

## Email Templates – Department Permission to Register in QUIP

FAS – Faculty of Arts and Science

**Subject:** Chair of Undergraduate Studies - Approval for QUIP Registration - Student Number XXXXXXXX

**Message:** Please confirm that

- I have a CUMULATIVE GPA of 1.9 or above
- My academic record merits participation in QUIP
- We have discussed progression toward degree completion and any implications of a year away.
- The department certifies that I will not be prevented from graduation due to changes in prerequisites and/or compulsory courses while I am on internship
- The department will allow me to return to my original program without penalty upon completion of the internship (contingent on satisfactory completion of the current academic year).

FEAS – Faculty of Engineering and Applied Science

**Subject:** Chair of Undergraduate Studies - Approval for QUIP Registration - Student Number XXXXXXXX

**Message:** Please confirm that

- I have a CUMULATIVE GPA of 1.9 or above
- My academic record merits participation in QUIP
- I have passed APSC 199 (English Proficiency Test)
- The department will allow me to return to my original program without penalty upon completion of the internship (contingent on satisfactory completion of the current academic year).

FHS – Faculty of Health Science

**Subject:** Bachelor of Health Sciences Program Director - Approval for QUIP Registration - Student Number XXXXXXXX

**Message:** Please confirm that

- I have a CUMULATIVE GPA of 1.9 or above
- My academic record merits participation in QUIP
- We have discussed progression toward degree completion and any implications of a year away.
- The department certifies that I will not be prevented from graduation due to changes in prerequisites and/or compulsory courses while I am on internship
- The department will allow me to return to my original program without penalty upon completion of the internship (contingent on satisfactory completion of the current academic year).

COMP – School of Computing

**Subject:** Chair of Undergraduate Studies - Approval for QUIP Registration - Student Number XXXXXXXX

**Message:** Please confirm that

- I have a CUMULATIVE GPA of 1.9 or above
- My academic record merits participation in QUIP
- I have not completed more than 108.0 units and I am eligible for QUIP provided I do not complete more than 108.0 units prior to an internship and maintain a GPA of 1.9. Students enrolled in certificate programs that require additional units above the normal for their plans may exclude these units from the 108.0 maximum.
- The department will allow me to return to my original program without penalty upon completion of the internship (contingent on satisfactory completion of the current academic year).