Policy Number: 200

Subject/Title: Student Evaluation

Effective Date: Fall 2017

Policy Statement: Upon admission, students are assigned a faculty academic advisor. Academic advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. The student is responsible for contacting the faculty member to schedule the meeting or a hold will be placed on their account. The student and their advisor are mutually responsible for working together to ensure that the student accomplishes the following as applicable to the student’s program:

- Assemble advisory and candidacy examination committees with guidance from the advisor.
- Select appropriate courses based on degree requirements and suggestions from the student's advisor/advisory committee.
- Review and understand all of the degree requirements and progress consistently with the expectations of the program, meeting at least once in the Fall and once in the Spring, reaching milestones according to plan; work with the Office of Academic Affairs and Student Services or the student’s Advisory Committee if modifications are necessary.
- Meet regularly with the advisor to clarify the timetable for completing any remaining course requirements, examinations, and other requirements.
- Understand the requirements, if applicable, for the practicum, capstone course and writing of the thesis and dissertation, as well as successful presentation of the thesis and defense of the dissertation.
- Benefit from experiences and information provided by the advisor to optimize the student’s career opportunities and success.

Student evaluation meetings with their primary faculty advisor are required to occur at least once during the fall and once during the spring semesters of the duration of the student’s enrollment in a degree program. Evaluation meetings serve to assess and discuss a student’s academic progress toward degree completion. The student will contact the faculty member to schedule an evaluation and advising meeting. The student is responsible for bringing the completed form (see link below) and grades from the current semester from myUTH to the meeting (grades on myUtH can be found via the course history option). At this scheduled meeting, an academic progress report will be completed and signed by both faculty and advisee.

Reason for Policy: To ensure all degree-seeking students are making progress toward degree completion.

Definitions: N/A

Scope and Audience: UTHhealth School of Public Health Faculty and Students
Responsibilities and Procedures: UTHealth School of Public Health Faculty and Students

Related Policies, Forms and Information: See the Student Evaluation page for more information and the appropriate forms.

History: Approved by: Academic Council: October 24, 2017

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