

Departments may have their own annual assessment process and requirements. This form is to be used to submit the departmental annual assessment in place of the School of Graduate Studies Annual Graduate Student Assessment form.

Departmental Assessments must have the following components:

- Student Self-Evaluation
- Evaluation by the advisor and/or committee
- In-person meeting

Step 1: Student Information

Student ID: _____ First Name: _____ Last Name: _____
Program: _____

Year in Program: _____ Responsibilities (GTA/GRA/GSA): _____
Total Credits: _____
GPA: _____
Expected Date of Graduation: _____

SGS Advance to Candidacy Checklist (not all items applicable for all students):

____ Moved to approved status
 ____ Select Committee (*recommended 2nd semester*)
 ____ Submit Program of Study (*recommended 2nd semester*)
 ____ Comprehensive Exams (if applicable)
 ____ Topic Proposal (*as early as possible*)

Step 2: Document Upload

Please attach a copy of the completed departmental annual assessment.

Step 3: Chair or Advisor/Student Meeting

Date of Meeting: _____

Your signature below indicates that the student and advisor/chair have met and discussed the contents of the attached assessment.

Chair/Advisor _____	Student _____
Date _____	Date _____

The student may attach a response to this review prior to signing if they wish.

Note:

After both the advisor/chair and the student have signed this document, copies of the completed report will be emailed to everyone who has signed this assessment as well as the graduate program director.

This form will be stored in your student academic record with the School of Graduate Studies.