ACADEMIC ADVISING RECORD OF INTERVIEW - Undergraduate

(The Academic Adviser and the student should indicate completion of the advising process by signing this form. A copy is to be retained by the student.)

A  BACKGROUND

Student Details

Family name _______________________ Given Names __________________________ STUDENT ID __________________________

Program __________________________ Major/Study Plan __________________________

International ☐ Local ☐

Academic Record

Current semester: U of C attempted ________ U of C passed ________

Previous semester standing:

Good / Referral / Probation / Provisional Suspension / Suspension / Provisional Exclusion / Exclusion

Current standing:

Good / Referral / Probation / Provisional Suspension / Suspension / Provisional Exclusion / Exclusion

B  CIRCUMSTANCES AFFECTING ACADEMIC PERFORMANCE

(Brief notes using only the space on this form please!)

Factors contributing to performance last semester

(e.g. academic ability, commitment to academic work, employment, health. problems at home, other factors. Are the factors affecting academic performance permanent or temporary?)

SUPPORTING DOCUMENTS SIGHTED ☐ Copies not required. Do not keep originals.

Student has plans in place to improve academic standing next semester?

Notes on plans:
C  ACADEMIC ADVISING OUTCOME

Recommendation arising from Academic Advising Interview including details of course enrolment plan (must specify below or on reverse)  
Enrolment plan outlined is for Semester/s 1 2 (circle as appropriate)  
Year: 200

Name of Adviser (print) _______________________________  
Date of Interview/s _______________________________

Units of Credit Approved  
Full load □  OR  Restricted Units of Credit □

Impact on Visa (International)  
Yes/No

COMMENTS FROM ACADEMIC ADVISOR  (including details of course enrolment plan).  Specify below or on reverse.

STUDENT COMMENTS (on their own intention for enrolment and on the recommendations and advice given by the Academic Advisor. Student to write own comments.

D  STUDENT HAS BEEN INFORMED OF APPEAL PROCESS AND GRIEVANCE PROCEDURE  
□

E  RECOMMENDED REFERRAL TO UNIVERSITY SERVICES  (refer Student Guide A-Z for options)

Counselling Service/Compass Programs □  Student Equity and Disabilities Unit □  Other □

The Learning Centre □  Careers and Employment □  ........................

International Student Services □  Nura Gili / Aboriginal Education Program □

F  SIGNATURES  Original of this RECORD OF INTERVIEW to be held by the School and copy to be given to student.

Signature Adviser _______________________________  
Date:  /  /200

Signature Student _______________________________  
Date:  /  /200

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Last updated: 07/07/2009