

Ana G. Mendez University

Withdrawal Policy

I. Introduction

The Student may perform a partial or total withdrawal of his/her class Schedule according to the dates established in the Academic Calendar. The institution must comply with the provisions of the Federal Rules of The United States Department of Education to comply with the Financial Aid Funds through Title IV and for returning them.

II. Application

This policy applies to all of the students officially enrolled at the Universidad Ana G. Méndez during the academic and summer semester in which they wish to partial or total withdrawal.

III. Purpose

The policy aims to establish the official procedure for processing withdrawal, allowing the student to get oriented in relations to the Satisfactory Academic Process and the provisions established for the financing of their studies with Financial Aid Funds through Title IV.

IV. Definitions

1. **Partial Withdrawal** – it is the official separation of one or more courses of their class schedule. In the student's transcript will be reflected as a grade of W.
2. **Total Withdrawal** – it is the official separation of all the courses of their class schedule. In the student's transcript will be reflected as a grade of W.
3. **Administrative Withdrawal** – the Institution reserves the right to process a partial or total student withdrawal; by a decision of the Disciplinary Board or another Institutional Committee. Moreover, in cases where this risk of danger and/or health safety of the student or other students and/or the university community. In the transcript will be reflected with a grade of W.
4. **Unofficial Withdrawal** – this withdrawal is awarded to a student who at the end of the semester obtained in all enrolled courses a grade of WF and the student did not file an official withdrawal. In the student's transcript will be reflected as a grade of WF.

V. Title IV Funds

1. Pursuant to the provisions of the Federal Rules of United States Department of Education related to Funds compliance with Title IV Financial Aid, the institution must comply with the return of these funds.
2. The institution should take the date the student indicates on the Withdrawal Form for processing the withdrawal applying the appropriate code.

VI. Procedures

1. Total and partial withdrawals are allowed during a regular semester, part of term or summer session as specified in the Academic Calendar.
2. All students officially enrolled and complete the requirements for an official withdrawal procedure receive a withdrawal (W) as a grade.
3. Once the student file his/her withdrawal, they must contact the Bursar's Office via email (tesoreriaonline@uagm.edu) to verify that he/she does not have a debt with the institution.
4. If the student cannot file a withdrawal electronically, he/she can send an email to the Registrar's Office to registraduriaon@uagm.edu .

VII. Procedure for filing a partial or total withdrawal through the website

Students have the option of filing the partial withdrawals online through the website, as follows:

1. Access MYUAGM
2. Select: My Registration
3. Select: Academic Term
4. Select: Add & Drop Courses
5. Select: the course or courses you wish to withdrawal from.
6. Press the Submit button.