

Evaluation of Master's Student Performance

Assessment of student performance is based on the following guidelines:

- [Satisfactory Progress](#)
 - [Unsatisfactory Progress](#)
 - [Evaluation Procedures: Quarterly Reviews and Annual Reviews](#)
 - [Essential Behaviors for Admission, Continuation, and Graduation for Master's Students](#)
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Satisfactory Progress

A master's student who is making satisfactory progress meets University, School and departmental standards relative to scholarship and performance in pursuit of the master's degree and must meet the following criteria:

1. Maintain a 3.00 cumulative GPA
2. Earn a quarterly GPA of 3.00 or higher
3. Earn a grade of 2.7 or higher in required courses
4. In programs of study where course work is sequential, achieve course objectives and earn credit for each course each quarter in order to progress to the next quarter of the program of study
5. If applicable, satisfactorily complete clinical coursework, participate in clinical seminar, and demonstrate safe clinical practice
6. Make adequate progress with thesis or scholarly project (non-thesis), as demonstrated by the faculty advisor's or supervisory committee chair's progress notes regarding student demonstration of interest, responsibility in working toward completion of thesis or project, and number of credits taken before a proposal has been approved
7. For MN students, maintain active, unrestricted licensure as an RN in Washington State
8. Meet all [essential behaviors for continuation and graduation](#)

Unsatisfactory Progress

Students who are having academic or clinical difficulties are encouraged to work directly with the course instructor and/or clinical preceptor, if applicable, as well as with their academic advisor and/or supervisory committee chair. Students who are not making satisfactory progress in a course or in the program of study will be issued a warning card, as outlined in [Academic Services Memorandum No. 6](#). To guide the student toward success, a formal learning contract may be written by the faculty member and, as appropriate, Academic Services staff, in order to identify the areas of deficiency and specify corrective actions to satisfactorily meet course and/or program objectives. This learning contract may accompany the warning card and will be placed in the student file.

If the student is included on the UW Graduate School's Low Scholarship Report, the student may also be recommended for warn, probation, final probation, or drop by the School of Nursing Graduate Program Coordinator, the Associate Dean for Academic Affairs.

In programs of study where course work is sequential, if improvement is not made and course objectives are not met, credit is not earned. The student may thus not continue in the program.

Final probation or drop may be recommended by the Associate Dean for Academic Affairs to the UW Graduate School due to low grade point average or unsatisfactory performance and progress, and will be reviewed by the Dean of the Graduate School as outlined in [Graduate School Memorandum No. 16](#). Students will be informed of a change in status by letter from the Dean of the Graduate School.

Evaluation Procedures: Quarterly Reviews and Annual Reviews

Master's student performance is reviewed on a quarterly and on an annual basis as described below. Student-faculty conferences may be initiated by the student or by a faculty member at any time.

Quarterly Reviews

Quarterly reviews are conducted by:

1. the School of Nursing Graduate School Coordinator, the Associate Dean for Academic Affairs, who:
 - a. receives a quarterly Low Scholarship Report from the UW Graduate School of students with a cumulative or quarterly G.P.A. less than 3.00;
 - b. seeks input from the faculty advisor, the supervisory committee chair, specialty faculty, and/or departmental graduate faculty regarding a listed student;
 - c. based on faculty assessments, may recommend the following actions in writing to the Graduate School regarding a listed student: no action, warn, probation, final probation, or drop. If a change of status has been recommended, the Graduate School notifies the student in writing. A letter may also be sent by the Associate Dean to the student's advisor or supervisory committee chair when a change of status has been recommended.
2. the faculty advisor, the supervisory committee chair, specialty faculty, and/or departmental graduate faculty, who:
 - a. assess student readiness to progress in the program, make progress notes in the student file, and may hold conferences with the student to discuss their progress as outlined in [Academic Services Memorandum No. 2](#);
 - b. at the request of the Associate Dean for Academic Affairs, review the total records of a student on the Low Scholarship Report to determine if the student is meeting departmental requirements and making satisfactory progress with thesis or scholarly project non-thesis), noting recommendations on student grade sheet for quarter, in the student file, and on the list sent to the department and then returned to the Academic Services. This information is also shared with the department chairperson.

Annual Reviews

Annual reviews are conducted in Winter or Spring Quarter each year by the School of Nursing Graduate School Coordinator, the Associate Dean for Academic Affairs, in concert with faculty in the department of the student's area of study. Students are notified in writing of the outcome of the

annual review, which may include recommendations for action by the student and/or the student's supervisory committee.