualification, as well as development and presentation of training programs.
- The Institute aims to be the market leader in the provision of fisheries and maritime training in the Micronesian sub-region.
- The Institute must establish beneficial cooperative relationship with sponsors, employers and other training institution to keep abreast of new developments.
- Service performance must be measured in order to ensure quality and continuous improvement.

Strategic Goals

The College of Micronesia-FSM, through a cycle of assessment and review, will continuously improve to meet or exceed current accreditation standards and will:

1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively.
2. Provide instructional support to foster student success and satisfaction.
3. Create an adequate, healthy and functional learning and working environment.
4. Foster effective communication.

5. Invest in sufficient, qualified, and effective human resources.
6. To have sufficient and well-managed fiscal resources that maintain financial stability.
7. Build a partnering and service network for student success and workforce and economic development.
8. Promote the uniqueness of our community, cultivate respect for individual differences, and champion diversity.
9. Provide continuous improvement of programs, services and college environment

Operating Principles

In achieving these objectives, the Institute will operate in accordance with the following principles:

- (a) The Institute will guide and assist all students and trainees to fulfill their maximum potential so that they are able to attain the qualifications that are required by national and international laws and instruments and appropriate to their personal and work needs.
- (b) FMI staff will always seek to present an image of total professionalism in all contacts with students, government dignitaries, fishing and maritime industry officials or potential customers.
- (c) FMI staff will operate at all times with dignity and integrity, and in the best interests of assisting each student to improve their learning and achieve qualification objectives.
- (d) FMI management will seek to provide those services to the students, trainees and staff which enable their physical, mental and social needs to be met and their potentials developed.
- (e) The Institute will provide equal opportunity for staff and trainees.
- (f) The Institute will provide an environment for openness through effective communication at all levels, and avenues for participative decision-making.
- (g) The Institute will only offer courses if they can be competently and professionally delivered with the resources available.
- (h) The Institute recognizes that effective management of quality and safety is vital to our ability to remain competitive, and be recognized internationally.
- (i) The Institute aims to be cost-effective in both management and in the provision of education and training.

D.

PROHIBITED ACTIONS

1. Violation of Federal or State Law: Violation of any law of the FSM, law of the state of Yap or municipal ordinances.
2. Violation of COM FSM FMI Student Rules: Violation of any rules and /or regulations specified in the COM FSM FMI student Rules. This list is not designed to be inclusive or exhaustive.
3. Violation of Cadets Instructions.
 - A. Conduct unbecoming a Cadet: A Cadet is responsible for” conduct unbecoming a Cadet” when his or her actions or conduct could be interpreted to be detrimental to the best interests of the individual Cadet, other person, the Cadet outfit or the COM FSM FMI.
 - B. Disrespect or Insubordination: Any Trainee, who is disrespectful or insubordinate in demeanor, word or action toward any college official or Cadet in the chain of command, whether or not this occurs in their presence, is subject to sanction under this action.
 - C. Failure to Follow Orders: Failure to follow the verbal or written orders/directions of the Company Commander, any college officials or Cadets in the chain of command.
 - D. Permission to Touch: It is improper for a Cadet to touch another Cadet without his or her permission unless there is a legitimate safety reason (e.g... a trainee is about to fall, in danger of being hit by a vehicle, etc.
 - E. It is proper to, touch with permission, another Cadet when making minor corrections such as adjusting hand salute.
 - F. It is never proper for a Cadet to touch or grab a fellow Cadet for the purpose of harassment or Cadet Conduct action.
 - G. When upperclassmen are addressing or instructing underclassmen, a safe rule of thumb is to remain at least one arm’s length away from the underclassmen.
 - H. Abuse of class relationship: Upperclassmen will not require lower class Cadets to perform “personal services” tasks (e.g... picking up, cleaning, etc.). Performing personal service or unauthorized details directed by upperclassmen with or without remuneration is also a violation.
 - I. Upperclassmen Cadets will not require lower class Cadets to “earn privileges” or perform unauthorized physical training to receive a “special position or duty

MILITARY COURTESY (Need Edition)

- A. The salute – is a traditional form of military courtesy and has a long history. An organization functions effectively only as a unit, and any common bond or identifying symbol that furthers the feeling of fellowship strengthens that unity.

The hand salute is found in every military services in the world, everybody salutes, from the bottom to the top and down again. Salutes are returned by all who are saluted. When uncovered, the person saluted usually acknowledges a salute by appropriate oral greeting or nod of the head. Far from being a servile gesture, the salute is a greeting and a democratic sign of comradeship among service personnel.

At sea Naval Vessels from around the world render salutes to each other. It can be a very serious breach of etiquette to fail to properly carry it out

Except when walking, one should always be at attention when saluting. It is important that the head and eyes be turned toward the person saluted. The right hand is raised smartly until the tip of the forefinger touches the lower part of the headgear above and slightly to the right of the right eye. Thumb and fingers are extended and joined. The palm is turned slightly inward until the person saluting can just see its surface from the corner of his/her eye. The upper arm is parallel to the ground; the elbow slightly in front of the body. The forearm is inclined at 45 degree angle; hand and wrist are in a straight line. One completes the salute (after it is returned) by dropping the arm to its position in one clean, sharp movement.

The salute is initiated by the junior ranking person

The first position of the hand salute is executed when six paces from the person saluted or at the nearest point of approach, if more than six paces. (Thirty paces are generally regarded as maximum saluting distance.) The first position is held until the person saluted has passed or the salute is returned.

The hand salute is accompanied by a word of greeting. The junior holds himself erect, looks the senior in the eye and addresses him/her, depending upon the time of day.

It is preferable to call the senior by his/her title and name (i.e. "Commander". Mr. Smith)(if rank is below Commander), "Chaplain Jones", etc, rather than by the impersonal "sir"

When several officers in company are saluted, all return the salute. For example, if an ensign were walking with a commander and a Lieutenant approached, it would be improper for the Ensign to salute the lieutenant until the lieutenant first saluted the Commander. As the Commander returns the salute, the ensign salutes simultaneously. If there were two or more persons of various grades in the group with the senior officer, they would render the salute when the officer returned the salute according him.

It is proper to request permission to pass a senior. When any reason, it becomes necessary for the junior to pass; he/she does so to the left, salute when abreast of the senior, and says "By your leave, sir?" The senior replies "Very Well" and returns the salute.

When the National Anthem is played, persons in the service stand at attention, facing toward the colors, if displays; otherwise they face the music. Cars should stop. When covered, a person salutes at the first note of the Anthem and remains at salute until the last note. The same marks respect during the playing of the national anthem of any other country, when played upon official occasions. If "colors" either morning (0800) or evenings (sunset) are sounded on the bugle, the salute shall be made at the announcement and position held until the ensign has been two blocked or completely lowered.

Military personnel salute the flag, when they passed by or pass the flag being carried encased in a parade or military formation.

COURSE RULES

The rules for each course are based on the principle of participation. A student's results are related to participation in class activities. Absence from class interrupts learning.

In order to participate in a course a student must attend classes, participate in class and course activities and complete assessment requirements.

A student shall comply with any specifically prescribed course requirements including dress, personal presentation, safety and hygiene rules.

To be eligible for an award including exit statements, statement of results or memorandum of results, a student must have completed all course work and assessment as published in the Institute's course or subject program and have paid all required fees and charges before the end of the course.

When a student's attendance is neither regular nor sufficient to enable completion of course requirements, a student will be required to show cause to the Director as to why continuation in the course should be permitted.

Where aspects of course work or assessment have not been completed, a student will be required to show cause to the Director as to why an award or result should not be withheld.

When action is taken against a student under the Course Rules, a student will have a right of appeal to either the Institute's Student Discipline Appeals Committee or the Academic Appeals Committee.

RULES AND REGULATIONS

The following rules and regulations are designed to make life easier for students admitted into the FSM Fisheries and Maritime Institute (FMI) and for their fellow classmates and to prepare them for a life at sea.

The following set of rules are very important and a violation of any of them will result in the student facing the Students Discipline Committee, and possibly may result in one's expulsion from the Institute.

