To:

From: Cynthia Franklin, PhD

 Associate Dean for Doctoral Education

Re: Yearly Review of Student Progress

Date:

The Graduate School requires programs to (1) review the progress of all doctoral and master’s students on an annual basis and (2) communicate the results of these reviews individually, in writing to the students.

Members of the PhD Curriculum Committee met on \_\_\_\_\_\_\_\_\_\_\_\_\_ and reviewed the progress of each student currently in the PhD program. Based on this review, your results are as follows:

\_\_\_\_\_In your evaluation we noted you are making satisfactory progress toward meeting the degree requirements in a timely manner. Please contact me if you have questions.

\_\_\_\_\_ In your evaluation we noted that you have not made satisfactory progress in one or more of the following degree requirements.

 \_\_\_\_ Milestones not met:

 \_\_\_ Coursework Completed

 \_\_\_ Comprehensive Exam Successfully Defended

 \_\_\_ First Author Article Submitted to Peer-reviewed Journal

 \_\_\_ IRB approval (if needed)

 \_\_\_ Advancement to Candidacy

 \_\_\_ Dissertation Proposal Successfully Defended

 \_\_\_ Dissertation Successfully Defended

 \_\_\_ Incomplete(s)

 \_\_\_ Grade (below a B-)

 \_\_\_ Work Performance Below Par (TA, GRA,AI)

 \_\_\_ Other (list here)

Make an appointment with Dr. Franklin no later than \_\_\_\_\_\_\_\_\_\_ to discuss a plan to enable you to make satisfactory progress toward your degree.