

Sample Request for Terminated Letter—PhD Satisfactory Progress

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 make satisfactory progress.

As per SGS regulations, the Department of ABC requires that each PhD student meet formally with their Supervisory Committee at least once a year, at which time the student's progress will be discussed and updated. Progress is graded on a satisfactory/marginal/unsatisfactory basis. According to departmental guidelines, a student falls out of good academic standing if the supervisory committee concludes that there has been unsatisfactory progress in two consecutive meetings.

Mr. Joe Smith received an "unsatisfactory" at his supervisory committee meeting in the Fall of 2009. He was given a detailed description of areas that required improvement. A second supervisory committee meeting was held three months later and the student failed to make substantial progress in addressing the concerns outlined in the report and was assigned a second "unsatisfactory."

The student's file was referred to the department's Standing Committee on Academic Progress which reviewed the student's academic standing and progress. The committee supports the supervisory committee's termination request.

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