

# **Annual Academic Review Form**

## **MPH Program**

**Due Date: May 15<sup>th</sup>**

MPH students are reviewed on an annual basis by the student's advisor. The annual academic review should be completed by May 15<sup>th</sup> of each year. If the student is certain to graduate in spring or summer of the current year, the annual academic review is not required for that year.

Timeline to complete the annual academic review process:

1. **STUDENT** Schedule a meeting with your advisor. This meeting should take place before the May 15<sup>th</sup> deadline.
2. **STUDENT** Prior to the meeting, submit the following documents to your advisor:
  - a. Latest program of study (draft is fine)
  - b. Current unofficial transcript (available on your MyOSU account)
  - c. Annual academic review form, with the student portion completed (Section A)
3. **FACULTY & STUDENT** During the meeting, your advisor and you will discuss your academic progress using the documents you submitted to them earlier.
4. **FACULTY** Your advisor will complete the faculty review of student section before and/or during the meeting, then you and your advisor will sign the document's signature page.
5. **FACULTY** Completed and signed review form, along with unofficial transcripts and program of study are sent to [Amanda.Armington@oregonstate.edu](mailto:Amanda.Armington@oregonstate.edu).

### EXPLANATION OF REVIEW CRITERIA

The purpose of the annual academic review is focused on the extent to which the student is making satisfactory academic progress in relation to the suggested timeline as outlined in the MPH Program Handbook. Satisfactory academic progress is typical and expected. An assessment of satisfactory academic progress ensures that the student will continue to be eligible for enrollment and financial support, if the student is funded by a fellowship, scholarship, or assistantship.

Assessment of satisfactory academic progress includes:

- 1) The student maintains a GPA of 3.00 or better for all course work taken as graduate student. In addition, the student must achieve a B- or better on all required courses (core or option required courses), and students may not receive more than two "C" grades in any elective course.
- 2) The student receives a rating of "satisfactory" on their annual written evaluation, based upon successful completion of actions pertinent to the MPH Program, such as filing a program of study, performance in coursework, and preparing for the internship and final oral exam.

Any assessment of unsatisfactory academic progress must include a specific timeline and a plan for improvement that identifies criteria for achievement of satisfactory academic progress. A plan for improvement might include a deadline for satisfactory removal of incomplete grades or a requirement for completion of supplemental coursework. An assessment of unsatisfactory progress puts a student at risk for loss of financial support and ultimately for possible dismissal from the program.

Students may submit a letter of rebuttal to their advisor if they do not agree with any part of the advisor's evaluation. Any rebuttal(s) must be submitted along with the final review to be filed in the student's file. *See the MPH Student General Handbook for additional grievance procedures.*

### EXPLANATION OF FACULTY REVIEW OF STUDENT

Use the student's program of study (draft or approved), current unofficial transcripts, and the completed annual academic review form from the student, as well as any assistantship evaluations provided by the

School, as a basis for your discussion with the student about their academic progress. Address the following as relevant: performance in coursework and program of study, internship plans and/or experience, assistantship(s) performance (if applicable), awards, honor, professional activities, etc. Also discuss and/or create a plan for the coming academic year(s) concerning the student's progress. Be specific and provide feedback in a paragraph or more, evaluating the student's academic progress, including any relevant issues discussed during your meeting.

## **Annual Academic Review Form** **MPH Program**

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### **SECTION A – Student to complete prior to meeting with Advisor**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor: \_\_\_\_\_ Option: \_\_\_\_\_

Start Term/Year: \_\_\_\_\_ Expected Completion Term/Year: \_\_\_\_\_

#### **Program of Study**

	Yes	No
Program of Study filed		

If "No", indicate timeline for filing

#### **Status of coursework**

	Yes	No
Following Program of Study		
GPA $\geq$ 3.0		
B- or above in required coursework		

#### **Status of Internship**

Internship Status?	Not Started		
Comments:			
Registered for H510 for duration of internship (if completed)?	Yes	No	
Please list term(s) of completed internship (if applicable)			

#### **Status of Committee and Integrative Learning Experience (ILE) or Final Oral Exam**

Committee Formed	Yes	No	
If "No", indicate timeline for formation			
ILE or Final Oral Exam?			
Indicate Anticipated Term			

Other information that you would like to share with your advisor:

**SECTION B – Faculty to complete *before and/or during meeting with student***

**Progress Performance Rating**

\* If "Unsatisfactory", student and advisor must include a plan for improvement with this review.

**Faculty Review of Student** (See "*Explanation of Reviews*" for instructions. If necessary, attach a separate page.)

**Annual Academic Review Form Acknowledgements**

All review materials are placed in the student's permanent file within the College.

Signatures below confirm that the student and advisor have discussed the review materials and that the student has received a copy of the materials. Student signatures do not indicate agreement or disagreement.

Date of Review:

Advisor Name:

Advisor Signature:

Graduate Student Name:

Graduate Student Signature: