

## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>VOLUNTARY WITHDRAWAL</b>
<b>Effective Date:</b>	February 1, 1977
<b>Revised Date:</b>	September 1, 2016
<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>	University Registrar
<b>Application:</b>	All Faculty/College/School Councils and Students

### Part I Reason for Policy

- 1.1 The University of Manitoba provides Students with sufficient time to plan their schedules through the registration cycle with both academic and personal circumstances in mind. The registration cycle is characterized by the Registration Period, the Registration Revision Period, and the Voluntary Withdrawal Period. The purpose of this Policy is to define and establish the requirements and limitations for Voluntary Withdrawal during the Voluntary Withdrawal Period at the University.

### Part II Policy Content

#### Definitions

- 2.1 The following terms have the following defined meanings for the purpose of this Policy:
- (a) **"Authorized Withdrawal" or "AW"** is an approved withdrawal from all courses in a given period for medical or compassionate reasons, granted in accordance with the Authorized Withdrawal Policy and Procedure.

- (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) **"Grade Point"** refers to a numerical value assigned to a letter grade received in a course.
- (f) **"Grade Point Average" or "GPA"** refers to the average grade of courses completed at the same Level, which is calculated by dividing the total quality points earned by the number of credit hours attempted.
- (g) **"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.
- (h) **"Level"** refers to the level of the degree in which the Student is enrolled, such as undergraduate level, graduate level or non-degree level.
- (i) **"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.
- (j) **"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.
- (k) **"Policy"** means this Voluntary Withdrawal Policy.
- (l) **"Quality Points"** is the grade point value of the assigned Letter Grade multiplied by the credit hours of the course.
- (m) **"Registration Period"** is the period prior to the beginning of classes in which new and returning Students may register.
- (n) **"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.
- (o) **"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.
- (p) **"Student"** refers to any person enrolled at the University.

- (q) **"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.
- (r) **"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.
- (s) **"University"** means The University of Manitoba.
- (t) **"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.
- (u) **"Voluntary Withdrawal Period"** is the period after the Registration Revision Period in which Students may voluntarily withdraw from a course or courses, as outlined in section 2.6 of this Policy.

## General

- 2.2 A Voluntary Withdrawal is to be distinguished from other University withdrawal options, such as Authorized Withdrawal, Leaves of Absence, withdrawal during the Registration Revision Period, or withdrawal pursuant to other University-approved policies or regulations.
- 2.3 Students at the undergraduate Level are generally permitted to VW from a course or courses without receiving prior approval from their Faculty/College/School.
- 2.4 In the event that a Student chooses to VW from a course with a corequisite, the Student must also VW from the corequisite course. To determine if a course has a corequisite, Students should consult the Calendar and the course descriptions in the chapter of the Faculty/College/School offering the course.
- 2.5 Students at the graduate Level are not permitted to VW from a course or courses without receiving the approval of the advisor/advisory committee, the head or graduate chair in the department in which the Student is registered, and the Faculty of Graduate Studies.
- 2.6 Students may withdraw from a course(s) without academic penalty during the Voluntary Withdrawal Period, which begins at the end of the Registration Revision Period and ends on the VW deadline, as follows:
  - (a) The 48<sup>th</sup> teaching day for courses taught over a single Term;
  - (b) The end of the Registration Revision Period of the second Term for courses taught over two or more Terms;

- (c) A date calculated using a pro-rated number of teaching days for Summer Term or other Irregularly Scheduled Courses, as published yearly in the Calendar.
- 2.7 Ceasing to attend a class or classes will not constitute an official withdrawal from that course. Students who do not VW from a course will remain enrolled in and will receive a final grade for that course.
- 2.8 Students who have elected to VW from a course cannot subsequently re-enroll in that course, except in accordance with the Repeated Course Policy.

### **Scope**

- 2.9 This Policy applies only to Voluntary Withdrawal during the current Term. Students wishing to withdraw for medical or compassionate reasons should consult the Authorized Withdrawal Policy and Procedure, and provisions regarding Leaves of Absence as outlined in the Calendar.

### **Responsibilities of the Student**

- 2.10 Students are responsible for considering all implications prior to VW. Withdrawal from a course or courses may affect academic progression, financial aid eligibility, CIS athletic eligibility, entrance into professional and graduate programs, and/or student visa requirements.

### **Responsibilities of the Faculties/Colleges/Schools**

- 2.11 Voluntary Withdrawal may be considered, together with course failures or repeats, when the Faculty of Graduate Studies or another Faculty/College/School with limited enrolment is reviewing applications for admission into its programs.
- 2.12 Faculties/Colleges/Schools may, subject to the approval of Senate, deny access to VW for all Students enrolled in an identified academic program. Faculties/Colleges/Schools are required to notify all applicants to that program of this proscription.

### **Official Records**

- 2.13 A Voluntary Withdrawal shall be recorded on the Student History and Official Transcript issued by the University.
- 2.14 Final grades for courses in which Students ceased attending, without an official VW, will be included on the Student History and Official Transcript issued by the University, and will be factored into the Student's Grade Point Average.

**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, 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 Policy](#);
- (b) [Definitions of Academic Units Policy](#);
- (c) [Grade Point Averages Policy](#); and
- (d) [Repeated Course Policy](#).