

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 4335

Withdrawing from all Courses

Date Adopted: 1 April 1993

Date Revised: 27 November 2019

Date Reviewed: 22-24 March 2014, 27 November 2019

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 "W" 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, tuition will be charged for the course by the following percentages below.

A. Fall or Spring Semester: If students withdraw from school:

Prior to first day of class	-	No charge
During the first two weeks	-	20%
During the third & fourth weeks	-	60%
After the fourth week	-	100%

B. Summer Session: If students withdraw from school:

Prior to first day of class	-	No charge
During the first week	-	20%
During the second week	-	60%
After the second week	-	100%

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.