



# Understanding the Withdrawal Process

## Tip Sheet

Deciding whether to withdraw from a course can be challenging. You might consider withdrawing for many reasons, such as low grades, incomplete coursework, time limitation or a change in circumstances. This tip sheet outlines the option to withdraw from a course, its potential impacts on your academic progress, and where you can get support.

### Withdrawals

Withdrawals are an option to remove yourself from a course after the drop deadline. You are able to withdraw from a course until the last day of classes. You may withdraw from a course through your Student Centre. You will have the withdrawal recorded on your transcript as a 'W' and will not receive a fee refund.

Withdrawals can be useful if you are worried about failing a course. Sometimes, a course grade can negatively affect your GPA and may put you on academic probation. Furthermore, your degree program may limit the D or F grades permitted in your major field. If you exceed this limit, you may be required to withdraw from that program.

In such situations, withdrawal is a good option because a 'W' on your transcript has no impact on your GPA and academic standing. In any case, booking an appointment with a Faculty Advisor is highly recommended to discuss your situation and determine an appropriate course of action.

### Things to consider

Consider the following questions as you make your decision about withdrawing from a course. You may find it helpful to discuss these questions with a Faculty Advisor:

- Is this a prerequisite course? If so, this withdrawal can affect your degree progression. Please speak with your faculty to address this concern.
- Is this a required course in your program? If so, withdrawing from this course may pose a problem for retaking it in future. Please consult with your faculty.
- Have you previously withdrawn from 10 courses (30 units)? If you exceed this limit, you may be required to withdraw from that program. In this case, please discuss this with your faculty to find a solution.
- Will this withdrawal impact your full-time student status? Full-time status, i.e. enrolment in at least 3 courses (9 units) each Fall and Winter, may be required under certain circumstances. Please seek further advice before withdrawing if you:

- are here on a study permit
- have a student loan or scholarship
- are a varsity athlete
- live in residence
- are in a program with time-sensitive progression requirements
- are considering admission to graduate or professional programs

## Scenarios

If you have **low grades in a course** and are worried about failing, start by [calculating your current grade](#) in the course. If you need a C- to use the class as a prerequisite, check your course outline to see what constitutes a C- and calculate how much you need to score on the remaining course components to get that grade in the course.

- If this is a realistic grade, consider staying in the course and discussing success strategies with your instructor and/or the Student Success Center.
- If it is unrealistic, speak with Faculty Advising and discuss course progression and whether you are permitted to repeat the course. You may need to change future courses if you no longer have the prerequisite course.

If you have **incomplete coursework or missed a course component** due to unavoidable circumstances, speak with your instructor.

- Ask if a deferral of term work is possible.
  - It may be helpful if you have supporting documentation. Complete your section of the [deferral of term work form](#), request your instructor to fill up their section, and send it to your Faculty for approval. For instructions on this process, please contact your Faculty Advisor.
  - Alternatively, your instructor might suggest adding the weight of a missed course component to another assessment or allow you to repeat the missed coursework.
- You may be told that the grade cannot be made up.
  - If you wish to appeal, you may speak with the head of the department to see if there is any recourse to appeal. Collect documentation to support your request. Calculate your current standing in the course and decide if it is best to stay in the course or withdraw.

If you are **unable to write a final**:

- You can request a [deferral of exam\(s\)](#) by submitting your [application](#) through the Student Centre. Any required documentation can be uploaded with your application.
- If appropriate, appeal for an [extenuating circumstances withdrawal](#) for unexpected personal or family events. The W on your transcript changes to an EW, which does not count as part of the ten permitted withdrawals in your major.

## Where can I go for support?

Here are a few resources that can support you through these tough decisions.

- [Student Success Centre](#)
  - Help review or draft emails to your instructor to request extensions
  - Help with time management/getting back on track
  - Provide writing support for assignments
  - Advise on managing stress and maintaining motivation
- [Student Accessibility Services](#)
  - Provide short-term and long-term accommodations to support your health
  - Meet with an Access Advisor to discuss your situation and how you can best be supported
    - accommodated exams in the Exam Centre (extra time, writing in isolation)
    - assistive technology (voice to text)
    - classroom accommodations (recording lectures)
- [Faculty Advising](#)
  - Advise on course planning, course selection, registration, program requirements and progression
- [Student Wellness Services](#)
  - Provide free and confidential counselling to address concerns, such as stress and anxiety, depression, loneliness and isolation, and relationship issues
  - Offer medical care, education, and consultation on a variety of health concerns to students and their dependents
  - Offer a drop-in peer support program where student volunteers are available to engage in conversations and share information about on- and off-campus services