

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 4330

Withdrawing from a Course

Date Adopted: 01 April 1993

Date Revised:

Date Reviewed: 24 March 2014, 04 December 2018

References:

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

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).

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.

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.