

Please take a few moments to evaluate your student's progress and complete the following worksheet once per semester. The report is due **on October 15th** (in Fall semesters) or **February 15th** (in Spring semesters). You may wish to review your advisee's transcript and CV or other professional documentation before preparing your evaluation. Your advisee has the right to attach a rebuttal if he or she disagrees with this evaluation of his or her progress.

Student name: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

**Detailed Evaluation**

The student is currently (please check all that apply):

- Maintaining continuous enrollment (at least 1 class per semester)
- Attending regular advising meetings
  - Please indicate approximate frequency: \_\_\_\_\_
- Completing his or her coursework with passing grades (i.e., **B or better in all classes**)
- Making progress on his or her thesis
  - Excellent progress
  - Steady progress
  - No progress: appropriate (e.g., thesis work has not yet begun)
    - Please indicate when progress is expected to begin: \_\_\_\_\_
- No progress: inappropriate (e.g., there is reason for concern)

Behavioral Contract Needed: B- in a required course, GPA dropped below 3.0, inappropriate progress in courses or thesis

- Required - Advisors: please consult with the Graduate Committee and Graduate Coordinator to develop a plan, and attach it to this evaluation form.
- Not Required

**General Evaluation**

Please select one of the following:

- Student is in good standing and making adequate progress toward degree
- Student is failing to progress but a remediation plan has been established
- Student is failing to progress and no remediation plan has been established

\_\_\_\_\_  
Advisor's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Student's Signature\_\_\_\_\_  
Date