

## **Evaluation (Student Progression) Policies and Procedures**

### Graduate Programs

#### UMKC School of Medicine

1. Each graduate program in the School of Medicine shall have defined processes to manage student assessment, graduation, dismissal, and discipline that are minimally adherent to the regulations of UMKC's School of Graduate Studies.
  - a. Initial and revised policies and procedures shall be reviewed and approved by the Graduate Council for implementation.
  - b. A student version of the evaluation process, which thoroughly outlines their responsibilities for complying with the guidelines, will be reviewed and approved by the graduate council and shall be made available to all students enrolled in graduate programs.
2. Program recommendations regarding the progress and discipline of individual students are made to the Graduate Council for approval or denial. Action of the Graduate Council is subject to final approval by the SOM Dean.
3. The Chair of Graduate Council (the SOM Graduate Officer) will distribute appropriate information regarding student assessment, graduation, dismissal and discipline to the Dean SOM, Dean of the School of Graduate Studies, Registrar, and student adviser, and student.
4. Student Appeals regarding assessment, graduation, dismissal, and discipline or petitions for exception to academic regulations are first handled at the program level as outlined in the program specific policies and procedures.
  - a. Students may appeal program decisions to the SOM Graduate Council. The appeal and recommended decision will be forwarded to the dean of the SOM.
    - i. Decisions of dismissal will be final with the dean of the SOM.
  - b. If the appeal is denied, students in programs other than the Interdisciplinary Ph.D. program may appeal such decisions to the dean of the School of Graduate Studies, as designee of the chancellor.
  - c. Students in the Interdisciplinary Ph.D. program may appeal such decisions to the provost, as designee of the chancellor.
  - d. Such appeals must be made in writing within 14 consecutive days after receipt of the notification to the student of the decision.
  - e. The decision of the graduate dean or provost, as the chancellor's designated representative in such cases, is final and will be communicated in writing to the following:
    - i. The student
    - ii. The graduate faculty review group(s)
    - iii. The academic dean or director
    - iv. The registrar

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5. Required components and minimum standards for Evaluation Policies and Procedures  
The minimum academic regulations and degree requirements for graduate study at UMKC have been determined by the UMKC graduate faculty through representation on the Graduate Council and the Committee of Graduate Officers, and apply to all graduate programs. Individual schools and departments may adopt additional and more stringent requirements for admission, retention and degrees that take priority over these minimum regulations.

Graduate programs at SOM shall follow the General Graduate Academic Regulations outlined below, which can be found in the [UMKC Catalog](#). Additionally individual programs may build on the graduate regulations and propose more stringent requirements. Each Program shall have a written detailed evaluation policy and procedure and shall include the required elements outlined in Appendix A.

Appendix A: Required elements for Graduate Program Evaluation Policy and Procedures.

- a. Must state that the policies and procedures will be carried out in a manner consistent with the UMKC Board of Curators Statement of Human Rights <http://www.umkc.edu/chancellor/ode>.
- b. Must describe the composition of the program evaluation committee and procedures for carrying out evaluation policies.
- c. Student records –
  - i. Description of where student records are maintained
  - ii. Adherence to Board of Curators Policy on Student Records which is in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA)
  - iii. How students may access their student file or give permission for others to have access to heir file.
- d. Academic Loads
  - i. Define full time and part time student status for graduate students with and without assistantship appointments (teaching [GTA] and research [GRA] assistants)
  - ii. Special cases for upper or lower limits on academic loads and requests for exemptions from social security
  - iii. Restricted academic loads for reasons such as probation
  - iv. Summer term requirements
- e. Changes in Course Enrollment –criteria or additional limitations regarding
  - i. Course additions
  - ii. Course withdrawals
  - iii. change from course audit to credit or credit to audit
  - iv. course withdrawal for financial delinquency
- f. Enrollment/Readmission Policy – from program of study
- g. Continuous Graduate Enrollment Requirement
- h. Exceptions to Academic Regulations
  - i. Campus wide exceptions
  - ii. Program-specific exceptions – follow the School of Graduate studies regulation and appeal process. May add additional program specific steps.
    1. outline petition process
    2. outline student notification processes
- i. Courses and Grading Policies
  - i. Outline applicable policies related to course enrollment
  - ii. Grading system – outline the program specific grading system
  - iii. Incomplete grades
  - iv. Repeated graduate-credit courses
- j. Requirements for Retention
  - i. Promotion requirements if applicable. Some graduate programs may have competency or performance based requirements that must be met

in order for students to promote to the next year or level. Outline these if applicable.