1. Possession of knives, firearms or weapons of any sort is prohibited.
2. Possession or drinking of alcoholic beverages, or possession or taking of prescriptive drugs without prescription, while on or off the FMI premises during one's active studies at FMI is strictly prohibited.
3. While undergoing training at the Institute, students are not permitted to leave the FMI campus unless it is for an organized trip or has been authorized by the Director or his designee. Leaving or attempting to leave the FMI premises will be classified as AWOL, and any student found on AWOL would be dealt with very strictly, including resulting in the expulsion of the student.
4. Fighting is not tolerated on or off FMI campus. Any student involved in fighting will be given a disciplinary action, including expulsion from the Institute, where necessary.
5. Unauthorized possession or taking of any item that does not belong to you is stealing. Stealing shall not be tolerated at FMI. Anyone found stealing will be dealt with very strictly, including that person's expulsion from the Institute.

CODE OF PRACTICE

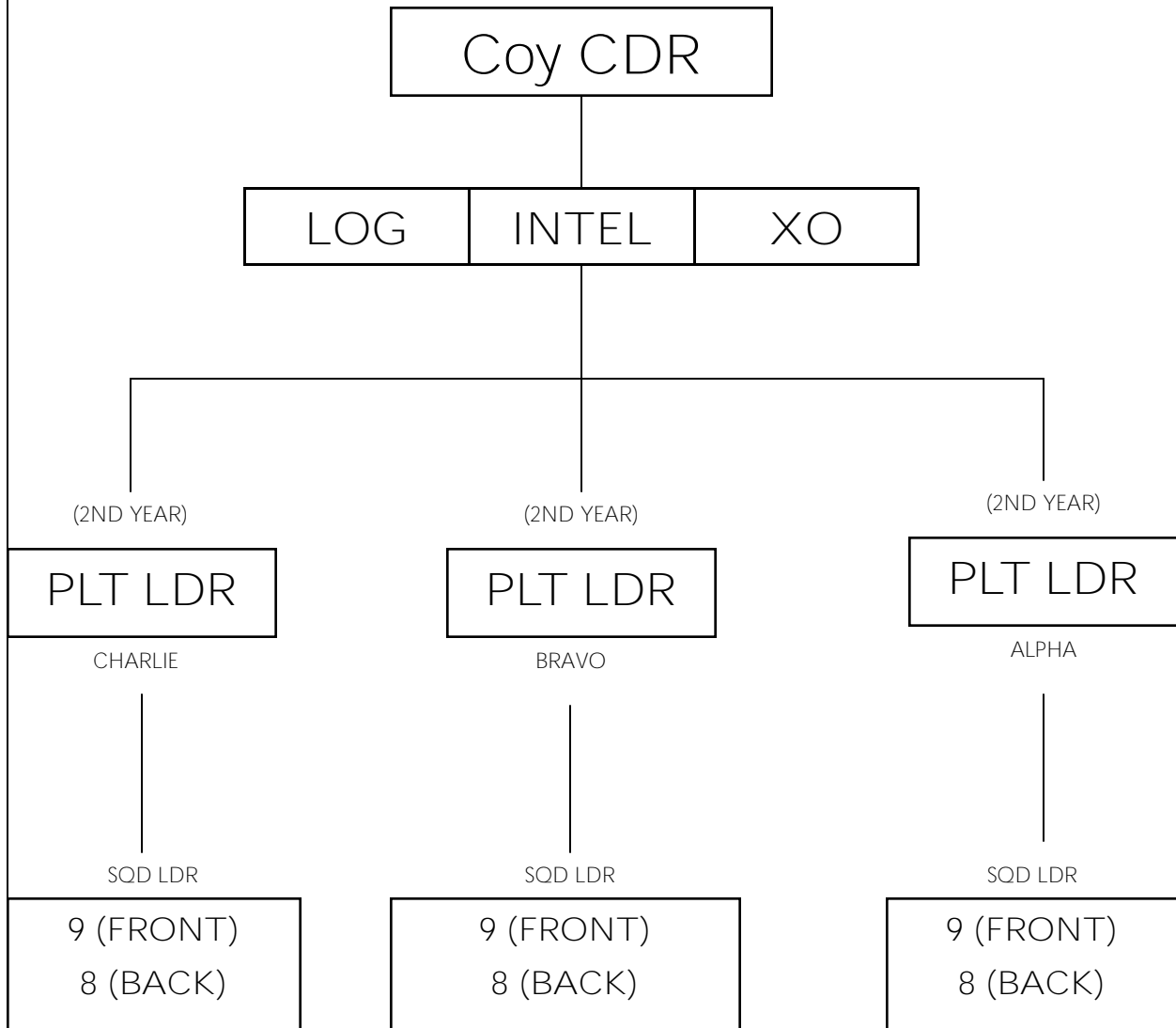
The staff of FSM Fisheries and Maritime Institute will:

- **Demonstrate** the highest standards of professionalism and personal integrity in all our education and training activities in order to inspire community confidence and trust in our programs, our teaching, learning and assessment approaches and the credentials students obtain.
- **Provide** an environment that safeguards the rights, interests and welfare of students.
- **Maintain** a challenging learning environment in which all students can experience success.
- **Support**, implement and promote social justice policies and procedures to assure equal educational opportunity.
- **Serve** our clients with respect, concern, courtesy and responsiveness.
- **Respect** and protect the privileged information to which we have access in the course of our duties.
- **Market** our courses and services with integrity, accuracy and professionalism, avoiding vague and ambiguous statements.
- **Deliver** courses within appropriate facilities using methods and materials that will enable students to achieve course outcomes.
- **Provide** accurate, relevant and up-to-date information to students on course requirements and Institute's expectations prior to commencement of a course.
- **Strive** for personal professional excellence in interacting with students, industry and the community to achieve the Institute's mission.
- Avoid any activity which is in conflict with this Code.

CODE OF CONDUCT

1. The FSM Fisheries and Maritime Institute has high expectation with respect to the way the students behave both on-campus and off-campus.
2. These high expectations are based on the belief that good citizenship is built upon personal qualities, which include honesty, integrity, courtesy, respect for the rights and property of others, respect for the values and laws of the human society and above all, self-discipline.
3. Students are expected to accept responsibility for their own behavior, work practices, attitudes and performances in studies.
4. It is recognized that behaviors occur as a result of choices. People choose certain behaviors to satisfy particular needs. All behavior has consequences which affect future opportunities. Students must recognize that the consequences of irresponsible behavior will relate to that behavior and be directed towards helping the students learn how to make a more responsible choice in the future.
5. The Institute's Code of Conduct therefore is based on courtesy, cooperation, respect and responsibility. Students are expected to:
 - Show courtesy and respect to all members of the Institute and wider community without discrimination.
 - Respect the property of the Institute, of the wider community and of their people.
 - Dress cleanly and modestly at all times and, where specific requirements are prescribed for courses, abide by those requirements.
 - Abide by all specific rules of the Institute set down in this Handbook.

FMI Corps of Cadets Organizational Chart



Student Government

All full-time students are members of the Student Body Association (SBA), which is led by a Student Council. The Student Council includes the President, Vice President and class representatives. Every student has the opportunity to participate in student government.

- A) A Student Representative and an Assistant will be elected following the end of classes on the first day that classes commence.
- B) The student representatives will be responsible for bringing up to the attention of the Administration any concerns the students may have and represent them on any issues of mutual concern.
- C) The Student Representative and his Assistant shall be responsible for the daily cleanliness of the dormitory, common areas and the weekly washing of their linen on weekends and, in so doing, shall cooperate with Quartermaster to ensure that a Rosters for such activities are maintained

DUTIES AND RESPONSIBILITIES

A. General

- 1. Corps Officers are recommended by the instructors and appointed by the SSC/IC.
- 2. Each officer in the Corps shall enforce the rules of the Corps of Cadets to the best of his or her ability.
- 3. Every Cadet shall follow the orders of the most senior corps officer present when such orders are within the scope of the corps officers' authority.
- 4. The specific duties of the various corps officer's positions are set forth in the following section.

B. Corps Commander

The Corps Commander is the senior cadet in the Cadet Corps and commands the Corps of Cadets. In the exercise of command functions, the Commander shall, under the supervision and guidance of the SSC/IC and the instructors, enforce the policies of the Institute and the college, and maintain the Corps of Cadets in a manner that will enhance the "Good Order and Discipline" of the Corps of Cadets.

