

# Biomedical & Health Informatics Graduate Program

## Definition of Satisfactory Progress Toward Degrees

This document is provided to all MS and PhD students and faculty in the graduate program in Biomedical and Health Informatics to clarify what should constitute satisfactory progress toward completion of degree. Related statements of Graduate School policies are available to students and faculty at the [Graduate School Policies, Procedures, and Requirements website](#).

No document could capture all the potential circumstances that could lead to unsatisfactory progress; this document provides some general expectations and guidelines for making satisfactory progress.

**For students who have been on leave or are pursuing the degree on a part-time basis**, satisfactory progress will be determined on an individual basis in consultation with the student's Academic Advisor/Supervisory Committee Chair and the Graduate Program Director.

A student's satisfactory progress status will be taken into consideration when granting permission for on-leave status.

### General Expectations

Under normal circumstances, a student is considered to be making satisfactory progress if s/he successfully completes the following within an 8-quarter period for an MS and a 5-year period for a PhD (excluding periods on leave):

#### MS

- A minimum of 10 credits/quarter (full time status) for at least 5 quarters; 60 credits are required for the MS degree.
- All course requirements as stipulated by the program with a minimum cumulative GPA of 3.25 and minimum quarterly GPA of 3.0.
- All core courses must be passed with individual grades of at least 2.7 or they must be retaken.
- No more than one "incomplete" grade outstanding for one quarter.
- Thesis proposal approved 4 months prior to date of intended graduation.
- **Successful defense of thesis by the end of the 8<sup>th</sup> quarter** of the program.

#### PhD

- A minimum of 10 credits/quarter (full-time status) for at least 7 quarters; 60 credits must be completed prior to the General Exam, and 27 are 800 level Dissertation credits.
- All course requirements as stipulated by the program with a minimum cumulative GPA of 3.25 and minimum quarterly GPA of 3.0.
- All core courses must be passed with individual grades of at least 2.7 or they must be retaken.
- No more than one "incomplete" grade outstanding for one quarter.
- **Qualifying Examination** taken and **passed by the end of Autumn quarter** of the student's **3<sup>rd</sup> year** in the program.
- **General Examination** taken and **passed by the end of Autumn quarter** of the student's **4<sup>th</sup> year** in the program.
- **Successful defense of dissertation by the end of Spring quarter** of the student's **5<sup>th</sup> year** in the program. If defense is not completed by the end of Spring quarter of the student's fifth year in the program then satisfactory progress can be maintained by developing a revised written timeline with milestones approved by the supervising committee and submitted to the Graduate Program Director, including the anticipated graduation date.

## Persons Responsible for Evaluation of Student Progress

### MS

- Initially, the student's Academic Advisor, along with the Graduate Program Advisor and Graduate Program Director, is responsible for monitoring the student's coursework and research progress through the program.
- After a Master's Supervisory Committee is established, the committee chair is both the student's academic and thesis advisor, and the committee has responsibility for assessment of the thesis.

### Ph.D.

- Initially the student's Academic Advisor, along with the Graduate Program Advisor and Graduate Program Director, is responsible for monitoring the student's progress through the program.
- After a Doctoral Supervisory Committee is established, the committee chair is both the student's academic and dissertation advisor, and the committee has responsibility for assessment of the general examination and the dissertation.

## Criteria for Performance/Progress Evaluation

- Course grades.
- Quality of academic efforts (e.g., research assistantship, teaching assistantship, research study, abstracts, presentations, papers); as judged by faculty and/or outside reviewers.
- Written research agreements and written evaluations of research and academic progress.

## Conditions Warranting Recommendation to Alter a Student's Status

The Graduate Program in Biomedical and Health Informatics is guided by [Graduate School Policy 3.7.3 Unsatisfactory Performance and Progress](#), in considering the actions listed below. Advisors/supervisors are notified of these actions as well as students.

### Warn

The Graduate Program Director will issue a warning letter to students for:

- Cumulative GPA below 3.25.
- Untimely progress through the program
- Unsatisfactory quality of academic efforts

If a warn is issued, a written remediation plan with milestones needs to be developed by the student and approved by the student's advisor and Graduate Program Director.

### Probation

The Graduate Program Director will place a student on probation for:

- Cumulative GPA less than 3.25 for two consecutive quarters
- Unsatisfactory quality of academic efforts for two consecutive quarters
- Failure to meet milestones or deliverables outlined in the remediation plan in response to an issued warn
- Untimely progress for at least one consecutive year

If a probation is issued, a written remediation plan with milestones needs to be developed by the student and approved by the student's advisor and Graduate Program Director.

### **Final Probation**

- The Graduate Program Director will place a student on final probation for:
- Cumulative GPA less than 3.25 for three consecutive quarters
- Unsatisfactory quality of academic efforts for three consecutive quarters
- Failure to meet milestones or deliverables outlined in the remediation plan in response to an issued probation
- Untimely progress for at least two consecutive years

### **Drop**

The Graduate Program Director will recommend a drop for:

- General Examination: The Supervisory Committee determines that (1) the results are unsatisfactory, and (2) the student should not be allowed a reexamination or the student has already had two unsatisfactory general examinations.
- Dissertation Defense – Final Examination: The Supervisory Committee determines that (1) the results are unsatisfactory, and (2) the student should not be allowed a reexamination or the student has already had one unsatisfactory final examination.
- If a student is on final probation, the Graduate Program Director, in consultation with the Supervisory Committee, determines timeliness of progress or quality of academic efforts to be unacceptable.

Actions of "Warn" are not recorded on a student's official transcript. Actions of "Probation" and "Final Probation" are recorded on a student's official transcript.

### **Appeal Procedures**

Students may appeal change of status, directly to the Chair of MEBI. Appeals beyond this point should follow the process outlined in [Graduate School Policy 3.8 Academic Grievance Procedure](#).