

COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No. 4335

Withdrawing From all Courses

Date Adopted: 01 April 1993

Date Revised:

Date Reviewed: 24 March 2014

References:

Procedures:

1. Obtain a [Withdrawal from COM- FSM Clearance form](#) from the Office of Admissions, Records and Retention. The clearance may also be downloaded from the college's [website](#).
2. Complete the Withdrawal from COM-FSM Clearance form.
3. Obtain your academic advisor's signature.
4. Obtain signatures of designated staff from the following offices: (a) Counseling Office; (b) Bookstore; (c) Media and Instructional Technology Center; (d) Learning Resources Center; (e) Residence Halls, if applicable; (f) Financial Aid Office; (g) Business Office; and (h) Office of Admissions, Records and Retention.
5. Submit the completed [Withdrawal from COM- FSM Clearance form](#) to the college's OARR along with a completed [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.