

Kinesiology Assessment of Graduate Student Academic Progress

Definition of Satisfactory Academic Progress

Progress of graduate students in the Kinesiology Program is formally evaluated on an annual basis. The annual progress review is intended as a formative process whose purpose is to reflect on what has been achieved, identify strengths, make recommendations to improve academic progress, and, if necessary, document requirements to reestablish satisfactory progress toward completion of the degree program. Graduate students that fail to reestablish satisfactory academic progress under the terms identified in the annual progress review are subject to possible dismissal from the program in accordance with the Graduate School's Policy on Dismissal from Graduate School.

Satisfactory progress toward completing a graduate degree in Kinesiology requires:

- An annual written assessment documenting that the student is making satisfactory progress in completing coursework, the components of the doctoral portfolio[†], and/or their thesis/dissertation
- Maintaining a cumulative GPA of 3.0 or better for all courses taken as a graduate student,
- Successfully passing relevant exams outlined by the Graduate School and Program, and
- Timely[‡] compliance with all Graduate School and Program benchmarks for academic milestones and form submission.

[†]*Doctor of Philosophy students only*

[‡]*Students with overdue program benchmarks may not be eligible for funding opportunities such as Graduate Teaching Assistantships or Fellowships and Scholarships. Students who are restricted from full course loads may negotiate a longer time frame in consultation with the graduate program coordinator and their major professor.*

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Plan for Assessment of Graduate Student Satisfactory Academic Progress

- During their first term of enrollment in the Kinesiology graduate program, students will collaborate with their major professor to establish standards and expectations of satisfactory progress for that student's program, and identify specific goals to be achieved during the first year of study. The results of this collaboration will be recorded on the **Incoming Graduate Student Goals and Expectations** form which will be signed by the student and major professor. Students are responsible for submitting the completed form to the Doctoral Programs Manager and the Kinesiology Graduate Program Director no later than the beginning of the student's second term in the 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 complete 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 Doctoral Programs Manager and the Kinesiology Graduate Program Director no later than June 15th of the academic year in which the assessment was conducted. The assessment packet consists of the **Completion of Milestones, Major Professor Assessment of Satisfactory Academic Progress, Self-Assessment Narrative, Signature Sheet**, and any additional documentation the major professor, committee members, or student wishes to include. Students should contact the Graduate Program Director with any concerns they may have meeting this deadline.

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Assessment Procedure and Instructions

1. Annually, each student in the Kinesiology Graduate Program will write a **Self-Assessment Narrative**. Before beginning, the student should review the goals and expectations that were developed in collaboration with their major professor(s) during either the incoming graduate student meeting or the last annual progress assessment. The Self-Assessment Narrative should summarize only the activities undertaken by the student *since the last annual progress assessment* and should address all of the following, as applicable: (1) coursework taken and grades received, (2) progress toward completing the doctoral portfolio components, (3) completion of relevant Graduate School and Kinesiology Program requirements such as exams and committee meetings, (4) thesis progress, (5) extent to which the goals set forth in the last annual review were met, (6) any impediments to progress, and (7) relevant professional development activities.
2. In addition to the Self-Assessment Narrative, the student will fill out the **Completion of Milestones** form. The student should retain a copy of this form so that it can be updated as they make progress toward degree completion and included in future annual assessments.
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(s) but is not required. The student will provide their major professor, and participating graduate committee members, with their Self-Assessment Narrative and Completion of Milestones documents prior 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 his/her feedback and expectations. During the assessment meeting, the major professor will discuss their responses with his/her student. The student is responsible for ensuring that they understand the feedback that has been provided to them and, as needed, for completing the requirements to re-establish satisfactory academic progress by the deadline(s) documented on the annual review.
5. The student and major professor(s) will sign the **Signature Sheet** at the conclusion of the assessment meeting.
6. The student will prepare the assessment packet for submission. The completed assessment packet will include the following in the order listed:
 - a. Completion of Milestones
 - b. Major Professor Assessment of Satisfactory Academic Progress
 - c. Self-Assessment Narrative
 - d. Signature Sheet
 - e. Optional additional documentation
7. The student will submit a hard-copy of the completed assessment packet to the Doctoral Programs Manager and an electronic version to the Kinesiology Graduate Program Director no later than June 15th of the academic year in which the assessment was conducted.

