

Human Factors and Ergonomics: Annual Academic Progress Review

Date _____

Rank _____

Student _____

Adviser _____

Annual Academic Progress Review takes place October and November each year. Students schedule a meeting with their advisers to discuss expectations for academic progress, and bring an unofficial transcript to the meeting.

A five-point scale will be used to rank progress: 1 = outstanding, 5 = dismissal from the program. Faculty meet to discuss student progress; students with scores of 3-5 will meet with the adviser and Director of Graduate Studies to discuss plan for improving.

Grades
Milestones (such as filing degree plan, written and oral examinations)
Presentations
Publications
Strengths
Areas that need work

Student receives a copy of the form. The original is turned into the DGS for review. Program staff will enter the information into a database, for tracking purposes.