September 5, 2018

TO: Graduate Students

FROM: Jerry McMurtry, Dean

RE: Annual Evaluation and Performance Report for all Graduate Students

Each year University of Idaho graduate students are asked to initiate a review of their progress by meeting with their major professor and completing the annual evaluation form. It is your responsibility, as a graduate student, to initiate the evaluation process by downloading the form and scheduling an appointment with your Major Professor. However, the University may initiate the evaluation process on its own at any time. The intent of the process is for you and your major professor to have dedicated conversation regarding your progress to this point in time and discuss plans or adjustments which might be necessary as you plan for the future. We request the review and meeting be completed by the second Friday of April each year.

At the conclusion of the evaluation, your major professor will recommend one of the following actions regarding your status:

- continuation in the program
- issuance of a warning
- recommendation that you be dismissed from the program

The Department Chair will forward a copy of the report to the College of Graduate Studies (COGS). A copy of this report will be placed in your student file. If you wish to appeal any part of a warning or dismissal recommendation you may do so in writing to the Department Chair with notification to the COGS Dean. A meeting will be scheduled with all parties involved and the COGS Dean. Further appeals will be submitted to the Graduate Petitions Committee of the University Graduate Council.

If you have any questions about the evaluation or process, please contact the College of Graduate Studies.