Primary duties include:

- 1. Organize and supervise the Cadet Corps in all matters related to discipline, military smartness, welfare, moral, and training. S/he is also responsible for coordination of the daily routine, and publishing the weekly Plan of activities throughout the academic year.
- 2. Responsible to the Commandant and Assistant Commandant. Accordingly, the Corps Commander must be familiar with and support the COM FSM Rules and the FSM Fisheries and Maritime Institute cadets code Instructions. Render advice and participate in the administration of these rules and instructions.
- 3. Direct, and be assisted by, the corps staff in carrying out the daily routine of the Cadet Corps. Corps staff officers are the direct representatives of the Corps Commander and assist in all matters relating to the organization and administration of the Cadet Corps.

C. **Corps Executive Officer**

The Corps Executive Officer (XO) serves as second in the chain of command. S/he assumes command of the Cadet Corps in the absence of the Corps Commander. Duties include:

1. Support the Corps Commander in maintaining “Good Order and Discipline” within the Cadet Corps.
2. Chair the Cadet Court. Conduct Cadet Court hearings biweekly (or when appropriate) on cruise and during the academic year.
3. Under the supervision of the GM Coordinate berthing assignments for the academic year and summer cruises (in residence halls and on the Training Vessel) in accordance with directions from the SSC/IC and student life staff.
4. Supervise and coordinate the Cadet Corps staff functions.

D. **Corps Intelligence**

The Corps Intelligence is the member of the staff with direct responsibility for maintaining “Good Order and Discipline” of Corps personnel. When, for any reason, the Corps Commander and Executive Officer are absent or unable to fulfill their duties, the Intelligence assumes command. The CI’s responsibilities include:

1. Publish Cadet Mast Lists and Mast Awards that have been approved by the SSC/IC.
2. Coordinate the supervision of restricted cadets on campus and/or the training ship.
3. Coordinate and supervise extra duty assignments. In this duty, the CI shall work closely with the ship's officers and staff.
4. Record individual cadet extra duty hours for each semester during the academic year, and submit a report bi-weekly to the SSC/IC. The report will include extra duty hours awarded, maintenance and demerit hours worked and accumulated demerits.
5. Notify the cadet on report and the reporting authority of the time and place of scheduled Cadet Courts.
6. Assign cadets to cleaning stations utilizing a diagram showing the location of each cleaning station. Designate a senior cadet to ensure that each space is clean and secure.
7. Supervise the mess to ensure compliance by cadets with mess deck rules and uniform requirements.
8. Categorize corps offenses as either major (class A or B) or minor (class C or D). Major offenses will be forwarded to the SSC/IC for review and final classification. Ensure that the reporting cadet or officer properly fills out report chits.

E. **Corps Logistic**

The Corps Logistic is directly responsible for the supervision of corps administration. The Logistic is responsible to the Corps Commander, through the Corps Executive Officer, for an effective and efficient administrative system. Specific duties and responsibilities are:

1. Publish daily and weekly plans of the corps activities.
2. Under the supervision assist the Corps Executive Officer in determining rooms' assignments and room list.
3. Supervise the preparation of watch bills.
4. Provide the SSC/IC with a current list of cadet room assignments during the academic year.
5. Maintain a list of FMI faculty and staff, including phone numbers for emergency notification purposes.
6. Maintain a current list, including room numbers, of cadets living onboard the FSM FMI, and ensure that it is always posted on the board or at the Gangway to help firemen rescue individuals in case of fire.
7. Assist the QM to ensure bunk cards are posted properly on windows or doors of residence hall rooms during the academic year and on stateroom doors.
8. Perform such other duties as may be directed by the QM, Corps Commander or Corps Executive Officer.

ARTICLE 13- GENERAL CADETS CODE OF CONDUCT

A. CADETS CODE OF CONDUCT DESCRIPTION

1. Conduct standard for the cadets are set forth in writing in order to give them a general notice of prohibited conduct. These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.
2. Violations of the code may result in Cadets conduct sanctions as define in the sanctions section of this publication. Any Cadets conduct sanction imposed by the Company Commander may precede and be in addition to any penalty that might be imposed by the SSC/IC or any off-campus authority.
3. Student are responsible for following the most current COM FSM and FMI student rules
4. The Director has the final review authority in all student conduct and administrative cases.

B. CATEGORIES OF OFFENSES

1. Category I Offense: These violations are considered to be of the most serious nature. Only the Company Commander and the XO have the authority to assess sanctions for all categories I Offenses.
2. Category II Offenses: Consists of violations of directives; long-standing, well and properly established COM FSM or the institute traditions or customs; standards of courtesy and class privileges. In most cases these will be handle within the Company Commander through the use of demerits or Restricted weekends (RW)

C. REPORTING Cadets CONDUCT VIOLATIONS.

It shall be the duty and responsibility of each cadet to report the violation of any Category I or II offenses, through the Cadets channel d up to the Platoon Leader. When reporting through the chain of command might discourage a student to report the violation, any Cadets may report directly to the Company Commander or someone else on his staff, or the SSC/IC or his staff.

ACADEMIC DAY

The purpose of the Academic Day is to maintain an atmosphere within the Corps that is conducive to the pursuit of academic endeavors and personal matters. Quiet conditions in halls and rooms will be in effect for all cadets.

- A. Times: Monday, Tuesday, Wednesday, Thursday, Friday 0800 – 1600
- B. The Academic Day will consist of:
 - 1. Attending Classes
 - 2. Study at designated areas on campus.
 - 3. Rest time. If a cadet is sleeping, he/she will not be awakened unless it pertains to academic matters (ex. Waking someone up for class, waking someone to ask why they are not in class if their door card indicates they have a class schedule at that time).
 - 4. Personal time needed for daily living and individual trainees activities such as: shining shoes, uniform preparation, room cleaning and personal hygiene.
 - 5. Room inspections may be conducted but will not interfere with the study environment.
- C. Activities that will be permitted:
 - 1. Only the Company Commander and the XO may enter a cadet's room during the academic day with the following stipulations:
 - a. Cadet doors must be open and remain open while the Company Commander, XO or Platoon Leader is inside the room.
 - b. Reason for visit is limited to Academic support and morale/Welfare Checkup.
- D. Activity that will not be permitted:
 - 1. Upperclassmen "details"
 - 2. Waking those that are asleep.
 - 3. Disciplinary actions.
- E. Violation of the ACADEMIC DAY policy may result in suspension from the program.

Violation of any of the following rules will be considered a misdemeanor and any students violating them shall be given extra duties as shall be determined by the Quartermaster in consultation with the Director or his designee.

1. Smoking and Chewing of Betel Nut at Unauthorized Places

- A) Smoking of cigarettes within public buildings is prohibited by law. Since all FMI buildings are considered public buildings, therefore, smoking is hereby prohibited within all FMI buildings, including offices, classrooms, workshops and laboratories, the galley mess and recreation halls and the student quarters and dormitory.
- B) There shall be no chewing of betel nuts within the spaces mentioned above except at the designated areas.
- C) The designated areas where smoking of cigarettes and chewing of betel nuts are permitted are the tennis court, the *koyeng* (local hut) and the softball dugouts.

2. Dress Code

- A) There shall be no tank tops worn by students during a normal work-day or while attending classes, having meals in the mess hall, while entertaining visitors, or while on watch.
- B) Clothes with reaps, holes or tears, or tank tops, may only be worn while doing physical fitness or when involved in any physical works.
- C) Footwear shall be worn at all times except in the quarters. Where and when prescribed, appropriate footwear specified for a certain space shall be adhered to at all times.

ARTICLE 14: Appearance and Pride

Cadets or assistant Instructors who are paid by the college to work on campus are still considered to be Cadets and to be acting in an official capacity as they perform their tasks, no matter the time of the year. Accordingly, their appearance is governed by requirements in this manual. Thus, Cadets on work-study are to be in the **uniform** appropriate to the nature of the work required. This includes being clean-shaven and properly groomed. The SSC/IC must approve exception for unique work requirements. "Civilian" attire **is not** a uniform.

