

# Probation and Required to Withdraw: a few things you may find useful

This handout is addressed particularly to students who are **required to withdraw**, or who are **on probation**. Its purpose is to draw attention to some of the policies and resources offered by Western to help you plan for your future.

- Policies are not very exciting to read, but understanding the policies that apply to your situation is essential if you want to change that situation.
- After reading the relevant policy, get advice or clarification of points you find confusing. Good resources are your Academic Counsellor (Dean's Office or Affiliated University College); a Departmental Counsellor; and the Office of the Ombudsperson (especially if you are considering an appeal.)
- Keep all relevant documents, such as your grade report, letters, and supporting materials in a safe place. Print out relevant emails or save them.

## Finding the relevant policy and procedure

A useful resource for policies and procedures is the [Academic Calendar](#). Also, a visit to your Faculty website (academic counselling page) should provide useful advice and information about policies, procedures, deadlines, and requirements. Your faculty academic counseling website may also include a downloadable Waiver of Progression Requirements<sup>1</sup> form.

Another useful site is [Governance](#). Click on the *Academic Policies* tab. Policies are grouped by topic: *Registration, Progression, Graduation, Examinations, and Rights and Responsibilities* may be particularly relevant.

## On probation or required to withdraw

Students in academic programs are adjudicated at specific points in the year: May (September to April courses), and then in July/August (for students completing courses in summer sessions). Adjudication means that students' grades and course selections are compared to the requirements for progression for both the degree and the specific program of study. If you do not meet the requirements for progression, you may be put on probation with conditions or be required to withdraw from the University.

**Probation:** When a student is placed on probation, the student may continue in their program. However, if the student fails a course or does not earn an average of at least 60% on all courses taken during the probationary period, they will be required to withdraw at the end of the next academic period. It's important to note that Probation is not appealable.

**Required to Withdraw:** When a student does not consistently meet progression requirements in their degree, the Faculty will require a student to withdraw from their program for 12 months.

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<sup>1</sup> Waiver of Progression Requirements may also be referred to as a Dean's Waiver.

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## Should you appeal for a Waiver of Progression Requirements to avoid having to withdraw for twelve months?

It is your life and your future, and only you can decide whether to appeal or not. Your appeal is virtually certain to fail unless all of the following are true:

- serious medical or extenuating circumstances prevented you from having an acceptable academic performance
- you can document those medical or extenuating circumstances
- the medical or extenuating circumstances were beyond your control
- the medical or extenuating circumstances were not and could not have been accommodated through extensions, special examinations, and modifications
- your appeal has been submitted by the applicable deadline

Be aware that for students funded through the Ontario Student Assistance Program (OSAP), decisions pertaining to your academic life may affect your present and/or future funding eligibility through the OSAP program.

## Applying for readmission

If you have been required to withdraw, you will not be permitted to register at Western until you have been readmitted.

Applying for readmission is similar to applying for admission. You must register with the Ontario Universities' Application Centre (OUAC). If you hope to return as a full-time student, you can complete the [105 form](#) on line. If you wish to attend part-time, applications are available on the Registrar's website. Go to <https://welcome.uwo.ca/next-steps/apply/how-to-apply-as-a-part-time-student.html>. Application deadlines are listed on the [Admissions website](#). DO NOT WAIT FOR THE DEADLINE TO APPLY. The earlier you apply, the more likely you are to get an early response, and the University does often fill up before the deadlines.

Once you have completed the initial application for full- or part-time admissions, you will receive a Western Student Centre account. Be sure to check your Student Centre To Do List often. It is here that you will see requests for additional documentation such as transcripts and a link to the Reconsideration of Admission Form.

## Completing the Reconsideration of Admission Form

All applicants for readmission must complete a Reconsideration of Admission Form. *Please note the maximum number of characters allowed for your response.*

(If your situation is *exceptional*, provide additional explanation in a letter and list in the documentation.)

Applicants to Brescia University College can download Brescia's Reconsideration form from its website. Huron University College also has a form on their website, which should be returned directly to Huron. King's University College applicants will be sent a form once King's receives their application from OUAC.

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## When should you apply for readmission?

You should not wait twelve months to apply. Applications for admission open approximately 11 months before the September start. For example, those who wish to apply for next September can start the application process this October. Decisions will not be made until all supporting documentation is received. Upon review of a completed application, the admissions committee may ask for additional documentation to support your claims, such as a doctor's note if you indicated that you were ill.

Readmission is not automatic. In deciding whether to readmit a student who previously failed to meet progression requirements, admission committees take all available information into account, including:

- information on the forms you complete
- academic history (previous Western and high school marks, any other records, i.e., college or university work)
- documentation of circumstances you believe hindered your academic progress
- your goals
- any course work or upgrading completed since you last attended Western
- other activities since you last attended Western including paid work and volunteering

Admission committees try to assess how likely it is you will succeed if readmitted. On your Reconsideration of Admission form you must demonstrate that you are prepared to be academically successful at university.

To find out more about what to do if you are required to withdraw, please review the Ombuds guide – [\*Readmission – After Being Required to Withdraw from the University.\*](#)

**Important Note:** This handout was prepared by the Office of the Ombudsperson. It is not an official university document, and is not intended to replace university policy or advice and information from academic counsellors or the Admissions Office. The Ombudsperson and Associate Ombudsperson are available during the summer to discuss your individual situation and options. Website: [www.uwo.ca/ombuds/](http://www.uwo.ca/ombuds/)