

**PLEASE READ CAREFULLY**

Students who have been Required to Withdraw from the University may appeal their Required to Withdraw status. Please note that this appeal is subject to the approval of the Registrar.

The Required to Withdraw Policy reads:

*Students on Academic Probation will be required to Withdraw (RTW) if they achieve a CGPA of less than 1.59 and a TGPA of less than 1.67. The RTW notation is listed on the student's permanent record and is noted on the student academic transcript. Students will be RTW for a minimum of one major term (Fall or Spring). Students who have registered for a subsequent term but who are RTW will be deregistered from that subsequent term and will be refunded their fees in full.*

**Steps:**

1. Complete **Part 1** and **Part 2** (continued on the back) and ensure all questions have been answered fully with detail. **Incomplete forms will not be accepted.**
  - Application forms must be received as a PDF and cannot be altered or transferred to a different format (JPG, Word, etc.).
2. Supporting documentation is required. Each claim in your appeal should be supported by one corresponding supporting document.
3. Submit completed application to [rtw@capilanou.ca](mailto:rtw@capilanou.ca) with the subject line: *Student name, Student number –Required to Withdraw Appeal*
4. The deadline to apply for a Required to Withdraw Appeal is the **halfway through the standard add/drop period in the term that you have been required to withdraw from.** Appeals will not be accepted after that time.

Please review the [Appeals website](#) for specific requirements, details, and timelines.

**PERSONAL INFORMATION – PART 1**

LEGAL LAST NAME	LEGAL FIRST NAME	STUDENT NUMBER
TERM OF REQUEST	SIGNATURE	DATE (MM/DD/YYYY)

**STATEMENT OF INTENT - PART 2**
**PLEASE ANSWER THE THREE (3) QUESTIONS ON THIS FORM** (continued on back)

It takes several terms of academic decline to lead to a RTW standing. What has led to obtaining this status?

Explain the continued low academic performance over multiple terms. Please note question three refers to information about any unexpected or uncontrollable circumstances during the most recent term.

**What supports have you sought to help you in your studies?(required)**

Explain how you will be successful if permitted to continue or to return to your undergraduate studies. For example:

- If you have met with an advisor or learning strategist, discuss your academic plan
- If you have met with counselling, student affairs, or similar, please discuss how this supports/will support your return to study

**Have you experienced unexpected or uncontrollable circumstances during this last term that require special consideration?**

These are circumstances that are beyond your control that arise during the term and adversely affect your studies.

**REGISTRAR'S OFFICE USE ONLY**

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Comments:	
Name of approver:	Signature:	Date: