



GRADUATE UNSATISFACTORY ACADEMIC PROGRESS RECOMMENDATION

STUDENT INFORMATION:		Student Number: _____	
Given Name: _____		Family Name: _____	
Graduate Program Name: _____		Degree: (e.g. PhD) _____	Date: (yyyy/mm/dd) _____

To comply with the UBC Graduate Academic Progress policy (refer to next page), please indicate your graduate program's recommendation for this student from one of the following options:

OPTION 1: ALLOW STUDENT TO RE-TAKE FAILED COURSE

Course Name & Number: _____

Session & Term to retake course: _____

Required Course? : Yes No Minimum course final grade after re-take: _____ (74% minimum grade for re-taking required course)

Comments from program: _____

OPTION 2: ALLOW STUDENT TO TAKE ALTERNATE COURSE IN LIEU OF FAILED COURSE

Failed Course Name & Number: _____

Alternate Course Name & Number: _____

Session & Term to take alternate course: _____

Minimum alternate course final grade: _____

Comments from program: _____

OPTION 3: WITHDRAW STUDENT FROM THE PROGRAM

Students should be given the option of withdrawing from the program voluntarily. If the student decides to withdraw voluntarily, please attach the student's notification to this completed form.

If the student does not wish to withdraw voluntarily from the program, the department can recommend to the Faculty of Graduate and Postdoctoral Studies that the student be required to withdraw.

Please complete the following section.

Program Withdrawal type: Voluntary Required Effective or proposed Withdrawal Date: _____

If you would like the student to be required to withdraw from the program, please attach a copy of the letter sent by the program informing the student of your decision to recommend withdrawal. In addition, please send a written recommendation to the Dean of the Faculty of Graduate and Postdoctoral Studies, which includes detailed reasons for recommending the student be required to withdraw.

Approval of Supervisor:

Signature Name (please print) Program Date (yyyy/mm/dd)

Approval of Graduate Advisor or Head of the Graduate Program:

Signature (must be different from above) Name (must be different from above) Program Date (yyyy/mm/dd)

Graduate Studies use only:

Date of Approval Signature of G+PS Clerk Email notification sent by G+PS clerk



UBC GRADUATE ACADEMIC PROGRESS POLICY

Doctoral Students

A minimum of 68% (B-) must be achieved in all coursework taken for credit. Where a grade of less than 68% (B-) is obtained in a course, and on the recommendation of the graduate program and the approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, the student may repeat the course for higher standing or take an alternate course. If the graduate program advisor does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate and Postdoctoral Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in more than one course will normally be required to withdraw. If progress in research is unsatisfactory, a student will be required to withdraw.

Master's Students

The minimum passing grade in any course taken by a student enrolled in a master's program is 60%. However, only 6 credits of courses with grades in the C to C+ range (60-67%) may be counted towards a master's program. For all other courses, a minimum of 68% must be obtained. Some graduate programs may require a higher passing grade for specific courses.

Where a failing grade is obtained in a course, and on the recommendation of the graduate program and the approval of the Dean of the Faculty of Graduate and Postdoctoral Studies, the student may repeat a course for higher standing or take an alternate course. If the graduate program does not make such a recommendation, or if the recommendation is not approved by the Dean of the Faculty of Graduate and Postdoctoral Studies, the student will be required to withdraw. A student who obtains a grade of less than 68% in more than 6 credits will normally be required to withdraw for inadequate academic progress.

Approved by Senate for the 2015-2016 Calendar on October 21st 2015. <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,204,342,615>