

Forest Ecosystem and Society Graduate Program Definition of Satisfactory Academic Progress

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

- An annual 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.

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

- Early in their program (e.g., at their program meeting) 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.
- It is the responsibility of the student to complete the Graduate Student Self-Assessment of Academic Progress form, write a self-assessment narrative, arrange to meet with their major professor to review academic progress and to submit the narrative, and signed copies of the Assessment of Graduate Student Academic Progress and Graduate Student Self-Assessment of Academic Progress forms to the departmental office no later than June 30th.

Process:

1. Each spring term, every graduate student in the Forest Ecosystems and Society graduate program will fill out the Graduate Student Self-Assessment of Academic Progress form and attach a written self-assessment narrative. The student may want to discuss their advisor's expectations for various categories of progress or professional development prior to writing the self-assessment.

The written self-assessment 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. The student will then schedule a meeting with the major professor to review the student's self-assessment, progress, and accomplishments over the past year. Participation from other graduate committee members may be requested by either the student or the major professor, but is not required. If other committee members provide input the student should obtain their signature on the Assessment of Graduate Student Progress form.
3. The major professor reviews the student's materials and then fills out and signs the Assessment of Graduate Student Academic Progress form. The student signs the form and is responsible for submitting the narrative, and signed copies of the Assessment of Graduate Student Academic Progress and Graduate Student Self-Assessment of Academic Progress forms to the department office for inclusion in the student's permanent record by June 30th.
4. If the student's progress is deemed to be unsatisfactory, the student will work with the major professor to develop a Graduate Education Performance Plan that contains measureable milestones for assessing student academic progress over the course of the year. The plan will also be reviewed and signed by the department head or the graduate program director and filed in the student's permanent record.

OSU Forest Ecosystem and Society Graduate Degree Program Assessment of Graduate Student Academic Progress

It is the responsibility of the graduate student to request this assessment annually. It will serve as an assessment of progress towards completion of degree requirements. All graduate students in the Forest Ecosystem and Society degree program are required to complete an annual review of their academic progress. Participation from the student and the major professor is required. Participation from other graduate committee members may be requested by either the student or the major professor but is not required.

Major Professors should review the student's Graduate Student Self-Assessment of Academic Progress form and written summary of the past years' activities prior to completing this form. This form is intended to evaluate the student's progress towards program completion and will be placed in the student's permanent file.

This form should be completed each year at the conclusion of an annual meeting or a one-on-one discussion that the student has scheduled.

Student Name _____ Date: _____

Please answer the following questions and sign the form below. Specific comments are encouraged (please use the back of this page or attach additional sheets as needed).

YES	NO	Question
___	___	Student is making satisfactory progress in completing his/her course work.
___	___	Student is making satisfactory progress in fieldwork, data collection, analysis
___	___	Student is making satisfactory progress in completing his/her thesis.
___	___	Student has participated in professional development opportunities.
___	___	Student has provided service to the department or college. Although service is not required, it may contribute to a student's professional development.

Signatures

Major Professor _____ Date: _____

Comm. Member (optional) _____ Date: _____

Comm. Member (optional) _____ Date: _____

Comm. Member (optional) _____ Date: _____

Comm. Member (optional) _____ Date: _____

Comm. Member (optional) _____ Date: _____

I acknowledge that I have read this assessment of my progress:

Student _____ Date: _____

OSU Forest Ecosystem and Society Graduate Degree Program Graduate Student Self-Assessment of Academic Progress

It is the responsibility of the graduate student to complete Parts A and B of this form in preparation for the assessment meeting they will schedule with their major professor and participating committee members. After conducting the assessment meeting and obtaining all necessary signatures, the student must submit copies of the Assessment of Graduate Student Academic Progress form, the Graduate Student Self-Assessment of Academic Progress form, and their written self-assessment to the department office. This process must be completed every academic year before June 30th. It will serve as an assessment of progress towards completion of degree requirements.

Student Name: _____ First Term of Attendance: _____
Assessment Date: _____

Part A. Completion of Milestones:

Please check the items which have been accomplished to date for the degree you are seeking and provide the dates of accomplishment.

_____ Committee formed:	Name	Department
Major Professor:	_____	
Committee Members:	1. _____	
	2. _____	
	3. _____	
	4. _____	
	5. _____	

_____ Minor Selected (optional) Minor: _____
_____ Conducted program of study meeting
_____ Submitted program of study to the department
_____ Submitted signed & approved learning outcomes/competency plan to the department
_____ Submitted signed & approved research proposal to the department
_____ Submitted program of study to the Graduate School
_____ Scheduled (date: _____) or Completed preliminary exam (PhD only)
_____ Scheduled (date: _____) or Completed final defense

Part B. Written Narrative:

On an attached sheet, I have provided a summary of the activities undertaken since my last review. The following topics are included, which correspond to the categories evaluated by my major professor: (1) Coursework taken (and grades received), (2) Field work, data collection/analysis, (3) Progress on writing thesis, (4) Participation in professional development opportunities, and (5) Services to the Department and the University. I have also discussed of any other relevant information, including any problems or impediments to my progress.

Student Signature: _____ Date: _____

I acknowledge that I have read the student's self-assessment:

Major Professor Signature: _____ Date: _____

**OSU Forest Ecosystem and Society Graduate Degree Program
Graduate Education Performance Plan**

This form is intended to monitor a student's performance towards degree completion **resulting from an unsatisfactory review** at an annual assessment. This form should outline mutually agreed-upon (between student and major professor) benchmarks of performance.

Student _____

Major Professor _____

Plan (Identify deficiencies and outline plan to remedy them):

Benchmarks (Criteria used to evaluate progress):

Signatures

Student _____ Date _____

Major Professor _____ Date _____

Department Head/Program Director _____ Date _____