

ANNUAL EVALUATION

Department of Political Science, Graduate Programs

Graduate College standards require that academic units must conduct an annual review and evaluation of their graduate students' progress in meeting degree requirements. The review may include, but is not limited to, considerations such as:

- progress made in meeting conditions of admission.
- completion (within the prescribed period of time) of those courses in which the student has received an "I".
- completion of core course requirements.
- progress made in completing research requirements.
- general quality of research.

The review may also encompass the student's broader scholarly capabilities and professional development.

The annual evaluation is conducted by the student's advisor and/or committee chair and is reviewed by the Director of Graduate Programs in Political Science. The final evaluation is sent to the student and the Graduate College. Before the end of the spring semester, students are required to submit a mini-curriculum vitae (CV) (see [Forms/Travel Funding](#) section of this site) as the first step in the evaluation process. The mini-CV will include all pertinent information from the current academic year (summer/fall/spring semesters) such as enrollments, courses taught or assisted, research and creative activity, grants or awards, publications, conferences and presentations, and service activities.

Students are evaluated with respect to adherence to normal progress deadlines, performance in the classroom, the prevalence of incompletes or withdrawals, and on the general examination. A list of specific reasons for an unsatisfactory evaluation is provided below. The most common reason for an unsatisfactory evaluation of a doctoral student is the absence of an approved dissertation prospectus within one year of passing the general examination. Another frequent reason is too many incompletes. Only in unusual circumstances should a graduate student receive an incomplete in their coursework. Reasons for an unsatisfactory evaluation may include.

- Violation of time standards for completing a degree. If entering the program with B.A. - taking the general examination within first five years, or if entering with M.A. - taking within the first four years. All students must complete the dissertation within four years of passing the general examination.
- More than two incompletes.
- Too many withdrawals from courses.
- Low grades or academic probation.
- Failure to form an advisory committee after the third semester.
- Failure to file the mini-CV.
- Failure of the general examination.
- Failure to submit and obtain Advisory Committee approval for dissertation.
- Insufficient progress toward completion of dissertation.

One unsatisfactory evaluation results in a warning to the student and a second review at the end of the next semester or designated period. Based on the second review and the department's recommendation, the Graduate College will either allow or deny further enrollment. A student who receives three consecutive unsatisfactory evaluations will be denied further enrollment.