

## Academic Progress Annual Evaluation for Graduate Students Design, Housing, and Apparel

Each academic year graduate students are evaluated in terms of their academic performance and progress toward obtaining a graduate degree. While Graduate School will notify the Director of Graduate Studies and the academic advisor if the student's grade point average falls below the minimum required (3.0), Graduate School requires that additional feedback be given to graduate students concerning their academic performance. The purpose of the evaluation is to provide students with timely feedback concerning their academic progress, and, in cases where the graduate students' academic progress is unsatisfactory, to initiate a process by which students can be assisted in making progress toward obtaining their degrees.

In cases where students may need to reapply to the graduate school in order to progress on their degree work, additional coursework may be required or adjustments may need to be made to their research project to reflect the changing nature of the field. Lack of academic progress jeopardizes a student's status in Graduate School.

Students are evaluated by their academic adviser(s). Once the student has conferred with the adviser, the evaluation form is to be completed and forwarded to the Director of Graduate Studies. Students who are informed that they are not making academic progress will meet with adviser(s) and submit an action plan for successful completion of their degrees.

Procedure:

Students will be sent the evaluation document via e-mail in early January and will make an appointment to meet with their adviser before February 1. **It is the student's responsibility to set up this appointment.**

Once the student has met with the adviser, the form will be completed and signed. The original document will be filed in the student's permanent department file, in 250 McNeal Hall.

All students will be notified whether they are or are not making academic progress.

Student who are notified that they are not making academic progress will:

1. Schedule an appointment within 2 weeks of the notification with their academic advisor.
2. Present a plan for making academic progress on their degree during that appointment.

The form follows.

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Student:  
Degree sought:  
Review date:

Adviser:  
Entry date:

***All Evaluations must be completed and submitted to the DGS  
by February 1.***

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Academic Progress Annual Evaluation for Graduate Students  
Department of Design, Housing, and Apparel

Evaluation Criteria:

- Grade Point Average (3.0 in program courses)
- Confers regularly with academic advisor
  - Planning: degree program
  - Meeting degree milestones (e.g., filing degree programs, passing written exams)
  - Goals: Setting and meeting
  - On-going communication with academic advisors (e.g., degree progress, needs)
- Registering for degree program coursework  
(to accomplish degree in recommended time frame, full-time graduate students should be registered for 6-9 degree program credits per semester.)
- Making progress on Thesis/Dissertation while registering for credit

Other comments:

Student signature \_\_\_\_\_

Advisor signature \_\_\_\_\_

Date \_\_\_\_\_