

ANA G. MÉNDEZ UNIVERSITY STUDENT CONSUMER INFORMATION OFFICIAL AND UNOFFICIAL WITHDRAWAL POLICY

Introduction/Purpose

The purpose of this policy is to establish the parameters and procedures regarding official and unofficial student withdrawals.

Scope

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

Procedure

Official Withdrawal:

An official withdrawal refers to an action taken by a student to discontinue enrollment. To request an official withdrawal, the student completes withdrawal form. The student will receive information about how their request to officially withdraw will affect their federal financial aid and academic progress requirements. The date of the official withdrawal will determine the student's tuition liability or refund due to the student. Total withdrawals or partial withdrawals are considered official withdrawals and are permitted.

1. Any student who is officially registered, and completes the procedure required for a total or partial withdrawal, according to the established deadline in the academic calendar, will receive a withdrawal grade **(W)**.
2. Any student who fails to complete the required procedure for withdrawal of a course before the established deadline in the academic calendar, or whose absences exceed the maximum allowed, will receive a **(WF)**.

AGMU reserves the right to withdraw students who fail to meet academic requirements or who, because of misconduct, disrupt the academic process.

The student who requests a total withdrawal from the institution without settling their financial obligations will lose their right to receive grades, certifications, transcripts, or diplomas.

Early Identification of Partial Withdrawals:

Students expressing an intention to request a partial withdrawal will be oriented on the process. The student will receive information about how their request to withdraw will affect their federal financial aid and academic progress requirements. After the student goes through a withdrawal orientation process and want to move forward with the decision, the student proceeds to complete the respective form and submit it to the Registrar's office. Once the partial withdrawal has been processed, the professor and the staff of the Retention Office will automatically receive an email notification with the student data including the course in which the partial withdrawal was processed. The professor will validate if there is any alternative to support the student in completing the course. If the student expresses a desire to continue in the course, the staff of the Retention Office will guide them on the process of reinstatement in the course.

Unofficial Withdrawal:

An unofficial withdrawal refers to a student who stops attending one or more courses without officially withdrawing from AGMU. The date of the unofficial withdrawal will determine the student's tuition liability or refund due to the student. The withdrawal determination date for students who do not officially withdraw will be recorded as the last date of the academic term. For federal financial aid purposes, it will be assumed that the student unofficially withdrew from the institution as of the midpoint of term. The course(s) will be considered attempted, but not earned. An unofficial withdrawal is identified with the code (WF) in the system and on the student's official credit transcript. The (WF) is awarded by the professor at the end of the academic term.

Course Reinstatement:

A student who files a withdrawal and after having processed it wishes to continue the course(s), may request a reinstatement. The purpose of the reinstatement is to give students the opportunity to complete their academic goal. To do this, the student must comply with the following:

1. The student has a period of three (3) calendar days (excluding holidays, Saturdays and Sundays) to request the cancellation of the withdrawal with the reinstatement in the course(s) by the Registrar's office.
2. The student must complete the respective form for the reinstatement of the course(s). In the document, the student will be certifying that they will continue to participate in academic activities.

3. The request for reinstatement in the course(s) must occur no later than 5 days before the deadline established in the academic calendar to file withdrawals.
4. The Registrar's office proceeds with the evaluation of the request and notifies the student and the professor that the student was reinstated in the course(s).

After the process of reinstatement in the course(s) has been processed, if the student wishes to file a new withdrawal (within the dates established in the academic calendars), the effective date will be the date on which the new withdrawal request is filed.