



**Universidad Ana G. Méndez
Florida Branch Campuses
Withdrawal Policy**

UAGM (Florida Branch Campuses) students may perform a partial or total withdrawal of their class Schedule in accordance with 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 and the authorized use of Financial Aid Funds through Title IV.

Definitions:

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.

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.

Administrative Withdrawal – the Institution reserves the right to process a partial or total student withdrawal; by a decision of the designated University officials. 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.

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.

Withdrawal Procedures: 1. Total and partial withdrawals are permitted 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 files their withdrawal request (online or in person), they must contact their campus Bursar’s Office to verify that they do not have a debt with the institution.

4. If the student cannot file a withdrawal electronically or come to campus in person, they should contact their campus Registrar’s office for assistance.

Procedure for requesting a partial or total withdrawal through the UAGM 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 Student seeking information about Academic

Withdrawals: Students should review the appropriate UAGM (Florida Branch Campuses) Academic Catalogs and may direct questions regarding academic withdrawals to their campus Registrar's Office.