

# ADMINISTRATIVE PROCEDURE No. AP4203

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## Procedure for Withdrawing from all Enrolled Courses

Date Adopted:

Date Revised:

Date Reviewed: 24 March 2014

References:

Withdrawing from all enrolled courses:

1. Obtain a Withdrawal from COM-FSM Clearance from the Office of Admissions, Records and Retention. The clearance may also be downloaded from the college's website (<http://www.comfsm.fm/?q=OAR-forms>).
2. Complete the Withdrawal from COM-FSM Clearance.
3. Obtain your academic advisor's signature
4. Obtain signatures of designated staff from the following offices: (a) Counseling Office; (b) Bookstore; (c) Media and Instructional Technology Center; (d) Learning Resources Center; (e) Residence Halls, if applicable; (f) financial aid office; (g) Business Office; (h) Financial Aid Office; and (i) Office of Admissions, Records and Retention.
5. Submit the completed Withdrawal from COM-FSM Clearance to the Office of Admissions, Records and Retention along with a completed Withdrawal Card for each of the enrolled course withdrawn (see above *steps for withdrawing from an enrolled course*).