

Graduate Student Success: College of Arts and Sciences Policy on Graduate Student Evaluation and Support

The College of Arts and Sciences' commitment to graduate student success manifests through a combination of clear and transparent expectations for graduate student progress, regular and thorough student evaluations, high-quality graduate mentoring, adequate financial support, and robust professional development opportunities. Departments are responsible for monitoring graduate student progress and ensuring that evaluation is an ongoing and iterative process. All moments in that process should be consistent, traceable, and clearly recorded. Ultimately, graduate student success results from a combination of faculty mentoring, departmental policies and practices, and students' own attention to the Graduate School's rules and regulations and departmental expectations for degree progress.

- Each department is required to have a faculty-approved policy statement on Graduate Student Advising.
- Each department is required to have written expectations for RA/TA work. Graduate student funding is contingent on meeting these expectations.
- Departments must comply with Graduate School policies and requirements for TA Supervision, Evaluation, and Feedback (guidelines are provided in the DGS Policies and Procedures). Evaluations of graduate student teaching should rest on a broad portfolio comprising multiple forms of evidence including (but not limited to) in-class observations, TCE's, reflective teaching statements, and supervisory evaluations.
- Clear definitions of good progress towards degree completion (agreed upon by graduate faculty) and the potential consequences for lack of good progress should be included in the Graduate Student Handbook and/or posted on the department website.
- Annual graduate student reviews should be conducted by either the Graduate Faculty or the members of the Graduate Studies Committee:
 - Departments may find it helpful to have graduate students complete an annual progress report in advance of the review to document their activities and progress towards degree completion since the last review.
 - Graduate students must be informed in writing of the results of that meeting by the DGS or their designee. While these reviews do not need to be submitted to the College, the Department Manager, DGS, or Department Chair should confirm by June 30th with the Associate Dean for Graduate Studies that the process has been completed each year.
 - The annual written reviews should clearly state whether the student is making adequate progress towards degree, as defined by departmental standards.
 - If a student's progress is not satisfactory, the review should explain why this is the case, what departmental expectations are for the student moving forward, and what the consequences will be if students fail to meet these expectations.
- Grading norms for Satisfactory work in 767, including clear expectations for progress and evaluation, should be mutually agreed upon by graduate faculty.
 - Each department should have a mechanism in place to ensure collective accountability for 767 grades. For example, graduate advisors may submit a written justification for the

assigned grade each semester or the DGS and/or graduate studies committee may be charged with assigning grades based on faculty feedback.

- The DGS should monitor 767 enrollments and verify with graduate advisors that students are making satisfactory progress towards degree and that assigned grades accurately represent student effort.
- Graduate students should actively seek out opportunities for professional development.
 - Students should participate in their department's scholarly community, including regular attendance at departmental colloquium, research talks, and events.
 - Students should attend workshops and trainings offered by their department, the College of Arts and Sciences, and other units across campus (such as CELT, The Graduate School, CGPDI, etc.).
 - Students may seek additional training outside of their degree programs as appropriate (for example, by completing graduate certificates). Permission from the department and the Graduate School is required for students to enroll in graduate courses that are not required for their degree.