

**HUMAN DEVELOPMENT AND FAMILY SCIENCES
GRADUATE STUDENT ANNUAL REVIEW**

Year:

Name of Student:

Faculty Who Provided Evaluations:

Ratings are based on the following metric:

- 4 = Excels in area
- 3 = Progress at appropriate level
- 2 = Minor concerns
- 1 = Major concerns

	Rating	Comments
Coursework/program progress (e.g., courses, masters / comps / dissertation progress)		
Research Activities (e.g., research assistantships, conference presentations, publications)		

<p>Professional Development (e.g., attending workshops or conferences; internal, professional, and/or community service; coursework beyond requirements; other)</p>		
<p>Teaching Activities (e.g., teaching assistantships, sole teaching, guest lectures, attendance of instructional training)</p>		
<p>Overall Development (average across all 4 areas above)</p>		

	Violations	
	Minor or Major Violation?	Comments
Academic Misconduct		
Campus Civility/Professional Behaviors		

The purpose of this annual review process is to provide constructive feedback so that every student can be successful. Our goal is for students to use this feedback for self-improvement. Students are not ranked or compared to each other. The comments on this form represent the collective feedback and consensus from all faculty.

If your "overall development" rating falls below 3, please be sure to arrange a meeting with the graduate program director to discuss your progress and suggestions for improvement. Regardless of your rating, if you have questions about your progress, arrange a meeting with your graduate program director.

Note: If a student receives an "overall development" rating lower than a 2 on their Annual Evaluation (annual student review conducted in May), the HDFS Graduate Annual Review

Committee will specify in writing remedial steps that the student must take by a specified date. If the student fails to meet the expectations by said date, there will be a vote by the faculty on whether to terminate the student from the HDFS graduate program. Termination must be approved by a majority of voting-eligible, tenure-track and continuing faculty. (Note: When deciding on what remedial steps the student must take, the Graduate Annual Review Committee will get specific input from the student's major advisor. In taking the vote, the HDFS faculty will be able to take into consideration extenuating circumstances.)

Academic Misconduct

Students should understand that such actions as plagiarism or cheating, attempts to do so, or any other violation of academic integrity are unethical and will not be tolerated. Coursework and assignments cannot be submitted to fulfill requirements for more than one course. To do so constitutes academic misconduct. This is not meant to deter students from further development of a research or topical area through extension of previous work. Students should consult with the course instructor to be clear on the acceptability of coursework and assignments that are based on prior coursework or other projects. Academic misconduct may result in a course grade of F for coursework or, in some circumstances, dismissal from the program and suspension or dismissal from the University. Violations of academic integrity may also result in termination of an assistantship. Please review TTU OP 34.12 for TTU complete information on Academic Integrity Procedures:

<http://www.depts.ttu.edu/opmanual/OP34.12.pdf>

Campus Civility and Professional Behaviors

Campus civility encompasses behaving with respect to others and in a way that promotes a positive social and academic environment. It is expected that HDFS graduate students will:

1. Behave respectfully towards faculty, staff, students, guests, and HDFS property included but not limited to graduate lab, Barton Suite, Coding Lab, Faculty Labs, etc.
2. Follow TTU University ethical and behavior policies, rules, and regulations.
3. Exercise tolerance, integrity, dignity, and respect when exchanging their opinions and/or communicating with others (e.g., faculty, staff, students, visitors, etc) face-to-face in campus premises and across communication platforms (e.g., written, electronic, non-verbal).
4. Refraining from behaviors that might intimidate, bully, degrade, or be hostile to any individual on campus and take responsibility for the consequences of such behaviors.

Graduate students are expected to behave professionally on TTU campus premises, Lubbock community as well as during their attendance at conferences, seminars, training and similar professional activities. Graduate students are also expected to exercise good ethical judgement, exhibit appropriate emotional self-regulation, and follow confidentiality federal requirements (e.g., Family Educational Rights and Privacy Act [FERPA], Health Insurance Portability and Accountability Act [HIPAA]). In addition, graduate students must understand and conform to the regulations set by the Department of Human Development & Family Studies, the College of

Human Sciences, and Texas Tech University as well as local, state and Federal authorities.

Graduate students who do not maintain acceptable progress, are found responsible for academic misconduct, or violate our campus civility and professional behaviors policy may lose graduate student privileges such as access to graduate lab and coding lab spaces and/or being terminated from the HDFS degree program. This policy shall be applicable for students at any stage of the HDFS master's or doctoral program, including students who have or have not advanced to candidacy as stated in the Graduate Student Handbook (see annual review policy).

Student Signature: _____ Date: _____
Faculty Signature: _____ Date: _____