



## ENVS GRADUATE STUDENT SATISFACTORY PROGRESS POLICY (3/26/2019)

Graduate students in the Environmental Science Department are subject to annual evaluation for satisfactory progress based on their grade point average and overall progress towards completion of degree requirements.

A high level of performance is expected of all students in the ENVS graduate degree programs. Students must maintain a minimum of a 3.0 cumulative GPA throughout the program. Students failing to meet GPA requirements will be placed on probation by the Graduate College for one semester. If the cumulative GPA is not raised to the required minimum in the following semester, the student's major professor and the graduate advisory committee will decide whether to: (1) academically disqualify the student from the program; or (2) with Graduate College approval, allow the student to continue on probation upon approval of a remediation plan.

The Graduate Studies Milestones table below indicates the semester in which certain administrative steps should take place in order to meet satisfactory progress towards completion of degree requirements. These steps include scheduling annual committee meetings, comprehensive exams, submission of research proposals, and timely filing of required forms (e.g., plan of study, committee assignment, etc.).

No later than one month after final grades are posted for spring semester, all graduate degree seeking students are mandated to fill the annual progress report form to be distributed by the graduate coordinator. The progress reports will be prescreened by the graduate coordinator and in case of obvious deficiencies forwarded to the graduate committee for further evaluation. Students who fail to make satisfactory academic or research progress will be notified in writing of their status (with a copy of the letter going to the Graduate College). They will be asked to develop and submit a remediation plan signed by the faculty advisor. **Students must be in good standing with the ENVS Department to be eligible for financial aid (including GAs and GTS) and enrollment in individual studies course work.**

### ***Time to Completion***

It is in the best interest of both the students and the ENVS Department for degrees to be earned in a timely manner. MS students who have not completed degree requirements within 4 years, or PhD students who have not completed degrees within 6 years will receive a letter strongly encouraging them to complete all degree requirements within 1 year. Students who fail to meet this deadline will be sent another letter (with a copy going to the Graduate College) and will be required to submit a letter requesting and justifying a time extension to the graduate coordinator (no later than 1 month after receipt of the ENVS letter). A letter of endorsement from the faculty advisor and advisory committee must accompany the student's letter of request. This process can be repeated once more before the student is judged to be in noncompliance with timely progress. If extreme extenuating circumstances prevent a student in good standing (i.e., GPA  $\geq$  3.0) from completing the degree requirements within the year, a leave of absence may be requested. Students who fail to complete requirements and fail to submit a letter requesting a time extension will be automatically disqualified from the program at the end of the academic year. Academically disqualified students are eligible to reapply to the program (reapplication does not guarantee readmission).

### ***Milestones – MS Degree***

Beginning - 1 <sup>st</sup> Semester	Attend ENVS orientation and meet with faculty advisor to develop preliminary plan for coursework and thesis research
End - 1 <sup>st</sup> Semester	Begin with the selection of committee members in consultation with the faculty advisor
Beginning – 2 <sup>nd</sup> Semester	Establish graduate committee
End – 2 <sup>nd</sup> Semester	Schedule and hold a committee meeting; submit research proposal and discuss with committee; develop plan of study and submit to Graduate College via GradPath
3 <sup>rd</sup> Semester	Submit Committee Appointment Form; Schedule and hold a committee meeting; thesis research
4 <sup>th</sup> Semester	Schedule and hold a committee meeting; thesis research
5 <sup>th</sup> to 8 <sup>th</sup> Semesters	Thesis research and writing; Present and defend Thesis (Thesis option); Hold Final Exam (Non-thesis option); Submit Completion of Degree Requirements Form

### ***Milestones – PhD Degree***

Beginning - 1 <sup>st</sup> Semester	Attend ENVS orientation and meet with faculty advisor to develop preliminary plan for coursework and dissertation research
End - 1 <sup>st</sup> Semester	Begin with the selection of committee members in consultation with the faculty advisor
Beginning – 2 <sup>nd</sup> Semester	Establish graduate committee
End – 2 <sup>nd</sup> Semester	Schedule and hold a committee meeting; develop research proposal and discuss with committee; develop doctoral plan of study
3 <sup>rd</sup> Semester	Schedule and hold a committee meeting; refine research plan; submit doctoral plan of study to Graduate College via GradPath; dissertation research
4 <sup>th</sup> and 5 <sup>th</sup> Semesters	Schedule and hold a committee meeting; submit research proposal (Prospectus) to ENVS; plan comprehensive exam; submit the <i>Comprehensive Exam Committee Appointment Form</i> ; submit the <i>Announcement of Doctoral Comp Exam Form</i> ; take the Comprehensive Examination (written and oral portions)
6 <sup>th</sup> Semester	Schedule and hold a committee meeting; ensure that the ENVS Department has an updated and approved research proposal (Prospectus) on file; submit the <i>Doctoral Dissertation Committee Appointment Form</i>
7 <sup>th</sup> + Semesters	Dissertation research and writing; schedule and hold annual committee meetings; submit <i>Announcement of Final Oral Exam Form</i> ; present and defend dissertation before the end of the 12 <sup>th</sup> semester; submit dissertation to Graduate College and graduate coordinator