UND School of Graduate Studies
UNIVERSITY OF NORTH DAKOTA

Annual Graduate Student Assessment
Departmental Assessment Submission

Departments may have their own annual assessment process and requirements. This form is to be used to submit the departmental annual assessment in place of the School of Graduate Studies Annual Graduate Student Assessment form.

Departmental Assessments must have the following components:

- Student Self-Evaluation
- Evaluation by the advisor and/or committee
- In-person meeting

Step 1: Student Information

Student ID: _____ **First Name:** _____ **Last Name:** _____

Program: _____

Year in Program: _____ **Responsibilities (GTA/GRA/GSA):** _____

Total Credits: _____ _____

GPA: _____

Expected Date of Graduation: _____

SGS Advance to Candidacy Checklist (not all items applicable for all students)**:**

_____ Moved to approved status

_____ Select Committee (*recommended 2nd semester*)

_____ Submit Program of Study (*recommended 2nd semester*)

_____ Comprehensive Exams (if applicable)

_____ Topic Proposal (*as early as possible*)

Step 2: Document Upload

Please attach a copy of the completed departmental annual assessment.

Step 3: Chair or Advisor/Student Meeting

Date of Meeting: _____

Your signature below indicates that the student and advisor/chair have met and discussed the contents of the attached assessment.

Chair/Advisor Date	Student Date

The student may attach a response to this review prior to signing if they wish.

Note:
After both the advisor/chair and the student have signed this document, copies of the completed report will be emailed to everyone who has signed this assessment as well as the graduate program director.

This form will be stored in your student academic record with the School of Graduate Studies.