

School of Graduate Studies in the Health Sciences

DOCUMENT TYPE: policy

REVIEW PERIOD: 3 years

TITLE: Student Progression and Semi-Annual Review Policy

PURPOSE: This policy is to establish guidelines for semi-annual review of student progression.

POLICY: Each Ph.D. student's academic progress must be evaluated at least semi-annually by the Program Director, once at the end of the fall semester and again at the end of the spring semester. After successful completion of the qualifying exam the students' progress is evaluated semi-annually by the students' advisory committee, once at the end of the fall semester and again at the end of the spring semester. Progression review permits appropriate academic planning for the following semester, and allows for timely responses to inquiries about students in jeopardy of losing federal and/or state financial aid. Additionally, each Ph.D. student's GPA must be reviewed after their first semester of enrollment, in order to identify any academic problems early in the program.

In preparation of the meeting, students will prepare, complete, and/or revise the annual progress review form provided by the SGSHS and an Individual Development Plan (using myIDP or equivalent tools.). Both documents will be reviewed during the annual progress meeting. Upon completion of the meeting, the annual progress form is to be signed by the student, major advisor, and program director.

These elements must be included in PhD student annual evaluation.

1. Review of the student's academic record including:
 - a) Evaluation of grade point average;
 - b) Addressing any incomplete and/or IP courses;
 - c) Monitoring overall progress toward completing the coursework phase of the program.
2. Planning for a timely defense of the dissertation research proposal or prospectus.
3. Monitoring adequate progress in research, including timeliness of degree completion i.e manuscripts, and preliminary or qualifying exams. At the end of an academic year, the SGSHS will check GPAs of all enrolled students. If any PhD student is below 3.0, or a 80% weighted numerical average, a letter will be sent informing the student and program director of academic probation.

Oversight of semi-annual progress reviews is provided by SGSHS. In order to review compliance, the following documents are to be provided to SGSHS by June 1st of each year:

1. Completed and signed semi-annual progress form (located on SGSHS website under forms) for each student enrolled in the program.
2. Completed semi-annual progress excel spreadsheet (located on SGSHS website under forms) for all students currently enrolled or graduated in that year.

Please note that the Individual Development Plans will not be collected.

SCOPE: All SGSHS students.