Memo

To: Graduate Administrators and Graduate Coordinators  
From: Josie Lalonde, Director, Student Academic Services  
Date: May 29, 2018  
Re: Identifying Students in Academic Difficulty

Monitoring academic progress is an important step in graduate units’ efforts to ensure the success of graduate students. To assist you in doing so, we regularly provide lists of students who may be experiencing academic difficulty.

If there are students in your unit who received a grade of FZ, INC, NCR, as well as blank grades, you will find a list in your SGSDrive folder (for instructions on using the SGSDrive, please refer to the User Guidelines). This list is meant to facilitate your unit’s ability to better identify and counsel students who may be experiencing academic difficulty in their graduate program.

Satisfactory performance in a graduate degree program requires the completion of every course taken for graduate credit with a grade of at least a B- (some graduate units may require a minimum grade above a B- for some or all courses).

If a student fails to complete a graduate course in a satisfactory manner by receiving a grade report of ‘FZ’ or ‘NCR’, the graduate unit in which the student is registered may recommend that SGS terminate the registration and eligibility of that student.

If the student is permitted to continue, he or she must repeat the relevant course (or an alternative course recommended by the graduate unit and approved by SGS) and obtain a satisfactory grade. The grade report for the course that was not completed in a satisfactory manner as well as the grade report for the repeated or alternative course will appear on the student’s academic record.

If a student is experiencing academic difficulty, INC should not be assigned as an alternative to an FZ. For more information on the correct use of INC, please review the following guidelines. If you have any questions or concerns, please contact your divisional SSA.

Thank you.