

Faculty of Graduate Studies General Regulations

Regulation Details

Name: Academic Progress

Number: 4.

Date of Implementation: September 1, 2026

Approving Jurisdiction: Senate

Administrative Responsibility: Graduate Studies Council

4.1 Review of Academic Progress

The academic progress of all graduate students will be reviewed regularly by the Graduate Guide to ensure that the students are making successful progress toward obtaining a graduate degree at KPU. In instances where a Graduate Guide is not appointed for the graduate student, a faculty member identified by the Academic Department of the program will be responsible for the review of a graduate student's academic progress. In accordance with Policy GV9 *Establishment and/or Discontinuance of Faculties and Departments*, an Academic Department is defined as an educational administrative sub-unit of a Faculty and/or School within a University dealing with a particular field of knowledge.

A formal review on a graduate student's academic progress is normally done once a year, with informal reviews recommended to be done once every two semesters. Graduate Guides will submit a formal report on the student's progress to the Dean or designate of the disciplinary Faculty at least once a year.

A graduate student must meet all of the following expectations to be deemed as maintaining satisfactory academic progress in their graduate program:

- 4.1.1 Maintain a minimum program GPA of 3.00 or higher for every term in which they are registered.
- 4.1.2 Complete all coursework and capstone, project or thesis (where applicable) within the time limit of the graduate program.
- 4.1.3 Meet all written milestones and expectations, which include maintaining regular and timely communication agreed upon by both the graduate student and their Graduate Guide.

- 4.1.4 Comply with all graduate studies general regulations and applicable institutional policies.
- 4.1.5 Meet all other additional requirements as established by individual programs.

4.2 Unsatisfactory Academic Progress

If a student's progress appears to be unsatisfactory, the Graduate Guide will make a written report to the Dean or designate of the disciplinary Faculty and provide a copy to the Academic Department, the student, and the Dean of the Faculty of Graduate Studies (FGS). The Dean or designate of the disciplinary Faculty will meet with the student concerned and/or consider any relevant material submitted by the student. After thorough examination of all aspects of the student's program, the Dean or designate of the disciplinary Faculty must make one of the three decisions below and inform the student and the Dean of FGS in writing:

- 4.2.1 The student's progress is assessed as satisfactory despite the report from the Graduate Guide. The Dean or designate of the disciplinary Faculty will meet with the Graduate Guide to review the areas of concern. This decision is unavailable if the student's program GPA is below the minimum required for continuation and graduation.
- 4.2.2 The student's progress is assessed as unsatisfactory, and a remediation plan will be developed by the Graduate Guide, in consultation with the student.
- 4.2.3 The student's progress is assessed as unsatisfactory, and the student is required to withdraw from the program. The Dean or designate of the disciplinary Faculty will inform the Dean of the FGS, who will notify the Office of the Registrar to withdraw the student from the program.