



Program of Higher Education and Student Affairs Leadership

Program Progress Review

This statement outlines requirements to assist doctoral students and advisors in planning for formal reviews of program progress, as required by the Graduate School. The purpose of each Progress Review is to identify a student's goals, strengths, and areas for improvement based on input from the student, advisor, and HESAL faculty. There will be a minimum of two reviews for each student. The first review is to be completed after Semester One (HESA 760 and 761), and the second following the completion of Semester Three (including HESA 780, 781, and 782).

First Progress Review Following HESA 760 and 761

The first review for a Ph.D. student is designed to provide an initial appraisal of strengths and areas for growth. The student initiates this process following completion of HESA 760 and 761 by preparing a statement addressing the following: professional goals, goals to address within the academic program, personal strengths, and areas for growth. This document is to be given to the advisor who then brings the statement to the HESAL program faculty for review of the student's progress. If this process is not initiated by April 1 following HESA 760 and 761 and/or completed by the end of HESA 780 and 781, the advisor will initiate a review of the student's progress by the faculty.

Following a discussion among program faculty, the advisor writes a Progress Review letter that provides specific feedback to the student regarding demonstrated strengths, recommended or required areas of improvement, and progress toward formation of the students' program committee. This letter will include where changes or improvements are expected in performance and/or professional conduct, as well as defining time frames or deadlines to be met by the student. The Progress Review letter is then signed by the advisor and Division Director and forwarded to the Graduate School. A Progress Review letter serves as official notification to the student and Graduate School that the HESAL program:

1. encourages the student to continue in the program, or
2. discourages the student from continuing, or
3. recommends termination of the student's doctoral program to the Dean of the Graduate School.

Second Progress Review Following Completion of HESA 782

The second review of a doctoral students' progress follows the completion of HESA 782. Students initiate this second review by preparing a statement addressing the following: an assessment of progress within the program of study, progress made in performance and/or conduct (if specified in the first review), and additional areas of strength or improvement. When completed this statement is given to the advisor, who will consult with faculty regarding the student's progress.

If the faculty is satisfied with a student's progress, the advisor will complete the Progress Review letter recognizing areas of strength and improvements, and offering any additional recommendations for continued growth. This second Progress Review letter is signed by the advisor and the HESAL Program Coordinator, and is forwarded to the Graduate School.

If, in the Second Progress Review, concerns are raised regarding a student's progress, the faculty will decide whether to

1. encourage the student to continue in the program, subject to a subsequent Progress Review, or
2. recommend termination of the student's program to the Dean of the Graduate School.

When recommending continuation, a Progress Review letter will identify needed areas of improvement and a timetable for a subsequent Progress Review. It is the student's responsibility to work with the advisor and other faculty, as appropriate, to resolve areas of concern.

If the subsequent Progress Review finds that the student has made satisfactory progress, then a Progress Review letter is signed by the advisor and the HESAL Program Coordinator and forwarded to the Graduate School.

Written comprehensive examinations may not be scheduled until a second or subsequent Progress Review is made by the advisor, signed by the HESAL Program Coordinator, and received by the Graduate School specifying that satisfactory performance has been achieved.

NOTE: Students will receive a copy of every Progress Review Letter, after each has been signed by the advisor and the HESAL Program Coordinator. If concerns regarding a student's progress are raised by faculty that the advisor has not previously discussed with the student, a conference of the student and advisor will be held to discuss those concerns, either before or after the Progress Review is submitted to the Graduate School.