

Key to using this guideline:

Information highlighted in Yellow- you fill out based on your specific situation

Information highlighted in Blue- Our suggestions for information you can add to your letter

Please be advised that a student's Authorized Withdrawal submission is considered a formal request that will be examined by decision-makers under University policies and procedures. You are responsible for making sure that all the information contained in your submission is truthful and accurate. Your letter must be written by you (i.e., not using assistance of technology or writing software). All documentation must be authentic. Submitting false information or documentation can result in serious consequences, including (but not limited to) allegations of academic misconduct.

DATE- that request will be submitted

[Full name of decision-maker]

University of Manitoba

c/o [administrative point of contact for Faculty]

Dear Decision-Maker,

I am requesting Authorized Withdrawals from all the courses I registered to take in the **XX** academic term(s).

My request is on the basis of **extenuating medical and/or personal circumstances**. Please find attached supporting documentation relating to the **medical and/or compassionate grounds** for my request.

While I was taking these courses, I experienced **symptoms of a medical condition and/or a disruptive life event** that significantly affected my ability to perform academically.

[Briefly explain the circumstances that negatively affected your academic performance, such as a physical or mental illness or a disruptive life event. Be as specific as you can regarding the timeline of events.]

Explain in detail how those circumstances impacted you *as a student*. How did your illness or compassionate circumstances prevent you from fulfilling your academic responsibilities?

Write your explanation in chronological order to provide the decision makers with a clear timeline of events and how you were impacted by your circumstances.

Below are guiding questions for information to include:

- Were you able to attend classes? If so, how was this affected by your circumstances? If you missed any classes, provide dates or an estimation of the number of classes you

Commented [JRO1]: Your supporting documentation may include (but is not limited to): hospital discharge summaries, letters of support from medical professionals, funeral programs, death certificates, reports, etc.

Commented [HM2]: In the case of medical grounds, letters of support should be written along these guidelines:

[OCR Document \(umanitoba.ca\)](#)

Commented [J03]: The most important thing here is to focus on how your circumstances/symptoms prevented you from being successful in your studies.

If you are requesting AWs for more than one academic term, please write a separate paragraph for each term.

missed. If you stopped attending classes altogether at a certain point in the term, please indicate when the change occurred.

- How did your circumstances affect you while studying?
- How did your circumstances affect your ability to complete assignments? Did you hand in all your assignments or ask for extensions from your instructors? If you asked for extensions, were you able to meet the new deadlines?
- Did you write mid-terms?
- Did you write final exams? If you experienced difficulty while writing tests or exams, please provide specific details.
- If you missed any classes, assignments, tests or exams, or if you requested extensions, did you submit a Self-Declaration form to your instructor(s)? If so, please include the dates and reasons for submitting the Self-Declaration form(s) to your instructor(s).
- Did you voluntarily withdraw from any of the courses you were taking at the time? If not, why not?
- Did you speak to anyone (e.g., an academic advisor, your professors, your doctor or counsellor) about what was happening? If so, what advice did you receive from them? If not, what prevented you from reaching out? If you did speak to anyone, please provide dates as to when you reached out to these individuals and any supporting documentation for contact with health professionals or counsellors.

Since then, my situation has improved significantly.

[What steps have you taken to improve your situation?]

[Are you working with any professionals to help you be successful in the future?]

[What have you learned/what would you do differently, if anything?]

In the event that my AW request is not granted, **[explain the negative consequences this would have for you. For example, what would be the effect on your GPA? Would you be placed on probation, suspended, or required to withdraw from your program? How would that disadvantage you?]**

In sum, I am requesting Authorized Withdrawals from all the courses I registered to take in the **XX** academic term(s), **[on the basis of medical and/or compassionate grounds]**. I firmly believe that my grades in these courses do not accurately reflect my capabilities as a learner; rather, they point to the severity of my **[condition/situation]** at that time.

Thank you for considering my request.

[My Student Advocate, [Advocate's full name], has my permission to correspond with you on my behalf. Please copy [Advocate's name] on all your communications with me regarding this matter.]

Sincerely,

[Student's full name]

Commented [HM4]: Copies of any self-declaration forms submitted to your instructor during the term can be attached as supporting documentation.

Commented [HM5]: This section of your letter is all about demonstrating to the decision-maker that you have learned from the difficult things you experienced and are now more aware of the different supports/resources available to you. The decision-maker wants to know that, if this AW request is granted, the student will not likely need to make another similar request in the future, because the problems/issues have been resolved or are being managed successfully.

Examples of things to include here are:

- Are you following a specific treatment plan from your health provider?
- What services or offices are you currently working with for academic, wellness, or personal support?

Commented [HM6]: Note that these circumstances are not grounds for an AW request, and should not be a focus of the letter. This section should be brief.

Commented [J07]: If you received feedback from a Student Advocate on your AW request documents, include their full name here. If not, delete this line.

UM Student #[009999999]
[@myumanitoba.ca]

Encl.

List all documents you are attaching to your request here

You also need to complete and attach the Authorized Withdrawal Form

Commented [HM8]: Available at:
https://umanitoba.ca/sites/default/files/2020-02/Authorized_Withdrawal_Request.pdf

c. [Advocate's full name], Student Advocacy & Case Management

Commented [JO9]: If you received feedback from a Student Advocate on your AW request documents, include their full name here. If not, delete this line.