

Policy number: 200

Subject/Title: Student Evaluation Process

Effective Date: N/A

Policy Statement: All masters and doctoral students will be scheduled for an evaluation meeting with your advisory committee at the end of the semester unless you are graduating or your academic advisor requests a cancellation. Download the appropriate form below. You are responsible for bringing the completed form and the grades and comments from the current semester from myUTH to the meeting. You can print all of your grades on myUTH via the course history option. It would be helpful for you to keep a file of your comments from previous semesters and to bring them to the meeting.

The forms will be in Microsoft Word format. If you do not have MS Word in your computer, the equipment in the RAS basement Computer Lab is available to use. It is suggested that you keep a copy on a CD or flash drive and update as necessary. The MPH Competencies form must be used by MPH students who first enrolled in fall 2006 or later. The MPH Performance Objectives and Achievement form can be used by students who first enrolled prior to fall 2006 and are close to graduation. Students who first enrolled prior to fall 2006 but are not close to graduation can use the MPH Performance Objectives and Achievements form but may choose to use the MPH Competencies form as it will help to prepare them for the forthcoming certification process.

Reason for Policy: The purpose of the Student Evaluation Process is for advisors to keep track of the progress of students. This process will help to promote successful progress and completion of all required courses in a degree program within the approved time limits.

Definitions: N/A

Scope and Audience: All UTSPH students

Responsibilities and Procedures: Described above

Related Policies, Forms and Information: See the [Evaluation Week](#) page for MS/PhD/DrPH Progress Report; MPH Competencies Form; MPH Performance Objectives and Achievements Form and for more information.

History: Approved by Academic Council:
 Endorsed by Executive Council:

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