



# The University of Georgia

College of Education

*Department of Lifelong Education, Administration, and Policy*

*Adult Education Program*

Approved: 10/16/2008

## ***Policies and Procedures for Doctoral Student Review***

### **Purpose**

The Doctoral Student Review in the Adult Education Program is an important opportunity for the Adult Education Faculty to assess the performance of doctoral students' academic progress early in their doctoral program. It also is a developmental tool for students in the program to assess their progress and potential need for improvement.

### **Review Dossier**

A review dossier must be submitted by doctoral students after completing three, 3-credit courses in the Adult Education Program or other courses taught by Adult Education faculty in no less than two semesters. Students are responsible for notifying their advisors that they have met these eligibility criteria for student review and they intend to submit their dossier. The advisor will then notify the Adult Education Program Coordinator. The preparation of the dossier, however, is an independent effort and the advisor is not to be involved in its production.

The primary components of the review dossier are grades, samples of written work, and a self-assessment. These components, evidence to provide, and the assessment criteria are described in an appendix to this document. The dossier is to be submitted as a single PDF document to the designated WebCT site.

### **Doctoral Student Review Committee**

During 2009, the Adult Education Evaluation Committee will serve as the review committee. In subsequent years, a 3-member review committee from within the Adult Education faculty will be selected to serve as the committee to review students' progress.

### **Procedure and Timetable**

#### **Key Steps:**

1. Students notify their current academic advisors that they have completed three, 3-credit courses in the Adult Education Program or other courses taught by Adult Education faculty in no less than two semesters and that they intend to submit a dossier for review. The advisors submit names of those students eligible for review in any semester to the Adult Education Program Coordinator who then confirms with the students by email the need to submit documentation for review.
2. Students submit review dossier as a single PDF file to the Program Coordinator.

- a. Failure to submit a full dossier on time for review will result in a warning letter from the Program Coordinator that informs the student that failure to submit a complete dossier may be grounds for dismissal and that the student has a “grace period” of no more than two weeks to deliver a review dossier.
  - b. Failure to comply with part (a) will result in a letter of non compliance (mailed to student and advisor). The letter will include a statement that the student was warned that a repeated violation could result in dismissal from the program. In addition, the student will not be cleared for registration for the next semester.
  - c. Failure to submit for review two times will be grounds for dismissal from the program.
3. Program Coordinator is responsible for creating, uploading files, and managing a WebCT site for review process.
4. Once dossiers are available on WebCT, review committee chair communicates with the Adult Education Faculty and solicits review and input via a WebCT secure site (faculty who had the students in their courses are especially encouraged to provide feedback). The comment review period will be two weeks.
5. The review committee studies all available documentation and faculty input and makes one of the following two recommendations:
  - a. Continue: Recommend student continue doctoral program.
  - b. Probation: Recommend student conditionally continue doctoral program.
6. Review committee presents recommendations to the Adult Education Faculty for discussion and vote.
7. Program Coordinator notifies students of the decision regarding their progress in a formal letter, with a copy going to their advisor.
8. Student who receive probation letter must communicate with their advisor within two weeks, or close to that deadline as possible, to develop a plan of action to address the conditions of the probation. At the end of the next semester of active study, appropriate documentation is to be submitted to the Program Coordinator for a subsequent review by the review committee to determine if the conditions of probation have been met and adequate progress has been made to meet standards to continue in the program.
9. If the Adult Education Faculty determine that a student has failed to satisfy conditions of probation, the student will be dismissed from the program.
10. Realizing that adult students have complex lives with a number of competing forces, any one of which is likely to temporarily derail completion of requirements, students may apply to the Program Coordinator for a one-semester delay of a scheduled Doctoral Student Review. The appeal must be based on a personal or professional cause that is beyond the student’s control. Examples of acceptable reasons to delay the review are loss of job, major financial setback, serious health problems, divorce, or death of an immediate family member.

**Timetable:**

<b>Fall</b>	<b>Spring</b>	<b>Activity</b>
April 1	Nov. 1	Program Coordinator (PC) e-mails announcement to doctoral students
May 1	Dec. 1	Student/ Advisor notifies PC of eligibility
Aug.1	Jan.1	PC e-mails list serve reminder
Sept.1	Feb.1	Materials due
Sept.15	Feb. 15	Dossier uploaded and open for faculty review and input
Oct.1	Mar.1	Faculty input closes
Nov.1	Apr.1	Review committee completes reviewing the files and faculty input and makes recommendations on each student's dossier
Nov. Faculty meeting	Apr. Faculty meeting	Review committee presents recommendations to the Adult Education Faculty for discussion and approval
Nov. 30	April. 30	Student notification by PC

**Implementation:**

We will begin the review cycle with the fall timetable, thereby providing ample time for broad communication about this new policy. To initiate the review process, we will begin with the review of only those students who began their program of study in Spring 2008 and after that time.

## Appendix: Rubric for the Doctoral Student Review

Component	Evidence	Criteria	Points
Grades	Transcripts	UGA Graduate School Policy: a student must maintain an average of 3.0 (B) both on the graduate transcript and on all courses on the program of study.	<b>4</b>
Samples of Written Work	A paper or other significant written work for <u>each</u> of the courses taken with an Adult Education Faculty member	<p>Shows:</p> <p>Unity, logic, and coherence of writing</p> <p>Adequate evidence of analysis, synthesis, and evaluation of relevant literature (if appropriate)</p> <p>Appropriate usage of standard English, grammar, and punctuation</p> <p>Appropriate usage of APA style guidelines for format and documentation</p>	<b>4</b>
Self Assessment	500 word self assessment of academic performance	<p>Addresses:</p> <ul style="list-style-type: none"> <li>• Progress to date</li> <li>• Program fit</li> <li>• Any extenuating circumstances</li> <li>• Future plans</li> </ul>	<b>2</b>
			<b>10</b>