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Completion of Milestones

STUDENT: Please complete this form and give it to your major professor prior to your assessment meeting. Enter all information including the term of completion for milestones achieved in your current degree program (e.g. "Winter, 2015). You should retain a copy of this form and update it for inclusion in future assessments as you make progress toward degree completion.

STUDENT NAME: _____ DATE: _____

PROGRAM: MS MAIS PHD

BEGAN PROGRAM OF STUDY IN: Fall Winter Spring Summer YEAR: _____

CURRENT GPA (AS OF COMPLETION OF WINTER TERM): _____

MAJOR PROFESSOR NAME(S): _____ PROGRAM/ DEPT: _____

COMMITTEE MEMBER NAME(S): _____ PROGRAM/ DEPT: _____

| MILESTONE | GRADUATE SCHOOL [†] OR PROGRAM [‡] BENCHMARKS ¹ | DATE COMPLETED |
|---|---|----------------|
| SUBMIT INCOMING GRADUATE STUDENT GOALS AND EXPECTATIONS FORM TO THE PROGRAM | <ul style="list-style-type: none"> PHD, MS, & MAIS: Before the start of student's second term in the program[‡] | |
| FORM GRADUATE COMMITTEE | <ul style="list-style-type: none"> PHD: Before completing 5 terms[†] MS & MAIS: Before completing 18 credits of coursework[†] | |
| CONDUCT PROGRAM OF STUDY MEETING | <ul style="list-style-type: none"> PHD: Before completing 5 terms[†] MAIS ONLY: Before completing 18 credits of coursework[†] | |
| SUBMIT PROGRAM OF STUDY TO THE GRADUATE SCHOOL | <ul style="list-style-type: none"> PHD: Before completing 5 terms[†] MS & MAIS: Before completing 18 credits of coursework[†] | |
| COMPLETE DOCTORAL PORTFOLIO ASSESSMENT | <ul style="list-style-type: none"> PHD: Before completing 7 terms[‡] | |
| COMPLETE PRELIMINARY ORAL EXAMINATION ^{2,3} | <ul style="list-style-type: none"> PHD: Within 1 month of successful doctoral portfolio evaluation[‡] | |
| COMPLETE THESIS/DISSERTATION PROPOSAL ³ | <ul style="list-style-type: none"> PHD: Before completing 12 terms[‡] MS & MAIS: Before completing 4 terms[‡] | |
| COMPLETE THESIS/DISSERTATION DEFENSE/ FINAL ORAL EXAMINATION ^{2,3} | <ul style="list-style-type: none"> PHD: Before completing 15 terms[‡] MS & MAIS: Before completing 6 terms[‡] | |

¹Excludes summer terms ²Must be scheduled with the Graduate School ³Must complete and submit Program Event form

Kinesiology Assessment of Graduate Student Academic Progress
Major Professor Assessment of Satisfactory Academic Progress

INSTRUCTIONS

STUDENT: Please provide this form to your major professor. 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 and document any recommendations or requirements to improve student performance. If the space below is not sufficient, you may attach additional sheets. Please discuss your responses with your student.

STUDENT NAME: _____

MAJOR PROFESSOR NAME(S): _____

PERIOD OF REVIEW: AY: _____

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

- YES:** I have no suggestions to improve progress in this area or he/she has completed their coursework.
- YES, BUT:** I recommend the following to improve progress in this area.
- NO:** I *require* the following in order to reestablish satisfactory academic progress in this area.

