

CONTINUANCE REVIEW FORM

STUDENT INFORMATION

Student ID: _____ **First Name:** _____ **Surname:** _____
Email: _____@unbc.ca **Degree/Program:** _____
Admit Date: _____ **Student Status:** Full-time Part-time **Student Type:** Domestic International

REASON FOR CONTINUANCE REVIEW

- Semester/Cumulative GPA below 3.00 as a result of one or more B- grades.
Course details (include course number, grade, semester and instructor name): _____
- One or more failed course F grades.
Course details (include course number, grade, semester and instructor name): _____
- Progress report indicating a second "needs improvement" or an "unsatisfactory" finding.
- Higher academic standards set by an individual program not met (i.e. Psychology)
- Failure to meet academic standards or thesis, project, practicum, or comprehensive exam is not progressing satisfactorily.

MEETING DETAILS (to be completed by supervisor or Program Chair)

Meeting Date: _____

Student Participation: Attended meeting (remote or in person) Student did not attend (provide comments below)

Did the student provide a statement or documentation for the meeting? No Yes (please attach)

Meeting comments (to be completed by supervisor or Chair) – If more space is required, please attach comments:

MEETING OUTCOME (to be completed by supervisor or Program Chair)

Please indicate the recommended outcome of the continuance review:

- Withdrawal from program**
- Continuation with conditions.** All students will receive a letter specifying the requirement to adhere to the minimum standards of academic performance in the calendar moving forward.

The student register in the failed course or suitable alternative and successfully complete. List the course(s), semester of expected completion and minimum acceptable grade (if other than a B) below. Please also ensure that a [Program Approval Revision form](#) is also submitted.

The student is required to maintain a regular schedule of contact with the Supervisor/Program Chair:
Specify frequency of contact for Dean's review and inclusion in letter (optional):

- The student be considered for a leave of absence.** The [leave form](#) must also be submitted.
- Other conditions** for continuation (specify below or attach a document):

All parties involved in the continuance review should sign below.

Supervisor Name: _____ Signature: _____ Date: _____

Co-Supervisor Name: _____ Signature: _____ Date: _____

Member Name: _____ Signature: _____ Date: _____

Member Name: _____ Signature: _____ Date: _____

Member Name: _____ Signature: _____ Date: _____

Chair Name: _____ Signature: _____ Date: _____

ACKNOWLEDGEMENT OF STUDENT (to be completed by student)

Please select one of the following options and sign the form. If you are not in agreement with the recommendation of the program, the Dean will contact you for further discussion.

- YES – I agree with the recommendation specified above. NO – I do not agree with the recommendation specified above.

Student Signature: _____ **Date:** _____

Once signed, this completed form should be submitted by the program to grad-office@unbc.ca

OFFICE OF GRADUATE PROGRAMS USE ONLY Date submitted for Dean's review: _____ Initials: _____

Dean's decision: Recommendation approved Additional information required Denied

Dean's Name: _____ Signature: _____ Date: _____

INFORMATION AND INSTRUCTIONS FOR COMPLETION

General Information

Students are required to maintain a minimum standard of academic performance as outlined in the graduate [calendar](#) under section 4.3.

Academic Performance Requirements

Semester/Cumulative GPA Requirement

Students are required to maintain a semester GPA of at least 3.00 for every semester of registration and a cumulative GPA of 3.00 for the duration of their program. One or more B- grades that result in a semester or cumulative GPA below 3.00 triggers a continuance review. An F grade also triggers a continuance review. Individual programs may set a higher requirement and failure to meet this established minimum will result in a continuance review.

Progress Requirement

A student who fails to meet academic standards, or whose thesis, project, practicum, or comprehensive examination is not progressing satisfactorily can be required to undergo a continuance review. This is initiated by a second “needs improvement” or an “unsatisfactory” recommendation on a progress report approved by the Dean.

Procedure

Upon identification of a need for a continuance review, the Office of Graduate Programs will notify the student and the program. The supervisor (or Program Chair where no supervisor is assigned) will initiate a meeting with the student.

Parties Involved

Depending on the student’s program and their progression, a continuance review will be conducted by a supervisor (where assigned) or Program Chair (where there is no assigned supervisor). If a student is in a program that includes the formation of a supervisory committee and this committee has been formed, the members should be included in the continuance review and will be required to sign this form. For these students, the Program Chair’s review of this form and signature is also required. Programs have discretion on how this meeting is structured but all parties involved with the student’s academic progress should sign the continuance review form. There may be instances where a student is not available for the meeting and in such situations, guidance on managing this review can be sought from the Dean.