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
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???