

# Frequently Asked Questions about Requirement to Withdraw (RTW)

## What does Requirement to Withdraw mean?

When your academic standing is “Academic Probation” and you do not show significant improvement (semester GPA of 2.2 or above), your academic standing will automatically change to “Requirement to Withdraw”. This likely means you still have a cumulative GPA below 2.0, and there are some tight timelines that follow. **Don’t miss your deadline to appeal as you will lose the right to file an appeal.** If this is your status currently, you still have options. You will likely see a hold on your account at this point, but you may appeal this particular status, within communicated deadlines. These deadlines should have been communicated to you via email in your initial notice that you were required to withdraw from MRU

(Source: [Academic Standing | MRU](#))

## What are the situations in which I can appeal an RTW?

As with any formal appeal at Mount Royal, there are three situations when you can file an appeal:

- **Medical reasons verified by a physician.** You will need a letter from your doctor to show this was the case. Be aware, this letter should NOT be the same as a doctor’s note. It needs to be more specific than a general note detailing the reasons why you were unable to be academically successful.
- **Severe emotional distress verified in writing.** You have choices on who can write this letter confirming your severe emotional distress: it can be an MRU Student Counselor or other certified mental health professional (For example: a psychologist, psychiatrist, clinical social worker, etc.). The letter should be from someone who can speak to the history of your emotional distress.
- **Significant improvement** (a GPA of 2.2 or higher) in a minimum of two, 3 credit courses (6 credits).

(Source: [Academic Calendar](#), pages 49-50).

## What are the documentation requirements for medical reasons/severe emotional distress?

This letter from your doctor or other certified mental health professional must show a clear and substantial link between your academic standing over the time that these credits were earned and the medical situation or extreme emotional distress experienced.

## How do I appeal an RTW?

All of the instructions of how to file an appeal for your requirement to withdraw (RTW) from MRU will be in an email from the Registrar’s Office. If you would like some help with this process, you are encouraged to meet with your [academic advisor](#) and/or the [Student Advocacy Resource Coordinator](#).

## When will I know the results of my appeal?

You will know within two weeks of the RTW submission deadline and sometimes sooner.

### Is there an appeal of the RTW appeal committee's decision?

Unfortunately there is no appeal of a committee's decision on an RTW, so do consult with the Student Advocacy Resource Centre when you're going through this process. We can help discuss your options.

### What are my options now?

- Register in non-credit or continuing education courses at MRU until you can reapply for admission.
- Work on some skills that you identify needing help with related to your academics (time management, reading textbooks, note-taking, etc.) You could contact [Student Learning Services](#) about attending their workshops.
- Reapply in twelve months to get back into MRU
- Consider some alternative choices for school/life. Speak to a Career Counselor or your Student Advocacy Resource Coordinator today to work out some extra options you may have

### What does the Re-Admission Process after an RTW look like at MRU?

After allowing for the twelve months to pass you can re-apply to get back into MRU. This is a great time to self-advocate! Meet with an [academic advisor](#) *before* reapplying to MRU. You should bring a letter (written by you) to your appointment which outlines the reasons why you were unsuccessful in the past, outlines your academic plans, and explains what has changed and why you will be successful now.

### If I wish to return into the same program at MRU am I allowed to do that?

As per the [Academic Calendar](#): "a student who has been Required to Withdraw from a specific program at the University, will not be readmitted to that same program until at least a 12-month period has elapsed since the student was Required to Withdraw. A student will only be considered for readmission to the same program where program requirements allow it. A student who has been Required to Withdraw from a specific program at the University or another post-secondary institution may apply and be considered for an alternate program without serving the 12-month waiting period. A student applying for admission under these circumstances will be considered for admission under the same Admission Categories and timelines as all other applicants."

### What does the Re-Admission Process after an RTW look like at other post-secondary institutions?

**University of Calgary:** "A student expelled from a faculty at the University of Calgary or another post-secondary institution will not be considered for readmission to the same faculty. Expelled students may be considered for admission to another faculty on a case-by-case basis".

