

**THE UNIVERSITY OF ARIZONA**  
**Department of Agricultural and Biosystems Engineering**  
**Graduate Students Academic Program Review Procedure**

Completed evaluation must be submitted to the department every semester.

## Procedures

1. The student completes Academic Progress Report. Form Available at [http://ag.arizona.edu/abe/graduate\\_progress\\_report.html](http://ag.arizona.edu/abe/graduate_progress_report.html).
2. The student sends report to his/her committee members.
3. Committee members send feedback to the student.
4. The student compiles feedback (comments), adds to Progress Report and sends it as an attachment to Daniela Ibarra , Dr. Muluneh Yitayew and to his/her major professor by the second **Friday of October** (Fall semester) and by the second **Friday of March** (Spring semester).
5. The student meets advisor and major committee members (as a group or individually) to discuss their evaluation of his/her progress as noted in the GSAPR.
6. All major committee members and student completes and sign the Graduate Student's Academic Review Form (GSAPR) and sends it to Daniela Ibarra and Dr. Muluneh Yitayew by **April 15<sup>th</sup>** (Spring semester) and by **November 15<sup>th</sup>** (Fall semester).
7. Daniela Ibarra and Dr. Muluneh Yitayew review forms and screen the ones with unsatisfactory evaluation by his/her major committee.
8. The Graduate Committee reviews forms of those students with UNSATISFACTORY evaluation, makes its recommendation and passes it to the Department Head.
9. The Department Head takes the necessary action.