

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY NO. 4335

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### Withdrawing from All Courses

Date Adopted: 01 April 1993

Date Revised: 27 November 2019

Date Reviewed: 22-24 March 2014; 27 November 2019; 06-10 April 2026

#### 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:

- A. Withdrawals within the first week of classes will not be recorded on the student's transcript.
- B. A grade of "W" will be recorded on official transcript for withdrawals from course beginning the second through the tenth week of instruction.
- C. A semester grade of "F" will be given for withdrawals from a course after the tenth week of instruction.
- D. Tuition will not be charged for withdrawals during the add/drop period.
- E. For withdrawals after the add/drop period, tuition will be charged for the course by the following percentages below.
  1. Fall or Spring Semester: If students withdraw from school:
    - a. Prior to first day of class - No charge
    - b. During the first two weeks - 20%
    - c. During the third & fourth weeks - 60%
    - d. After the fourth week - 100%
  2. Summer Session: If students withdraw from school:
    - a. Prior to first day of class - No charge
    - b. During the first tweek - 20%
    - c. During the second week. - 60%
    - d. 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.