



Student Advocacy Resource Centre

Withdrawal (W) and Withdrawal with Cause (WC)

1. Withdrawal from a Course (W grade)

If you choose to stop attending a class or cancel your registration after the last date to drop a course (the Drop/Add deadline), you can withdraw online or in person at the Office of the Registrar using a Withdrawal format any point after the add-drop deadline and by the withdrawal [deadline](#) for the semester.

- You do not require permission to withdraw from a course by the withdrawal deadline.
- If you withdraw from a class, you will receive a W grade. W grades are not included in the calculation of your grade point average (GPA).
- If you do not officially withdraw at the Registrar's office from any course(s) that you have stopped attending, you will receive an F grade for those courses. F grades are included in the calculation of your GPA and could have a serious impact on your [academic status](#) at Mount Royal.
- Students are encouraged to consult with their instructor and/or [academic advisor](#) before making a decision to withdraw from a course.

2. What is the last day to withdraw?

This date varies every semester. Please click [here](#) to determine deadlines

3. Withdrawal with Cause (WC grade)

- You may request a withdrawal with cause from a course or program after the withdrawal deadline, with supporting documentation that clearly establishes a medical and/or psychological reason for the request.
- All 'WC' requests are subject to a review and approval process, and there are no guarantees it will be granted. We recommend working closely with our office if this is your circumstance. You must provide supporting documentation that explicitly states why the medical condition and/or psychological condition/state made it impossible to meet the deadline and/or why you are not in a position to complete the semester. If applicable, you must also provide an explanation why you did not pursue an 'I' (Incomplete) Grade Agreement for the course.
- Students may apply for withdrawal with cause at any point during a semester after the 'add-drop' deadline, and before the withdrawal [deadline](#) for the semester. Documentation requirements are as stated in the current [Academic Calendar](#).



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4. Process for Withdrawal with Cause (WC grade)

You must complete a *Request for Withdrawal* form from the Registrar's Office and return it with complete supporting documentation (see below) to the Registrar's Office. The physical form itself is a 3 part form; you get the yellow copy, the Registrar's office gets a copy, and the course instructor receives a copy. There is a small box on the form where you can describe your circumstances for requesting a WC. Some students choose instead to write "Please see attached", and attach a letter to their submission.

- If your request is approved, you will receive a Withdrawal with Cause (WC) on your permanent academic record for all courses that you record on the withdrawal form.
- If you are granted withdrawal with cause grade/status, you will receive a WC grade from the Registrar's office, which will show up on your transcript or on *mymru*. WC grades are not included in the calculation of your grade point average (GPA).
- Requests to withdraw from courses or from Mount Royal will not be accepted over the telephone.
- Please consult the current **Academic Calendar** for additional details regarding withdrawal from courses or complete withdrawal from Mount Royal.
- In this office's experience unless a student's illness or distress arose AFTER the W deadline, the Registrar's office will adhere to the W deadline in the granting of a WC grade. **In this office's experience, it is substantially more difficult to be granted a WC grade after the last day of classes for a semester.** If this is your circumstance, please contact our office for support and services.

5. **Criteria for the WC and Supporting Documentation**

A WC will apply under the following conditions:

- *serious illness, verified in writing by a physician (letter), or*
- *severe emotional distress, verified in writing (letter) by Student Counselling Services or other registered mental health professional.*

Source: MRU 2018-19 Academic Calendar, P. 19

In terms of documentation, you only need a letter from either a doctor OR a mental health professional; both are not necessary. The kind of documentation you provide depends on whether you experienced physical illness or emotional distress. Doctors can speak to the physical, and sometimes emotional distress. However, if you're citing emotional distress as the sole reason for a WC application, in this office's experience, a supporting letter for emotional distress is better coming from a mental health professional like a psychologist or counselor.



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6. What kinds of information should the health professional's letter contain?

It's generally helpful if the doctor describes your experience of serious illness (without naming the illness itself), or if the mental health professional describes the experience of emotional distress, without the label of, for example, "depression". This protects your confidentiality and also removes potential stigma/judgements/knowledge that decision-makers potentially have about certain diagnoses, while providing a clinical opinion of the severity of what you experienced.

The Registrar's office are the experts in assisting students with the vast subject area of credit and non-credit registration, but they are **not** experts on specific conditions/ailments. In order for people to make an informed decision on granting the 'WC' or not, they will weigh the documentation you provide, but more specifically on the description of severity/distress described by an expert like a doctor or mental health professional.

Sometimes students will write a letter of support that accompanies the doctor/psychologist's letter and the withdrawal form. If you would like to write such a letter, this office helps students with edits and feedback in these kinds of situations as well. If you're sending a letter via email, please password protect it in Microsoft Word or Pages in order to add an additional layer of confidentiality.

It is not mandatory for students to write a letter when applying for the WC grade. However, it can sometimes be helpful to submit a student letter, when the documentation from the doctor/mental health professional doesn't provide enough information in reference to the WC criteria.

7. WC applications and I Grade Agreements

Except under exceptional circumstances, a student who has entered into an 'I' contract will not be eligible for a WC grade.

Source: MRU 2018-19 Academic Calendar, P. 19

8. Refunds

Refunds will not be given after the Drop/Add deadline for course withdrawals (W) or withdrawals with cause (WC). Students are encouraged to check with the **Student Awards and Financial Aid** office if you currently have a student loan or have had a confirmation of enrolment form to make sure you are aware of the implications of withdrawing from the course. You may also wish to contact **our office** for help with coming to this decision. There may be more options that are possible in your situation during a semester.

Prepared by: Student Advocacy Resource Centre, 2018-19

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