

C & J Graduate Student Cumulative Review Policy, Procedure, and Form

Policy: All graduate students are required to participate in the cumulative review procedure in order to continue to receive or be considered for funding for the following year and to retain their good standing in the program, which includes being able to defend the prospectus and dissertation, or to receive departmental awards.

The purpose of the Cumulative Review is to: provide information for annual graduate student award selection, assess each student's progress toward the degree, identify accomplishments and areas worthy of praise as well as areas in need of improvement, outline any unmet needs and concerns, and offer recommendations for ways the department can support student success in the program.

Procedures:

Step 1. All students must submit an Annual Review Form by **April 15**. If deadline falls on a weekend or University holiday, deadline is extended to the next business day. Please send completed electronic copies of your report via email to two contacts:

- a) Your Advisor/Dissertation/Thesis Director (If you have not selected an advisor, the temporary advisor or Director of the Doctoral/Master's Program will serve as your advisor.)
- b) the Director of the PhD Program, Dr. Sun Hong (sunhong@unm.edu) if you are a PhD student; or to the Director of the Master's Program, Dr. Dave Keating (davekeating@unm.edu) if you are an MA student.

Step 2. All graduate students will schedule a meeting with their advisor **no later than April 30th** to discuss the annual review. During this meeting, student and advisor will review the student's progress, check appropriate box on last page, and both sign the evaluation documenting the meeting and discussion.

If student progress is not satisfactory and faculty checks box "Consultation Needed" on last page of evaluation, the faculty member will discuss issues with the student and write a summary of key issues and areas where student needs to improve in order to regain satisfactory status. This summary can be included on the last page of the evaluation form or written in a separate letter. The letter/summary and copies of the signed evaluation form should be sent to the Department Chair, Students' Committee Members, and the Graduate Program Director. We recommend that faculty advisors, when meeting annually in the spring with their advisees to discuss the student's annual review, review the student's research goals, outline resources that could be beneficial, and establish a schedule for upcoming conference presentations and publication submissions.

Step 3. By **May 13** of the spring semester, advisors will submit a signed electronic copy of the entire evaluation document, including advisement letter/summary, to the Graduate Advisement Coordinator to be placed in the student's permanent departmental file.

Step 4. All students, upon successfully defending their dissertations, will participate in exit surveys to be administered by the Directors of the Doctoral and Master's programs.

Graduate Student Cumulative Review Form
(See policy & procedures below)

Student: _____

Semester: Spring _____

The **Graduate Student Cumulative Review Form** is due to your advisor and to the graduate program directors (PhD, Dr. Sun Hong; MA, Dr. Dave Keating) by **April 15th**.

Date (Month, Year) entering MA/Ph.D. program: _____

1. Graduate level courses completed and in progress:

Courses	Semester completed, enrolled	Instructor:	Grade earned, pending, or I*

***Incompletes. If student has incompletes, attach the following to this evaluation: explanation for the incomplete and plan for completion of work. Explanation Plans must be signed by both instructor of record and student.**

2. For each course taught in the previous spring and fall, list the mean score from the EvaluationKit for item #1: "Please rate the instructor's overall effectiveness"

Fall and Spring courses taught	Mean score for EvaluationKit item #1

3. **(Cumulative to date)** Provide full citations for all peer-reviewed manuscript accepted for publication manuscripts during program

4. **(Cumulative to date)** Provide full citations for peer-reviewed research manuscripts presented at professional, local, regional, national, or international conferences during program

5. Service to professional organizations, UNM, and the department (list separately)

6. Faculty Advisement

Advisor: _____

Committee Members: Program of Studies (POS), Comps, or Dissertation. For first-year students who have not had the POS meeting yet, list prospective members in consultation with your advisor.

7. Significant accomplishments or awards (list separately)

8. Professional goals after the program:

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9. Projected Timeline for Finishing Program _____

10. Areas of concern/unmet needs:

11. Recommendations for improving the quality of the program:

Q12 to be completed by advisory/temporary advisor

12. Student shows satisfactory progress in program (Evidence of unsatisfactory progress: numerous incompletes, GPA < 3.0, lack of progress on required coursework, etc.)

Satisfactory (no consultation needed)

Consultation needed

Student _____

Student's Advisor/Committee Chair _____