

Annual Progress Report, Academic Performance, Probation, and Termination.

All students in the graduate program must submit an Annual Progress Report by **15 September of their second and subsequent years**. Report forms are available online. Failure to submit the Annual Progress Report constitutes grounds for dismissal from the EAS Graduate Program. The following procedure will be used:

1. By **1 September**, the student must submit his/her Annual Progress Report electronically to his/her faculty advisor for review, revision, and approval. Once approved by the advisor and no later than **15 September**, the student must submit his/her report to the rest of the committee members and to the Graduate Secretary.
2. Supervisory Committee members are expected to carefully evaluate student Annual Progress Reports and submit their evaluation (*Satisfactory*, *Needs Improvement*, *Unsatisfactory*) electronically to the Graduate Secretary, no later than **30 September**. Failure to complete Graduate Studies, EAS, or specialization requirements is grounds for a *less than Satisfactory* evaluation. In addition, poor research progress is grounds for a *less than Satisfactory* evaluation. If recommendations of *less than Satisfactory* are given, faculty **must** briefly justify this recommendation in writing.
3. The Graduate Secretary will inform the student (and the student's committee) of his/her evaluations (with justifications, if any). If all evaluations are *Satisfactory* then no further action is required.
4. If any evaluations are *Needs Improvement* the student will be required to schedule a meeting with his/her committee. At this meeting deficiencies will be discussed and suggestions to overcome those deficiencies will be proposed. **No later than 15 November**, the student's advisor will submit a letter to the EAS Graduate Committee summarizing the salient points of the meeting. No remediation plan is necessary and no other action is needed.
5. If any evaluations are *Unsatisfactory*:
 - a. The student will be required to schedule a committee meeting. At this meeting a plan for remediation must be developed. **No later than 15 November** the student's advisor should submit a letter to the EAS Graduate Committee (cc'd to the student, the Supervisory Committee, and the Graduate Secretary) summarizing the deficiencies and describing a plan for remediation.
 - b. No later than **15 March** of the same academic year, the student must have another committee meeting to determine if the plan for remediation has been satisfactorily completed. If the student has completed the plan and is making satisfactory progress, the advisor will report this change in status in writing to the EAS Graduate Committee.
 - c. Students that fail to achieve satisfactory status by **March 15** will be put on probation. Once on probation the student will have until the beginning of the fall semester to achieve *Satisfactory* status. Failure to achieve *Satisfactory* status constitutes grounds for dismissal from the graduate program. A student who has not achieved *Satisfactory* status will not be allowed to register for the fall semester.

Receiving *Unsatisfactory* evaluations for similar reasons from the majority of the Committee in two consecutive years constitutes grounds for dismissal from the graduate program.