Termination of Registration and Graduate Appeals

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Introduction

Regulatory Framework

- The regulatory framework for termination from a graduate degree program is detailed within the General and Degree Regulations in the SGS Academic Calendar.

Guidelines (on SGS website)

- Two sets of Guidelines are developed by SGS. One for Administrative Staff, and one for Students.

- [www.sgs.utoronto.ca/facultyandstaff/Pages/Termination-Student-Info.aspx](http://www.sgs.utoronto.ca/facultyandstaff/Pages/Termination-Student-Info.aspx)
Termination Defined

Definition of Termination of Registration

- Termination of registration is the permanent de-registering of a student from the graduate program prior to the completion of all program requirements. Once finalized, a note indicating 'Registration terminated effective [insert date]' is permanently recorded on the student academic record and transcript.

Reasons for Termination of Registration

- When a graduate student fails to meet the required academic standards of the graduate program in which the student is registered.
Responsibilities

Graduate Unit / Department

Graduate units set specific requirements and standards for each of their graduate programs through the graduate unit website and handbook.

Graduate Student

Students are responsible for familiarizing themselves with the regulations as set out in the SGS Academic Calendar, as well as with the regulations of the graduate unit and graduate program in which they are registered. They are also responsible for requesting Accessibility Services to support themselves in their program, as required.
Procedures & Steps

There are 6 steps in the termination of registration process

Step 1
- The graduate unit decides that a student's academic progress is unsatisfactory or has failed to meet the required academic standards.

Step 2
- The Graduate Chair/Director or designate meets with the student or otherwise offers the student an opportunity for discussion or for sharing of information.
Steps 3 & 4

Step 3

- The Chair/Director decides to recommend termination of the student's registration or decides to recommend alternate action.
- The student may consider voluntary withdrawal.

Step 4

- Chair/Director submits a recommendation for termination of student's registration to the SGS Vice-Dean, Students.
Steps 5 & 6

Step 5

- SGS requests a response from the student, typically by email.

Step 6

- The SGS Vice-Dean, Students, makes a decision on the request for termination of registration. If approved, SGS Student Services will send the letter to advising the student.
Frequently Asked Questions

1. Can a student withdraw voluntarily before their registration is terminated?

Yes. Students may withdraw voluntarily from their programs at any point.

2. Can a student appeal their withdrawal?

No. Withdrawal is a voluntary action that the student takes on his/her own initiative. It is a final decision and cannot be appealed.

3. Can a student appeal the termination decision?

Yes. An appeal is a student initiated process for formally requesting a reconsideration or change to an official academic decision made by the University.
4. Can a student request informal mediation?

Yes. At any stage of the termination of registration process up to the commencement of a hearing at the Graduate Academic Appeals Board (GAAB), a student may consult with the SGS Vice-Dean, Students, for advice and the student may request informal mediation.

5. The Vice-Dean, Students, approved the Graduate Unit's recommendation for termination. Can the same person perform informal mediation?

Yes. Normally a recommendation for termination would be reconsidered only in cases where new information is brought forward.
6. Can a student disclose additional information pertinent to their academic program if they have not disclosed it previously?

Yes. Provide the information immediately to your graduate unit or the person currently handling the recommendation of termination.

7. My registration has been terminated from my program. Can I reapply to the same program?

No. Termination from a program results in a permanent de-registration and ineligibility for that graduate program, as well as a permanent notation on the student’s academic transcript. You may apply to another graduate program at the University, in competition with all other applicants.
Template Letters to SGS

SGS offers four template letters based on typical pathways leading to a student no longer maintaining good academic standing:

- failed course(s)
- failed comprehensive exam(s)
- lack of satisfactory progress
- failure to achieve candidacy

Students registered with Accessibility Services are subject to the same academic standards as all other students.
Termination and Appeals

- Termination of Registration can be appealed to the Graduate Academic Appeals Board (GAAB).
- Termination appeals begin with SGS, as SGS approved the decision.
- SGS will work with graduate unit to develop a response to the student appeal.
- Should legal representation be advisable, approval is sought through the Vice-Dean, Students from the Vice-Provost, Graduate Research and Education.
Termination and Appeals - Continued

There are four steps and three levels of the appeal process.

When a student appeals, documentation from the graduate unit becomes important (supporting documentation):

- Regular Supervisory meetings/written feedback
- Annual Committee meetings with written feedback
- Attempts to accommodate or support as required by policy
- Clarification on what is Good Academic Standing (handbook or website)
- Advising student of option to withdraw and appeal
Contact

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Questions?
Comments?