

School of Nuclear Science and Engineering Graduate Degree Programs Graduate Student Academic Progress

The process for evaluating Academic Progress for graduate students in the School of Nuclear Science and Engineering may include 3 steps (in chronological order through academic year):

- **1. Planning Ahead** (complete within first term, revised as necessary at end of AY) - *page 3 of this document*
- **3. Assessment of Progress on Milestones** (due at end of AY) - *page 5 of this document*
- **4. Graduate Education Performance Plan** (following an unsatisfactory assessment) - *page 7 of this document*

Definition of Satisfactory Academic Progress

Satisfactory progress toward completing a graduate degree in the College of Engineering graduate programs requires:

- An annual assessment showing adequate progress in coursework, development of thesis or writing project as evaluated by major professor and the rest of the student's graduate committee,
- Maintaining a GPA of 3.00 or better for all courses taken as a graduate student,
- Successfully passing relevant exams outlined by the Graduate School and the School of Nuclear Science and Engineering if relevant,
- Timely* compliance with all Graduate School and programmatic requirements** for committee formation, committee meetings, project proposal, submission of forms and information, participation in seminars and other activities expected of a student, scholar and citizen.

**Students who are restricted from full course loads may negotiate a longer time frame in consultation with the program director and their major professor.*

***Students with overdue program materials may not be eligible for funding opportunities such as the Laurels Block Grant Scholarship, COE Fellowships, and COE School level Awards.*

Plan for Assessment of Graduate Student Satisfactory Academic Progress

- Early in their program (e.g., during their first term of enrollment) students should collaborate with their major professor and graduate committee to establish standards and expectations of satisfactory progress for that student's program.
- Student progress will be assessed annually.
- An assessment of student academic progress is made by the student, the student's major professor and, if requested, by other members of the student's graduate committee. Any member of the committee may provide an evaluation of student progress for inclusion in the assessment package, but this is optional.
- It is the responsibility of the student to perform a self-assessment, arrange to meet with their major professor to review academic progress, and to submit the signed and completed Assessment of Graduate Student Academic Progress form to the NSE Graduate Liaison no later than June 30th each year.

Process:

1. Every first-year graduate student in an NSE graduate program is required to attend the Graduate Orientation in the first term. The NSE Graduate Committee is to host this orientation, during which definition of satisfactory academic progress and expectations for NSE graduate students will be discussed. The student will then complete and sign the 'Planning Ahead for the First Year' (Pg. 3 of this document) form. This form must be submitted to the NSE Graduate Student Liaison before the end of the first term in Year 1.
2. Each spring term, every graduate student in an NSE graduate program will fill out the 'Completion of Milestones' section of the 'Assessment of Graduate Student Academic Progress' form (Pg. 5 of this document) and perform a self- assessment. The student may want to discuss their advisor's expectations for various categories of progress or professional development prior to complete the self-assessment.
3. The student signs the 'Assessment of Graduate Student Academic Progress' form and is responsible for submitting the signed and completed form to the NSE Graduate Liaison for inclusion in the student's permanent record by June 30th each year.
4. The major professor reviews the student's materials and provide feedbacks to the student and notify the NSE Graduate Liaison. The major professor (or any committee member) may document their assessment of the student's progress in writing for inclusion in the student's permanent record, but this is optional. These written comments may be helpful to document expectations for the coming year.
5. If the student's progress is unsatisfactory, the student will work with the major professor to develop a Graduate Education Performance Plan (page 7) that contains measureable milestones for assessing student academic progress over the course of the year. The plan will also be reviewed and signed by the NSE School Head and filed in the student's permanent record.

Planning Ahead for the First Year

Please plan ahead for the coming year in terms of academic milestones, competencies, professional and career development, etc. Use the table for formal academic milestones and the space below for other goals. The idea is that you use this opportunity to plan ahead for the year **with your major professor and committee**, and the assessment is then used to take stock and see how things have progressed.

To Be Filled Out By Student

Student's name: _____

Date: _____

Date entered NSE graduate program: _____

Degree program (check one): M.S. ___ Ph.D. ___

Area of Concentration: _____ Date of expected completion: _____

Major Professor Name(s):

Committee Member Names:

Checklist: (Complete those that apply to you; please fill in all dates that are applicable even if it's your best guess)

COMPLETION OF MILESTONES	TIME LINE	DATE COMPLETED OR EXPECTED
Master's Degree		
Establish Graduate Committee	Second quarter	
(Program of Study Meeting)	Second quarter	
Program of Study submitted to the Grad School	By 18 credits	
Schedule final defense	One quarter before event	
Ph.D. Degree		
Establish Graduate Committee	End of first year	
Qualifying Exam	End of first year	
Program of Study Meeting / POS approved by Graduate School	After passing Qualifying Exam/ by 5 th term	
Preliminary Exam	End of 2 nd year or after approval of Program of Study and completion of most of course work	

Passed the Preliminary Exam		
Schedule final defense	One quarter before event	

Student signature: _____ **Date:** _____

This completed form must be submitted to NSE Graduate Student Liaison Heidi Bradly (Heidi.Braly@oregonstate.edu; 541-737-7062) *before the end of your first term in year 1.*

Assessment of Graduate Student Academic Progress

To be filled out by the student

Student's name: _____

Date: _____

Date entered NSE graduate program: _____

Degree program (check one): M.S. ___ Ph.D. ___

Area of Concentration: _____

Date of expected completion: _____

Major Professor Name(s):

Committee Member Names:

Checklist: (Complete those that apply to you; please fill in all dates that are applicable even if it's your best guess)

COMPLETION OF MILESTONES	TIME LINE	DATE COMPLETED OR EXPECTED
Master's Degree		
Establish Graduate Committee	Second quarter	
Program of Study Meeting	Second quarter	
Program of Study approved by the Grad School	By 18 credits	
Schedule final defense	One quarter before event	
Ph.D. Degree		
Establish Graduate Committee	End of first year	
Qualifying Exam	End of first year	
Passed the Qualifying Exam		
Program of Study Meeting / POS approved by the Graduate School	After passing Qualifying Exam/ by 5 th term	
Preliminary Exam	End of 2 nd year or after approval of Program of Study and completion of most of course work	

Passed the Preliminary Exam		
Schedule final defense	One quarter before event	

Self-assessment of Academic Progress

<u>Self-assessment:</u>		
<i>Answer the following questions based on your own assessment.</i>		
YES	NO	QUESTION
		I am making satisfactory progress in completing my course work.
		I am making satisfactory progress in research.
		I am making satisfactory progress towards my degree (e.g. developing program of study, participating in qualifying exam, scheduling defense.)
		I have participated in professional and/or career development opportunities

Student signature: _____ **Date:** _____

This completed form must be attached to the self-assessment narrative and submitted to the NSE Graduate Liaison, Heidi Bradly (Heidi.Braly@oregonstate.edu; 541-737-7062) before June 30th each year.

Graduate Education Performance Plan

This form is intended to monitor a student's performance towards degree completion **resulting from an unsatisfactory review** at an annual assessment. This form should outline mutually agreed-upon (between student and major professor) benchmarks of performance.

Student _____

Major Professor _____

Plan (Identify deficiencies and outline plan to remedy them):

Benchmarks (Criteria used to evaluate progress):

Signatures

Student _____ Date _____

Major Professor _____ Date _____

School Head/Program Director _____ Date _____