A. Uniforms and Equipment Requirements

The quantities of uniforms and equipment specified in this article represent **minimum** requirements. Each Cadet is responsible for assessing his or her own needs. He or she is responsible for replacing lost or worn items to maintain these minimums.

Each Cadet is responsible for purchasing his or her own uniform, both the initial purchase of required items and the periodic replacement of worn out items.

Any item designated as optional, when worn, will be worn properly and with the proper uniform.

All uniforms, unless otherwise specified herein, shall conform to the construction and color standards specified by the FSM Fisheries and Maritime Institute.

B. Service Etiquette – Covers relations between officers, midshipmen and crew, and is the most fundamental part of all military courtesy. Military courtesies have a definite place in the development of midshipmen as officers and gentlemen and ladies, who will, both before and after graduation represent the Institute and the Federated State of Micronesia all over the world. It is the responsibility of every member of the staff and faculty to foster a deep respect of and willingness to comply with the basic principles a norm of service etiquette.

1. Listed in the following paragraphs are certain rules of service etiquette that will assist in understanding universally accepted military protocol outside the Institute.
 - a. Unless on watch a person in the service uncovers when he/she enters a room.
 - b. Juniors are expected to rise when a senior officer enters the room.
 - c. When entering the dining area during meals all persons will uncover.
 - d. The place of honor is on the right.
 - e. Accordingly, when a junior walks, ride, or sits with a senior, he/she takes a position alongside and the left.
 - f. When walking , he/she should keep in step with the senior
 - g. Onboard ship, the senior usually is afforded the outboard position.
 - h. When entering an automobile or boat, officers do so in inverse order of grade.
 - i. A Lieutenant taking the seat in the far, or left hand corner, the Captain sitting to the right hand side.
 - j. When getting out the Captain leaves first.
 - k. In entering buildings or rooms, however, the junior opens doors for the senior and enters last.
 - l. In general, an officer of the grade of Commander or above is always addressed and introduced by the title of his/her grade.
 - m. An officer below the grade of Commander may be addressed and introduced in military circles as “Mr. __ or Ms ____”. A midshipman is also addressed and introduced as “Mr. ____ or Ms ____”.
 - n. The hat is worn at all times when out doors. This also applies when riding in an automobile aboard the Institute ground.
 - o. On Campus – During the Academic year, all cadets are to salute any officer in passing on campus. Non uniform personnel should be greeted.

DEMERITS, MAINTENANCE, RESTRICTION, EXTRA DUTY, EXTRA WATCHES AND RESTRICTION

- A. Cadets are required to work one hour of extra duty for each demerit received. All extra duty must be worked off before a cadet will be granted shore liberty. Any exception restriction resulting from accumulated demerits will be served from 1600 Friday through 0700 Monday; if all extra duty is not worked off the first weekend restriction will continue in subsequent weekend (s) until all extra duty hours completed.
- B. The Corps Master at Arm will post the restriction list by 1200 each Friday, and the list will show the total number of hours required to be worked off. The Engineering instructor, Navigation instructor and the Fishing instructors will coordinate assignments with the Master at Arms. The Master at Arms will provide the cadet duty officer with the list of jobs to be completed and will make necessary equipment available for completing the work. Cadet duty officer is responsible to assure that cadets engaged in extra duty are performing their assigned duties.
- C. Cadets serving restriction will report for work assignment at 0830 and at 1330 on Saturday and will have a lunch break from 1230 to 1330. Cadets serving restriction who wish to work on other day may do so provided a request is sent to the SSC /IC twenty four hours in advance to allow time for the SSC/IC to make suitable arrangements for supervision. The cadet must complete all remaining g hours before the start of final week, in addition to reporting for work muster, restricted cadets are required to muster at the security boot, prepare for personnel inspection in the uniform of the day or maintenance uniform if specified. The Cadet Duty Officer shall inspect restricted personnel. Muster of restricted Cadets will be held and log entries made at the following times

Friday	1700, 1900, 2100
Saturday	1030, 1430, 1830, 2130
Sunday	0830, 1330, 1500, 1700

Sample of proper log entrees are 1900 – Held muster for restricted Cadets. All Cadets present, or 1900 - Held muster of restricted Cadets. All Cadets present except for John Berry.

- D. All Extra duty hours must be worked off prior to the end of the semester or before graduation.
- e Demerits and maintenance hours may be worked off according to the following schedule:
 - A. Monday through Friday – a maximum of six a day must be granted by the SSC/IC. Hours must be worked off in whole hour increments. No credit will be given for partial hours.
 - f. The corps Master at Arms is responsible for assigning and supervising extra duty in coordination with the Navigation, Engineering and Fishing Instructors, as appropriate for deck, engine and fishing cadets. The appropriate Deck, Engine and Fishing instructors will notify the SSC/IC of any unacceptable work and appropriate action will be taken including removal of credits for improperly performed work.
 - g. Extra duty will be performed according to the following schedule:
 - A. Monday through Friday – a maximum of eight hour per day.
 - B. Saturday – a maximum of ten hours per day.
 - C. Sunday and holidays – a maximum of ten hours per day, provided that a written request is made 24 hours in advance to the Master at Arms requesting permission to work extra duty on these days. Approval will depend in part on the availability of supervisory personnel to oversee the work
 - D. Extra duty cannot be performed: (a) when on watch; (b) when not fit for duty, on light duty or listed as “ sick”; (c) as part of a training or maintenance day;(d) by standing the assigned watch of another cadet.
 - h. Extra duty hours and restrictions will be posted by the Master at Arms. All Cadets are required to observe the requirements of such posted notices.
 - i. Additional gangway watches may also be given
 - J. Liberty expiration times can be adjusted for negative behavior.

A. CATEGORIES OF OFFENSES

1. Category 1 Offense: These violations are considered to be of the most serious nature. Only the Corp Commander and the XO have the authority to assess all categories 1 Offenses through SSC and the disciplinary committee.
 2. Category II Offenses: Consists of violations of directives; long- standing , well and properly established COM FSM and FSM FMI traditions or customs; standards of courtesy and class privileges. In most cases these will be handle within the Corp through the use of merits and demerits or Restricted weekends (RW)
- B. **REPORTING Cadets CONDUCT VIOLATIONS** It shall be the duty and responsibility of each cadet to report the violation of any Category 1 or II offenses, through the Cadets channel up to the Platoon Leader. When reporting through the chain of command might discourage a cadet to report the violation, any Cadets may report directly to the Corps Commander or someone else on his staff, or the QM and the instructors.
- C. Merit – (Good behavior, following directions, Order and the code of instruction and rules) 1 check mark per day is awarded to a cadet for good behavior and no conduct violation. A cadet should be given the privileged to shore liberty should he earn 7 merit checks for the whole week, which means no conduct violation at all.
- D. The XO oversees all maintenance hours and requirements are met and checked off. The Platoon Leaders and the Squad Leaders oversees that all merits are recorded and demerit hours are checked
- E. Cadets, who have more than 7 merits as of 1600 Friday, will be on weekend liberty for the entire weekend commencing at 1600 Friday if his/ her academic standing is good with an accumulative GPA of 3.0 A Cadet on weekend liberty will be responsible for her/his own ride from and back to FMI campus and to make sure s/he is beck on campus before 1800 hours on Sunday. Below 7 merits marks does not allow a cadet to go on that weekend's liberty.
1. **Prohibited Actions**
- A. Conduct unbecoming a Cadet: Cadet's his or her actions or conduct could be interpreted to be detrimental to the best interests of the individual Cadet, other person, the Cadet outfit or the COM FSM FMI.
 - B. Disrespect or Insubordination: 5pts.
 - C. Failure to Follow Orders: 5pts.
 - D. Touching another Cadet without his or her permission: 3pts.
 - E. Harassment : 5pts.
 - f. Abuse of class relationship: 4pts.
 - g. Borrowing of items (e.g.... money, services, uniform items, clothes, etc...)Across class line. 5pts
 - h. Improper Cadets relationships: 5pts.
 - i. Improper Cadets conduct in the Residence Hall and Lounges: 4pts.
 - J. Disturbing study conditions in the residence hall, or residence hall area, Cafeteria and the class-room. 3pts.
 - K. Personal injury, destruction of private property, the college facilities, including tools and equipments. 5pts.
 - L. Inappropriately cadets dress. 5pts.
 - m. No nudity or a towel alone in place of short be acceptable in hallways or other common areas. 4
 - n. Cadets will not remove, disable or render inoperative any fire protection equipment 4pts.
 - O. Cadets will not engage in inappropriate sexual behavior 4pts.
 - P. Use of Profanity: 5pts.
 - Q. Uniforms: 5pts.

