

Annual Graduate Student Assessment

Step 1: Student Information

Student ID: _____ First Name: _____ Last Name: _____

Program: _____

Year in Program: _____

Responsibilities (GTA/GRA/GSA): _____

Total Credits: _____

GPA: _____

Proposed Assessment Meeting Date: _____

Expected Date of Graduation: _____

SGS Advance to Candidacy Checklist (not all items applicable for all students):

- | | |
|---|---|
| <input type="checkbox"/> Moved to approved status | <input type="checkbox"/> Comprehensive Exams (if applicable) |
| <input type="checkbox"/> Select Committee (<i>recommended 2nd semester</i>) | <input type="checkbox"/> Topic Proposal (<i>as early as possible</i>) |
| <input type="checkbox"/> Submit Program of Study (<i>recommended 2nd semester</i>) | |

Step 2: Student Self-Evaluation

Evaluate your progress in achieving your academic goals during the past year. Include course and research progress, publications/submissions, conference presentations, participation in grant funded activities, and teaching and research achievements. Note any areas you are experiencing difficulty or questions/concerns you would like to discuss during your evaluation meeting. You may attach supporting documents further down the form if necessary.

Step 3: Planning and Evaluation

Plans and Goals for the Next Year

Please use this section to plan for the next year. Include course credits (list specific courses if possible), research credits, thesis/dissertation/independent study credits, GA responsibilities, research goals, etc. Please include as much detail as possible to help the student plan out the next year. You may attach a document if more space is needed.

Evaluation of Performance

	Exceptional	Meets Expectations	Needs Improvement	Unsatisfactory	Not Applicable
Student is making satisfactory degree progress					
Student is productive in research					
Student prioritizes workload efficiently					
Student produces high-quality work in areas of responsibility					
Student is a collegial member of the program					
If student has a GTA: they are consistent in evaluation of student work					
If student has a GTA: they work well with students					

Overall Evaluation

- ___ Student is making good progress toward degree.
- ___ Student is not making good progress toward degree.

Explain the Evaluation of Performance rankings from the table above. Note milestones and goals the student will be expected to reach in the next year. If the student is not making good progress, use this space to detail a performance plan for the next term/year. You may attach a separate document if more space is needed.

Other Notes:

Additional Documents

Please attach any additional documents necessary to this review. Examples include a copy of the program of study, a supplemental department review document, additional comments from the student or department that do not fit on the form, or supplemental items to the assessment.

Step 4: Committee Review (if applicable)

Your signature below indicates that you have reviewed this feedback and agree with the assessment and goals for the next year.

Chair/Advisor	Date	Co-Chair/Co-Advisor	Date
Committee Member	Date	Committee Member	Date
Committee Member	Date	Minor Dept/Additional Member	Date
Member at Large	Date		

Step 5: Chair or Advisor/Student Meeting

Date of Meeting: _____

Your signature below indicates that the student and advisor/chair have met and discussed the contents of this assessment.

Chair/Advisor	Date	Student	Date

The student may attach a response to this review prior to signing if they wish.

Note:

After both the advisor/chair and the student have signed this document, copies of the completed report will be emailed to everyone who has signed this assessment as well as the graduate program director.

This form will be stored in your student academic record with the School of Graduate Studies.