



Evaluation of Academic Progress for KIN Graduate Students

(including academic probation and dismissal procedures)

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

Adopted 4/6/05, Effective immediately

The purpose of this policy is to convey criteria associated with adequate academic progress, ways in which the academic progress of KIN graduate students is evaluated, and procedures related to academic probation and dismissal from the graduate degree programs. This policy is organized into sections on evaluations by the advisor, evaluations by the guidance committee, and evaluations by the KIN faculty. The last section on evaluations by the KIN faculty include procedures related to academic probation and dismissal.

Evaluations by the Advisor

1. **Informal evaluations of academic progress.** KIN graduate students are expected to consult with their advisors via scheduled individual or group advising meetings, or using email or telephone communication. The frequency of such consultations depends upon the student's need for guidance. Minimally, students and their advisors should meet at least once a semester. Informal evaluation of the student's progress toward the degree is an important component of advising meetings. Such evaluations should focus on: (a) progress toward completing courses on the student's program plan; (b) progress toward designing, conducting, and defending the selected capstone experience; and (c) professional development. The only records of these informal evaluations are notes taken by the advisor and placed in the advisee's *permanent file*. The student has the right to inspect the contents of his/her permanent advisee file, with the exception of documents for which the student has waived right of access.

Content of the Permanent Advisee File for KIN Graduate Students

M.S. Students

- *Application for Admission* and related materials
- Program plan
- Grade reports
- *Annual Reviews of Academic Progress* (student and faculty forms)
- Current resume/curriculum vita
- All documentation related to the M.S. thesis, project, internship, or final certifying examination
- Documentation related to academic honors, scholarships, and fellowships
- Documentation related to academic probation or dismissal from the degree program
- Documentation related to requests for time extensions to complete the degree

Ph.D. Students

- *Application for Admission* and related materials
- Program plan
- Grade reports
- *Annual Reviews of Academic Progress* (student and faculty forms)
- Current resume/curriculum vita
- All documentation related to the Ph.D. research practicum, comprehensive examination, and dissertation
- Documentation related to academic honors, scholarships, and fellowships
- Documentation related to academic probation or dismissal from the degree program
- Documentation related to requests for time extensions to complete the degree

2. **Annual written evaluation of academic progress.** Per MSU and Graduate School policies, each advisor conducts an annual written review of academic progress for each of his/her advisees, usually in the latter half of the fall semester. The purpose of these reviews is to evaluate performance during the previous calendar year and to plan for the coming calendar year. Procedures are described in the policy on *Annual Review of Academic Progress of Graduate Students*, available under the Bylaws/Policies menu on the KIN web site. Essentially, the student compiles and submits information about academic progress and schedules a meeting with his/her advisor. At the meeting, the student and advisor discuss strengths and weaknesses in academic progress and professional growth, and establish goals and objectives for the coming year. The advisor completes a faculty form summarizing the major conclusions from the meeting. Copies of the faculty form are distributed to: (a) the student; (b) the student's permanent advisee file; (c) the KIN Graduate Coordinator who screens for concerns related to academic progress; and (d) the KIN Department Chairperson for consideration in annual faculty productivity reviews. Concerns about academic progress based upon this review are handled by the student and advisor; however, either party may request assistance from the KIN Graduate Studies Coordinator if needed or desired.

Evaluations by Guidance Committees

1. M.S. students

- a. **Guidance committee for students who choose the coursework only option.** The student's guidance committee may not meet in person; however, members of the committee collaborate to write the certifying examination questions, grade the student's responses, and determine whether the student passes or fails the exam. In addition, students are encouraged to consult with members of the guidance committee as needed throughout the degree program. Evaluation of academic progress consists of the committee decision whether the student passes or fails the certifying examination. This decision is reported on the *Record of Final Certifying Examination for Master's Degree Candidates*, which is submitted to the KIN Graduate Secretary.
- b. **Internship, project, or thesis committee for students who choose those capstone experiences.** The internship, project, or thesis committees typically meet once when the student proposes the capstone project and again when the student defends the completed project. Evaluation of academic progress consists of the committee decisions whether the student's internship, project, or thesis proposal is approved and whether the student successfully defends the completed internship, project, or thesis. There is no paper work associated with decisions about the student's proposal; however, the decision about the defense of the student's internship, project, or thesis is reported on the *Record of Final Certifying Examination for Master's Degree Candidates*, which is submitted to the KIN Graduate Secretary.

2. Ph.D. students

- a. **Guidance committee.** The student's guidance committee meets to consider the proposed program plan. This decision is reported on the *Report of the Guidance Committee: Doctoral and Other Programs*, which is submitted to the KIN Graduate Secretary.
- b. **Qualifying examination committee.** The committee consists of the student's mentor (usually the student's advisor) and one other faculty reviewer. This committee makes decisions about the research practicum proposal, as well as the final report and presentation of the research practicum work. These decisions are reported on the *Record of KIN Ph.D. Research Practicum*, which is submitted to the KIN Graduate Secretary.

