

# Evaluations of Student Progress

Departments should encourage students to complete their degree programs in a timely fashion. Departments formally monitor each graduate student's progress twice during the academic year, at clearly designated times, and inform the student in writing of his or her status. If marginal or unsatisfactory progress is noted, the student should be advised in writing what they need to do, when it needs to be accomplished, and who to contact for help in order to demonstrate satisfactory progress.

Students who receive an unsatisfactory rating or do not receive an evaluation will not be eligible to obtain financial aid. The Financial Aid Office is required by federal regulations to evaluate a student's performance to ensure that the student will be able to graduate within the maximum time frame.

## **I. Departments will monitor graduate student progress twice each academic year.**

A. The graduate faculty or a committee consisting of graduate faculty (at least the student's thesis/dissertation advisory committee or program advisor [for non thesis programs] and the graduate coordinator) discusses the progress of each student.

B. Each student is rated as making satisfactory, marginal, or unsatisfactory progress.

C. Students are notified in writing of their progress.

D. Students making marginal or unsatisfactory progress are informed:

1. What they need to do to make satisfactory progress.

2. When each task needs to be accomplished.

3. What faculty member(s) they should contact for more information or support.

4. What will happen if these tasks are not accomplished (e.g., an unsatisfactory rating for the next semester, termination from the program, etc.).

## **II. Two unacceptable ratings will have the following consequences:**

A. If a student receives a marginal and an unsatisfactory or two unsatisfactory ratings in succession the university will:

1. Terminate the student's program at the conclusion of the semester (NOTE: A report that includes the names of students with two unacceptable evaluations will run September 30th, January 30th, and May 30th. A termination letter will be sent to these students unless Graduate Studies receives a Petition for Exception from the student's department.)

2. OR Graduate Studies will receive a Petition for Exception (OGS Form 2) from the student's department making a convincing case that the student be given another semester to demonstrate satisfactory progress. A copy of a contract to completion listing student and faculty responsibilities and a time line must be attached. This document will include the signatures of the student and the student's graduate committee. Note: The completion deadline in AIM will be shortened based on the contract to completion.

**III. If a student receives a marginal rating in one semester and is not making satisfactory progress in the next semester, the student must be rated as making unsatisfactory progress. In other words, a student may not be rated as making marginal progress in two sequential semesters. Failing to correct marginal progress is unsatisfactory.**

**IV. Departments will specify what constitutes satisfactory, marginal, and unsatisfactory progress in their handbooks and will inform students of the rating process and the consequences of the ratings. In the case of marginal or unsatisfactory progress, communication by certified letter with return receipt is required. The letter should list requirements that the student must fulfill, time deadlines for those requirements, and the faculty whom the student should contact for information or help.**

A. Marginal progress may include the following:

1. Failure to submit Program of Study
2. Failure to establish a graduate committee
3. Registering for thesis hours when little or no work has been done
4. Failure to submit an approved thesis/dissertation prospectus
5. Minimal contact with chair or advisory committee members
6. Prospectus or thesis/dissertation draft not approved
7. Limited progress toward courses and requirements on Program of Study
8. Poor performance in clinical/externship/applied experience
9. Poor performance in research

B. Unsatisfactory progress may include the following:

1. Grade in a course falling below B-
2. Failure to complete Program of Study
3. Failure to establish a graduate committee
4. Failing a course
5. Registering for thesis hours when little or no work has been done
6. Failure to submit an approved thesis/dissertation prospectus
7. Failure of comprehensive exams
8. Minimal or no contact with chair or advisory committee members

9. Prospectus or thesis/dissertation draft not approved
10. Lacking progress toward courses and requirements on Program of Study
11. Poor performance in clinical/externship/applied experience
12. Rated as marginal in previous review and has not remediated weak areas
13. Concerns about ethical or professional behavior
14. Poor performance in research
15. Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review

Graduate students matriculated in programs should continually be enrolled in course work, be completing internships, and/or be actively involved in scholarly or creative work. Departments must recognize that a student's first responsibility is to his or her own academic program. Other duties, such as teaching assignments, should enhance the graduate education experience, not impede progress toward a degree. Departments should strictly limit the number of courses a graduate student teaches.