



**UNIVERSIDAD ALBIZU  
JUNTA DE SÍNDICOS**

**ALBIZU UNIVERSITY  
BOARD OF TRUSTEES**

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| Política Núm./Policy Number: <b>CAAE-01</b>                                                                                                                                                    | Origen/Source: <b>Comité de Asuntos Académicos y Estudiantiles / Academic and Students Affairs Committee</b> | Frecuencia de revisión/Review frequency: <b>Cada tres años / Every three years</b> |
| Nombre de la política/Policy Name: <b>Política de baja administrativa / Administrative Withdrawal Policy</b>                                                                                   |                                                                                                              |                                                                                    |
| Aplica a/Applies to: <b>Estudiantes, facultativos y empleados no docentes que proveen servicios a los estudiantes / Students, faculty members and staff that provides services to students</b> |                                                                                                              |                                                                                    |
| Fecha de aprobación por la Junta de Síndicos / Approval date by the Board of Trustees: <b>26 de febrero de 2013 / February 26, 2013</b>                                                        |                                                                                                              |                                                                                    |
| Fecha de la última modificación/Date last modified: <b>25 de junio de 2019 / June 25, 2019</b>                                                                                                 |                                                                                                              |                                                                                    |
| Nombre y firma de la Secretaria interina de la Junta /Board Interim Secretary's name and signature:                                                                                            |                                                                                                              | <b>Teresita M. Bolívar</b> <i>Teresita M. Bolivar</i>                              |

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| <p><b>1.0 PROPÓSITO</b><br/>Esta política está diseñada principalmente para estudiantes que no cumplan con, al menos, el 50% de los criterios de los cursos según se especifica en el prontuario o con las tarifas y los compromisos de pago hechos al matricularse.</p> <p><b>2.0 ENUNCIADO DE LA POLITICA</b><br/>La baja administrativa (AW) puede ocurrir cuando un estudiante no cumple con, al menos, el 50% de los criterios de los cursos, como se especifica en el prontuario o cuando los estudiantes no cumplen con las tarifas y los compromisos de pago hechos al matricularse.</p> <p>Las bajas administrativas por incumplimiento de al menos el 50% de los criterios del curso se otorgarán hasta el último día de baja total/parcial,</p> | <p><b>1.0 PURPOSE</b><br/>This policy is designed mainly for students who do not comply with, at least, 50% of the courses criteria, as specified in the syllabus or with the fees and payment arrangements made upon enrollment.</p> <p><b>2.0 POLICY STATEMENTS</b><br/>Administrative withdrawal (AW) may occur when a student is not in compliance with at least 50% of the courses criteria, as specified in the syllabus or when students do not comply with the fees and payment arrangements made upon enrollment.</p> <p>Administrative withdrawals due to noncompliance with at least 50% of the course criteria will be granted up to the last day for total/partial withdrawal, according to the Academic Calendar.</p> |
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| <p>de acuerdo con el Calendario Académico.</p> <p>Una baja administrativa no exime al estudiante de ninguna obligación financiera incurrida (vea las políticas de reembolso).</p> <p><b>3.0 ENMIENDAS</b></p> <p>Esta política puede ser enmendada en cualquier momento por la Junta de Síndicos.</p> | <p>An administrative withdrawal does not exempt the student from any financial obligations incurred (please see refund policies).</p> <p><b>3.0 AMENDMENTS</b></p> <p>This policy may be amended at any time by the Board of Trustees.</p> |
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