- c. **Comprehensive examination (guidance) committee.** Members of the student's guidance committee collaborate to write the examination questions, grade the student's responses, and determine whether the student passes or fails the written portion of the exam. The committee also evaluates the student's performance on the oral portion of the exam. The committee's decision is reported on the *Record of Comprehensive Examinations for Doctoral Degree and Educational Specialist Degree Candidates*, which is submitted to the KIN Graduate Secretary.
- d. **Dissertation committee.** The dissertation committee typically meets once when the student proposes the dissertation and again when the student defends the completed research. Evaluation of academic progress consists of the committee decisions whether the student's dissertation proposal is approved and whether the student successfully defends the completed dissertation. The decision about the proposal is reported on the *Dissertation Proposal Approval* form and the decision about the defense is reported on the *Record of Dissertation and Oral Examination Requirements for Doctoral Degree Candidate*, both of which are submitted to the KIN Graduate Secretary.

Evaluations by the KIN Faculty

- 1. **End-of-semester audit of grades.** Grade report forms for graduate students are delivered to the Graduate Studies Secretary. Before those forms are forwarded to faculty advisors, the Graduate Studies Secretary will identify students who are not making adequate progress with respect to grades in courses, namely: (a) a cumulative grade point average of less than 3.0; (b) any grade of less than 3.0 in a required course; or (c) DF grades in two or more courses (exclusive of KIN 893, KIN 897, KIN 899, KIN 995, or KIN 999) for the semester. The KIN Graduate Studies Coordinator will then send email notices to those students and their advisors, reminding them of the guidelines for adequate academic progress.
- 2. **Annual audit of academic progress.** Each year in January, the KIN Graduate Studies Coordinator and KIN Graduate Studies Secretary conduct an audit of the academic progress of all KIN graduate students. A spreadsheet containing academic progress data (columns) for every KIN graduate student (rows) will be prepared, and cells will be highlighted in cases where data indicate that the student is not making adequate academic progress. The annotated spreadsheet will be disseminated to all faculty members who advise graduate students for discussion at a subsequent faculty meeting. The faculty as a group will decide whether the highlighted concerns warrant academic probation or dismissal from the degree program.
 - a. **Academic progress criteria for M.S. students.**

Variable	Criteria for adequate academic progress
Grade point average	Minimum cumulative GPA of 3.0.
Grades	Successful completion of course work with: (a) no grades of less than 3.0 in required courses; and (b) DF grades in no more than one course across the degree program (exclusive of KIN 893, KIN 897, or KIN 899)
Approved program plan	Within the first 18 credits following admission to the M.S. program
Completion of the M.S. thesis, project, internship, or final certifying examination and completion of all degree requirements	The MSU deadline is within 5 years following admission to the M.S. program. (Students may apply for an extension of the time to complete degree requirements.)

b. **Academic progress criteria for Ph.D. students.**

Variable	Criteria for adequate academic progress
Grade point average	Minimum cumulative GPA of 3.0.
Grades	Successful completion of course work with: (a) no grades of less than 3.0 in required courses; and (b) DF grades in no more than two courses across the degree program (exclusive of KIN 995 and KIN 999)
Removal of provisional admission status (if applicable)	Within the first 24 credits following admission to the Ph.D. program
Establish a guidance committee	Within the first 24 credits following admission to the Ph.D. program
Approved program plan (Report of the Guidance Committee: Doctoral and Other Programs)	Within the first 24 credits following admission to the Ph.D. program
Ph.D. Research Practicum	Within the first 2 years or 36 credits of Ph.D. course work, whichever occurs later
Ph.D. Comprehensive Examination	After 80% of the course work on the program plan has been completed. The MSU deadline is within 5 years following admission to the Ph.D. program.
Completion of the Ph.D. dissertation and completion of all degree requirements	The MSU deadline is within 8 years following admission to the Ph.D. program. (Students may apply for an extension of the time to complete degree requirements.)

c. **Faculty decisions about concerns related to academic progress**

- i. **No action.** If there is a reasonable explanation for the concern related to academic progress, or if the student and advisor already are taking action about the concern, the faculty may choose to do nothing.
- ii. **Academic probation.** If the faculty are convinced that a problem can be remedied and the student can achieve adequate academic progress within one calendar year, the faculty may choose to place the student on academic probation.
 1. The Graduate Studies Coordinator will send a registered letter to the student and advisor notifying them of the faculty decision and requesting that they develop a remediation plan that includes specific objectives, activities, and timeline.
 2. The student and advisor must submit the remediation plan to the Graduate Studies Coordinator.
 3. The Graduate Studies Coordinator must monitor implementation of the remediation plan at least once a semester.

- iii. **Dismissal from the degree program.** If the faculty are convinced that a student will be unable to achieve adequate academic progress despite intervention and/or additional time to complete the degree (an approved *Request for Extension of Time to Complete Degree Requirements*), the faculty may choose to dismiss the student from the degree program by a 75% vote of the faculty members in attendance at a the meeting (per the KIN Bylaws, a quorum for a KIN faculty meeting is a majority of voting faculty members).
 - iv. **Appeal of a decision to dismiss from the degree program.** A graduate student who has been dismissed from a KIN graduate degree program by a vote of the KIN faculty may appeal such decision by contacting the Associate Dean for Student Affairs in the College of Education and following the procedures established by that office.
-

The following information was received from the Graduate School in May 2007.

DF-Deferred grades: The required work must be completed and a grade reported within 6 months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF will become U-Unfinished and will be changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system. This rule does not apply to graduate thesis or dissertation work.