

COLLEGE OF MICRONESIA-FSM

ADMINISTRATIVE PROCEDURE NO. 4209

Readmission

Date Adopted: 01 April 1993

Date Revised:

Date Reviewed: 24 March 2014; 25-29 August 2025

References: College of Micronesia-FSM General Catalog

A. Policy Reference¹

Students who are absent from the College for at least one academic year (two semesters and one summer session) are required to apply for readmission. Applications for readmission must be submitted **no later than one week before the first day of instruction** of the semester or session in which the student intends to return.

B. Procedure

1. Obtain the Application for Readmission Form

- a. The form is available from the Office of Admissions, Records, and Retention (OARR).
- b. A printable version may also be downloaded from the College's official [website](#).

2. Complete the Application

- a. Fill out all required sections of the form accurately and completely. Incomplete applications will not be processed.

3. Verify Financial Standing

- a. Present the form to the Business Office for verification of any outstanding balance.
- b. The Business Office will complete the *For Business Office Use Only* section of the form to confirm your account status.

4. Submit Application

- a. Return the completed application, with Business Office verification, to OARR **at least one week before the first day of instruction** of the semester or session in which you plan to return.

5. Receive Official Notice

- a. OARR will review and process the application for readmission.
- b. Students will receive an official notice of readmission status directly from OARR.

Important Note. As of the amended policy, applications for readmission are **no longer reviewed by the Recruitment, Admissions, and Retention Committee (RARC)**. The review and decision-making authority now rests solely with the Office of Admissions, Records, and Retention (OARR).

¹BP No. 4209-Readmission, as reviewed by the Board of Regents, August 25-29, 2025