

Continuance Fees for Graduate Studies

Policy

Students who require additional time beyond the allotted time to complete their graduate level degree must register in the continuance course section for their program in each semester until they complete all degree requirements. Permission must be obtained from the program chair prior to registering.

Fees

As of Winter 2014, the continuance fee is set at .75 of the program's current graduate per credit fee including ancillary fees and is subject to regular tuition fee increases.

Continuance fees apply only to the thesis/final paper course. Others need to either withdraw or go on leave. Students who fail to register for continuance will be considered to have withdrawn from the program.

Withdrawn Students - Procedures

Students who withdraw from their program, or are considered to have withdrawn before completing all course requirements (with the exception noted below), will be required to fully re-apply to the program as a new student and will not be given any advantage over other new applicants. Continuance fees will be required for any semesters where they do not register for any courses (e.g., courses for which they already have credit).

In order to be re-admitted to the program, withdrawn students considered to have been in good standing *and* who have completed all courses except the major paper will need to:

1. Complete the appropriate UFV graduate studies application form
2. Pay the application fee as set by the Registrar's Office
3. Provide a letter explaining why they withdrew from the program and why they believe they are ready to continue the program
4. Provide a current letter of reference supporting their return to studies
5. Participate in an interview with the Graduate Program Chair, if requested.

Upon receipt of the above documents, the Graduate Program Committee will:

1. Ensure the supervisor/supervisory committee is willing and available to supervise, or propose a new supervisor/supervisory committee

2. Have the Graduate Program Chair request an interview with the applicant if the committee has concerns or questions (if the Chair is also on the supervisory committee, another member of the Program committee should conduct the interview in case there are issues related to previous supervision that the student wants to discuss)
3. Forward a completed recommendation for admission form to the AVP Research, Engagement & Graduate Studies including detail on whether they are willing to re-admit the student, a copy of the student's letters and an interview summary, if conducted.

Students On Leave - Procedures

Students who are registered as "on leave" are not required to pay the continuance fee for semesters while they are on leave. A student might be "on leave", while leaving the program in good standing with the expectation of returning to the program.

Students on leave who wish to re-enter the program must:

1. Complete the appropriate UFV graduate studies application form
2. Pay the application fee as set by the Registrar's Office
3. Provide a letter explaining why they withdrew from the program and why they believe they are ready to continue the program
4. Provide one current letter of reference supporting their return to studies
5. Participate in an interview with the Graduate Program Chair, if requested.

Students who are applying for re-admission after an approved leave will be required to pay the continuance fee for any semesters where they do not take courses in their program because their leave has put them out of sequence. Exceptions may be applied with the approval of the Chair of the Program Committee *and* the AVP of Research and Graduate Studies.

Additional Information

The Senate approved *General Regulations for Graduate Studies*, section 3.2 Continuity of Registration states:

Students going on leave are required to obtain the approval of the Chair of the Graduate Program Committee and of his/her senior supervisor. Students must register as on leave.

Students in per semester fee programs are required to register in every semester until all requirements for the degree have been fulfilled. This includes students registered on leave. A student in a per semester fee program who does not register is considered to have withdrawn from UFV.

Students in per credit fee programs register only in those semesters in which they are taking courses or working on other requirements, such as a project or field exam. A student in a per-credit fee program who does not register in at least one of three consecutive semesters is considered to have withdrawn from UFV.