Back on Track Program
Student Agreement
For Students Required to Withdraw

Student Information
Name: ________________________________  Student Number: _______________________
Local Address: ________________________________  SFU email: _______________________
________________________________________  Home Phone: (____) - _____________
City: _________________________ Postal Code: __________  Cell Phone: (____) - _____________

General Program Information
Back on Track (BOT) is a three term program designed to help students who have been Required to Withdraw (RTW) develop personal, academic and career goals and achieve greater success in their studies. Students who join the program have their academic standing changed to Extended Academic Probation (EAP) and may continue their studies at SFU. They are assigned a Back on Track Academic Advisor with whom they meet and communicate regularly throughout the program. Advisors assist students with degree and program planning and course selection, and help them to understand program and university policies. Note that throughout this document, “advisor” refers to Back on Track Academic Advisors.

Students who join Back on Track must commit to completing all three terms of the program. In Term One, students do not take credit courses but instead complete a number of group and individual sessions designed to help them be more successful in later terms. In Terms Two and Three, students enroll in three to nine units of advisor-approved courses, attend required weekly Back on Track seminars and meet with their advisors.

☐ I understand the purpose of the Back on Track program and that it is a three term commitment.

Back on Track Course Restrictions
Students in Terms Two and Three of Back on Track can only take courses that have been approved by their advisor.

These courses must keep within the Back on Track course restrictions, which prohibit the following:
• Repeat Attempts (i.e. repeating a course taken in a previous term).
• Distance Education courses
• Engineering Science courses (ENSC/MSE)
• Mathematics department courses (MATH/MACM; prohibited in Term Two only; allowed in Term Three with approval)
• Condensed summer courses (Intersession or Summer Session; students may take Regular Summer Term courses).
• Any course which their advisor has not specifically approved.
• Less than 3 units and more than 9 units of coursework

☐ I understand and agree to follow the Back on Track course restrictions for Terms Two and Three.

Term One - BOT 110
Students in Term One are automatically enrolled in BOT 110, which consists of components designed to help students become more aware of their strengths and challenges, develop academic and career goals, and prepare for success in the coming terms. Term One students are not enrolled in credit courses.

In order to pass BOT 110 and continue on to Term Two, students must complete:
• Information Session (two hours)
• Intake Advising Appointment (one hour meeting with academic advisor)
• Getting Started Session (two hour group workshop, meet other BOT students, complete two assessments)
• Learning Plan Appointment (one hour consultation with a Learning Specialist)
• Career Workshop Parts One and Two (two 120 minute group workshops)
• Canvas Term One Course and Course Planning Workshop (Online course which complements “in-person” sessions listed above and helps student plan for course enrollment for Term Two)

International Students are also required to complete:
• International Student Event (three hour workshop)

Some students may also be required to complete:
• BOT English Writing Assessment (one hour): Based on the results of the assessment, students may be required to complete additional mandatory English programming

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*Failure to complete required components will result in a grade of “F” for BOT 110 and discontinuation from the program.
*Failure to attend the last scheduled cohort session(s) (if applicable) in the term will result in a grade of “F” for BOT 110 and discontinuation from the program.
*Any combination of 2 “no-shows” will result in a grade of “F” for BOT 110 discontinuation from the Program. See the Lateness, Cancellation and No-Show Policy below for more information.

☐ I understand what is required to pass BOT 110 and continue on to Term Two.

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**Term Two - BOT 120**

Students in Term Two need to enroll in three to nine units of their previously approved courses which meet with the course restrictions and BOT 120. They will need attend the BOT 120 weekly seminar and have a check-in advising appointment.

In order to pass BOT 120 and continue on to Term Three, students are required to complete the following:

- BOT 120 Seminars: weekly two-hour class that covers topics designed to promote student success (e.g. goal-setting, effective time management). Students are graded on a pass/fail basis. Seminar grading is determined by seminar instructors and will be outlined in the course syllabus provided in the first seminar of Term Two.
- One midterm Check-In Advising Appointment with BOT advisor: discuss term progress and plan for Term Three
- Any other appointment(s) the advisor deems necessary
- Students must promptly respond to emails or other communications from their advisors. Students consult with their advisors regarding matters that relate to their academic life such as proposed course changes or difficulty with a course.

*Students who need to take FAL X99 will be required to do so during Term Two of the program, subject to individual circumstances.

*No-Shows for Advising Appointments can also result in failing BOT 120; see Lateness, Cancellation and No-Show Policy on Page 4.

☐ I understand what is required to pass BOT 120 and continue on to Term Three of the program.

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**Term Three – BOT 140/145/150**

Students are enrolled in either BOT 140, 145 or 150 based on their Term Two grades, Term GPA and Cumulative GPA:

- BOT 140: Students who have a Term Two GPA of less than 2.0 and/or who earned a D, F, or N grade for any Term Two course must enroll in BOT 140 through SIS, which includes a required weekly seminar.
- BOT 145: Students who have a Term Two GPA of 2.0 or higher but a CGPA of less than 2.0 must enroll in BOT 145 through SIS, which includes a required weekly seminar/online component.
- BOT 150: Students who have both a Term Two GPA and a CGPA of at least 2.0 and earned at least a C- for each course will be automatically enrolled in BOT 150 by the program administrator – no required weekly seminar.

