

POLICY NAME		ACADEMIC WITHDRAWAL POLICY			
POLICY NO.	PAA-06-23	VERSION NO.	02	EFFECTIVE DATE	October 8, 2026

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INTRODUCTION/PURPOSE

Ana G. Mendez University (“AGMU” or “University”) is committed to helping its students successfully complete courses and persist academically toward their educational goals. On occasion, it may be in the student's or the University community's best interest for the student to withdraw from some courses but not all (“Partial Withdrawal”) or withdraw from all courses (“Total Withdrawal”) in a semester/term (officially or unofficially).

The purpose of this Academic Withdrawal Policy is to define the University’s academic withdrawal policy and process. Non-academic withdrawals may be addressed in other policies and procedures.

SCOPE

This policy applies to all students enrolled in Ana G. Méndez University (AGMU).

For federal financial aid (Title IV) purposes, this policy also applies to Title IV recipients (students) enrolled in eligible programs offered in (1) a standard semester/term (payment period) in which all courses span the entire length of the payment period (e.g., 16-week fall and spring semesters or 10-week summer term); or (2) a standard term (payment period) comprised of modules in which a course or courses (e.g., 5-week or 8-week courses) do not span the entire length of the payment period (also known as part-of-terms).

GENERAL PROVISIONS

AGMU encourages students considering a partial/total withdrawal to consult with the Office of Retention and the Office of Student Financial Aid before requesting a withdrawal to review potential consequences (e.g., effect on Title IV Funds eligibility, financial obligations, and academic standing) of dropping a course or withdrawing from all courses.

Withdrawal Process

To request an official withdrawal (partial/total withdrawal), the student must complete and submit the Withdrawal Request Form electronically through the University’s Student Portal. Alternatively, students

may provide oral notice of withdrawal to the Retention Office. The form allows a student to request a Partial Withdrawal (dropping individual course(s)) or a Total Withdrawal (withdrawing from all courses) for the semester/payment period, or for a student on an approved Leave of Absence (LOA), to notify the University that they will not return to school.

Types of Withdrawal

1. An **Official Withdrawal** is a student-initiated action to:
 - a. withdraw from a course(s) but not all courses for the semester/payment period (**Partial Withdrawal**);
 - b. withdraw from all courses for the semester/payment period (**Total Withdrawal**); or
 - c. notify the University that the student will not return to school from an approved Leave of Absence (LOA).

In other words, the student begins AGMU's official Withdrawal Process or otherwise provides official notification of intent to withdraw.

2. An **Unofficial Withdrawal** refers to a student who ceases academic attendance without providing official notification of withdrawal to the University. Examples include:
 - a. Ceasing attendance/participation in one or more courses before the end of the semester/payment period and failing to complete the courses (i.e., receiving withdrawal failure ("WF") grades as determined by the instructor(s)).
 - b. Failing to provide official notification of withdrawal due to circumstances beyond the student's control (e.g., death, illness, accident, grievous personal loss);
 - c. Not returning to school after the end date of an approved LOA without notifying the University; or
 - d. Being administratively withdrawn from a course or all courses due to failure to establish academic attendance (i.e., "WN" grade).

Course Grades for Partial/Total Withdrawals

A student who completes the University's Withdrawal Process for an Official Withdrawal (partial/total) before the deadline published in the Academic Calendars will receive a grade of "W" (Official Withdrawal). For purposes of calculating a student's quantitative (completion rate and maximum timeframe) component of SAP, a W grade is counted as hours attempted but not earned. For the qualitative (CGPA) component of SAP, a W grade is not counted in the CGPA calculation. Students who cancel their enrollment or withdraw within the published add/drop period for a course do not receive a grade for the course and the course is not included in the SAP calculation.

A student who fails to complete the University's Withdrawal Process for a partial/total withdrawal and has not established academic attendance in a course(s) by the Census Date published in the Academic Calendars will receive a grade of "WN" (Never Attended Course (No-Show)). A student who establishes academic attendance in a course, does not complete the University's Withdrawal Process for a partial/total withdrawal before the deadline published in the Academic Calendars, and ceases academic attendance in a course will receive a grade of "WF" (Withdrawal Failure). For purposes of calculating a student's quantitative (completion rate and maximum timeframe) component of SAP, a WF grade is counted as hours attempted but not earned whereas a WN grade is excluded from the completion rate

and maximum timeframe calculation (i.e., not counted as hours attempted or earned). For the qualitative (CGPA) component of SAP, a WN or WF grade is not counted in the CGPA calculation, as both letter grades have no quality points.

Rescind Withdrawal Request and Course Reinstatement

In the event a student chooses to rescind (discontinue) a previously submitted partial/total withdrawal request and requests reinstatement in a course or all courses, the student must submit a formal request to the Registrar's office by complying with the following requirements:

1. To rescind a withdrawal request and seek reinstatement in a course or all courses for the semester/payment period, the student must complete the Rescind Withdrawal Request, located on the Student Service Request section of the University's website. In the form, the student must certify that they will remain in academic attendance through the end of the semester/payment period.
2. The Registrar's office must receive the completed Rescind Withdrawal Request within three (3) calendar days (excluding holidays and weekends) from the date of the student's original withdrawal request, but no later than five (5) calendar days before the deadline to file partial/total withdrawals, as specified in the Academic Calendar.
3. The Registrar's office will evaluate the request for reinstatement in coordination with the course instructor(s), render a decision, and notify the student of the outcome. As appropriate, the course instructor(s) and University staff will receive notification that a student has been reinstated in the course(s).

The Office of Student Financial Aid will reverse the Return of Title IV (R2T4) calculation, if one was completed, and redisburse any returns of Title IV Funds for which the student remains eligible for the same semester/payment period, as a result of the course(s) reinstatement. Other forms of financial aid the student received will also be reviewed and adjusted accordingly.

4. After the process of reinstatement in the course(s) has been completed, if the student wishes to submit a new withdrawal request to drop a course but not all courses (within the dates established in the academic calendars), the effective date will be the date on which the new withdrawal request is filed.
5. After rescinding a previous official notification for Total Withdrawal, if a student officially withdraws again from all courses in the same payment period, the student's Withdrawal Date is the last date of documented academic engagement/participation or the student's original Withdrawal Date from the previous official notification. The Date of Determination for the student's withdrawal is the date on which the University became aware that the student did not, or will not, complete the payment period.

The above process applies to student-initiated withdrawals. If a student was withdrawn from a course due to failure to begin academic attendance (i.e., WN grade), the process described in the Add/Drop Period and Census Date Policy applies.

VALIDITY

This Policy will come into effect from the date of its publication and will remain in effect until amended or rescinded.

Disclaimer: To protect the identities of our officials, electronic versions of executive orders and policies are published without signatures. Nonetheless, these electronically published documents should be considered duly approved and signed for all applicable purposes. If you have any questions regarding this matter, please direct them to the personnel of the Vice Presidency of Academic Affairs.

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