

Template: Request for Termination Letter

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 <Student Name>

From: <Chair or Director, Graduate Unit>

I am writing to recommend the termination of <Student Name>'s registration from the <Degree Program> in the <Department/Faculty> due to <describe program requirements the student has failed to meet; these could include:

- failed course(s)
- failed comprehensive examination
- lack of satisfactory progress demonstrated by unsatisfactory committee meetings
- failure to achieve candidacy

These program requirements are clearly described in <Program entry in SGS Calendar/Graduate Unit website, departmental handbook, etc>.

<Indicate means by which student has been made aware of the problem, and steps taken where appropriate to ensure the student has had an opportunity to address it. For example:> "Program expectations were discussed with the student in a meeting on < date>. A development plan to assist the student in meeting program expectations was jointly developed that included a timeline with benchmarks. A copy of the plan was provided in writing to the student. A follow-up meeting was held with the student on <date> and the student was notified that progress was not being made and was no longer in good academic standing."

<Indicate that exit options were discussed.> The student was informed that a request for termination of registration would be made <indicate date, allowing e.g. a week or so "grace" period> 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