



PhD Annual Progress Evaluation

(First and Second Years)

Student Name (print): \_\_\_\_\_ PeopleSoft ID: \_\_\_\_\_

Field: \_\_\_\_\_ Primary Subfield (if applicable): \_\_\_\_\_

Secondary Subfield (if applicable): \_\_\_\_\_

Date of Review: \_\_\_\_\_

Instructions

In year 1 and 2, the student is required to schedule a meeting with the faculty serving as mentors for his/her Field and Primary Subfield of study. The purpose of the meeting is to discuss with the student his/her academic performance and progress toward meeting doctoral milestones with recommendations on the student's progress and continuation in the program.

Students are responsible for:

- 1. Scheduling the Annual Review meeting no later than May of each academic year.
2. Obtaining the following documents for this meeting from the Office of Student Services: (a) Annual Review Form; and (b) the current transcript, generated from People Soft.
3. Obtaining all appropriate signatures and submitting the Annual Review Summary Form to the Office of Student Services for posting.

Failure to participate in an Annual Review meeting will result in an academic hold being placed on a student's University account, which will prevent future course registrations.

Overall Assessment

- \_\_\_ Good academic standing and normal progress in achievement of doctoral milestones
\_\_\_ Satisfactory performance, but some matters require attention
\_\_\_ Below standards in academic performance and/or achievement of doctoral milestones

**Progress/Recommendations for Academic Performance:** please address each issue

Field:

Primary Subfield:

Progress/ Recommendations for Research and Technical Skills:

Progress/ Recommendations for Comprehensive Exam Preparation:

Progress/Recommendations for Policy Issue Area:

Progress/Recommendations for Dissertation Committee:

Progress/Recommendations for Dissertation Proposal:

*Please attach additional sheets if necessary*

**The signatures below indicate that a thorough discussion of the student's status and progress toward the doctoral degree to date was held with the above-named student.**

\_\_\_\_\_  
Field Chair/Advisor                      Signature                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Primary Subfield Mentor (if applicable)      Signature                      \_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Doctoral Director                      Signature                      \_\_\_\_\_  
Date