

**SISTEMA UNIVERSITARIOANA G. MÉNDEZ**  
**VICE PRESIDENCY FOR ACADEMIC AFFAIRS**

**OFFICIAL AND UNOFFICIAL WITHDRAWAL POLICY**

Policy Number: 06-2023

Effective Date: May 1, 2023

X **New**

           **Amended Policy Núm.**                           

**Dated on:**   

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**I. INTRODUCTION**

The process for official withdrawals is conducted, according to the dates established in the academic calendar at the request of the student. In the case of unofficial withdrawal, the students who stop attending one or more courses without officially withdrawing from the university are identified.

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**II. PURPOSE**

The purpose of this policy is to establish the parameters and procedures for addressing the student's request. The policy for official and unofficial withdrawal allows the institution to comply with the proper processing of withdrawal, whether if is official or unofficial in accordance with current federal regulations.

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**III. SCOPE**

This policy and its provisions shall apply to all technical certificate programs, undergraduate programs, graduate programs, and graduate certificates at UAGM.

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**IV. DEFINITIONS**

1. **Academic load** – number of credits per semester that the student enrolls.
  
2. **Academic calendar** – annual document that indicates the important dates of academic activities within a period such but not limited to: beginning of the term, taking census (show/no show), reinstatement in the courses, filing for withdrawals and end of the term. The academic calendar is the definition and operationalization of the academic year at UAGM and consists of at least 32 weeks. The academic calendar is divided into 2 semesters of at least 16 weeks and a summer session (optional for the student), which are subdivided into modules that are called *part of term* (PT). [34 CFR 668.3(a)]
  
3. **Official Withdrawal** – an action taken by the student to voluntarily leave one or all the courses in their official class schedule. It is identified by the code (W) in Banner system and the student's transcript.
  
4. **Partial withdrawals** – when a student officially withdraws from one or more classes but remains enrolled in at least one class.

5. **Part of Term (PT)** – is the subdivision of a semester of at least 16 weeks into two or more modules that are established with a defined time term of start, academic activities and end date.
6. **Total Withdrawals** – when a student officially withdraws from all their courses in a current term. This can occur once or over a period within a term.
7. **Unofficial Withdrawal** – when a student stop attending without filing an official withdrawal process within the dates established in the academic calendar. It is identified by the code (WF) in Banner system and the student's official credit transcript. The unofficial leave (WF) is awarded by the professor at the end of the academic term.

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## V. RULES AND PROCEDURE

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### A. Official Withdrawal:

An official withdrawal refers to an action taken by a student to interrupt the enrollment. The student completes a form, within the period established in the academic calendar to request withdrawal. The date of the official withdrawal will determine the student's tuition liability or refund to the student. The student will earn a grade of **W** in each course that the student requests the withdrawal.

Total or partial withdrawals are allowed during a regular semester, part of term or summer session. The student must submit the request for withdrawal (partial or total) on or before the deadline established in the academic calendar. The following particularities will be considered:

1. Any student who is officially registered, and completes the required procedure for withdrawal, according to the established deadline, will receive a grade of withdrawal (**W**).
2. Students who do not complete the required procedure to withdraw from a course before the established deadline, and whose absences exceed the maximum allowed, will receive an unofficial withdrawal (**WF**) from the professor.

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

1. Risk the well-being and safety of any member of the university community in accordance with Student Regulations Manual.
2. Refusal to obey regulations or misconduct that involves non-compliance with the student's duties established in the Student Regulations Manual.
3. Remain in a negative status below the standards of the Satisfactory Academic Progress, disclosed in the current institutional catalog.

A student that files a total withdrawal without paying their financial obligations loses the right to receive grades, certifications of study or degree, transcripts or diplomas.

### **B. Unofficial Withdrawal:**

An unofficial withdrawal refers to a student who stops attending one or more courses without officially filing the withdrawal form of the university. 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 has unofficially withdrawn from the institution from the midpoint term. The course(s) will be considered attempted, but not earned.

### **C. Early identification of partial withdrawals:**

When a student expresses his/her intention to file a withdrawal, he/she will be guided through the process. If the student continues with the established procedure, he/she must complete the required form, to be processed in the mechanized system by the Registry Office and/or authorized personnel. Once the partial withdrawal has been processed, the teacher and staff of the Retention Office will automatically receive an email notification with the student's details and 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 Retention office or the professor will guide them on the process to reinstall the course.

### **D. Reinstatement in the course:**

If a student wishes to continue their studies after filing a withdrawal, will cancel the transaction when requesting a reinstatement in the course. The purpose of this reinstatement is to provide students with the opportunity to complete their academic goal. The student must comply with the following:

1. The student has a period of 7 school days (excluding holidays, Saturdays and Sundays) to request the cancellation of the withdrawal with reinstatement in the course at the Registry Office.
2. The student must complete the form for the reinstatement of the course. In the document, the student will be certifying that will continue to participate in academic activities.
3. The request for reinstatement in the course must occur no later than 10 days before the deadline established in the academic calendar to file withdrawals.
4. The Registrar's Office proceeds with the evaluation of the petition and notifies the student and the professor that the course has been reinstated.
5. After the reinstatement process in the course, if the student wishes to file a new withdrawal from this course (within the dates established in the academic calendars), the effective date of this will be the date on which the new withdrawal is filed.

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## **VI. TERM**

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This policy will take effect immediately, after the signature of the president, at the time of its approval and will be applicable to any potential or current applicant, to any of the campuses and additional locations of the UAGM. This policy derogates the existing official and unofficial withdrawal policies.

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## **VII. APPROVALS**

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Edgardo Rosaly Manfredi, PhD  
Vice President for Academic Affairs

May 1, 2023  
Date

Approved by:

José F. Méndez Méndez  
President

May 1, 2023  
Date

Executive Order OE-02-2022 UAGM Diversity, Equity, and Inclusion Policy prohibits discrimination based on sex and gender identity. For the purposes of this policy, the normative principles of the RAE have been used to facilitate reading. However, their use refers to genders in an equitable, not preferential, or unequal manner.

**DISCLAIMER:** To protect the identity of our officers' signatures, the executive orders and policies posted on the website exclude the same. Therefore, such electronically published executive orders and policies should be deemed approved and signed for all relevant purposes. In the event of any conflict or inconsistency as to the meaning of a word or phrase in the English translation of this document, the Spanish version shall prevail.