Uniform Requirements

The quantities of uniforms and equipment specified in this article represent **minimum** requirements. Each Cadet is responsible for assessing his or her own needs. He or she is responsible for replacing lost or worn items to maintain these minimums.

Each Cadet is responsible for purchasing his or her own uniform, both the initial purchase of required items and the periodic replacement of worn out items.

Any item designated as optional, when worn, will be worn properly and with the proper uniform.

All uniforms, unless otherwise specified herein, shall conform to the construction and color standards specified by the FSM Fisheries and Maritime Institute.

Manner of Wearing (General)

- a) Cadets shall dress neatly and smartly at all times, with uniforms clean, brass shined and free from tarnish, shoes/boots shined and/or polished. 5pts.
- b) Uniforms shall be worn properly at all times. Jackets, coats, and shirts shall be worn fully buttoned and/or zipped and shirttails tucked in. **Hands will not be thrust in pockets.** Hats/caps shall be worn squarely on the head.(Note: add something) 5pts.
- c) Cadets shall wear only those uniform devices, ribbons, or medals authorized by the Director of the Institute. Cadets with prior military service are encouraged to wear decorations or ribbons earned while on active duty. Service ribbons take precedence over Corps ribbons. 4pts.
- d) Caps or hats will not be worn **indoors**, except when on watch (duty status). Caps or hats that are not issued by the institute shall not be worn on campus unless authorize by instructor or supervisor when working outdoors in the sun. Watch standees shall remain covered except during religious services or when entering the Mess Deck (Cafeteria). 4pts.
- e) No articles, such as watch chains, key chain fobs, pins, jewelry, handkerchiefs, rags, combs, large wallets, cigars, cigarettes, pipes, pens, pencils, or other similar objects/items **shall protrude from or be visible on the uniform.** Handkerchiefs and rags or head bands must not be worn during formation or anywhere on campus at any given time. 5pts.
- f) Sunglasses are **not permitted to be worn in formations** unless they are required for medical reasons. Only those glasses that are conservative prescription type may be worn. In this case, the individual wearing the glasses will have a medical chit available for inspection. The Director may authorize wearing of sunglasses in uniform, but not in formation. 5pts.
- g) When wearing conservative, prescription glasses or sunglasses, the wearing of colored straps other than black is not authorized in uniform. 5pts.

Personal Appearance (Men)

Men will be well groomed at all times and meet the following minimum standards:

- a) Hair: Keep hair neat, clean, and well groomed. Hair will not touch the ears. Hair around the neck and sides shall be tapered from the lower hairline upwards. Individual hairs on the back of the neck will not extend outward greater than $\frac{1}{4}$ inch and must not touch the collar. Hair shall be no longer than 3 inches in length fully extended on the upper portion of the head. Sideburns are neatly trimmed and tapered in the same manner as the haircut. Sideburns are styled without flair and extend no lower than the middle of the ear. Individual hairs may not exceed $\frac{1}{2}$ inch when fully extended. Eccentric hair cuts are not authorized, i.e., Mohawks, layered, shaved, braided, plaited, or adding of any unnatural hair coloring, etc. 5
- b) Facial Hair: the face is to be clean-shaven. No mustaches or beards shall be grown ashore or aboard ship. 5pts.
- c) Fingernails: Fingernails will not extend past fingertips and shall be kept clean. 3pts.
- d) Jewelry:
 - 1) Rings: While in uniform, only one ring per hand is authorized, excluding the wedding ring. 3pts.
 - 2) Earrings: Not authorized while in uniform (this includes the relaxed uniform). Nose and tongue rings are not permitted. 4pts.
 - 3) Necklaces/Neck Chains (with or without medals or crosses): Shall not be visible when in uniform. 3pts.
 - 4) Wristwatches: While in uniform, only one wristwatch may be worn of the conservative type, (eccentric or colors that clash with the uniform are not authorized). Rope, cloth or string type friendship bracelets are not permitted in uniform. Ankle bracelets are not authorized in uniform. 4pts.

Civilian Clothing: GENERAL: Unless otherwise specified, each Cadet will be in the full uniform of the day when attending any official college function, including classes. Each Cadet is to be in the full uniform of the day from 0730 until 1800 Monday thru Friday. On Friday, Cadets may shift into civilian attire after their last class or 1630; whichever is later.

- 1) When authorized for wear, the attire will be neat in appearance, appropriate for the situation and be representative of a Cadet from the FSM Fisheries and Maritime Institute. Such clothing may be authorized for wear while leaving or returning to the ship or campus. Current styles and fashions are authorized. Torn or ripped clothing is not authorized for wear at any time. 5pts.
- 2) On weekend or when on the FSM Fisheries and Maritime Institute Campus, no tank top shirts, shorts, athletic attire and sandals shall be worn. 5pts.
- 3) The wearing or displaying of clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance, advocating drug abuse or alcohol is prohibited. Wearing of t-shirts, sweat shirts, shirts, etc., with provocative gestures or pictures which are likely to bring discredit to the Federated State of Micronesia or the COM Fisheries and Maritime Institute is prohibited. 5pts.

Personal Appearance (Women):

Women shall be well groomed at all times and meet the following minimum standards:

Hair: Hairstyles shall not be outrageously multicolored or faddish; to include shaved portions of the scalp (other than the neckline), or have designs cut/braided into the hair. Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtales, widely spaced individual hanging locks, and braids, which protrude from the head, are not authorized. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison, or command ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment is prohibited. When a woman is in uniform the hair on the back of her head may touch, but not fall below a horizontal line level with the lower edge of her collar. With jumper uniforms, hair may extend a maximum of 1½ inch below the top of the collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp shall exceed approximately 2 inches. Hairnets shall not be worn unless authorized for a specific type of duty. If a woman wears a wig while in uniform, the wig must look natural and conform to the Fisheries and Maritime hair grooming standards stated above.

5

- b) Hair Ornaments: Conspicuous rubber bands, fabric colored elastics, banana clips, combs and pins are not authorized. When worn, hair ornaments shall not present a safety or FOD (Foreign Object Damage) hazard. A maximum of two barrettes, similar to hair color, may be used to pin up hair. 5
- c) Hairpieces: While in uniform or duty status, hairpieces or wigs shall be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in this manual. They shall not interfere with the proper performance of duty, or present a safety of FOD (Foreign Object Damage) hazard. 5
- d) Cosmetics: Cosmetics shall be applied in good taste so that colors blend with the natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn anywhere on campus. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and compliment to the Fisheries and Maritime uniforms. Long false eyelashes shall not be worn when in uniform. 5
- e) Fingernails: Fingernails shall not exceed ¼ inch measured from the fingertip. Nail polish colors shall complement the skin tone. 5

Jewelry:

- 1) Rings: While in uniform, only one ring per hand is authorized excluding the wedding/engagement rings. 3
- 2) Earrings: One small earring per ear that may be affixed to the ear lobe directly, no larger than the ear lobe itself and consisting of one piece (nothing attached to or hanging from the ear) may be worn with any uniform. Earrings shall be 6mm ball (approximately ¼ inch), plain with brushed matte finish, screw-on or with posts. Gold, silver, black or dark blue may be worn. Small single pearl earrings are authorized for wear with Dinner and Formal Dress Uniforms. Nose and tongue rings and nose studs are not authorized. 4

- 3) Necklaces/Chokers (with or without medals or crosses): Shall not be visible while in uniform. 3pts.
- 4) Wristwatch/Bracelet: While in uniform, only one of each may be worn of the conservative type (eccentric or colors that clash with the uniform are not authorized). Rope, cloth or string types of friendship bracelets are not permitted in uniform. Ankle bracelets are not authorized while in uniform. 4pts.

