



*The following template is an **optional letter** that may be submitted along with your mandatory doctor or mental health professional's letter, and your application form to withdraw with cause. This template is intended to be an example only. Feel free to use the wording here in your application. However, it is best to insert much of your own detail, as suggested below in the 'tips' portion of the document. There are no guarantees that by using this format, that you will experience a successful application, but its inclusion with your application could increase your chances of success. It is the experience of this office that addressing some of the questions below are often critical in the granting of the 'Withdrawal with Cause' (WC) at the university.*

**Letter Template:**

Office of the Registrar  
Mount Royal University  
4825 Mount Royal Gate SW

[Date]

Re: [Student Name], Withdrawal with Cause 'WC' in Course XXXX

To whom it may concern:

**General Format for an Introduction:**

I would like to request a withdrawal with cause (WC) from [course XXXX]. The severe distress I experienced came to a peak [in the middle of the semester/after the withdrawal deadline] when it became difficult to continue completing my course(s) successfully. [Brief explanation of your reasons for your request, i.e. distress, illness, etc.] I will explain these circumstances in greater detail below. Additionally, I have attached a letter from my



[doctor/mental health professional] to support my application to withdrawal with cause. Please consider my circumstances and how they impacted my performance as a student.

**General Format of 2<sup>nd</sup> Paragraph:**

Take the time to fully explain the facts of your case:

1. What challenges/distress were you facing throughout the semester (both with course work and life circumstances)? What did those challenges look like? Describe them in ways that depict the severity of distress, while setting boundaries on what is shared, to match your comfort level.

**TIP:** There are a number of circumstances that may have impacted your success as a student. Consider what impact there may have been in the course of your semester if:

- You were a first time student and you struggled with student life-work balance
  - You had difficulty with time management skills and experienced a larger volume of assignments/exams due at the same time, but had difficulty identifying solutions
  - You, or people close to you, were struggling with learning how to manage a new or existing mental health diagnosis
  - You were in a serious car accident which impacted you or your family/close friends
  - You, or people close to you, experienced a divorce/separation
  - You, or people close to you, experienced some form of sexual violence
  - You, or those close to you, experienced something traumatic
  - You experienced various medication adjustments or medical testing
2. What made these course circumstances or life circumstances particularly challenging/distressing?
  3. Were there any other circumstances that made the challenges you experienced difficult to deal with?



4. How did these course or life circumstances impact your ability to succeed in your course(s)?
5. How did this impact your performance as a student overall?

**TIPS:**

- Use lots of “I” statements (For example, use: “I experienced difficulty completing assignments due to a disabling experience,” instead of using: “My instructor made it difficult for me to complete assignments due to a disabling experience I had and their inflexibility with adjusting assignment deadlines.”)
- Be objective in your description of your circumstances, that is, provide evidence of your distress without blaming others
- This is your chance to self-advocate - take the time to be thoughtful and clear in your explanation

**General Format of 3<sup>rd</sup> Paragraph:**

In this paragraph you should describe:

- How you intend to succeed academically, supported by planned steps or initiatives (IE: Student Services Workshop completion (name the applicable workshops you plan to attend); regular attendance with a counselor; meetings with a tutor or learning strategist; seeking out the services of the Student Advocacy Office or the Office of Student Success; reaching out to Accessibility Services for a screening assessment on a potential learning disability; or broadening your support network)
- What steps you have taken to ensure that the distress you experienced is being addressed and taken care of (IE: Accessibility Services, counselling, regular doctor’s visits, psychiatric care, physical therapy, medical education/workshops)
- What - if any - age, cultural, or language factors contributed to the development of events in your history or in the past semester, how this factor contributed to your situation, and your plan to address these contributing factors going forward
- How many courses you have left to complete your degree



- When you are planning to graduate, and how you plan to achieve this goal successfully (briefly outline your plan for dealing with any further distress that you might encounter)

**General Format for a Conclusion:**

In conclusion, I realize that there are no guarantees here in being granted a withdrawal with cause through your office, but I hope that the circumstances I've described and the supporting documents attached to my application form will provide a clearer picture of what my experience of distress was like, [describe your distress—did it come on suddenly, how did it effect you—but be brief]. I ask that you consider the details of my case and hopefully make a decision that reflects the fact that I did not have adequate opportunity to succeed to the best of my capabilities in this course due to the distress I was experiencing. Thank you in advance for taking the time to review my request to apply for a withdrawal with cause. I appreciate your time in reviewing and reading the letter I have written to help aid you in making your final decision, along with the documentation from [doctor or mental health professional] I have included here. If you have any questions about this letter or my documentation, please feel free to contact me through email at: [your e-mail]. Thank you for your consideration of my application to withdraw with cause.

Sincerely,

Your Name

Your MRU student ID# XXX XXXXXXX

Your Phone Number

Your Email Address

Prepared by: Student Advocacy Resource Centre, 2018-19

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