

Course Withdrawals

After the Add/Drop deadline and up until the Withdrawal deadline, a student can withdraw from any course online by visiting MyMRU or by submitting a Withdrawal form to the Office of the Registrar which you can subsequently pick up from the Registrar's Office.

Any consideration for withdrawals after the withdrawal deadline then turns into a Withdrawal With Cause (see requirements below) and must be supported by documentation from a physician or certified mental health professional.

No tuition refunds will be granted for withdrawals. Students are advised that if withdrawal results in a semester course load of fewer than nine credits, they make themselves ineligible for financial assistance.

Unless students officially withdraw, they remain registered in all courses and, at the end of the semester, are assigned the grades they have earned in each course. Students experiencing emotional distress are encouraged to contact Student Counselling before withdrawing from courses.

Students are encouraged to consult with their instructor and/or their academic advisor before making a decision to withdraw from a course.

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).

Source: 2022-2023 Academic Calendar

Withdrawal With Cause

Students who wish to withdraw from courses for medical reasons may apply to do so at any point during the semester up to the last day of classes. Supporting documentation from a physician or certified mental health professional must accompany the Withdrawal form in order for the request to be reviewed.

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, the Student Advocacy Resource Centre

helps students with edits and feedback in these kinds of situations as well. Please do not hesitate to book an appointment to discuss this option further.

It is not mandatory for students to write a supporting letter when applying for the WC grade, however, it can 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.

Students will be informed of the outcome of the review by email, and those who are granted a Withdrawal with Cause will see a "WC" symbol on their transcript. Students are not eligible for a Withdrawal With Cause if:

- The student has entered into an "I" (Incomplete) contract; or
- Scheduled classes for the semester have ended.

Source: 2022-2023 Academic Calendar, pages 29

Prepared by the Student Advocacy Resource Centre, 2022-2023
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