Cleanness of rooms

General cleanliness and condition at all times. 5pts.

Each room will be kept within the following general guidelines of order and cleanliness:

1. When not in use, bunks shall be neatly made 5pts.
2. When not in use, all clothing, books, personal gears, and equipments shall be kept neatly stowed. 5pts.
3. Rooms are to be locked when Cadets are not in them or in the immediate vicinity. 2pts.
4. Trash cans shall be emptied. 5pts.
5. Windows are to be kept clean 5pts.
6. All decks are to be swept, clean and dry. 5pts.
7. All interior surfaces are to be clean and dusted. 5pts.

Quite Hour

Each room must be ready for inspection between the hours of 0800 and 1100; Monday through Friday, holidays excepted, and for all announced formal inspections

The purpose of Quiet Hours is to provide a period of time when the dormitories shall be quiet and conducive to study. The two time periods of quiet hours occur during the Academic Day and from Call to Quarter to First Call. The Corps Commander, XO and all the officers are responsible for maintaining and enforcing quiet hour study conditions. Conditions and times for quiet hours are as follows:

A. Times:

1. During class days, or the academic day, quiet hour in dormitories will be from 0800-1600 on Monday through Friday.
2. Evening quiet hours will be from 1800 on Sunday- Thursday and will continue until 0600/0630 the following morning.

B. Condition of Dormitories During Quite Hours:

1. Speaking will be kept at a low but audible tone, and conversation in the hall will be kept at a minimum. Speaking too loud. 5pts.
2. Halls will be kept neat, orderly, and quiet during quiet hours. All conversations will be kept to minimum.

Academic day

The purpose of the Academic Day is to maintain an atmosphere within the Corps that is conducive to the pursuit of academic endeavors and personal matters. Quiet conditions in halls and rooms will be in effect for all cadets.

- A. Times: Monday, Tuesday, Wednesday, Thursday, Friday 0800 – 1600
- B. The Academic Day will consist of:
 - 1. Not Attending Classes 5pts.
 - 2. Not Studying at designated areas 5pts.
 - 3. Rest time. If a cadet is sleeping, he/she will not be awoken unless it pertains to academic matters (ex. Waking someone up for class, waking someone to ask why they are not in class if their door card indicates they have a class schedule at that time).
 - 4. Personal time needed for daily living and individual trainees activities such as: shining shoes, uniform preparation, room cleaning and personal hygiene.
 - 5. Room inspections may be conducted but will not interfere with the study environment.
- C. Activities that will be permitted:
 - 1. Only the QM, Company Commander and the XO and the platoon leaders may enter a cadet's room during the academic day with the following stipulations:
 - a. Cadet doors must be open and remain open while the QM, Company Commander, XO or Platoon Leader is inside the room.
 - b. Reason for visit is limited to Academic support and morale/Welfare Checkup.
- D. Activity that will not be permitted:
 - 1. Upperclassmen "details"
 - 2. Waking those that are asleep.
 - 3. Disciplinary actions.
- E. Violation of the ACADEMIC DAY policy may result in suspension from the program.

Mess Hall

These rules apply to all messing spaces ashore and aboard the training ship. In these areas, and in food preparation areas, it is necessary to maintain a high degree of cleanliness.

- 1. Encouraging or participating in disturbances: 5pts.
- 2. Food, utensils, cups, or glasses shall not be removed from mess spaces. 5pts.
- 3. Cadets shall not enter the galley, food preparation, or storage areas. 4pts.
- 4. Not clearing the mess deck and remain clear of the area to facilitate cleaning. 4pts.
- 5. Complaints regarding food to other Cadet instead of the Chief cook. 4pts..
- 6. During practical work period, work clothes may only be worn in mess areas reserved for use by cadets wearing coveralls. **During the academic year, coveralls shall not be worn while eating. No hats are to be worn in mess areas.** 5pts.
- 7. Bringing personal guests in the mess during meal hours 4pts.

Alcohol and Other drugs

Drinking or having in possession any alcoholic beverage on campus or any COM FSM FMI sponsored or approved activity where alcohol consumption has not been approved for such activity and possession and /or consumption by FMI Cadets, and public intoxication and driving while intoxicated. Being present when alcohol is found or being consumed on campus or anywhere will be defined as possession and consumption". In support of good order and discipline, all cadets are required to comply with this rule. This rule applies to all cadets, regardless of sex and age. Cadets who are in violation of this FMI rules will be charged with violating the COM FSM Student Rules and with conduct unbecoming cadet. Example of prohibited activity involving alcohol includes but is not limited to:

Drinking/possession of alcohol and beverages on the campus or residence halls.

(Report)

Drinking/possession of alcohol and alcohol beverages in uniforms, on or off campus

(Report)

Drinking /possession of alcohol and alcohol beverages on COM FSM FMI properties or in building, vehicles, or boats own by the college. (Report)

Use of illegal drugs in the Corps of Cadets (Report)

Drinking/possession of alcohol /alcohol beverages or illegal drugs on or off campus (Report) please notify the campus security.

As a deterrent against the illegal use of drugs, and in accordance with the Department of Transportation procedures, all cadets are vulnerable to selection for a random drug test. At random times during the school year, cadets will be informed that they have been selected for a drug test. They must comply with procedures of the published program within the time specified or be dismissed from the institute for non- compliance.

Cadets found responsible for use of or possession of drugs must submit to routine drug testing at their own expense and test negative on three consecutive tests to reapply back into the institute and program.

In the event of an overdose or other drug related problems needing medical attention: (Report)

Call 911

Bring possible clues for drug identification

ARTICLE 19 – CLASSROOM BEHAVIOR

The FSM Fisheries and Maritime Institute support the principle of freedom of expression for both instructors and students. The Institute respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. Classroom behavior that seriously interferes with either (1) the instructor's ability to conduct the class or (2) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive classroom behavior may be subject to disciplinary action.

1. When a student's behavior in class is so seriously disruptive as to compel immediate action, the instructor has the authority to remove the student from class on an interim basis, pending an informal hearing on the behavior. A student who has been removed from class on an interim basis is entitled to an informal hearing before the head of the department offering the course within three working days of the removal. The department head may either:
 - A. Approve the agreement of expectation between the student and the instructor and reinstate the student to class, or
 - B. Extend the removal of student from the class and refer the case to the Office of the student service for adjudication. A copy of all material sent to Student Services should be provided to the Vice president for academic and Chief academic Officer.
 - C. When a student action is not so serious as to require immediate removal from the class these steps are to be followed:
 1. The instructor responsible for the class or activity where the alleged disruptive behavior occurred will inform the student that his/her behavior has been inappropriate. The instructor will describe to the student specific need changes in the student's behavior. The student will be provided an opportunity to modify his/her behavior in accord with the changes identified. The instructor will provide the student with a written, date summary of his/her discussion with student, and the instructor will retain a file copy of this summary.
 2. If a student believes the instructor's expectations are unreasonable, he/she may confer with the instructor's department head about this matter. The department head may choose to support the guidelines developed by the instructor, or he or she may work with the instructor to develop a modified set of expectations. If there are changes in the instructor's original set of expectations, a signed and dated copy will be provided by the department head to both the student and the instructor.
 3. Should a student's behavior continue to be unacceptable, the instructor will apprise his/her (the instructor) department head of what has occurred and will share with the department head the written summary of the discussion with the student. If the department head may wish to initiate additional discussion with the instructor and/or the student. If the department head concurs with the instructor's view that the problem has not been resolved, the situation may be referred to the Office of the Student Services. A memorandum briefly describing the student's behavior, as well as a copy of the written summary of the instructor's discussion with the student and any other related material, should be forwarded to the Office of the Student Services for adjudication. A copy of all material, sent to the Office of the Student Services should be provided to the Instructional Coordinator and the Student Services Coordinator.

ARTICLE 8 – CLASS ATTENDANCE

- A. Activities that prevent a cadet from getting to class on time are prohibited.
- B. Cadets will attend every class and will be on time

3. Visitors to the Institute

- A) All visitors, before they can be entertained, must first be reported to the Security office and properly logged in, including the name of the student to be visited.
- B) Visitors are not permitted within the student quarters and dormitory.

