



Official Withdrawal

An Official Withdrawal refers to an action taken by a student to discontinue enrollment. The student completes the Withdrawal Form at the Registrar Office within the period established in the academic calendar. The effective date of withdrawal will determine the student tuition liability due or refund due to the student. The course is recorded on the transcript with a grade of W, the course or courses will be considered attempted but not earned.

- **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, will receive a withdrawal **(W)** grade.
- Any student, who fails to complete the required procedure for dropping a course before the stipulated date and whose absences exceed the maximum allowed, will receive a withdrawal failure **(WF)**.
- Total withdrawal is allowed at any moment before the date stipulated in the academic calendar of the semester, part-of-term, or summer session.
- Total withdrawal may be considered in the case of a registered student who drops 75% or more of his total course load. This does not include the two summer sessions.
- The deadline for voluntary total withdrawals will be included in the semester or part-of-term academic calendar of classes in the semester or summer session, before the final examinations begin.



UNIVERSIDAD METROPOLITANA

Official and Unofficial Withdrawal Policy

Oficina de Registraduría

www.suagm.edu/umet

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.
- 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 classes 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 at the midpoint of the term. The course or courses will be considered attempted but not earned.

Changes in the Student Status

Students who change their enrollment status from full-time to part-time, or from full or part time below half-time, due to a partial or withdrawal, may have their Federal, State, and/or University aid adjusted. The University may also be required to report the student's change in enrollment status to lenders, which can trigger the repayment of student loans.

Contacts:

Oficina de Registraduría

(787) 766-1717 ext. 6548

La Universidad Metropolitana no excluye de participación, ni niega beneficios, ni discrimina contra ninguna persona por razón de raza, sexo, color, nacimiento, origen o condición social, impedimento físico o mental o por ideas políticas, religiosas, sociales o sindicales. © Sistema Universitario Ana G. Méndez. Derechos reservados. Producido por la Vicerrectoría de Asuntos Estudiantiles y la Vicerrectoría Académica de la Universidad Metropolitana.