

## Procedure for Assessing Student Progression in Multi-Year Research-Based Programs

### 1. Annual Progress Evaluations

Graduate Chairs (or equivalent) are responsible for overseeing student progress through the use of Pathfinder. In this regard, they work with students' supervisory committee members. Graduate Chairs (or equivalent) and supervisory committee members are expected to regularly communicate with each other and with students.

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- x offer support and advice to all students, including those who are struggling or failing to meet program expectations;
- x offer support and advice to supervisors.

### 2. Annual Progress Evaluations and the Use of Pathfinder

The Pathfinder degree planning portfolio facilitates the monitoring evaluation and communication of student progress in multi-year research-based degree programs.

The progress review process facilitated by Pathfinder involves the following steps:

- x Student is asked to complete the portfolio by [date], including comments and feedback.
- x The student's supervisory committee members comment on the student's portfolio, including the progress made since the last review and respond to the student's comments and feedback. It is best practice that a student would meet with the supervisor and supervisory committee to discuss their progress and their report.

- x The Graduate Chair/equivalent (or alternate, if the Graduate Chair/equivalent is the student's supervisor) reviews the student's portfolio and the comments of the supervisory committee members and, based on these, provides their input.
- x The portfolio is returned to the student for review, comment, and acknowledgement.

At any point during this process, a participant may return the portfolio back to the previous reviewer to discuss.

It is expected that the entire review process will take no longer than 30 days. At the end of the Pathfinder portfolio review process, the content of the portfolio, including comments and a progress assessment, are archived in Pathfinder for future review.

### 3. Guidelines When a Student is Not Meeting Degree Expectations

When a progress review finds that a student is not meeting degree expectations, the following steps need to be taken:

- x The Graduate Chair (or equivalent) connects with the Supervisor and the Student (and if appropriate, the Supervisory Committee members) to request a meeting (it is not necessary that it be one meeting with everyone).
- x A purpose of the meeting is to remove any possible barriers to student progress and to consider other ways to support student progress. A second purpose is to clarify how and why the student has not met program expectations, and to articulate what is required to meet degree requirements.
- x The results of the meeting are documented. A plan of study for the upcoming year/immediate future (or alternate timeframe) with goals and dates, is created and agreed upon by the Student and Supervisor, with support of the Graduate Chair (or equivalent). It is important that the student understand that failure to meet program expectations is grounds for withdrawal.

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