Visitors are permitted on the FMI premises between 1300 and 1700 hours on Saturdays, and between 0800 and 1700 hours on Sundays

ARTICLE 7. CADETS ACCOMMODATION REQUIREMENTS

Students enrolled in the maritime programs are required to reside on campus. Campus residency enhances a trainee's preparation by providing more leadership training opportunities through increased student interaction and by developing those personal skills that will be required for close quarter situation onboard ships.

ARTICLE 7A. Accommodation

1. Personnel shall always be mindful of safety procedures and rules and of the necessity to keep rooms and spaces neat and clean at all times.
2. The student service coordinator, in conjunction with the Quarter Master and Company Commander, will make all room assignments. Once room assignments have been made, they may not be changed without the permission of the SSC/IC.
3. The name of each occupant will be written on a bunk card that will be affixed as prescribed for each residence facility so as to be visible from outside the room.
4. The occupants of each room are responsible for the condition of the room and its contents. Losses, damages or soiling beyond what would be considered normal wear and tear, must be replaced, repaired or cleaned at the cost of the individual Student concerned.
5. Damage to any part of a room or its equipment, including but not limited to light fixtures, overheads, and plumbing fixtures that results in an expense for repairs or replacement will be charged to the occupants of the room and may further result in disciplinary action. Outstanding charges for room damages may result in the imposition of registration, graduation and transcripts blocks.
6. There shall be no alteration made by students to any room or contents such as painting, removal of furniture, rearrangements of fixed furniture, permanent installation of shelves and or fixtures.
7. Cadets will not tamper with or make alterations to any electrical wiring or plumbing system
8. The Institute assumes no responsibility for personal belonging.
9. Cadets may not tamper with a door handle or mechanism in any way that would prohibit the door from being open or closed.
10. Cadets may not enter the room of another trainee unless at least one assigned occupant of the room is present or unless they are accompanied by an institute official in the performance of assigned duties.

Quiet Hours are designated in the Student Life Rules and will be maintained in all residential facilities during the period of 2100 to 0800 Sunday through Thursdays and 2400 to 1100 Friday and Saturday. Quiet hours may be expanded by majority vote of the resident but may not be diminished

ARTICLE 7B- CLEANLINESS OF ROOMS

- A. Assigned occupants of a room are jointly responsible for the general cleanliness and condition of the room at all times.

- B. Each room will be kept within the following general guidelines of order and cleanliness:
 - 1. When not in use, bunks shall be neatly made
 - 2. When not in use, all clothing, books, personal gears, and equipments shall be kept neatly stowed.
 - 3. Rooms are to be locked when Cadets are not in them or in the immediate vicinity.
 - 4. Trash cans shall be emptied.
 - 5. Windows are to be kept clean
 - 6. All decks are to be swept, clean and dry.
 - 7. All interior surfaces are to be clean and dusted.

- C. Each room must be ready for inspection between the hours of 0800 and 1100; Monday through Friday, holidays excepted, and for all announced formal inspections.

6. Duty Students – Students will be rostered for daily duties and will perform certain set of duties as well as being available as required to assist the instructors. It is not intended that duties will interfere with the student studies; therefore, duties would not normally be assigned during teaching or study periods. The set of duties are, and shall not necessarily be limited to, the following:

- A) Raising the flags during morning colors and lowering them at sunset.
- B) Taking coldwater container from the galley to the classroom after morning colors, if required.
- C) Ensuring that all glasses and water containers are accounted for and are being returned to the galley following completion of classes each day.
- D) Ensuring that cold water is available in the Recreation Hall in the evening.
- E) Ensuring that all water containers used the night before in the Recreation Hall are accounted for and are being returned to the galley before breakfast each day.
- F) Ensuring that any and all sports equipment used during a day are all accounted for and been returned to their appropriate space at the end of the day.
- G) Ensuring that all equipment, tools, and other paraphernalia commonly used for work are cleaned, accounted for and returned to their respective storage places at the end of each task performed.
- H) Ensuring that all fans and electronics are turned off before vacating/leaving the rooms.
- I) Ensuring that all utensils assigned to each student is washed and returned to their lockers after use.

7. Accommodation

- A) Each student will be issued the required number of linens and allocated a bunks for sleeping in the dormitory. Sleeping on anyone's bunk by any person other than the allocated owner is forbidden.
- b) Each student will be provided with a locker for stowing personal items and clothes.
- c) Bunks, lockers and quarters will be kept clean and tidy at all times.
- d) Each student will be responsible for the thorough cleanliness of his locker, bunks, quarter and the surrounding areas of the dormitory notwithstanding the fact that there is a cleaning detail for the areas in question.

8. Medical

- A) A First-Aid box is available with the Security Personnel and another in the Administration office for the treatment of minor injury, small cuts and sicknesses outside of normal working hours.
- B) Students found to be contracting any of the communicable diseases, such as gonorrhea or syphilis, tuberculosis or the likes, shall be referred to the hospital immediately for medical attention and, depending on the case, shall be recommended for termination from the Institute.
- C) Students required to be hospitalized may be considered to take full recovery at home before they can be considered for readmission. This will be considered on a case by case basis.

9. Sports/Leisure

- A) The limited sports equipment available now for the use of the students are the sole property of the Institute. Anyone using them must remember to return them back from where they took them.
- B) It shall be the responsibility of every student to take care of all the sports equipment made available to them for use. Any student who finds outside of the Institute a sports equipment belonging to the Institute shall endeavor to have the equipment return to the Institute at the earliest opportunity.
- C) Students are encouraged to play sports among themselves for leisure and personal development.
- D) The Quarter Master will develop schedules for sports for the students, which may be between themselves and between them and the staff, or students from the other schools on island or the communities.

10. Shore Leave

- A) Shore leave is a privilege given to student on weekends and on public holidays for relaxation leisure. Shore leave is only given by the Director or his designee.
- B) While on shore leave, students are expected to act in a sober and gentlemanly manner, and be role models for the Institute. Students should be courteous, abide by all rules and obedient to the authorities.
- C) Any FMI students shall portray a good image of the school and shall live up to the higher standards of moral character that befit an officer and a seafarer.

11. Procedures for Student Disciplinary Action Relating to Acts of Violence and When in Violation of the College of Micronesia-FSM Drug and Alcohol-Free Workplace and College Premises Policy

The College Board of Regents adopted a policy in 1981 that was amended in 1998 and further amended in 2005 prohibiting the unlawful manufacture, distribution, dispensing, possession, or use of alcohol and illicit drugs on all College campuses including FMI Campus. FMI students and employees are not permitted to be under the influence of, possess, distribute, or sell, alcohol and drugs at COM-FSM approved or sponsored events on the College property or in the buildings, vehicles, and boats used by the FMI for its educational or recreational programs.

The College, including FMI, does not condone acts/threats of violence of any kind.

The College, including FMI, prohibits visitors under the influence of alcohol or drugs from being present on campus at any time for any reason.

The FSM Fisheries and Maritime Institute is committed to maintaining a drug- and alcohol-free workplace in accordance with the requirements of the U.S. Drug-Free Workplace Act of 1988 and of the Drug-Free School and Community Act as amended in 1989. FSM laws prohibit the purchase and use of alcohol beverages by minors (under 21 years old) and also prohibit the sale and use of illicit drugs by all ages on all campuses, including FMI Campus. The College certifies that it will maintain a drug- and alcohol-free environment by taking the actions required by these laws.

This policy applies to all students.

Students committing violations of College drug- and alcohol-free workplace and College premises policy are subject to **one or more** of the following:

Penalties for Non-Violent Alcohol Related Incidents:

1. **First Offense:** A written reprimand plus four hours of work detail with supervision and ten hours of drug/alcohol education/counseling within three months of the offense and before the completion of the semester.
2. **Second Offense:** A written notice of probation, whereby:
 - (a) The student cannot hold any student office in any student association/club;
 - (b) A boarding student must remain and be able to verify presence on campus between 1800 hours and 0600 hours by checking in with the security on watch or a designated person at prescribed times (Approved activities may be exempted by the counselor/administrator;
 - © A notice of the probation is placed in the student's cumulative record;
 - (d) The student's parents or guardians are notified of the status; and
 - (e) The student must receive an addition ten hours of drug/alcohol education/counseling within three months of the offense and before the end of the semester.

