

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>AUTHORIZED WITHDRAWAL</b>
<b>Effective Date:</b>	September 1, 2016
<b>Revised Date:</b>	
<b>Review Date:</b>	September 1, 2026
<b>Approving Body:</b>	Senate
<b>Authority:</b>	<i>The University of Manitoba Act, section 34(1)</i>
<b>Responsible Executive Officer:</b>	Provost and Vice-President (Academic)
<b>Delegate:</b>	Vice-Provost (Academic Planning and Programs)
<b>Contact:</b>	Office of the University Secretary
<b>Application:</b>	All Faculty/College/School Councils and Students

### Part I Reason for Policy

- 1.1 The University of Manitoba provides Students with a range of course and program withdrawal options to facilitate academic progression and personal circumstances. The purpose of this Policy is to define and establish the requirements for Authorized Withdrawal at the University of Manitoba.

### Part II Policy Content

#### Definitions

- 2.1 The following terms have the following defined meanings for the purpose of this Policy and its Procedures:
- (a) **"Authorized Withdrawal"** or **"AW"** is an approved withdrawal from all courses in a given period for medical or compassionate reasons.
  - (b) **"Calendar"** means the University's official academic calendar for the Term and Level in which a course is taught.

- (c) **"College"** means a Professional College as defined under the Definitions of Academic Units Policy.
- (d) **"Faculty"** means a Faculty as defined under the Definitions of Academic Units Policy.
- (e) **"Leave of Absence"** is a period of leave, established, administered, and approved by the Faculty/College/School that enables Students to temporarily withdraw from the University.
- (f) **"Level"** refers to the level of the degree in which the Student is enrolled, such as undergraduate level, graduate level or non-degree level.
- (g) **"Official Record"** is a Student's complete academic history at the University of Manitoba that is maintained by the Registrar's Office. Official Records are available in the form of an Official Transcript or a Student History.
- (h) **"Official Transcript"** is an official document printed on secure paper and signed by the Registrar that reflects a Student's permanent record at the University of Manitoba.
- (i) **"Policy"** means this Authorized Withdrawal Policy.
- (j) **"Procedure"** means the Authorized Withdrawal Procedure.
- (k) **"Registration Revision Period"** is the period after the beginning of classes within which students may withdraw from a course or courses without academic or financial penalty.
- (l) **"School"** means a "School of the University" or a "School of a Faculty", as those terms are defined under the Definitions of Academic Units Policy.
- (m) **"Student"** refers to any person enrolled at the University.
- (n) **"Student History"** is the complete record of a Student's activity at the University, including a record of Authorized Withdrawals, produced for internal administrative use.
- (o) **"Term"** is a period of time defined in the Calendar within which a course for credit may be offered, including Fall, Winter and Summer Terms.
- (p) **"University"** means The University of Manitoba.
- (q) **"Voluntary Withdrawal"** or **"VW"** is a registration option that enables students to withdraw from a course or courses after the Registration Revision Period without academic penalty.

- (r) **"Voluntary Withdrawal Period"** is the period after the Registration Revision Period within which students may voluntarily withdraw from a course or courses, as outlined in section 2.6 of the Voluntary Withdrawal Policy.

### **General**

- 2.2 An AW is to be distinguished from other withdraw options at the University, including Voluntary Withdrawal and Leaves of Absence.
- 2.3 Requests for AW must be based on medical or compassionate grounds as outlined in Section 2.2 of the Procedure.
- 2.4 Faculties/Colleges/Schools may adopt supplemental regulations, subject to approval by Senate, pertaining to AW from their programs.

### **Scope**

- 2.5 Requests for AW will only be considered for withdrawal from all courses in a given Term, except in extraordinary circumstances.
- 2.6 Requests for AW will be considered for the currently enrolled Term and for Terms dating back no more than three academic years, except in extraordinary circumstances.
- 2.7 Withdrawal from future Terms may be subject to supplemental regulations adopted under section 2.4 of this Policy. Students considering withdrawing from the University for future terms should consult their Faculty/College/School of registration.

### **Part III Accountability**

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Policy is required.
- 3.2 The Provost and Vice-President (Academic) or his/her delegate is responsible for the implementation, administration and review of this Policy.
- 3.3 All Faculty/College/School Councils and Students are responsible for complying with this Policy.

### **Part IV Authority to Approve Procedures**

- 4.1 The Provost and Vice-President (Academic) may approve Procedures, if applicable, which are secondary to and comply with this Policy.

## **Part V Review**

- 5.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is September 1, 2026.
- 5.2 In the interim, this Policy may be revised or repealed if:
- (a) The Provost and Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
  - (b) the Policy is no longer legislatively or statutorily compliant; and/or
  - (c) the Policy is now in conflict with another Governing Document.
- 5.3 If this Policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised Policy; or
  - (b) are in turn repealed.

## **Part VI Effect on Previous Statements**

- 6.1 This Policy supersedes all of the following:
- (a) Voluntary Withdrawal Policy, effective February 1, 1977 and revised May 13, 1993, and December 7, 2005;
  - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
  - (c) all previous Administration Governing Documents on the subject matter contained herein.

## **Part VII Cross References**

- 7.1 This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
- (a) [Authorized Withdrawal Procedure](#);
  - (b) [Definitions of Academic Units Policy](#);
  - (c) [Voluntary Withdrawal Policy](#).