

# 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, or employed as a graduate assistant by the Wood Science & Engineering department, will fill out the Annual 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 evaluation and discuss progress, accomplishments, and impediments. 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 and then fills out and signs the Annual 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 Annual Evaluation 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.