

Sample Request for Terminated Letter—Failure to Achieve Candidacy

Date:

Vice-Dean, Students
School of Graduate Studies
65 St. George Street
Toronto, Ontario M5S 2Z9

To: Vice-Dean, Students

Re: Request for Termination of Mr. Joe Smith

From: Professor Elizabeth Brown, Chair, Department of ABC

I am writing to recommend the termination of Joe Smith's registration from the PhD Program in the Department of ABC due to failure to achieve candidacy.

These program requirements are clearly described in the SGS Calendar entry, which states that "A student enrolled in a full-time (as opposed to a flexible-time) PhD degree program will be denied further registration in that program and will have his or her eligibility terminated at the end of the third year of registration, in the case of a four-year program, or at the end of the fourth year of registration, in the case of a five-year program, if by that time... the student does not have an approved thesis topic, supervisor, or supervisory committee."

The Department of ABC communicates expectations of students and supervisor on the department web page on supervision. All students are expected to have a supervisor by the end of their first year. At the student's first annual meeting, the student had not secured a supervisor but agreed to approach a list of mutually agreed upon faculty members. The student found a supervisor in Year 2 and was expected to meet monthly with his supervisor in order to develop his thesis proposal. The student failed to assume responsibility for contacting the supervisor and arranging meetings on a regular basis as agreed. At the beginning of Year 3, a meeting was held to inform the student that he was not making adequate progress. The student was asked to prepare an outline of his thesis within four months and present to an ad hoc supervisory committee (supervisor and two other knowledgeable faculty) arranged by the department since the supervisory committee had not yet been constituted. The student failed to produce an adequate outline and the committee concluded that the student should not continue in the program.

The student was informed that a request for termination of registration would be made prior to the start of the next academic year and that in the meantime, voluntary withdrawal from the program was an option. The student was also informed that termination can be appealed to the Graduate Academic Appeals Board, but withdrawal cannot.

Please let me know if you would like further information on this student's file and I would be happy to respond to any questions you may have.

CC: Graduate Coordinator
Graduate Administrator
Supervisor, if appropriate
Student, if appropriate

Revised August 9, 2010