

## Annual Review Summary Sheet

Doctoral students are generally expected to complete their Ph.D. programs in approximately four years. They are required to make substantial progress relative to program goals and individual plans of study.

Program progress for each student is assessed informally on an ongoing basis; however, students are officially evaluated annually. First year students participate in a Probationary Review. Second year students participate in an Annual Review, and evaluations for third and fourth year students are the comprehensive exam and dissertation, respectively.

**Description:** During the *Annual Review* the advisor and student participate in an evaluation process focused on assessing the student’s progress relative to their plan of study and program criteria regarding required research, teaching, and service outcomes. This review could encompass a variety of evidence, including but not limited to associated work product. Determination should be made whether the student is making acceptable progress, needs improvement (which requires a remedial plan), or is making unacceptable progress (which may lead to program termination).

If the student performance needs improvement then specify the steps that are being taken to remediate the progress, including conducting another annual review at the end of the next term (Fall, Spring, Summer). Making inadequate progress for two consecutive review periods can provide grounds for program termination.

Student Name: \_\_\_\_\_

Advisor Name	Advisor Signature	Adequate Process	Needs Improvement	Unacceptable Progress

Years in Program: \_\_\_\_\_

Notes (and if required, remediation plan):  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
Student Signature/Date