

POLICY NAME		ADD/DROP PERIOD AND CENSUS DATE POLICY			
POLICY NO.	PAA-07-23	VERSION NO.	03	EFFECTIVE DATE	October 8, 2026

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INTRODUCTION/PURPOSE

The purpose of the Ana G. Méndez University (AGMU) Add/Drop Period and Census Date Policy is to:

- Allow students the opportunity to adjust their course schedule at the beginning of each term or Part of Term (PT) without academic or financial penalty; and
- Verify whether students have established academic attendance in each registered course by the Census Date published in the **Academic Calendar**, and outline the consequences for failing to do so, particularly as it relates to student financial aid eligibility.

SCOPE

This policy applies to all students enrolled at any AGMU campus in all academic programs and learning modalities (i.e., on-ground, blended/hybrid, 100% online).

PROCEDURE

Add/Drop Period

The Add/Drop Period is the timeframe at the beginning of each term or PT during which students can make adjustments to their course schedules (e.g., add, change, drop a course(s)) without academic or financial penalty. The Add/Drop Period is a specified number of calendar days and varies by the term or PT in which a student is enrolled, as published in the Academic Calendars. A student who wishes to drop any or all of their courses before the end of the Add/Drop Period of a term or PT should provide written notice to the Registrar's office via email/mail or complete and submit the *Withdrawal Request Form* electronically through the University's Student Portal.

A student who drops a course(s) during this period will receive a full refund of tuition and fees for the dropped course(s), or the appropriate adjustment considering any added courses. Courses dropped during the Add/Drop Period will not appear on the student's official transcript. However, dropping a course(s) may reduce a student's enrollment status/academic load (e.g., Full-Time to Half-Time) for the semester/payment period, and the amount of financial aid initially awarded (e.g., Title IV Funds, institutional or state scholarships/grants, etc.) may be reduced or recalculated based on the reduced

academic load.

All students must complete their enrollment by the end of the Add/Drop Period.

The Add/Drop Period may be adjusted due to holidays, inclement weather, or other mitigating circumstances.

Census Date

AGMU is required to confirm a student began attendance in courses used to determine the student's eligibility for federal financial aid (Title IV). Therefore, faculty are required to report any student who failed to complete at least one academically related activity for a course by the published Census Date for the term or PT.

Students are expected to establish academic attendance in all registered classes by the published Census Date for each term or PT, beginning with the first-class session.

- A student can establish academic attendance for a course by attending an on-ground (in-person) course or by actively participating in an academically related activity (e.g., an assignment, an exam, or a substantive discussion post relevant to the course content) for an online course. Attendance needs only to be established once by the Census Date.
- A course(s) officially dropped after the Add/Drop Period will be assigned a "W" (Official Withdrawal) grade if academic attendance was established in the course; otherwise, a "WN" (Never Attended Course) grade will be posted.
- A student's failure to officially drop a course(s) by the end of the Add/Drop Period or establish academic attendance in a registered course(s) by the applicable Census Date does not constitute an automatic drop or withdrawal from the course(s). The student will be administratively withdrawn from the course(s), resulting in a "WN" (Never Attended Course) grade posted on the student's transcript. The "WN" is a non-punitive grade signifying the student never established academic attendance in the course(s). The student's eligibility for Title IV and other financial aid will be adjusted (as appropriate) as a result of receiving any WN grades.

Please refer to the **Institutional Refund Policy** for information regarding adjustments to tuition and fees charges for dropping a course(s).

RESPONSIBILITIES

Students

Enrolled students must establish academic attendance for each registered course by the applicable Census Date published in the **Academic Calendars** for each term or PT to maintain enrollment on which their financial aid eligibility is based.

- A student will receive an email notification of non-academic attendance from the Registrar's Office if they fail to establish academic attendance in a course(s). A Retention Officer will follow up with the student and, if applicable, assist the student in requesting reinstatement in the course(s) from the course instructor. The faculty member will determine if the student

may be reinstated in the course.

- Students who establish academic attendance in any registered courses and subsequently officially or unofficially withdraw from all courses before the end of a term or PT may be required to repay a portion or all aid disbursed.

Faculty

Each faculty member is responsible for completing the Census Certification for all students enrolled in their courses by the “Census Certification” dates published in the Academic Calendars for each PT. Faculty must complete this process electronically through the Faculty Portal, certifying the academic attendance status of each student, including those who did not establish academic attendance by the published Census Date.

- Upon submission of the census report completed by each course faculty member, a student who did not establish academic attendance in a course(s) by the Census Date will receive an email notification of non-academic attendance in the course(s).
- Each course instructor will review student requests for course reinstatement and notify the Registrar’s Office of approvals/denials within one (1) calendar day of receiving such requests.

Academic Directors

Each Campus Academic Director is responsible for ensuring that census reports are completed by faculty and received for each class roster.

Registrar’s Office

The Registrar’s Office will be responsible for notifying faculty of the established dates for the submission of Census Reports and providing guidance on the applicable procedures and requirements. The Registrar’s Office will also manage the electronic process for the administrative withdrawal of courses for students who, based on the information provided by faculty, have not established academic attendance.

The Registrar’s Office will send clear and timely communications to students who have not established academic attendance, outlining the administrative withdrawal of the course, the applicable financial consequences, and the reinstatement process.

Financial Aid Office

The Financial Aid Office must:

- Review any changes to students’ enrollment status as a result of receiving WN grades, adjust financial aid awards (as applicable), and notify students of changes to their financial aid awards.
- Determine ineligible funds due to enrollment status changes and process Return of Title IV calculations, as applicable.

Finance Office

The Finance Office must process the return of ineligible funds to the proper source due to enrollment status changes or withdrawals.

ENFORCEMENT

Further disregard and/or non-compliance in these areas, or with company policy in general, will result in further corrective action, up to and including termination of employment.

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 signature. 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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