

FES Assessment of Graduate Student Academic Progress  
**Definition of Satisfactory Academic Progress**

Satisfactory progress toward completing a graduate degree in the Forest Ecosystem and Society program requires:

- An annual written assessment showing adequate progress in coursework, development of thesis or writing project as evaluated by major professor and the rest of the student's graduate committee,
- Maintaining a GPA of 3.00 or better for all courses taken as a graduate student,
- Successfully passing relevant exams outlined by the Graduate School,
- Timely\* compliance with all Graduate School and Departmental requirements\*\* for committee formation, committee meetings, project proposal, submission of forms and information, participation in seminars and other activities expected of a student, scholar and citizen.

*\*Students who are restricted from full course loads may negotiate a longer time frame in consultation with the program director and their major professor.*

*\*\*Students with overdue program materials may not be eligible for funding opportunities such as the Laurels Block Grant Scholarship, the CoF Fellowships, and the FES Department Awards.*

FES Assessment of Graduate Student Academic Progress  
**Plan for Assessment of Graduate Student Satisfactory Academic Progress**

- Early in their program (e.g., during their first term of enrollment) students should collaborate with their major professor and graduate committee to establish standards and expectations of satisfactory progress for that student's program.
- Student progress will be assessed annually.
- An assessment of student academic progress is made by the student, the student's major professor and, if requested, by other members of the student's graduate committee. If desired, any member of the committee may write an evaluation of student progress for inclusion in the assessment packet.
- It is the responsibility of the student to write a self-assessment narrative, arrange to meet with their major professor to review academic progress, and to submit the assessment packet to the FES Department no later than June 30<sup>th</sup> each year. The assessment packet consists of the Major Professor Assessment of Satisfactory Academic Progress (3 pages), the Completion of Milestones (1 pages), the Self-Assessment Narrative, the Signature Sheet (1 page), and any additional documentation the major professor, committee members, or student wishes to include.

FES Assessment of Graduate Student Academic Progress  
**Assessment Procedure & Instructions**

1. Each spring term, every graduate student in the Forest Ecosystems and Society graduate program will write a **Self-Assessment Narrative**. Before beginning, the student may want to discuss their major professor's expectations for various categories of progress or professional development. The Self-Assessment Narrative should summarize activities undertaken by the student since the last review and should address: (1) Coursework taken and grades received, (2) Field work, data collection/analysis, (3) Progress on writing thesis, (4) Participation in professional development opportunities, (5) Service to the Department and the University and (6) Any other relevant information, including any impediments to progress.
2. In addition to the Self-Assessment Narrative, the student will fill out the **Completion of Milestones** form. The student may copy and reuse this form for future assessments if there have been no changes or updates to the requested information.
3. The student will then schedule an assessment meeting with their major professor. Participation from other graduate committee members may be requested by either the student or the major professor, but is not required. The student will bring their completed Self-Assessment Narrative, their completed Completion of Milestones, a blank Signature Sheet, and a blank Major Professor Assessment of Satisfactory Academic Progress to their assessment meeting.
4. After reviewing the Self-Assessment Narrative and Completion of Milestones, the major professor will fill out the **Major Professor Assessment of Satisfactory Academic Progress**. Major professors are strongly encouraged to provide written comments where indicated to document their feedback and expectations. The major professor will discuss their responses with their student. The student is responsible for ensuring they understand these responses and any documented tasks, recommendations, or requirements.
5. The student will obtain signatures on the **Signature Sheet** from the major professor, any participating committee members, and themselves.
6. The student will prepare the assessment packet for submission. The completed assessment packet will include:
  - a. Self-Assessment Narrative
  - b. Completion of Milestones (1 page)
  - c. Major Professor Assessment of Satisfactory Academic Progress (3 pages)
  - d. Signature Sheet (1 page)
  - e. Optional additional documentation
7. The student will submit the completed assessment packet to the Graduate Program Coordinator in the FES Department office before June 30<sup>th</sup>.

FES Assessment of Graduate Student Academic Progress  
**Completion of Milestones**

\*\*\*This form (one page) must be completed and submitted as part of your assessment.\*\*\*

**INSTRUCTIONS**

**STUDENT:**

Please complete this form and give it to your major professor prior to your assessment meeting. Enter the names of your major professor(s) and committee members, their respective departments, and the term of completion for milestones achieved in your current degree program (e.g. "Winter, 2015). If the information you provide does not change, you may retain a copy of this form and reuse it for your next assessment.

