

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 4335

Withdrawing From all Courses

Date Adopted: 01 April 1993

Date Revised:

Date Reviewed: 24 March 2014

References:

Students who are planning to withdraw from all courses must see their academic advisors before withdrawing. The academic advisors will assist the students in completing (a) [withdrawal from COM-FSM clearance form](#), and (b) a [drop form](#) if the withdrawal is on or before the last day to drop courses, or a [withdrawal card](#) per registered course for post-drop period withdrawal.

The completed forms are then submitted to Office of Admissions, Records and Retention (OARR).

Students should be aware of the following timeline and charges for withdrawing from a course:

1. Withdrawals within the first week of classes will not be recorded on the student's transcript.
2. A grade of "W" will be recorded on official transcript for withdrawals from course beginning the second through the tenth week of instruction.
3. A semester grade of "F" will be given for withdrawals from a course after the tenth week of instruction.
4. Tuition will not be charged for withdrawals during the add/drop period.
5. For withdrawals after the add/drop period, full tuition (100%) will be charged for the course.

Summer session deadlines for these changes are noted on the calendars at the beginning of the catalog and are posted each session.

Students should understand that withdrawing from a course may prolong their time at the college. Courses in degree programs are offered in sequence and some courses are not offered every semester.

See Administrative Procedure 4335