

ANNUAL REVIEW OF PROGRESS TOWARD DEGREE

required of all MA/PhD and PhD students who have completed coursework due to the Graduate Office by **April 1**. See instructions below regarding submission.

Purpose: This form is designed to assist graduate students and their major advisors in charting a student's progress toward the PhD after the completion of coursework. Use this review as an opportunity to meet or correspond to celebrate recent achievements, make plans for future work, and discuss any circumstances that impact the student's progress.

Name of student: _____
Date of matriculation: _____
Anticipated conferral: _____
Advisory committee: _____

PART 1: Milestones. Please check when student has completed the following:

_____ Plan of Study filed with Graduate School _____ Prospectus colloquium completed
_____ Language requirement fulfilled _____ First chapter conference completed
_____ PhD exam and conference completed

PART 2: Student's Self-Evaluation

In a paragraph of approximately 250 words, describe the progress you've made toward the degree and your professional goals in the past year. Depending on your place in the program, that paragraph might include plans for completion of milestones, a description of dissertation progress, and/or an account of accomplishments such as conference presentations, activity in scholarly organizations, or publications. If your progress has slowed in the past 12 months or if you do not anticipate making demonstrable progress in the coming year, please explain the circumstances leading to that delay. Share your self-evaluation with your advisor no later than **March 25** to ensure that they have time to complete their portion of the form before submitting it to the graduate office by April 1.

(Optional) If you have concerns about your advising relationship, you can complete the online [Report of Advising Concern form](#) and submit it separately to the Director of Graduate Studies or Associate Directors of Graduate Studies, as appropriate.

PART 3: Major Advisor's Evaluation

Review your advisee's self-evaluation, consult with them regarding any questions or concerns, and write a response. If your advisee is proceeding through the program according to schedule, your response might be a sentence or two affirming their success. Feel free, however, to write a longer evaluation (no more than 250 words) in which you celebrate particularly noteworthy achievements, consider the quality of their work, comment on goals for the coming year, or respond to any delays in their progress. Please share your response with your advisee and then email the form to the graduate office, copying your advisee, **by April 1**.

To be completed by the DGS in conjunction with the ADGS:

- Student is making satisfactory progress toward the PhD.
- Student's progress is delayed or their work requires attention. The student, their major advisor, and the DGS should consult to devise a plan to move forward.

Comments by DGS