

Sample Request for Terminated Letter—PhD Comprehensive Exam Requirement

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 failing the comprehensive examination requirement.

These program requirements are clearly described in our Graduate Handbook, which states that "*A student who fails the comprehensive examination will have one opportunity to rewrite the exam. Therefore, students who fail the second examination will not be permitted to continue in the program and a request for termination will be forwarded to the School of Graduate Studies.*"

Mr. Joe Smith wrote and failed his first comprehensive exam on January 4. His supervisor provided substantive feedback as to the areas which required more work and provided an updated reading list. He was given an opportunity to write a make-up comprehensive examination on May 6. Regrettably, he failed this second attempt.

For the student's most recent exam, two members of the committee independently marked each question and then the committee met to review the student's performance. It was a unanimous decision of the committee that he receive a failing grade. A letter was sent to Mr. Joe Smith notifying him of the committee's decision.

The student was informed that a request for termination of registration would be made within the week 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