STUDENT NAME: \_\_\_\_\_

MAJOR PROFESSOR NAME(S): \_\_\_\_\_ HOME DEPT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMITTEE MEMBER NAME(S): \_\_\_\_\_ HOME DEPT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMITTEE FORMED: \_\_\_\_\_

CONDUCTED PROGRAM OF STUDY MEETING: \_\_\_\_\_

SUBMITTED PROGRAM OF STUDY TO FES OFFICE: \_\_\_\_\_

SUBMITTED LEARNING OUTCOMES TO FES OFFICE: \_\_\_\_\_

SUBMITTED RESEARCH PROPOSAL TO FES OFFICE: \_\_\_\_\_

SUBMITTED PROGRAM OF STUDY TO GRADUATE SCHOOL: \_\_\_\_\_

(PHD ONLY) PRELIMS SCHEDULED FOR: \_\_\_\_\_

(PHD ONLY) PRELIMS PASSED: \_\_\_\_\_

FINAL EXAM SCHEDULED FOR: \_\_\_\_\_

FES Assessment of Graduate Student Academic Progress  
**Signature Sheet**

\*\*\*This form (one page) must be completed and submitted as part of your assessment.\*\*\*

**INSTRUCTIONS**

**STUDENT:**

Before submitting your completed assessment, please ensure that you, your major professor(s), and any committee members who participated in the assessment process have signed this form.

*I have reviewed and/or completed my student's assessment materials and discussed these materials with my student to ensure they understand my evaluation and expectations. My student has had the opportunity to seek feedback on issues related to their satisfactory academic progress, and I have provided this feedback when requested.*

\_\_\_\_\_  
Major Professor Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Committee Member Signature(s) (optional) \_\_\_\_\_ Date \_\_\_\_\_

*I understand my major professor's assessment of my progress and their expectations of me during the coming year. I have communicated any issues impeding my progress in the Self-Assessment Narrative, and have sought and received feedback on these issues from my major professor.*

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_

FES Assessment of Graduate Student Academic Progress  
**Major Professor Assessment of Satisfactory Academic Progress**

\*\*\*This form (three pages) must be completed and submitted as part of your assessment.\*\*\*

**INSTRUCTIONS**

**STUDENT:**

Provide this form to your major professor and ensure its full completion. It is your responsibility to review your major professor's responses and seek clarification on any items you do not understand. Committee members may participate in this assessment if requested by you or your major professor.

**MAJOR PROFESSOR(S):**

Please respond to each question, including any recommendations or requirements if indicated or desired. If the space below is not sufficient, you may attach additional documentation. Please discuss your responses with your student. For any 'NO' response, please ensure your student is able and willing to meet your corresponding requirements. Committee members may participate in this assessment if requested by you or your student.

**STUDENT NAME:** \_\_\_\_\_

**MAJOR PROFESSOR NAME(S):** \_\_\_\_\_  
\_\_\_\_\_

**1.) (RECOMMENDED) Indicate the main tasks that your student is expected to accomplish during the coming year.**

---

A. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

B. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

C. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

D. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

**2.) Is your student making satisfactory progress in completing his/her coursework?**

---

- YES:** I have no suggestions to continue or improve progress in this area.
- YES, AND:** I recommend the following to continue or improve progress in this area.
- NO:** I *require* the following in order to reestablish satisfactory academic progress in this area.

A. \_\_\_\_\_  
\_\_\_\_\_ DEADLINE: \_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_ DEADLINE: \_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_ DEADLINE: \_\_\_\_\_

**3.) Is your student making satisfactory progress in fieldwork, data collection, and analysis?**

---

- YES:** I have no suggestions to continue or improve progress in this area.
- YES, AND:** I recommend the following to continue or improve progress in this area.
- NO:** I *require* the following in order to reestablish satisfactory academic progress in this area.

A. \_\_\_\_\_  
\_\_\_\_\_ DEADLINE: \_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_ DEADLINE: \_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_ DEADLINE: \_\_\_\_\_

**4.) Is your student making satisfactory progress in completing his/her thesis?**

---

- YES:** I have no suggestions to continue or improve progress in this area.
- YES, AND:** I recommend the following to continue or improve progress in this area.
- NO:** I *require* the following in order to reestablish satisfactory academic progress in this area.

A. \_\_\_\_\_  
\_\_\_\_\_ DEADLINE: \_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_ DEADLINE: \_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_ DEADLINE: \_\_\_\_\_

**5.) Has your student participated in professional development opportunities?**

---

- YES:** I have no suggestions to continue or improve progress in this area.
- YES, AND:** I recommend the following to continue or improve progress in this area.
- NO:** I *require* the following in order to reestablish satisfactory academic progress in this area.

A. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

B. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

C. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

**6.) Has your student provided service to the department or college? (Recommended, not required)**

---

- YES:** I have no suggestions to continue or improve progress in this area.
- YES, AND:** I recommend the following to continue or improve progress in this area.
- NO:** I *require* the following in order to reestablish satisfactory academic progress in this area.

A. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

B. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

C. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

**7.) Overall, is your student making satisfactory progress towards the completion of their degree?**

---

- YES:** I have no suggestions to continue or improve overall progress.
- YES, AND:** I recommend the following to continue or improve overall progress.
- NO:** I *require* the following in order to reestablish satisfactory academic overall progress.

A. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

B. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_

C. \_\_\_\_\_  
DEADLINE: \_\_\_\_\_