Source: [A.5 \(Undergraduate Admission Requirements\)](#)

#### **Information on Transfer Credit**

"Information on course transferability to the University of Calgary can be found on the Transfer Alberta website: <http://transferalberta.alberta.ca/transfer-alberta-search/#/audienceTypeStep>

Courses that transfer to the University of Calgary may not be eligible to be used to graduate from your intended major. Please contact your desired faculty to find out more.” (Source: <https://www.ucalgary.ca/future-students/undergraduate/requirements> )

“Students who have been required to withdraw for academic reasons from any faculty at the University of Calgary or another post-secondary institution will not be permitted to participate in academic work at the University until at least twelve months have elapsed since the student was required to withdraw, with the exception of University of Calgary students accepted into the Academic Turnaround Program (ATP).”

Source: <https://www.ucalgary.ca/pubs/calendar/current/a-6-1.html>

**SAIT:** “An academically withdrawn student must wait 8 calendar months before returning to SAIT. During this waiting period, the student cannot take any courses at SAIT. An academically withdrawn student who wishes to return to the program should meet with his/her academic chair to determine if space is available in the program to accommodate his/her return, and to determine changes to graduation requirements. A student who returns to SAIT after having been academically withdrawn will return on academic probation. If the student fails to achieve PGPA for a third time, he/she will be permanently withdrawn from SAIT. Academic probation and academic withdrawals are permanently noted on the student's official transcript.”

Source:

<https://www.sait.ca/programs-and-courses/full-time-studies/academic-calendar-information/academic-and-institute-regulations>

**Bow Valley:** “7.1. Applicants with prior post-secondary study at another institution will be considered for admission using the normal College admissions criteria. In addition, the following will apply:

7.1.1. Applicants whose transcripts demonstrate good standing from their most recent post secondary institution attended will be admitted in good standing.

7.1.2. Applicants whose transcripts demonstrate that they were required to withdraw from their most recent post-secondary institution for academic performance or academic code of conduct reasons will not be considered for admission to a post-secondary program at Bow Valley College until a minimum 12 month period has elapsed since the learner was required to withdraw. If admitted, the applicant will be placed on probation for the first semester of study.

7.1.3. Applicants whose transcripts indicate that they received sanctions due to a code of conduct from their most recent post-secondary institution will not be considered for admission to a post-secondary program at Bow Valley College until a minimum 12 month period has elapsed since the learner was required to withdraw. Applicants must also receive approval of the Dean of the program to which they are applying. If admitted, the applicant may receive a Letter of Expectation setting out conditions or criteria for staying in the program and/or the College.

Source: [Bow Valley College Admissions Procedure](#)

## University of Alberta:

### **Admission on Academic Probation**

At the discretion of the Faculty an applicant may be admitted on academic probation in the following circumstances:

- a. When the applicant's previous academic attainment is difficult to assess (e.g., refugees lacking academic records); or
- b. When the applicant's previous academic record is either deficient in some respect or below the standard ordinarily required.

The Faculty may require the student to meet specified course, program, and performance standards to maintain eligibility in the program.

### **5. Appeal of Admissions and Readmissions Decisions**

Admission and readmission decisions are final. There is no formal appeal to any other body or person within a Faculty or the University. Applicants who wish to improve their qualifications for admission or readmission in a subsequent year may seek advice from the office of the Faculty to which they want to apply.

Source: <http://calendar.ualberta.ca/content.php?catoid=6&navoid=806#academic-warning,-academic-probation,-required-to-withdraw>

## University of Lethbridge

[They] will evaluate your program on a course by course basis to see whether you are eligible for admission. Some programs have additional requirements or higher standards for entry that must be met before admission to a specific program will be considered. Please review [their] program requirements on the [Registrar's Office website](#).

A valuable tool that will help you determine if previous courses will transfer to uLethbridge is the [Transfer Credit Equivalencies Database](#).

Source: <https://www.uleth.ca/ross/admissions/undergrad/returning>