

Wood Science Graduate Programs

Satisfactory Academic Progress

DEFINITION OF SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress toward completing a graduate degree in Wood Science is measured by the following four (4) criteria:

- An annual written assessment showing adequate progress in coursework, research, and development of thesis/dissertation as evaluated by major professor
- Maintaining a cumulative GPA of 3.00 or better for all courses taken as a graduate student
- Successfully passing all relevant exams outlined by the program and Graduate School
- Timely compliance* with all program requirements and Graduate School requirements for committee formation, committee meetings, project proposal, submission of forms and information, and participation in seminars and other activities expected of a graduate student in the Wood Science program

Students with overdue program materials may not be eligible for certain funding opportunities at the Graduate School level.

ASSESSING SATISFACTORY ACADEMIC PROGRESS

Step 1:

Each year every student in the Wood Science graduate program will fill out the annual Satisfactory Academic Progress (SAP) Evaluation form.

The student is expected to note anticipated, in progress, and completed milestones for the program and to briefly summarize accomplishments and/or impediments since the last review and should address: (1) Research and thesis/dissertation, (2) Academics, (3) Professional development, (4) Service to department, college, or university, and (5) Goals for upcoming year.

Step 2:

The student will schedule a meeting with their major professor to perform the annual SAP evaluation and discuss progress, accomplishments, and impediments; this meeting can occur when students schedule a meeting for their annual employment evaluation. Participation from other graduate committee members may be requested by either the student or the major professor.

Step 3:

The major professor reviews the student's materials, makes any comments as necessary, and signs the SAP Evaluation form. The major professor may document their assessment of the student's progress in writing for inclusion in the evaluation, but this is optional.

The student signs the form and turns in the SAP Evaluation form to the WSE department office for inclusion in the student's academic file in the department. **This document must be on file before the beginning of Fall term or before a renewal of assistantship appointment will be given to the student.**

Step 4:

If the student is not satisfactorily progressing then the student will need to work with the major professor to develop an action plan containing measurable milestones and dates for measuring student academic progress over the course of the year. The plan will be submitted and reviewed by the Department Head and placed in the student's academic file in the department.

Department of Wood Science & Engineering, Satisfactory Academic Progress - MS Students

Name: _____ Major: _____ 2nd Major or Minor: _____

Degree: **MS** Program Start: _____ Expected Completion: _____

MS MILESTONES

Please circle one

Please fill in

Committee formed: Anticipated In Progress Completed Date: _____

Please fill in the names, departments, & roles of your committee members:

Name: _____ Department: Wood Science & Engineering Role on Committee: Major Professor

Name: _____ Department: _____ Role on Committee: _____

Name: _____ Department: _____ Role on Committee: _____

Name: _____ Department: _____ Role on Committee: _____

Name: _____ Department: _____ Role on Committee: _____

Please circle one

Please fill in

Coursework: Anticipated In progress Completed Date: _____

Ethical Research Training: Anticipated In Progress Completed Date: _____

Program Meeting: Anticipated Completed Date: _____

Program of Study filed: Anticipated In Progress Completed Date: _____

Qualifying Exam: Anticipated Completed Date: _____

Research Plan filed Anticipated Completed Date: _____

WSE 507 Presentation: Anticipated Completed Date: _____

Defense & Final Exam: Anticipated Completed Date: _____

Briefly summarize your accomplishments and/or impediments on the following items. Use additional pages if necessary.

Research and thesis:

Academics:

Department of Wood Science & Engineering, Satisfactory Academic Progress - MS Students

Name: _____ Major: _____ 2nd Major or Minor: _____

Degree: **MS** Program Start: _____ Expected Completion: _____

Professional development:

Service to department, college, or university:

Goals for upcoming year:

Graduate Student Signature

Your signature indicates that you have completed an annual review with your major professor(s) and understand that you have the right to discuss this evaluation with the Department Head. You are able to attach any comments, explanations, and rebuttals to this review. Letters or other supporting documents may not be anonymous.

Graduate Student Date

Major Professor Signature

Your signature indicates that you have completed an annual review with this graduate student and they are making **satisfactory progress** towards their degree.

Major Professor Date

Department Head Signature

Department Head Signature Date