



Official and Unofficial Withdrawal Policy

Official Withdrawal

An official withdrawal refers to an action taken by a student to discontinue enrollment. The student completes a Form within the period established in the academic calendar. The date of the official withdrawal will determine the student tuition liability or the refund due to the student. The student will earn a grade of W in each course from which the student withdraws.

- **Partial withdrawals** - when a student withdraws from one or more classes, but remains enrolled in at least one class.
- **Total withdrawals** - when a student withdraws from all his/her courses in a current term. This can occur at one time or over a period of time within a term.

Total or partial withdrawals are allowed during a regular semester, part-of-term, or summer session as specified in the academic calendar.

- Any student who is officially registered, and completes the required procedure for withdrawal in compliance with the stated deadline, will receive a withdrawal (**W**) grade.
- Any student, who fails to complete the required procedure for dropping a course before the stated deadline and whose absences exceed the maximum allowed, will receive a withdrawal failure (**WF**).
- The student can process total withdrawal within the dates established in the academic calendars.
- Total withdrawal may be considered in the case of a registered student who drops 100% of his total course load.
- The deadline for voluntary total withdrawals will be included in the academic calendar.

The institution reserves the right to require a student to withdraw from any course or from the Institution, temporarily, for any of the following reasons:

- a. Possibility of hazard to the health of the student or that of other students if enrollment were continued.



Universidad Ana G. Méndez, Recinto de Cupey y sus localidades

Decanato de Asuntos Estudiantiles y Decanato Académico

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- b. Refusal to obey regulations or serious misconduct on the part of the student.
- c. Deficient academic work (below required scholastic standards).
- d. Students who withdraw from the Institution or finish their studies without settling their financial obligations forfeit their right to receive grades, transcripts or diplomas.

Unofficial Withdrawal

An unofficial withdrawal refers to a student who ceases to attend one or more courses without officially withdrawing from the university. The withdrawal determination date for students who do not officially withdraw will be recorded as the last date of the term. For Federal Financial Aid purposes, it will be assumed that the student unofficially withdrew from the institution as of the midpoint of the term. The course or courses will be considered attempted but not earned.

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