

## **ANA G. MÉNDEZ UNIVERSITY STUDENT CONSUMER INFORMATION CENSUS POLICY**

### **Introduction/Purpose**

The purpose of the Ana G. Méndez University (AGMU) census policy is to inform the university community about the census date and of certain consequences for not establishing attendance.

### **Scope**

This policy applies to all students enrolled at any AGMU campus in all academic programs and learning modalities.

### **Procedure**

The census date represents a calendar date in each term when students' official enrollment status is evaluated for financial aid purposes. The actual date the census occurs is identified in the Academic Catalog.

Students are expected to attend all classes for which they registered, beginning with, and including the first-class session. If a student fails to establish attendance by the applicable census date and has not otherwise dropped the course, the student will be administratively withdrawn from the course (WN on the student's transcript), and financial aid will be cancelled or reduced (other state and federal aid may be affected as well). The student will be responsible for 25% of the tuition and fees of the enrolled course. A student can establish attendance in a course by attending an on-ground course or by submitting an assigned academic related activity in an online course.

### **Responsibilities**

Registrar's Office:

- Works the necessary electronic processes for the registration of cases identified by professors as never attended.
- Send communications to students identified as not attended.

Professors:

- Completes the census-taking process electronically within the dates established in the academic calendars.
- Verify the student cases requesting reinstatement of courses.

Students:

- If attending the course and were certified as not attended; they must immediately contact the professor.

Finance Office:

- Process the return of funds in cases reported as not attended.