In order to pass BOT 140, 145 or 150 all Term Three students are required to successfully complete the following:

- One midterm Check-In Advising Appointment with BOT advisor: discuss term progress; plan for program completion
- Any other appointment the advisor deems necessary
- Students must promptly respond to emails or other communications from their advisors. Students consult with their advisors regarding matters that relate to their academic life such as proposed course changes or difficulty with a course.

Additionally, for BOT 140 and 145 students are also required to successfully complete:

- BOT 140/145 Seminars: a weekly in-person seminar/online component which provides students with additional support and opportunities to work toward academic and personal success. Students are graded on a pass/fail basis. Grading is determined by seminar instructors as outlined in the course syllabus provided in first seminar of the term.

*Students who need to take FAN X99 will be required to do so during Term Three of the program, subject to individual circumstances.

*No-Shows for Advising Appointments can also result in failing Term Three; see Lateness, Cancellation and No-Show Policy on Page 4.

☐ I understand what is required to pass Term Three and successfully complete the program.

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**At the End of the Program**

At the end of Term Three, students are subject to regular university regulations on academic standing and continuance:

- Students eligible to continue their studies at SFU:
  - Term Three GPA and CGPA are both greater than or equal to 2.0. Student will be GAS.
  - Term Three GPA is greater than or equal to 2.0; CGPA is less than 2.0. Student will be CAP.
  - Term Three GPA and CGPA both less than 2.0 but were GAS (BOT 150) after Term Two. Student will be OAP
- Students not eligible to continue their studies at SFU:

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Consequences of Failing Back on Track (BOT 110, 120, 140,145, 150)
A student who fails any one of the three terms of Back on Track will be discontinued from the program, regardless of grades earned in academic credit courses. The student’s academic standing would revert to “Required to Withdraw” and he or she would not be eligible to enroll in the program in the future. Should a student fail a BOT weekly seminar, they will be required to sign an agreement in order to continue to participate in the BOT seminar class for the remainder of the term. The student’s advisor would provide him or her with information about the college readmission route to return to SFU.

□ I understand the consequences of failing any term of the Back on Track program.

Withdrawing from Back on Track (BOT 110, 120, 140, 145, 150)

Withdrawing Under Normal Circumstances:
Term One: Once the Student Agreement has been signed, a student may not withdraw from BOT 110 after the drop deadline for the term has passed. A student who drops BOT 110 before the drop deadline will have their standing reverted to RTW and will not be entitled to any refund.
Term Two and Three:
   • BOT 120, 140, 145 and 150 must be accompanied by 3-9 units of credit courses under normal circumstances.
   • A student who drops all credit courses must also drop the BOT course and seek a program deferral from the BOT advisor.
   • A student who drops the BOT course must also drop all credit courses and seek a program deferral from the BOT advisor.
   • Dropping courses are subject to standard University drop deadlines and policies.

Withdrawing Under Extenuating Circumstances:
A student experiencing extenuating circumstances that prevent successful completion of courses or BOT may apply for a Withdrawal Under Extenuating Circumstances (WE) from that given BOT term, with the following considerations:
   • A student applying for a complete WE from all credit courses must also include their BOT class in the application.
   • A student applying for a partial WE may remain enrolled in the BOT class, provided that at least one other graded credit course remains on the transcript with the BOT course for that term.
   • A student applying for a WE from a BOT course (BOT 110/120/140/145/150) must also apply for ALL other credit courses taken during the term regardless of any grades earned for these courses*.
     • If successful, any grades earned for BOT and the credit courses would be replaced by “WE” notations and the student would be eligible to repeat the appropriate BOT Term in the subsequent term.
     *In very rare and extreme circumstances, a student may be able to apply for a partial WE from only BOT and keep other credit courses; but will be required to make up the necessary BOT course on its own in a subsequent term.
     • If the WE application is denied and the student ultimately fails BOT, he or she will be Required to Withdraw and ineligible to re-enroll in the Back on Track program, regardless of any grades earned for credit courses. The student would be provided information regarding readmission.
   • Students wishing to apply for a WE while participating in BOT must speak with their BOT academic advisor.

Retroactive Withdrawals or Grade Changes and BOT Eligibility:
A student who joins BOT and subsequently receives a retroactive WE or grade change in a past term that results in an academic standing change from RTW or EAP to GAS, OAP, or CAP may see their eligibility for the program change.
   • If this academic standing change occurs while the student is participating in Term One, he or she may not withdraw from BOT 110 after the drop deadline, but may pass BOT 110 and return to studies at SFU outside the BOT program in the subsequent term. Passing BOT 110 can be used to re-join the program in the future if the student becomes RTW again. Failing BOT 110 will result in losing eligibility to re-join the BOT program in the future if the student becomes RTW again.
   • If this academic standing change occurs while the student is in Term Two but before the standard “WD” drop-deadline of the term, the student may withdraw him or herself from BOT 120 and the program to remain eligible to re-join BOT in the future if she or she becomes RTW. The student is responsible for withdrawing him or herself by the deadline.
   • If this academic standing change occurs any time after the “WD” drop-deadline of Term Two, the student may not withdraw from BOT 120 or the program, and will be required to continue in the program to the completion of Term Two. The student will no longer be eligible to re-access the program in the future if he or she becomes RTW.

