

## EVALUATING STUDENT PROGRESS

Graduate education requires continuous evaluation of the student. In addition to the requirement for maintenance of a 3.0 grade-point average (grade of B) and satisfactory completion of other formal requirements for the degree, students are subjectively evaluated by the faculty for their aptitude in the field of study. Flexibility within the graduate program allows variation among individual courses of study, but students are expected to make satisfactory progress in acquiring knowledge of a subject area and in completing their degree requirements. The student and major professor should have a mutual understanding of what each is expected to contribute to the program of graduate study. Once the student is enrolled in our department, the student and major professor are required to schedule a conference for the purpose of reviewing the program at least annually. The student should take the initiative in scheduling this conference. This conference may include the graduate committee, or only the student and major professor. As a means of monitoring student progress, the student must complete the Graduate Student Review Form, with appropriate signatures, and submit the form to the Departmental Graduate Committee. A downloadable version of the form can be found at: [http://plantsciences.utk.edu/grad\\_student\\_eval.doc](http://plantsciences.utk.edu/grad_student_eval.doc)

This report will be due by February 28 of each year, and will become part of the departmental student file. Many informal conferences will occur during the course of study, but these may not present an opportunity for review and critique of the entire program. It is expected that the progress report will provide the impetus for both student and major professor to examine the graduate program in detail, review progress to date, and establish goals and timetables. This is also an appropriate time to discuss any problems and possible changes in the student's program.

The Departmental Graduate Committee will review the progress reports, and recommend action to the major professor or Department Head, as appropriate. When either the student or major professor becomes concerned that a program of graduate study is not progressing satisfactorily, a conference should be held to review the program and progress of the student. A student's graduate study may be terminated when progress is unsatisfactory. Students may appeal actions which they think affect them unfairly. Appeals normally are made through the Department Head to the University administration. The *Graduate Council Appeal Procedure* should be consulted. The student handbook, *Hill Topics*, contains statements of UTK standards of conduct and of all disciplinary regulations and procedures.