

**Policy Number:** 200

**Subject/Title:** Student Evaluation

**Effective Date:** Fall 2017

**Policy Statement:** Upon admission, students are assigned a faculty advisor. Academic advising includes the following elements that are designed to ensure students remain in good academic standing and make satisfactory progress through the program. The student is responsible for contacting the faculty advisor to schedule an advising meeting or a hold will be placed on their account. The student and their faculty advisor are mutually responsible for working together to ensure that the student accomplishes the following as applicable to the student's program:

- Assemble an Advisory Committee with guidance from the faculty advisor.
- Review and understand all degree requirements, expectations of the program, meeting at least once in the Fall and once in the Spring, and setting milestones; working with the Office of Academic Affairs and Student Services or the student's Advisory Committee if modifications are necessary.
- Select appropriate courses based on degree requirements and suggestions from the student's advisor/advisory committee.
- Understand applicable requirements such as the Practicum, Capstone course, composing a thesis/dissertation, presentation of the thesis/dissertation proposal and final defense, and choosing the appropriate competencies for degree requirements.
- Meet regularly with the advisor to clarify the timetable for completing any remaining course requirements, examinations, and other requirements.
- Benefit from experiences and information provided by the advisor to optimize the student's career opportunities and success.

Student evaluation meetings with their primary faculty advisor are required to occur at least once during the Fall and once during the Spring semesters of the duration of the student's enrollment in a degree program. Evaluation meetings serve to assess and discuss a student's academic progress toward degree completion. The student will contact the faculty member to schedule an evaluation and advising meeting. The student is responsible for bringing the completed form (see link below) and grades from the current semester from myUTH to the meeting. At this scheduled meeting, an evaluation form will be completed and signed by both the faculty and advisee.

**Reason for Policy:** To ensure all degree-seeking students are making progress toward degree completion.

**Definitions:** N/A

**Scope and Audience:** UTHealth School of Public Health Faculty and Students

**Responsibilities and Procedures:** UTHealth School of Public Health Faculty and Students

**Related Policies, Forms and Information:** See the [Student Evaluation](#) page for more information and the appropriate forms.

**History:** Approved by: Academic Council: October 24, 2017

**Responsible Office/Contact Information:** Office of Academic Affairs and Student Services  
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