

Requirement to Withdraw (RTW) or Requirement to Withdraw from Program (RTWP) Letter Template

This appeal submission example is based on a more detailed account that students have provided in past. The length and sections in your appeal document are completely up to you. Make it work for your unique situation by omitting, including, or adding any relevant sections. There are no guarantees that by using this format that it will result in a successful application, but its inclusion with your application could increase your chances of success.

Letter Template:

Office of the Registrar
Mount Royal University
4825 Mount Royal Gate SW

[Insert Date]

Re: [Student Name], Requirement to Withdraw OR Requirement to Withdraw from Program

To whom it may concern:

Introductory Statement (Optional)

A brief summary of the areas you're going to address from the subtitles below: academic history, life circumstances, other factors, recommended actions/ appeal results, concluding statements

General Notes: (Optional)

Whatever you feel may be helpful in general for people seeing your appeal to know, consider including it here. Depending on the structure of your notes (chronological, narrative, or incident-based), this section may be helpful to address in your document. These topics are often considerations in coming to a final decision in student situations.

Academic History

- What happened in previous semesters or this semester to prevent you from being successful (TIP: describe what happened in a factual way. Example: I took Nursing 1112 in the winter semester and a relative died so I had to withdraw at the time. Before I withdrew, I was sitting at an A average. When I took the course this semester, I didn't anticipate experiencing a mental health concern/illness, but I did. I thought I could just get through it, but then things got difficult. Here's what happened...)
- How many courses were you taking this semester?
- What kinds of courses were they?
- What were your grades in other courses this semester?
- Demonstrate how your GPA has improved over the period of time you experienced some difficult circumstances.
- Did you raise your semester GPA over 2.3? Explain more about how you did this. (Process is important to describe whether that's a thought process or describing the actions you took to do it.)

Learning and Campus Services

- What actions have you taken since re-taking one or several courses?
- When and how did you communicate external/ internal concerns impacting your success in a course, to your instructor?
- What happened when you sought out the help of others (campus service providers/instructors/other students/academic strategists?)
- What actions did you take as a result of what happened or as a result of seeking out help from multiple sources? (i.e. met with a counsellor once a week, attended 3 Student Learning Services workshops, etc.)
- Talk about yourself as a learner; how do you learn best?
- What kinds of successes and challenges have you experienced as a learner?
- How have you in past, prepared for a test, taken notes in class, or decided what to study?
- What skills or strategies do you feel you need to work on to be more successful in future?

Life Circumstances:

There are times when life gets in the way of academic success. There are relationships between life circumstances and academic success which can be helpful in setting up a student for success in future. Sharing these experiences does not dismiss the choices students made, but it can provide a context and opportunity for solution development when dealing with these circumstances in future.

- What was going on in your life at the time?
- Were there any extenuating circumstances you were dealing with while you were completing coursework? (i.e. death of a relative/close friend, car accident, utility disconnection, family conflict, risk of homelessness, new diagnosis (visible or invisible condition), financial hardships, health concerns, witness or experience of violence or trauma: abortion, racism, hate crime, harassment, sexual violence, etc.)
- If yes to the above question, consider submitting a letter of support with your appeal from a physician or registered mental health professional you were seeing at the time these circumstances took place. **NOTE: It is up to you what you want to recommend your doctor/mental health professional to share about you. You can be as general or as specific as you are comfortable with sharing.**

Other factors:

Often there are additional factors which arise in a student's life which may be helpful for the person coming to a decision on your case. Below are some example questions students could address in an appeal letter:

- Do you experience a disability or condition that you *do or do not* receive academic accommodation for?
- Did your experience of this disability or condition contribute to your situation? If yes, how did it contribute to it?
- When were you diagnosed? How much have you learned about your experience of the condition since being diagnosed? What supports have you sought out to support you with the experience of your disability or condition(s)? (i.e. Accessibility Services, counselling, regular doctor's visits, psychiatric care, physical therapy, medical education/workshops)
- Were there any age, cultural, or language factors that contributed to the development of events in your history or in the past semester? If yes, please explain the contribution of this factor to your situation.
- How many courses do you have left to complete in your degree?
- When are you planning to graduate?

Recommendations

- A successful appeal has with opportunity to demonstrate academic or life skills needed to be successful going forward
- What kinds of outcomes are you open to completing to ensure your future success in

your situation? (i.e. Student Services Workshop completion, regular attendance with a counsellor, meetings with a tutor or learning strategist, etc.)

Closing Notes

Sometimes students want to summarize what they've said or talk about future goals related to career, and academic success. Other students want to talk about their experience of an academic allegation, plans for future success, and describe the importance of being a student at MRU. Whatever you want to say here is completely up to you. Consider some of the following questions to construct this section:

- What are your goals moving forward after your struggles?
- How are you going to develop a plan to be successful in future?
- What kinds of supports or services would you be open to accessing at Mount Royal to develop and improve for future?
- What are your career goals?
- What are your strengths as a student?
- What does Mount Royal or post-secondary mean to you?
- How has this experience changed you?
- What skills will you look at improving for future? (IE: time management/planning/organization/exam preparation...)

Sincerely,

Insert physical signature

Your Name

Your MRU student ID# XXX XXXXXX

Your Phone Number

Your Email Address