

UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	AUTHORIZED WITHDRAWAL
Parent Policy:	Authorized Withdrawal
Effective Date:	September 1, 2016
Revised Date:	
Review Date:	September 1, 2026
Approving Body:	Provost and Vice-President (Academic)
Authority:	Authorized Withdrawal Policy
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate:	Vice-Provost (Integrated Planning and Academic Programs)
Contact:	Office of the University Secretary
Application:	All Faculty/College/School Councils and Students

Part I Reason for Procedure

- 1.1 To outline the Procedures to be followed in order to comply with the Authorized Withdrawal Policy.

Part II Procedural Content

- 2.1 These Procedures are to be read in conjunction with the Policy and all terms defined in the Policy shall have the same meaning in this Procedure.
- 2.2 An AW may be approved under the following circumstances:
 - (a) **Medical Grounds.** When a serious event, including but not limited to illness, accident or injury affects a student's ability to attend classes and/or complete course requirements; and/or
 - (b) **Compassionate Grounds.** When an extraordinary personal circumstance, including but not limited to a serious illness or death of a

significant person in a Student's life affects a Student's ability to attend classes and/or complete course requirements.

- 2.3 Ceasing to attend a class or classes will not constitute an AW. In cases where a request for an AW is not approved, a Student will remain enrolled in, and will receive a final grade for all registered courses.

Requests for Authorized Withdrawal

- 2.4 Requests for AW's at the undergraduate Level must be submitted to the Dean's Office of the Faculty/College/School of registration and will be processed through the Dean's Office of the Student's Faculty/College/School of registration.
- 2.5 Requests for AW's at the graduate Level must be submitted to the head or graduate chair in the department in which the Student is registered, for recommendation to and approval by the Faculty of Graduate Studies.
- 2.6 An AW request must include the following:
- (a) **Official request form:** The Request for an Authorized Withdrawal Form is available through the Dean's Office of the student's Faculty/College/School of registration, or from Student Advocacy.
 - (b) **Letter of Explanation** written by the student and detailing how the circumstances or symptoms affected their ability to attend classes and/or complete course requirements;
 - (c) **Supporting documentation** including but not limited to:
 - (i) Letters or documents from objective, credible and verifiable health care professionals. Students are encouraged to consult the Guidelines for Health Care Professionals that are available through the Office of Student Advocacy;
 - (ii) A funeral program and/or obituary;
 - (iii) A police report or auto accident report; and/or
 - (iv) Travel receipts (e.g., airline, rail, bus).
- 2.7 If an AW request is approved, a Faculty/College/School may impose conditions prior to re-enrolment including, but not limited to, meeting with an academic advisor, producing a certificate of fitness to return to studies, and/or making use of support services on campus.
- 2.8 In limited enrolment programs, re-enrolment following an AW may be subject to availability of space.

Responsibilities of the Student

- 2.9 Students are responsible for considering all implications prior to requesting an AW. Withdrawal may affect academic progression, financial aid eligibility, CIS athletic eligibility, entrance into professional programs, and/or student visa requirements.

Responsibilities of the Faculties/Colleges/Schools

- 2.10 Faculties/Colleges/Schools are required to consider requests for AW and to direct the Registrar's Office to process approved requests.
- 2.11 Faculties/Colleges/Schools are required to notify students of the outcome of their AW request in a timely manner.
- 2.12 Faculties/Colleges/Schools are responsible for ensuring that the receipt, storage and disposal of personal information are appropriately managed and secured under *The Personal Health Information Act* (PHIA), *The Freedom of Information and Protection of Privacy Act* (FIPPA), and the University's Access and Privacy Policy and Procedures.
- 2.13 Faculties/Colleges/Schools must provide an annual report on AW applications and approvals to the Provost and Vice-President (Academic).

Official Records

- 2.14 An AW will appear on a Student History but will not appear on Official Transcripts issued by the University.

Tuition Fee Refund

- 2.15 The approval of an AW request will not automatically result in a tuition fee refund. Students must apply to the Registrar's Office for a refund using the Tuition Fee Appeal Form, available at the Registrar's Office.

Appeal Process

- 2.16 The process for appealing an unsuccessful AW request will be subject to the policies and procedures established by the Student's Faculty/College/School of registration or enrolment.
- 2.17 Faculties/Colleges/Schools must disclose to the Student the length of time available to appeal an unsuccessful AW request.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Procedure is required.

- 3.2 The Provost and Vice-President (Academic) or his/her delegate is responsible for the implementation, administration and review of this Procedure.
- 3.3 All Faculty/College/School Councils and Students are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is September 1, 2026.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Provost and Vice-President (Academic), or Approving Body, deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
 - (a) Voluntary Withdrawal Policy, effective February 1, 1977 and revised May 13, 1993 and December 7, 2005;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
 - (a) [Authorized Withdrawal Policy](#);
 - (b) [Access and Privacy Policy and Procedure](#);

- (c) [Guidelines for Healthcare Professionals;](#)
- (d) [Tuition Fee Appeal Form.](#)