

# Frequently Asked Questions about Requirement to Withdraw (RTW)

## What does Requirement to Withdraw mean?

A Student is required to withdraw (RTW) from the institution for a minimum of twelve months when they have been on Academic Probation for one semester, their cumulative GPA is less than 2.00, and/or they did not demonstrate significant improvement in their last semester of study

\*Or if a student does not meet the required passing of a designated class. Some classes have a maximum of two attempts with a minimum passing grade. If this is not achieved by the student, then they will be Required to Withdraw

Note: Students who have been required to withdraw are de-registered from all courses for the following semester

If the above relates to you, you still have choices in being able to appeal, however, the timeline is very tight for this appeal, so you need to make sure you submit the appropriate paperwork within the given timeframe. **It is important to not miss your deadline, as you will lose the right to file an appeal**

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

**Important: There is currently no appeal process for Academic Warning or Academic Probation**

## 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)

## 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 a RTW?

All of the instructions on how to file an appeal for your requirement to withdraw (RTW) from MRU will be in an email that you would have received. If you would like some help with this process, you are

encouraged to meet with your Academic Advisor and/or the Advocacy Resource and Support Coordinator

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

You will know within two weeks of the RTW submission deadline, though 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 consult with the Student Advocacy Resource Centre when you're going through this process to help you 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 through the library for one on one support or about attending their workshops
- Reapply in twelve months to get back into your program, or MRU
- Consider some alternative choices for school/life. Speak to a Career Counselor or your Advocacy Resource and Support Coordinator 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."

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