- ii. Probation policy –
  - 1. Must minimally outline SGS policy or may be more stringent with regard what status would impose probation. For example in addition to GPA requirements may involve aspects of professionalism.
  - 2. Outline criteria for returning to good academic standing
  - 3. Describe what happens and timeline if good academic standing not restored
  - 4. Requirements (GPA, credit load, etc) while on probation
- iii. The student appeals process within the program should be described with detailed time limitations and required evidence. Student appeals following final program decisions will be taken up at the Graduate Council level as outlined in Graduate Programs Evaluation Policies and Procedures.
- k. Requirements for Graduation
  - i. Create Program of Study form – plan of study form specifying individual programs or plans, which is provided by the Program Director (or graduate officer of the academic unit)
  - ii. Outline the required program of study and grade and course requirements needed for completion.
  - iii. Outline thesis and dissertation preparation and approval process
    - 1. formatting regulations – School of Graduate Studies
    - 2. Supervisory Committee requirements and review process
    - 3. Review and Certification of Acceptance of thesis or dissertation from School of Graduate Studies.
    - 4. deposit of thesis or dissertation with the UMKC Library
  - iv. Outline other graduation requirements (for example)
    - 1. Required clinical hours
    - 2. minimum national program specific examination score
    - 3. Other program determined or accreditation requirements
  - v. Outline time limit on graduate credit over 7 years old and exceptions.
  - vi. Application for graduation
    - 1. Outline general procedures and requirement specific deadlines
  - vii. Commencement
- l. Master's Degree Academic Regulations [for M.S. programs]
  - i. Adviser/supervisory committee
    - 1. Outline when and how adviser is assigned
    - 2. Outline committee membership and selection
  - ii. Qualifying exam - if applicable outline process
  - iii. Master's Degree Program
    - 1. Explain process for outlining master's student's program of study in accordance with the minimum requirements outlined in the general academic regulations section.

2. Define process for program approval within the program/department and state that the graduate officer ultimately distributes to registrar, student adviser or chair of committee, and the student.
3. Describe the minimum graduate credits and the distribution of these across types of courses or research or thesis credit.
- iv. Program changes
  1. Describe the process for subsequent changes in the program of study and state the Graduate officer ultimately distributes to Registrar.
  2. Transfer credit policy – describe maximum number of transfer credits allowed and limitations based on level of course and grade
- v. Final Competency examinations and/or thesis – describe the applicable final requirements, the timing relative to graduation, the format and procedures for documentation and approval.
- m. Doctoral Degree Academic Regulations [for Ph.D. programs]
  - i. Adviser/supervisory committee
    1. Outline when and how adviser is assigned
    2. Outline committee membership and selection
  - ii. Comprehensive exam -
    1. Describe requirements to advance to degree candidacy.
    2. Outline the timing requirements for completion
  - iii. Doctoral Program of Study
    1. Explain process for outlining doctoral student’s program of study in accordance with the minimum requirements outlined in the general academic regulations section.
    2. Define process for program approval within the program/department and state that the graduate officer ultimately distributes to registrar, student adviser or chair of committee, and the student.
    3. Describe the minimum graduate credits and the distribution of these across types of courses or research or thesis credit.
  - iv. Program changes
    1. Describe program time constraints
    2. Describe the process for subsequent changes in the program of study and state the Graduate officer ultimately distributes to Registrar.
    3. Transfer credit policy – describe maximum number of transfer credits allowed and limitations based on level of course and grade
  - v. Dissertation and Completion of degree – describe the applicable final requirements, the timing relative to graduation, the format and procedures for documentation and approval.