Completed evaluation must be submitted to the department every semester, on line.

1. The student completes the Graduate Students Academic Program Review (GSAPR) form, available at: http://www.cals.arizona.edu/abe/content/graduate-education

2. The student meets advisor and committee members (as a group or individually), with a minimum of one group meeting per year to discuss their evaluation of his/her progress as noted in the GSAPR.

3. The Major Advisor and the student complete the Graduate Student’s Academic Review Form, online and submit the electronically signed form via email to the Department Program Coordinator, Dava Jondall at davaj@email.arizona.edu by April 15th or November 15th, for the academic year.

4. The Program Coordinator will send a copy of the review to the Director of Graduate Studies and the Department Head.

5. The Director of Graduate Studies and the Department Head, may elect to meet with students to discuss the results of the review and if needed take necessary corrective action.
THE UNIVERSITY OF ARIZONA
Department of Agricultural and Biosystems Engineering
Semester Graduate Student Review

Name of Student: ___________________________________ Student ID#: _______________________

Student Degree Program (MS/PhD): _____________________________________________________

Semester and year the student entered the program (e.g. Spring 2010): _______________________

Graduate Advisor/Committee Chair: _____________________________________________________

Graduate Committee Member: _________________________________________________________

Graduate Committee Member: _________________________________________________________

Graduate Committee Member: _________________________________________________________

Graduate Committee Member: _________________________________________________________

Graduate Committee Member: _________________________________________________________

Date Student Met with Advisor: Click here to enter a date.

Date Student Met with Committee: Click here to enter a date.

This Annual Performance Review form accurately summarizes the performance for this student for the following period (e.g. Spring 2013-Fall 2013): _______________________

Student is making satisfactory progress toward the degree: Choose an item.

If the student is not making satisfactory progress towards the degree, the major advisor will need to provide:

1. A statement describing why the student is not meeting the degree requirements.
2. A statement that explains what steps the student needs to complete to achieve satisfactory progress.
3. Attach copy of written warnings received by the Department Head.

If Committee recommends the student for dismissal, the major advisor will need to provide:

1. A statement explaining why the committee recommended the student for dismissal. The statement should include the date of the (face-to-face) review and the results of the review.

The results of the Review was communicated to the student by the following method: Choose an item.

If the student’s review was not conducted in a face-to-face meeting, the major advisor will need to provide a statement explaining why the student was not available, along with a copy of the email notification sent and/or copy of written notification mailed to student.

Electronic Signature of Student: Click here to enter name  Date: Click here to enter a date.

Electronic Signature of Major Advisor: Click here to enter name  Date: Click here to enter a date.