

## **Policy on Withdrawal from the Graduate Program in Chemistry due to Unsatisfactory Research Progress**

The Department may make a recommendation to the Faculty of Graduate and Postdoctoral Research for a required withdrawal from the program if a student's academic progress has not been satisfactory. Criteria for unsatisfactory progress in coursework are clearly established. In the research lab, supervisors should establish clear expectations of graduate students when they join the research group. If expectations are not being met the following procedures must be followed before a student is required to withdraw:

1) A letter should be sent from the supervisor to the student informing them of how they are not meeting expectations, and clearly outlined what is needed to have them meet expectations. The letter should be copied to the Graduate Program Assistant (GPA) and Graduate Advisor (GA). The student will meet with the Graduate Advisor to discuss the matter and to obtain advice on how to rectify the situation. The student will normally have four months to improve their performance before any further action is taken.

2) At the end of four months, a second letter should be sent from the supervisor to the student, copying the GPA, the GA, and the supervisory committee (if it is in place). The letter should indicate whether the progress has been satisfactory or if expectations are still not being met. In the latter case, the supervisory committee will meet (if it is in place) with both the student, and the supervisor, and provide an assessment of the situation to the Graduate Advisor. Separate meetings will also be held between the graduate advisor and the faculty member, and the Graduate Advisor and the student, in order to clarify the expectations and to give all parties a chance to voice their concerns. The student may bring a third party to the meetings that they attend. In the event that the supervisor is the GA, the Department Head will assume the role of supervisor (and vice versa). The Graduate Advisor will then make a decision on next steps:

a. The student may be given more time to meet expectations or be offered the option of applying for a leave of absence.

b. The student may be asked to find another supervisor (with a time limit and assistance from the Graduate Advisor).

c. The Graduate Advisor may recommend to the Dean of the Faculty of Graduate and Postdoctoral Studies that the student be required to withdraw from the Program. The student will also be advised of the option of a voluntary withdrawal.

A student reserves the right to appeal a decision relating to their unsatisfactory research progress. If a student wishes to appeal the department's decision, they should both discuss their objections with the Graduate Advisor, and put into writing their concerns so that they can be reviewed by the Head of Department before submission to the Dean of Graduate and Postdoctoral Studies for review.

For the UBC Faculty of Graduate and Postdoctoral Studies policy on withdrawal for graduate school see: <https://www.grad.ubc.ca/faculty-staff/policies-procedures/withdrawal>