



OFFICE OF GRADUATE STUDIES

GRADUATE STUDENT EVALUATION REPORT

TERM: 20

Student Name:

Student ID Number: Program:

Department/School:

Department Recommendation (some concerns or unsatisfactory):

SATISFACTORY (Form remains in Department student file). Comments:

SOME CONCERNS: Action Plan attached Previous Some Concerns, or Unsatisfactory report(s) filed

UNSATISFACTORY: Action Plan attached Previous Some Concerns, or Unsatisfactory report(s) filed

Courses: Continuing Completed

Research: In planning stage In progress Completed N/A

Date of most recent advisory committee meeting:

Faculty Comments: (use additional page if required)

Student comments: (use additional page if required)

Advisor's Name:

Co-Advisor Name:

Advisor's Signature:

Co-Advisor's Signature:

Advisory Committee:

Endorsed on behalf of the Department :

Date

Signature of Chair, Department Graduate Studies Committee

Student's Signature Date

Student received a final copy of report

I have concerns regarding supervision

Please list names. ALL signatures are required.

The student is required to read and sign the report. The student is encouraged to respond to these comments or make observations on their program by communicating with representatives of the program. In instances in which there is disagreement between the student and the committee, materials which the student may wish to submit to the Office of Graduate Studies will also be added to the student's file.

NOTES: A **SATISFACTORY** EVALUATION represents normal progress with the usual needs for advising. A copy of the evaluation report is placed in the student's file in the Department.

SOME CONCERNS is compatible with an expectation for successful completion but some specific concerns regarding current performance and/or progress are noted. A copy of the evaluation report is placed in the student's file in the Department and a copy is sent to the Office of Graduate Studies. **Departments are encouraged to prepare a plan of action to ensure a future satisfactory outcome.**

An **UNSATISFACTORY** EVALUATION is a clear indication of concern about the student's ability to complete the program. **In cases of an unsatisfactory evaluation there must be a statement by the department as to what action is being taken at the department level or is required of the Assistant VP (Graduate Studies & Program Quality Assurance).**

A copy of the evaluation report is placed in the student's file in the department and a copy is sent to the Office of Graduate Studies.

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