□ I understand the limitations and conditions of withdrawing from any term of the Back on Track program.
**International Students and guard.me Insurance Plan**
SFU requires all students to have medical insurance for the duration of their studies ([www.sfu.ca/medical-insurance](http://www.sfu.ca/medical-insurance)). International students need to be aware of the following information regarding their plans:

- International students joining the Back on Track program will be charged for guard.me in enrolled terms (including Term One) unless they have MSP coverage and have opted out.
- For students who already have MSP coverage, it is their responsibility to opt out. When opting out, students will receive a refund for the unused portion of their guard.me policy.
- Students who have already opted out of guard.me but who have deferred joining the BOT program (example: RTW after Summer and joining the program in the Spring), will be charged for guard.me when they join the program and have to opt out again.

☐ I understand and agree to take care of medical insurance fees as needed when I join BOT (International Students Only)

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**Program Fee Structure**

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**Lateness, Cancellation and No-Show Policy**
This policy applies to all Advising Appointments, Learning Plan appointments, and any Term One group sessions or workshops. It does not apply to BOT 120 Seminars or BOT 140/145 Seminars, which have separate evaluation criteria determined by seminar instructors and outlined in each course syllabus.

**Lateness:** Students who are more than five minutes late to the session may be denied entry. The missed session will be recorded as a “no-show.”

**Cancellation:** Students may cancel booked appointments and workshops if they do so at least 24 hours in advance. Students should cancel on the Back on Track registration website, or if that is not possible, by emailing success@sfu.ca. Cancellations received less than 24 hours in advance will be considered as “no-shows.”

**No-Shows:** If a student fails to attend an appointment or workshop, it will be considered as a “no-show”.

Any combination of 3 No-Shows in any Term is grounds for failing and being discontinued from the Back on Track program. A student who is discontinued from the program due to an “F” grade in a BOT class will not be eligible to repeat the Back on Track program and will be Required to Withdraw from the University at the end of that Term.

☐ I understand the Lateness, Cancellation and No-Show Policy.
Terms and Conditions

• Students with a record of any violation of the Good Conduct Requirements for Students Policies may be assessed for eligibility and denied participation in the program, pursuant to the Code of Academic Integrity and Good Conduct (http://www.sfu.ca/policies/gazette/student/s10-01.html).
• Students may not take courses at another post-secondary institution while participating in the program.
• Normal tuition and student fees apply for unit course enrollment in Terms Two and Three.
• There will be no refund of BOT program fees for any reason once the Student Agreement is signed.
• The student agreement assumes a student completed the program in three consecutive terms. A student who defers participation in the program for a term or more between Term One and Two or between Term Two and Three is subject to any changes in the student agreement made during their absence.
• Students who defer their participation between Term One and Two, or Term Two and Three for three or more terms will be required to repeat BOT 110 (without the fee).
• Students who do not meet all of the requirements outlined in the Student Agreement may be discontinued from the program, dropped from classes, and be Required to Withdraw from the University.
• Students will be asked to provide feedback on the program through surveys, focus groups, etc.
• Students with the academic standing Extended Withdrawal (EW) are not eligible to join the program.
• Students with a financial hold on their account are not eligible to join the program.

☐ I understand and agree to all of the terms and conditions above.

Agreement

This agreement has been reviewed, discussed, and agreed to in full.

Student’s Signature: ____________________________  Student Number: ____________________________

Date: ______________________________

The student should retain a copy for his or her records.

Protection of Privacy Collection Notice

The information on this form is collected under the general authority of the University Act (R.S.B.C. 1996, c.468). It is related directly to and needed by the University for determining your eligibility and acceptance of the terms and conditions for the Back on Track Program. Program administrators may release relevant information regarding your eligibility, participation, progress, and results to University academic and administrative departments. If you have any questions about the collection and use of this information please contact the Back on Track Program office, Simon Fraser University, 778-782-4143.

The information received from Student Learning Commons, Health and Counselling Services, Centre for Students with Disabilities, other University administrative and academic departments is collected under the general authority of the University Act (R.S.B.C. 1979, c.419). It is related directly to and needed by the University for determining your eligibility, participation, progress, and results in the Back on Track Program. Information collected from Health and Counselling Services will be limited to session attendance and progress, and will not include specific details. If you have any questions about the collection and use of this information please contact the Back on Track Program office, Simon Fraser University, 778-782-4143.

Pursuant to Section 27(1) of the Freedom of Information and Protection of Privacy Act, I, ____________________, authorize Simon Fraser University to contact the persons or organizations listed above for the purposes of obtaining information related to my eligibility, participation, progress, and results in the Back on Track Program. These persons or organizations are authorized to disclose such information. I understand that failure to give my authorization will result in my inability to participate in the Back on Track Program.

Student’s Signature: ____________________________  Date: ____________________________