

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: <https://www.mtroyal.ca/AcademicSupport/StudentRegistrationRecords/AcademicStanding/index.htm>)

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 45-46).

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 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 re-admitted 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 re-admission 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: "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 register at the University until at least twelve months have elapsed since the student was required to withdraw. To qualify for admission, students are required to submit an application for admission and meet competitive admission criteria as outlined in [A.5 \(Undergraduate Admission Requirements\)](#). Students seeking admission or re-admission after having been required to withdraw for academic reasons may submit a letter which: offers an explanation for their previously poor record; outlines their academic plans; and explains why they are now likely to be successful. This letter is mandatory for applicants to the Haskayne School of Business, the Faculty of Nursing and the Werklund School of Education. Admission is not automatic and will be considered on an individual basis. Students who are granted admission or re-admission after having been required to withdraw will be admitted or re-admitted on probation. Students who have twice been required to withdraw from one or more faculties at this or any other institution will not normally be considered for admission at any time. Applicants

seeking admission who have been involved in academic/non-academic misconduct at the University of Calgary or another institution which resulted in a suspension will only be considered for admission once the suspension period or one year has elapsed, whichever comes first. In all cases of academic/non-academic misconduct, admission or re-admission to the University of Calgary is at the discretion of the faculty to which the applicant is seeking entrance. A student expelled from a faculty will not be considered for re-admission to the same faculty.”

Source: <http://www.ucalgary.ca/pubs/calendar/current/a-6.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: “You are required to wait until 12 months have passed before you can reapply and you will require special approval to be readmitted. In some cases, programs may have different rules for readmission.”

Source: [Bow Valley College Academic & Continuance Policy](#)

University of Alberta: “You are required to discontinue their studies for a year, after which you may apply for readmission to the Faculty.”

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

University of Lethbridge: You must wait one year from the date of Required Withdrawal to re-apply. Students required to withdraw from the University twice are not normally eligible for readmission and will be considered only on the recommendation of the appropriate Dean. Applicants readmitted to the University after being required to withdraw are readmitted on condition of academic probation.”

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