RECOMMENDATION 1:

RECOMMENDATION 2:

REQUIREMENT(S) WITH DEADLINE:

2.) Is your student making satisfactory progress toward completing the doctoral portfolio components? If not applicable (MS or MAIS student), please check here

- YES:** I have no suggestions to improve progress in this area or he/she has completed their portfolio.
- YES, BUT:** I recommend the following to improve progress in this area.
- NO:** I *require* the following in order to reestablish satisfactory academic progress in this area.

RECOMMENDATION 1:

RECOMMENDATION 2:

REQUIREMENT(S) WITH DEADLINE:

3.) Is your student making satisfactory progress in completing his/her thesis or dissertation?

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

| |
|-------------------------------|
| RECOMMENDATION 1: |
| RECOMMENDATION 2: |
| REQUIREMENT(S) WITH DEADLINE: |

4.) Is your student meeting Graduate School and Program benchmarks for completion of academic milestones and form submission?

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

| |
|-------------------------------|
| RECOMMENDATION 1: |
| RECOMMENDATION 2: |
| REQUIREMENT(S) WITH DEADLINE: |

5.) Has your student provided service to the program, school, college, university, or discipline at-large? (Recommended for professional development, but not required)

- YES:** I have no suggestions to improve progress in this area.
- YES, BUT:** I recommend the following to improve progress in this area.
- NO, BUT:** I recommend the following to improve progress in this area.

| |
|-------------------|
| RECOMMENDATION 1: |
| RECOMMENDATION 2: |

6.) Please list the goals for the next annual review period that you and your student have agreed upon.

| |
|-----------|
| A. |
| DEADLINE: |
| B. |
| DEADLINE: |
| C. |
| DEADLINE: |
| D. |
| DEADLINE: |
| E. |
| DEADLINE: |

Kinesiology Assessment of Graduate Student Academic Progress
Graduate Student Self-Assessment Narrative

STUDENT: Please summarize the activities you have undertaken *since the last annual progress assessment*. Your summary should address all of the following, as applicable: (1) coursework taken and grades received, (2) progress toward completing the doctoral portfolio components, (3) completion of relevant Graduate School and Kinesiology Program requirements such as exams and committee meetings, (4) thesis progress, (5) extent to which the goals set forth in the last annual review were met, (6) any impediments to progress, and (7) relevant professional development activities.

SELF-ASSESSMENT PERIOD OF REVIEW: AY _____

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

STUDENT NAME: _____

MAJOR PROFESSOR NAME(S): _____

Major Professor: *I have reviewed my student's completion of milestones and self-assessment narrative, and completed my assessment of their academic progress. I have 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 academic progress, and I have provided this feedback when requested. I have documented and discussed with my student the goals for the next review period and any recommendations that I have made to improve academic progress.*

I attest that this student (please check all that apply):

- is making satisfactory progress in completing or has completed their coursework,*
- is making satisfactory progress in completing or has completed their doctoral portfolio, if applicable,*
- is making satisfactory progress in completing their thesis/dissertation,*
- is maintaining a GPA of 3.00 or better,*
- has successfully passed relevant exams outlined by the Graduate School and Program, and*
- is complying with all Graduate School and Program benchmarks for academic milestones and form submission.*

Accordingly, I have determined that this student (please check one):

- is making satisfactory progress toward the completion of their degree program.*
- is not making satisfactory progress toward the completion of their degree program. I have documented and discussed with my student the requirement(s) for them to reestablish satisfactory academic progress and the deadline(s) by which he/she needs to complete the requirement(s).*

Major Professor Signature(s)

Date

Student: *I understand my major professor's assessment of my academic progress and their expectations of me during the next period of annual review. 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. My major professor has documented and discussed with me the goals for the next review period and any recommendations that they have made to improve my academic progress.*

If my major professor has determined that I am not making satisfactory progress toward the completion of my degree program, I understand the requirement(s) for me to reestablish satisfactory academic progress and the deadline(s) by which I need to complete the requirement(s).

Student Signature

Date