



UNIVERSIDAD DEL ESTE
REGISTRAR'S OFFICE
PO BOX 2010
Carolina, PR 00984-2010
787-257-7373 EXT. 3600

registraduria-une@suagm.edu

OFFICIAL & UNOFFICIAL WITHDRAWAL POLICY

DEFINITIONS

Official Withdrawal

An Official Withdrawal refers to an action taken by a student to discontinue his/her enrollment. The student completes the withdrawal form with the Office of the Registrar within the period established in the academic calendar. The withdrawal date will be recorded with an effective date when all forms are completed, signed and returned to the Office of the Registrar. The effective date of withdrawal will determine the student tuition liability due or refund due to the student. A student who is officially registered, and completes the required procedure for withdrawal, will receive a withdrawal (**W**) grade.

1. **Partial Withdrawals** - when a student withdraws from one or more classes, but remains enrolled in at least one class.
2. **Total Withdrawals** - when a student withdraws from all of his/her courses in a current term. This can occur at one time or over a period of time within a term.
3. **Administrative Withdrawal** - the institution reserves the right to prosecute an administrative withdrawal, partial or total; temporarily, via exception or by a decision of the Council of Discipline or other Institutional Committee. The academic record of the student will reflect a W as qualification.

Unofficial Withdrawal

An Unofficial Withdrawal refers to a student who fails to attend or 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. 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**).



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WITHDRAWAL METHODS

The University permits students to withdraw from a course, session, or term in the following manner:

1. A student may withdraw in person, by fax, submitting a signed and completed Withdrawal Application Form to the Office of the Registrar by the withdrawal deadline at the academic calendar. Forms are processed upon receipt. Any forms faxed outside business hours, during weekends or holidays will be processed the following business day.
2. Total or partial withdrawals are allowed during a regular semester, part-of-term, or summer session as specified in the academic calendar.
3. Total withdrawal is allowed at any moment as specified in the academic calendar of the semester, part-of-term, or summer session.
4. 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.
5. 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.
6. 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.



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CHANGES IN THE STUDENT STATUS

Students who change their enrollment status from full time to part time, or from full or part time to below half time, due to a partial drop 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.

SPECIAL PROGRAM PARTICIPATION

1. **Veterans:** In accordance with VA regulations, students receiving veteran's benefits must notify the VA Certifying Official on campus when partially or fully withdrawing from the University.
2. **Honors:** Students participating in the Honors Program must notify the Honors Program Director when partially or fully withdrawing from the University.
3. **Student Visa holders:** In accordance to Immigrations Law & regulations the students must notify the designated School Officer on campus when partially or fully withdrawing from the University.
4. **Athletics:** In accordance with Interuniversity Athletic League (**LAI** according Spanish acronym) regulations, all interuniversity athletes must notify the Athletic Department when partially or fully withdrawing from the University.