

# WITHDRAWAL

This section provides a summary of rules and regulations with respect to various types of withdrawal from the University. In some instances other sections of the calendar are referenced and these also should be consulted to ensure that a full understanding of the regulations is obtained. There are two types of withdrawals: voluntary or required.

## Voluntary Withdrawal

There are two methods for voluntary withdrawal: cancelling a semester registration or withdrawing from a semester registration. Prior to the start of the semester, a student may cancel a semester registration by dropping all courses. As of the first day of classes and once the semester has started, a student may withdraw completely from all courses. Cancelling a semester registration or voluntarily withdrawing from a semester does not impact a student's eligibility to continue in their program or to select courses for a future semester unless:

- the student is a newly admitted or readmitted student,
- the student's fall term standing has been assessed as required to withdraw, or
- the student has not registered for six consecutive semesters.

## Cancelling a Semester Registration

Prior to the first day of classes a student who subsequently decides not to attend that semester may cancel their registration, by dropping all their courses for that term using WebAdvisor. For the Fall semester the required minimum registration deposit will automatically be forfeited. Please refer to Chapter VI--Schedule of Fees for specific details.

Please note that if the student has been newly admitted or re-admitted as of the semester to which the cancellation applies the cancellation of the courses cancels the offer of admission to that semester and the student must apply for readmission should they wish to attend the University of Guelph at another time.

## Withdrawing From a Semester Registration

Commencing with the first day of classes and until the last day to drop classes, students may withdraw from the semester using WebAdvisor, with the exception of Doctor of Veterinary Medicine students. D.V.M. students should refer to the Voluntary Withdrawal section in the D.V.M. Program Information section of this calendar.

A student who wishes to withdraw from a semester after the last day of classes will not be able to drop courses using WebAdvisor and must speak with their Academic Advisor to discuss their academic options, including requests for Academic Consideration.

A student receiving financial assistance through the Ontario Student Assistance Program or any other award/scholarship program is strongly advised also to contact Student Financial Services regarding the status of that award upon withdrawal.

The timing of the semester withdrawal and the reasons for it may have academic and financial implications. Up to the last day of classes, a student may withdraw without academic penalty. Students will be liable for fees payable in accordance with the refund schedule (see Chapter VI--Schedule of Fees regarding Refunds).

A student who withdraws from the semester must return all outstanding loans from the Library immediately upon withdrawal regardless of the

original due date. Any items not returned will be declared "lost" and charged to the student's account.

Students who do not register in a program of study for six or more consecutive semesters are required to apply for readmission if they wish to continue at the University of Guelph. In assessing whether a student is registered in a program of study, a cancelled semester registration does not count as a registered semester whereas a voluntary withdrawal from the semester does. Students who are studying on exchange programs, on a University study abroad program, or on coop work terms are considered to be registered at the University. Students registered solely at another institution on a Letter of Permission are not considered to be registered at the University of Guelph.

## Required to Withdraw

Students may be required to withdraw from their program and/or the University of Guelph for reasons of academic performance or academic misconduct.

### a. Academic Performance

**(please refer also to the section on Continuation of Study for detailed requirements)**

Students who do not meet the continuation of study requirements for at least probationary status at the end of the winter or summer semesters will be required to withdraw and the two-semester rustication period will begin effective the subsequent semester.

At the end of the fall semester a student whose cumulative or semester average is below the level for probationary status at the end of the fall semester has two options:

1. The student may choose to accept "Required to Withdraw" status effective with the beginning of the subsequent winter semester by not registering for the winter semester. This means that the two-semester rustication period will begin immediately; or
2. The student may register and continue in their program on probationary status for the winter semester. Failure to achieve the required semester average for probationary status at the end of the winter semester will result in the student being required to withdraw. In this case, the two-semester rustication period will begin effective the summer semester. Note: If a student registers and subsequently withdraws from the winter semester or has their winter semester registration cancelled, the required to withdraw status will apply immediately.

Students who are granted a deferred assessment (examination or condition) will have their Continuation of Study Status assessed once the deferred assessment is complete. At that time an assessment of required to withdraw could have an impact on the student's current registration.

### b. Academic Misconduct

**(refer also to the full Academic Misconduct Policy in this chapter)**

One of the penalties that may be assessed against a student found guilty of academic misconduct is suspension from the University for a period of between one and six consecutive semesters. The effective date of such a suspension is determined by the dean responsible for the case.

### c. Appeals

**(refer also to the sections on Academic Consideration and Academic Misconduct for full details of appeals processes)**

Students who do not satisfy the program requirements for continuation of study and are required to withdraw may appeal for probationary status to the Academic Review Sub-Committee, and subsequently the Senate Committee on Student Petitions, on medical, psychological, or compassionate grounds. Students are not permitted to attend classes until such time as the appeal is granted.

Students who are suspended from the University as a result of academic misconduct may appeal to the Senate Committee on Student Petitions with respect to either the appropriateness of the penalty or the finding of guilt.

## Readmission

(refer also to the section on Readmission, earlier in Chapter VIII)

Students who meet one of the following three criteria must apply to Admission Services for readmission:

- a. were required to withdraw from their program for a period of two or more semesters;
- b. were suspended from the University for academic misconduct; or
- c. have not registered at the University of Guelph for six or more consecutive semesters

Readmission to a program at the University of Guelph is not automatic. Students should consult Chapter IV-Admission information regarding appropriate admission requirements and deadline dates. Applicants for readmission should include a statement which outlines the basis for readmission. Criteria used for readmission may differ by academic program. Students considering readmission should consult with the appropriate Academic Advisor regarding procedures and criteria for readmission to that program.

Students who withdraw on more than two occasions may be required to meet with the dean in order to clear their re-entry into a subsequent semester. At the discretion of the dean, the condition of re-entry may be a recommendation of either Student Health Services or Counselling Services that re-entry is advisable. Students who wish to appeal the decision of the dean have recourse to the Senate Committee on Student Petitions.

A student who wishes to be considered for readmission following a suspension for academic misconduct must make an application that will be judged on the basis of eligibility to continue. A student who is suspended for academic misconduct and also fails to meet the continuation of study requirements will normally be required to serve the associated penalties consecutively.

A student who has been expelled from the University for academic misconduct is not eligible for readmission to the University for at least five years. A student who wishes to be considered for readmission must petition the President to have the expulsion status removed (please refer to the Academic Misconduct Policy for detailed procedures).

## Granting of Credit While on Rustication

Senate's Policy on granting of credit for work done while on rustication is outlined below. It applies to any university credit course taken during the rustication period.

- a. Students who have been required to withdraw for reasons of academic performance and who take university credit courses during their rustication period will be eligible for up to 1.00 credit provided they meet the criteria for readmission and the criteria for the transfer

- of credit. Students registered for courses through the Open Learning Program are not permitted to attend courses on campus.
- b. Students who take university courses after the two-semester rustication period or after a period of suspension may transfer all these credits, provided the student meets the criteria for readmission and the criteria for the transfer of credit.
- c. Students who have been suspended for academic misconduct will not receive any credit for courses taken during the suspension period.