Third Offense: Disciplinary suspension for one year, when the student is guilty of another offense while on/after probation is imposed. In cases of suspension, the student needs to provide proof of 30 hours of professional alcohol/drug abuse counseling when applying for re-entry.

Penalties for Violence or Threats of Violence:

- 1. First Violent Offense or Offense with the Threat of Violence:** Immediate suspension from school for one year plus approved 30 hours of outside professional counseling is required for re-entry. Restitution is likewise required; if readmitted, this must be done prior to readmission. All violations will be reported to the legal authorities and criminal charges will be filed.
- 2. Second Violent Offense or Offense with the Threat of Violence:** The student is banned from entering FMI Campus. **The ban will be in force for a minimum of 4 years,** at which time the case may be reviewed by the College officials, and at their discretion the ban may be extended or lifted. Thirty hours of approved outside professional counseling is required for re-entry. Criminal charges will be filed.
3. If a student is caught with a deadly weapon, the weapon will be immediately confiscated, and the student suspended from school for two school years. Criminal charges will be filed.

Violence Combined With/Without Alcohol or Drug Use: Violence combined with/without alcohol or drug use will necessitate FMI officials to immediately contact the appropriate law enforcement representatives. If a deadly weapon is involved in the violence, the attacking student will be immediately placed in the custody of law enforcement officials and will be immediately suspended from residing on campus. A formal dismissal from FMI will occur. Pending investigation, other students involved in the incident can be temporarily suspended at the discretion of the Disciplinary Committee and the Director.

Penalties for Marijuana and Other Illicit Drugs:

First Offense: Suspension from school for one year, plus approved 15 hours of outside professional counseling is required for re-entry. Criminal charges will be filed.

Second Offense: The student is banned from entering FMI Campus. **The ban will be in force for a minimum of four (4) years,** at which time the case may be reviewed by FMI officials and at their discretion the ban may be extended or lifted. Thirty (30) hours of outside professional counseling is required for re-entry. Criminal charges will be filed.

Fees that Trainees must pay

• Uniforms	\$153.00
• Safety Shoes	\$55.00
• Activity Fee	\$20.00
• Admission Fee	\$15.00
• Health Fee	\$15.00
• Accident Insurance	\$26.00
• Books & Reference	\$40.00
Total	\$340.00

FSM Fisheries and Maritime Institute

College of Micronesia-FSM

P.O. Box 1056

Colonia, Yap, FM 96943

STUDENT SHORE PASS

The bearer hereof, _____, is a student of the FSM Fisheries and Maritime Institute in Abai, Yap, and has been authorized to leave the premises of the Institute for the duration and reasons so indicated below as follows:

Liberty commences at: _____ and will expire on _____; and for the following reasons: _____

While on shore leave, I promise that I will abide by the rules of the Institute, including refraining from taking alcoholic beverages during the time that I spent outside of the FMI premises. That in the event of any emergency, I will notify the security officer on watch by calling telephone number 350-5244 or 5395.

Approved by: _____

Director

This portion of the Shore Pass must be in the possession of the student named above all the time that he is off-campus. Upon arrival at FMI campus, he must surrender it to the Security Officer's post.

FSM Fisheries and Maritime Institute

College of Micronesia-FSM

P.O. Box 1056

Colonia, Yap, FM 96943

SHORE PASS APPROVAL PROCESS

I, _____, a student at the FSM Fisheries and Maritime Institute at Abai, Yap intend to go on shore leave from _____ until _____ for the following reasons:

1. Student Representative: _____
 2. Quartermaster: _____
 3. Course Instructor, Fishing Division: _____
 4. Course Instructor, Navigation Division: _____
- Course Instructor, Marine Engg Div: _____

While on shore leave, I promise that I will abide by the rules of the Institute, including refraining from taking alcoholic beverages during the time that I spent outside of the FMI premises. That in the event of any emergency, I will notify the security officer on watch by calling telephone number 350-5244 or 5395.

Director: _____

This SHORE PASS must be presented to all concerned personnel of the Institute who are involved in your respective affairs for approval of your Shore Pass prior to giving it to the Director or his designee for approval. Failure to secure the signature of everyone at the Institute who are in one way or the other involved in the development of your affairs would invalidate your shore liberty and thereby rescinding for approval of this Shore Pass.

Security Officer's Cop

Schedules

The following schedules have been approved by the Director of FSM Fisheries and Maritime Institute and published herein for the use, guide and information of all concerned, particularly the students:

FSM FISHERIES & MARITIME INSTITUTE

Time	Activities
0545	Reveille for all hands
0600	Morning Muster; Exercises: Calisthenics
0645-0715	Showers; Make up all beds
0715-0745	Breakfast; Cleaning in Dormitory, respective rooms; Random Inspection
0800	Morning Colors; Flag Raising Ceremony (Singing of the National Anthem)
0810 - 0900	First Period, Morning Classes
0910 - 1000	Second Period, Morning Classes
1010 - 1100	Third Period, Morning Classes
1110 - 1200	Fourth Period, Morning Classes
1200 - 1245	LUNCH
1310 - 1400	Fifth Period, Afternoon Classes
1410 - 1500	Sixth Period, Afternoon Classes
1510 - 1600	Seventh Period, Afternoon Classes
1610 - 1700	Eighth Period, Afternoon Classes
1700 - 1800	Athletics; recreational activities; other activities
1800 - 1900	DINNER
1900 - 2245	Recreation; Continue Study (Optional)
2245	Evening Muster
2300	Lights Out: Taps; Everyone must turn in.

FSM Fisheries & Maritime Institute

Schedule No. 2. Friday Schedule of Activities

Time	Activities
0545	Reveille for all hands
0600	Morning Muster; Exercises: Calisthenics
0645-0715	Showers; Make up all beds
0715-0745	Breakfast; Cleaning in Dormitory, respective rooms; Random Inspection
0800	Morning Colors; Flag Raising Ceremony (Singing of the National Anthem)
0810 - 0900	First Period, Morning Classes
0910 - 1000	Second Period, Morning Classes
1010 - 1100	Third Period, Morning Classes
1110 - 1200	Fourth Period, Morning Classes
1200 - 1245	LUNCH
1310 - 1400	Fifth Period, Afternoon Classes
1410 - 1500	Sixth Period, Afternoon Classes
1510 - 1600	Seventh Period, Afternoon Classes
1610 - 1700	Eighth Period, Afternoon Classes
1700 - 1800	Athletics; recreational activities; other activities
1800 - 1900	DINNER
1900 - 2100	Evening Study
2100 - 2145	Recreation; Continue Study (Optional)
2145	Evening Muster
2200	Lights Out: Taps, Everyone must turn in.

FSM Fisheries & Maritime Institute

Schedule No. 3. Saturday Schedule of Activities

Time	Activities
0700—0745	Showers; Make up all beds; Breakfast: Dorm Cleaning, Make Up Beds Random Inspection
0800	Morning Colors: Flag Raising Ceremony (Singing of the National Anthem) Ranks Inspection; Shore Liberty Commences
0900—1200	Clean Up Activities, Intramurals: Games: Study
1200—1300	LUNCH
1300—1800	Visiting Hours (Relatives may be allowed to visit students on campus); Free Time
1800	Muster; Shore Liberty Expires
1800 - 1900	DINNER
1900—2245	Recreation: Video/TV; Study (Optional)
2245	Evening Muster
2300	Lights Out: Taps: All hands must turn in

FSM Fisheries and Maritime Institute

Schedule No. 4. Sunday Schedule of Activities

Time	Activities
0715– 0845	Showers; Make up all beds; Breakfast: Cleaning in Dormitory; Random Inspections
0800	Morning Colors; Flag Raising Ceremony (Signing of the National Anthem) Ranks Inspection
0900-1200	Visiting Hours; Relatives may visit students on campus; Shore Liberty Commences
1200-1300	LUNCH
1300-1800	Visiting Hours (Continued) Athletics; recreational activities; other activities
1800	DINNER
1900-2100	Evening Study
2100-2145	Recreation: Continue Study (Optional)
2145	Evening Muster
2200	Lights Out: Taps: Everyone must turn in.

