

COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 4330

Course Withdrawal Policy¹

Date Adopted: 01 April 1993

Date Revised: 05 December 2018; 11-14 December 2023

Date Reviewed: 24 March 2014; 05 December 2018; 11-14 December 2023

Reference:

A. Purpose

This policy outlines the guidelines and responsibilities regarding course withdrawals for students, academic advisors, and instructors at the College of Micronesia-FSM (COM-FSM or the “college”). It is intended to ensure a clear and consistent process for students who wish to withdraw from a course and for instructors who may need to initiate withdrawals under certain circumstances.

B. Student Responsibilities

1. Students considering withdrawal from a course are encouraged to consult with their academic advisors. In the absence of the academic advisor/course Instructor, the Vice President for Instructional Affairs (VPIA) or designees (Instructional Coordinators and Dean of Academic Programs) could assist.
2. The completion of the Withdrawal Card (*Student Use*) may be required as part of the withdrawal process.
3. Adherence to specified deadlines for course withdrawals, as determined by the academic calendar, is essential.

C. Academic Advisors Responsibilities

1. Academic advisors play a crucial role in providing guidance and support to students who are contemplating course withdrawal.
2. Academic advisors may assist students in understanding the potential consequences of withdrawal, including academic and financial implications.

C. Instructors Responsibilities

1. Instructors have the authority to initiate course withdrawals in certain cases when students are not meeting the course requirements or responsibilities.
2. Instructors must complete and submit the Withdrawal Card (Instructor Use) to the Office of Admissions, Records, and Retention (OARR) when they decide to withdraw a student.

Withdrawing from a course could also be initiated online through myShark.

See Administrative Procedure No. 4330.

¹This policy uses “they,” “them,” and “theirs” as third person singular gender-neutral pronouns, in recognition that individuals accessing this policy may have range of gender identities and forms of self-identification.

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~~Students who are planning to withdraw from a course must see their academic advisors before withdrawing from the course.~~

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~~The academic advisors will assist the students in completing the withdrawal card, and sign it before returning it to the student who then secures the instructor's signature; thence submits the Withdrawal Card to the Office of admissions, Records and Retention (OARR).~~

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~~If the advisor is not available to assist the student, the vice president for instructional affairs or his/her designees can assist the student in completing the withdrawal card. Printable withdrawal card may also be downloaded from the college's website.~~

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~~However, instructors may withdraw a student from a course by submitting to the Office of Admissions, Records and Retention (OARR) a completed Withdrawal Card (Instructor Use). Printable withdrawal card for instructor use may be downloaded from the college's website.~~