

Students who are unable to complete courses due to extenuating circumstances and who have valid and documented reasons for withdrawal, such as medical illness or compassionate circumstances may apply to their faculty of registration for Authorized Withdrawals. If granted, Authorized Withdrawals will result in the student being withdrawn from a course without academic penalty. Authorized Withdrawals will not appear on a student's official university transcript.

How to apply for Authorized Withdrawals

To apply for Authorized Withdrawals, students must submit a typewritten letter to the Director of University 1 along with documentation supporting their medical illness or compassionate circumstances. When submitting Authorized Withdrawal documentation, students **must** meet with a University 1 Academic Advisor. The Academic Advisor will review the request for completeness. If additional information is needed the student will be asked to revise the request or provide more documentation before the request will be considered. University 1 may verify authenticity of documentation. Instructions on what to include in the Authorized Withdrawal request are outlined on the back of this page.

The Student Advocacy Office is available to assist students in preparing Authorized Withdrawal requests. Students can contact the Student Advocacy Office at 519 University Centre, Ph: 474-7423, or email: student_advocacy@umanitoba.ca.

Authorized Withdrawal review process

After students submit their Authorized Withdrawal letter and documentation, the Academic Advisor will submit their request to a committee. The committee, comprised of University 1 Academic Advisors and the Director of University 1, will review the Authorized Withdrawal request. The Director of University 1 makes all final decisions on Authorized Withdrawal requests.

Authorized Withdrawal meetings normally take place every four-six weeks. However meetings may be held less regularly during peak times and depending on committee availability. Normally Authorized Withdrawal requests submitted to an Academic Advisor will be reviewed at the next Authorized Withdrawal meeting. Students may inquire with the Academic Advisor when submitting a request about the date of the next Authorized Withdrawal meeting.

Students will receive a decision letter approximately two-four weeks after the meeting at which their request is reviewed. If further documentation or explanation is needed from the student decisions may take longer.

In the process of reviewing a student's Authorized Withdrawal request, the committee and Director of University 1 may determine that an Authorized Withdrawal may not be warranted or appropriate for the circumstances presented by the student. Alternate accommodations such as a late Voluntary Withdrawal or a deferred final examination may be offered, if appropriate. Selective requests are required to be fully supported and explained with documentation; however, requests of this nature are not often granted.

Tuition Fee Refunds

Receiving Authorized Withdrawals will not automatically result in a tuition fee refund. Tuition fee refund decisions are made by the Registrar's Office. If students wish, they may appeal for a tuition fee refund to the Registrar's Office, 400 University Centre, Ph: 474-9420. Normally, appeals dating back more than one regular session will not be considered.

Authorized Withdrawal requests must include the following:

Written Letter of Request, must

- Be typewritten and addressed to:
Dr. E. Worobec, Director
University 1, 205 Tier Building
University of Manitoba, Winnipeg, MB R3T 2N2
- Clearly explain the circumstances that adversely affected academic performance, such as illness or compassionate issues.
- Clearly state the course(s) for which the student is requesting Authorized Withdrawals and the term in which they were taken.
- Indicate if the request is selective (i.e. seeking to keep some grades in a term but not others) or complete (i.e. seeking Authorized Withdrawals from all courses in a term). If selective, the student must also explain why their circumstances merit withdrawal from some courses but not others.
- Explain why the course(s) for which the student is requesting Authorized Withdrawals were or were not withdrawn by the Voluntary Withdrawal deadline.
- Indicate what, if any, resources were used in the decision to withdraw or remain registered in the course(s).
- Include a plan of action for subsequent enrolment that addresses the following:
 - a) Intended target faculty and academic goals;
 - b) Intended course load for upcoming term(s);
 - c) If student is working and, if so, how many hours per week;
 - d) Define coping strategies for balancing academics with home, family, health, work and other commitments.
- Written letter of request must include student's full name, student number, current mailing address and email address.

Supporting Documentation, must

- Provide evidence of academic performance prior to the occurrence of extenuating circumstances (i.e. class attendance, assignment and/or midterm grades) from professors in **all** courses for the term in which the Authorized Withdrawal(s) is being requested.
- Clearly states the circumstances that adversely affected academic performance, such as illness or personal issues; i.e. physician's statement, letter from counsellor, other documents, etc. Documentation must include:
 - a) Student/patient name;
 - b) Date of examination or session;
 - c) Date of onset of incapacity, or onset of acute period of incapacity if chronic;
 - d) Statement indicating the duration or probable duration of incapacity or expected recovery date;
 - e) Statement indicating the degree of incapacity as it relates to the student's ability to complete academic work (i.e. ability to attend class, complete assignments, prepare for and/or write exams and tests);
 - f) Outline of course load recommendations and other accommodations to support a successful return to studies;
 - g) Where Authorized Withdrawal requests are selective, why circumstances merit withdrawal from some courses and not others;
 - h) Doctor's/health professional's contact information, including phone number.

Students **must** meet with a University 1 Academic Advisor when submitting an Authorized Withdrawal letter or documentation.

Special Instructions:

Current Date: _____

Academic Advisor: _____

Submission Deadline: _____

Student Name: _____

Student Number: _____