

First Year Review for HESA Doctoral Students

The HESA faculty implemented the first-year review to help ensure student success in the doctoral program. The purpose of first-year review is to identify strengths and weaknesses early in the program to assist both students and their advisors. During the first 18 hours of study all students must complete at least two HESA courses, after which they must go through a first-year student review. In some instances a student may also be close to completing 18 hours and wish to have a first-year review. In such instances students must first secure the approval of his or her advisor and have completed at least two HESA courses. Reviews take place in early May.

A. Student Responsibilities

1. Student completes a self-assessment using the **HESA First-Year Review Rating Sheet**.
2. Student writes a 3--5 page reflective essay.
 - a. The essay should include the 2-3 most important things they have learned about the field of higher education since enrolling in the HESA doctoral program, and
 - b. The self-assessment should provide areas of strength and opportunities for growth, which students can focus on in their reflective remarks.
3. Student submits their self-assessment and self-reflection to their advisor along with:
 - a. an unofficial transcript demonstrating performance in early coursework,
 - b. a preliminary Program of Study that identifies courses to be completed in both major and minor areas, and
 - c. a plan for the Early Inquiry Experience.
4. Student schedules meeting with advisor after the end of semester meeting to discuss progress and self-assessment.

B. HESA Instructors' Responsibilities

1. Review the list of students eligible for review sent by the program coordinator. Complete the **HESA First-Year Review Rating Sheet** for each student eligible for review who took your course(s). (If you have a student in multiple courses, you may complete a single form for that student.)
2. Send completed form to each student's advisor.
3. Participate in an end-of-semester discussion of the progress of individual first-year students.

C. Advisor's Responsibilities

1. Review the student's reflection and HESA First-Year Review Rating Sheet self-assessment.
2. Review **HESA First-Year Review Rating Sheets** submitted by the student's instructors. (If the student has not yet taken at least two classes taught by HESA faculty, the advisor will send the student's reflective essay to every HESA faculty member.)
3. Present a case focused on the student's development in a meeting of HESA faculty wherein student progress is addressed.
4. Inform the student of faculty comments about their progress and future program plans.