# 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 XXXXXXX
**Message:** Please confirm that

* I am enrolled in the Bachelor of Arts (**Honours**) or Bachelor of Science (**Honours**) program
* 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).

Smith Engineering

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

**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 XXXXXXX
**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 XXXXXXX
**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).