

Policy S-4.02
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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- TITLE:** **PROGRESSION AND ANNUAL EVALUATION OF PHD STUDENTS**
- POLICY:** PhD students are expected to be in compliance with all UF Graduate School progression policies and specific College of Nursing requirements. Students will receive an annual evaluation of progression in doctoral studies (per UF Graduate Catalog), and additional evaluation reviews as indicated. This review will assess progression towards degree and identify areas of strength and areas needing improvement. The review may result in recommendations regarding future action(s).
- RATIONALE:** Progression in College of Nursing PhD courses is dependent upon the student's ability to meet established standards and comply with student health, security, and CPR requirements. Regular evaluation provides advisement and direction to the student in her/his doctoral studies.
- PROCEDURE:**
- A. Progression Requirements**
1. Students must maintain a 3.00 average in all work attempted. Students whose GPA falls below 3.0 must meet with their mentor or supervisory committee chair to develop a remediation plan. Students may be denied further registration in the graduate program if academic performance remains unsatisfactory.
 2. Students with less than a 3.00 GPA may not hold an assistantship or fellowship per UF Graduate School Rules.
 3. Students must have on file evidence of compliance with Policy S-1.01 Student Health Policy, Policy S-1.17 Security Requirements, and current CPR certification.
- B. Annual Evaluation of Progression**
1. The annual evaluation will be conducted by the supervisory committee chair in conjunction with the supervisory committee and will be completed by May 30th each year. If a supervisory committee chair has not been appointed, the evaluation will be completed by the primary faculty mentor, with input from the mentoring team.
 2. Following the evaluation, the supervisory chair/mentor will prepare an annual evaluation report and discuss with student. A copy of this evaluation (see Attachment #1) is given to the student and a copy becomes a component of the student's academic record.
 3. A six-month interim evaluation will be conducted by the mentor or supervisory committee chair in conjunction with the supervisory committee, if one has been appointed, for students who are required to file a revised program of studies or have other additional requirements. An Evaluation Form (see Attachment #1) is completed by the mentor or supervisory chair.

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4. A special evaluation may be conducted by the mentor or supervisory chair and members at any time, if in their judgment the student is in academic jeopardy.
5. When any evaluation results in an unsatisfactory progress rating with a revised program of study and/or other requirements, copies of the Evaluation Form (see Attachment #1) will be sent to the appropriate department chair and the Office for Academic and Student Affairs (OASA).
6. If the student disagrees with any evaluation, the student may request in writing that the evaluation be reviewed by the appropriate department chair and the associate dean. This review is recorded (see Attachment #2). The mentor/supervisory chair will consult with the supervisory committee if one has been appointed throughout the process and will convey the results to the supervisory committee and the student.
7. When an evaluation results in an unsatisfactory progress rating, with a recommendation for withdrawal from the program, the evaluation will automatically be referred to the appropriate department chair and Assistant Dean for Student Affairs (ADSA) (see Attachment #2). The ADSA will notify the student of the outcome of the meeting; determining the course of action.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	Academic Affairs Committee	7/99	6/14		04/10
Review	Leadership Council	8/99	4/10		
Approval	General Faculty	9/99	4/10		
Approval	Dean	10/99	4/10	9/12	

Attachment #1: Progression in Doctoral Studies - College of Nursing Evaluation Form
Attachment #2: Progression in Doctoral Studies - College of Nursing - Review of Unsatisfactory Evaluation and Rating



Progression In Doctoral Studies
College of Nursing—Evaluation Form

Date: _____

Student: _____ UFID _____ Mail Box #: _____

Mentor/Supervisory Committee Chair: _____

Committee Member(s) _____

This is to verify that an Annual Evaluation has been conducted for the above student including a review of grades, scholarly productivity, adherence to the program of study, adherence to CON student health, security, and CPR requirements, and progress toward dissertation completion.

The following action is recommended:

- 1. * Satisfactory progress—proceed as planned. (1)
2. *Satisfactory progress, however, a revised program of studies is required which will include a 6-month reevaluation. (Attach copy of revised program of studies.) (1)
3. Unsatisfactory progress—a revised (curriculum plan) program of studies and/or other requirements are listed below. (2) Copies to Department Chair and the Office for Academic and Student Affairs (OASA).
4. Unsatisfactory progress—recommend that the student be withdrawn from doctoral studies in Nursing. (Comments section below must document basis for unsatisfactory progress decision.) (2) Send to Department Chair for review and the OASA (see Form 2).
* In general, minimum requirements for satisfactory progress include:
* A grade of "B" or better in all required nursing courses,
* An overall average of "B" or better in all work; and
* Adherence to the program of study and progression with dissertation work.
* Average grade for courses included in the minor must be B or higher.

Comments or Requirements:

Four horizontal lines for writing comments or requirements.

Signatures:

Student: _____ Date: _____
Department Chair: _____ Date: _____
Mentor/Supervisory Committee Chair: _____ Date: _____

Distribution -- Copy Center's Use Only -- Copy sent to: ___ Student Record ___ Student ___ Mentor/Committee Chair (5 copies) ___ Department Chair



UNIVERSITY OF FLORIDA
Progression In Doctoral Studies
College of Nursing—Review of Unsatisfactory Evaluation Rating

Date:
Student: UFID: Mail Box #:
Conducted By:
Department Chair
Mentor/Supervisory Committee Chair

This is to verify that an Unsatisfactory Annual Evaluation Review has been conducted for the above student including a review of grades, scholarly productivity, adherence to the program of study, adherence to CON student health, security, and CPR requirements, and progress toward dissertation completion.

Outcome / Recommendations:

5. Unsatisfactory progress; Revise program of studies (curriculum plan) and/or other requirements.
Revisions and rationale:

6. Unsatisfactory progress; withdrawal.
Rationale:

Signatures:

Department Chair: Date:
Mentor/Supervisory Committee Chair: Date:
Student: Date:

Distribution -- Copy Center's Use Only -- Copy sent to: Student Record Student Mentor/Committee Chair (5 copies) Department Chair