

Policy S-4.02
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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TITLE: **PROGRESSION AND ANNUAL EVALUATION OF PHD STUDENTS**

POLICY: PhD students are expected to be in compliance with all UF Graduate School progression policies and specific College of Nursing requirements. Students will receive an annual evaluation of progression in doctoral studies (per UF Graduate Catalog), and additional evaluation reviews as indicated. This review will assess progression towards degree and identify areas of strength and areas needing improvement. The review may result in recommendations regarding future action(s).

RATIONALE: Progression in College of Nursing PhD courses is dependent upon the student's ability to meet established standards and comply with student health, security, and CPR requirements. Regular evaluation provides advisement and direction to the student in her/his doctoral studies.

PROCEDURE:

A. Progression Requirements

1. Students must maintain at least a 3.00 truncated GPA and have all passing grades in all course work (passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S).
2. Students who have received an incomplete (I) for any course must have had a grade given before the completion of the following semester. Otherwise the "I" will carry zero grade points and the student will not meet criteria for progression in the program.
3. Students with less than a 3.00 truncated GPA or receiving a U in NGR 7979 or NGR 7980 may not hold an assistantship or fellowship per UF Graduate School Policy.
4. If a student receives a U, the advisor/supervisory chair in consultation with the PhD Program Director (PD) and Associate Dean of Student Affairs (ADSA) may request that the student withdraw from courses depending on how well the student is progressing in other areas. If the student is progressing well in other areas, the student may be permitted to repeat the course for an S. If the student receives a U a second time, the PhD PD will be notified by the Office of Student Affairs (OSA) and recommend that the student withdraw from the program.
5. Students must have on file in the OSA evidence of compliance with Student Health Policy (S-1.01) and Security Requirements Policy (S-1.17) and current CPR certification (if required).

B. Annual Evaluation of Progression

1. Evaluation will be conducted by the Faculty Advisor or Supervisory Committee Chair during the summer semester of each year. The student and student's faculty advisor or supervisory committee chair will meet for an evaluation of program progression annually or additionally if necessary (see numbers 4 and 5 below).

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2. The student will be given a copy of the written evaluation (see Attachment #1).
3. A copy of the written evaluation (see Attachment #1) will be sent to the OSA to be placed on file as part of the student's academic record.
4. When an evaluation results in a Satisfactory evaluation but with revisions to the program of study, copies of the evaluation form (see Attachment #1) need to be sent to the PhD PD, the ADSA and the Associate Dean of Academic Affairs (ADAA) should be notified. A follow-up evaluation should be conducted as deemed appropriate by the faculty advisor or the supervisory committee chair.
5. When an evaluation results in an unsatisfactory progress rating, there will be an additional form (see Attachment #2) completed and the PhD PD, ADSA and ADAA will be notified immediately.
6. The Comments or Requirements section of Attachment #1 must be completed with rationale if the evaluation is unsatisfactory with recommendation of removal from the program.
7. The PhD PD and ADSA (with consultation from the ADAA if required) will meet to make final decision if the recommended course of action noted on the evaluation form (see Attachment #2) is for removing the student from the program.
8. The ADSA will notify the student of the outcome of the meeting.
9. If the student disagrees with an evaluation, the student may request in writing that the evaluation be reviewed by the PD and the ADSA. This review is recorded (see Attachment #2).

| Review or Approval Authority | Responsible Party | Initial Approval / Review | Most Recent Approval / Review Of Changes | Editorial Changes | Policy A-01 Review |
|------------------------------|-------------------------------------------------------------|---------------------------|------------------------------------------|-------------------|--------------------|
| Approval | Academic Affairs Committee | 7/99 | 6/17 | | 6/17 |
| Review | Faculty Executive Committee (previously Leadership Council) | 8/99 | 8/17 | | 8/17 |
| Approval | General Faculty | 9/99 | 8/17 | | 8/17 |
| Approval | Dean | 10/99 | 7/19 | 9/12 | 7/19 |

Attachment #1: Progression in Doctoral Studies - College of Nursing Evaluation Form
Attachment #2: Progression in Doctoral Studies - College of Nursing - Review of Unsatisfactory Evaluation and Rating



Progression in PhD Studies
College of Nursing—Evaluation Form

Date: _____

Student: _____ UFID _____

Advisor/Supervisory Committee Chair: _____

Committee Member(s) _____

This is to verify that an Annual Evaluation has been conducted for the above student including a review of grades, scholarly productivity, adherence to the program of study, adherence to CON student health, security, and CPR requirements, and progress toward dissertation completion.

The following action is recommended:

- 1. Satisfactory progress—proceed as planned.
2. Satisfactory progress, however, some improvements or changes are recommended for continued satisfactory progress. See comments below.
3. Unsatisfactory progress— Revise program of studies (curriculum plan) and/or other requirements (see Attachment #2).
4. Unsatisfactory progress—Recommend that the student be withdrawn from PhD studies in Nursing (see Attachment #2).

*Satisfactory progress is noted in Section A, numbers 1 and 4 of Policy S-4.02

Comments or Requirements:

Four horizontal lines for writing comments or requirements.

Signatures:

Student: _____ Date: _____

Faculty Advisor/Supervisory Committee Chair: _____ Date: _____

Program Director: _____ Date: _____

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UNIVERSITY OF FLORIDA
Progression in PhD Studies
College of Nursing—Review of Unsatisfactory Evaluation Rating

Date:
Student: UFID:
Conducted By:
Program Director
Associate Dean for Student Affairs
Faculty Advisor/Supervisory Committee Chair

This is to verify that an Unsatisfactory Annual Evaluation Review has been conducted for the above student including a review of grades, scholarly productivity, adherence to the program of study, adherence to CON student health, security, and CPR requirements, and progress toward dissertation completion.

Outcome / Recommendations:

5. Unsatisfactory progress; Revise program of studies (curriculum plan) and/or other requirements.
Revisions and rationale:
6. Unsatisfactory progress; withdrawal.
Rationale:

Signatures:

Program Director: Date:
Associate Dean for Student Affairs:
Faculty Advisor/Supervisory Committee Date:
Chair:
Student: Date:

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