

Evaluation, Policy & Procedures

December 4, 2006

WSC 3223

10:00 AM





Why Evaluate?

First,

- Students should be anxiously engaged in coursework, internships, and/or scholarly work
- Students should be making timely progress
- Teaching assignments should enhance graduate experience

Why continued...

- Departments must be diligent in moving students through their programs so that:
 - (a) students will complete their degree
 - (b) the department will have space to admit more students

Why continued...

Second,

- Federal Financial Aid requirements seek to ensure timely progress toward graduation
- Depts. serve as the evaluator for financial aid status
- Evaluation status entered in AIM (adv12)

Why continued...

- Evaluation status shows on reg01 as:
 - (a) SAT
 - (b) MARG
 - (c) UNSAT
 - (d) NONE
- Students with an unsatisfactory rating or who have no evaluation will be ineligible for financial aid
- Students in integrated programs (undergrad/grad) will have two ratings (e.g., Good/Sat)
- Students in joint/concurrent programs (both graduate) will also have two ratings (e.g., Marg/Sat)

University Expectations

- Masters students are encouraged to complete their programs in 2 to 3 years
- Doctoral students are encouraged to complete their programs in 4 to 5 years



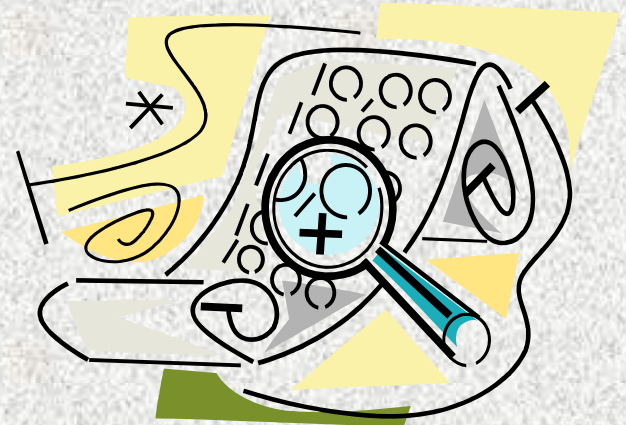
Defining Evaluations



- Departments specify what constitutes satisfactory, marginal, and unsatisfactory progress in their department handbooks
- Examples are included in the Graduate Studies P&P manual on pages B19-20

Implementing Evaluations

- Students' academic status should be determined by at least:
 - (1) committee (e.g., thesis, dissertation) or
 - (2) program advisor and graduate coordinator
- Department must formally record rating in AIM (adv12)



Implementing Evaluations

- Department must notify student in writing by certified letter with return receipt (marginal/unsatis) informing them of the following:
 - What requirement(s) need to be completed
 - When each task needs to be completed (specific date/semester)
 - Which faculty member(s) to contact for more information
 - What consequences will occur if tasks are not completed



Consequences

(In addition to \$\$ consequences)

Consecutive ratings of:

- Marginal and unsatisfactory or
- Two unsatisfactory will result in following:
 - Dept. will terminate students' program by end of semester (Form 11 sent to GS)
 - Dept. will petition (Form 2) GS with convincing case that student be given another semester to demonstrate satisfactory progress
 - **Timeline** and **Contract** outlining *responsibilities* for improvement must be included

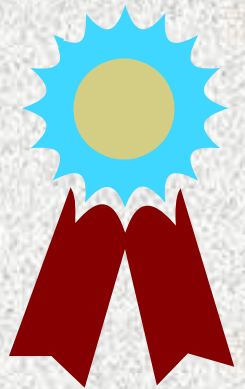


MARGINAL

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Benefits to Student and Departments

- Will help minimize length of time to degree completion
- Will motivate students to complete requirements in a timely fashion
- Will allow departments to admit more students into their departments
- Will provide department/student with barometer of progress
- Will improve overall program quality



Other Items

- Program of Study (adv08) – are there questions or concerns about entering courses, requirements, or committee members?
- Letters of Recommendation – when dept. receives paper copies of letters of recomm., please provide GS with a copy
- Other questions???