

Template: Elements of Annual Reviews of Graduate Students

Student Name:

Program/Degree objective:

Date entered current degree program:

Current cumulative Grade Point Average:

PART A: Accomplishments

Student: List all course work completed including required courses and grades. Indicate course work completed during the last year:

Adviser's comments (indicate areas of strength and weakness):

Student: List other degree requirements completed: (for example, foreign language requirement, English proficiency).

Adviser's comments (indicate areas of strength and weakness):

Student: List all Exams completed. Indicate exams completed during the last year. (Departmental Qualifying or Comprehensive Exams, Graduate College Preliminary Exam and Final Defense, including Committees appointed, exams scheduled, exam results)

Adviser's comments (indicate areas of strength and weakness):

Student: Other milestones completed: recitals, internships, practica

Adviser's comments (indicate areas of strength and weakness):

Student: Status of Thesis/Dissertation/ Capstone Project. Describe progress in the last year.

Adviser's comments (indicate areas of strength and weakness):

Student: TA/RA service during the last year.

Adviser's comments (indicate areas of strength and weakness):

Student: Fellowships held during the last year.

Adviser's comments (indicate areas of strength and weakness):

Student: Professional Activity: Papers, Presentations, Publications during the last year

Adviser's comments (indicate areas of strength and weakness):

Student: Honors, Awards, competitive scholarships, or other recognitions during the last year

Adviser's comments (indicate areas of strength and weakness):

Student: Extenuating Circumstances during the past year, if applicable

Signature of Student and Date written review prepared: _____

Signature of Adviser and Date written review prepared: _____

PART B: Elements of the Department Review (To be completed by the adviser)

1. Plan for the upcoming year
2. Estimated Graduation Date

Signatures of Adviser, Director of Graduate Study and/or Review Committee Chairperson and dates:

(Please place a copy in student file; and provide a copy to the student)

Meeting with student conducted

Date of meeting, who conducted the meeting, any additional notes from the meeting

Attachments:

Current Student CV

The current CV should contain additional information of academic and professional activity and accomplishments previous to the last academic year.

Student comments after the meeting:

Adviser comments after the meeting: