LTD Annual Doctoral Student Progress Review Plan
Beginning Fall 2017

1. **Advisor meeting**
   **Who:** All students
   **When:** Due by the last Friday before Labor Day
   **What:** Each doctoral student will meet with his/her advisor, either in person or online. The purpose of this meeting is to set an agenda for that year’s work. In particular for pre-candidacy students (i.e., students who have not yet completed prospectus), this meeting will allow the advisor to visit the student’s program of study form to ensure the student is making progress towards completion of his/her program.

   In addition, each doctoral student is encouraged to meet with his/her advisor regularly during the year, either in person or online.

2. **Annual Update**
   **Who:** All students
   **When:** Due first Friday in April annually
   **What:** All doctoral students will complete the Annual Update form by the first Friday in April. Students will also submit updated CVs, with any new items added since the last annual review highlighted. Failure to submit the Annual Update or CV may result in expulsion from the program.

   By the end of May, the graduate research faculty will review each student’s progress. Major advisors will present information on behalf of their students, using the Annual Update and CV as a foundation. The presentation will include details regarding the students’ (a) academic progress, (b) residency progress (for students admitted Summer 2016 or later), (c) professional growth, and (d) professionalism. See below for further description of these four elements. Evaluation involves consideration of a student’s performance in all academic settings. The faculty will then rate each student’s progress as satisfactory or unsatisfactory. The faculty’s evaluation will be communicated to the student.

   Any student receiving an initial unsatisfactory evaluation must meet with his/her major advisor to devise a remediation plan before the beginning of that year’s Fall semester. Failure to do so by September 15th is grounds for termination from the program. A copy of the plan, signed by both the student and the advisor and filed with the department chair, will be kept by the advisor and be part of the student’s next year’s annual review. Students must include how they have accomplished the goals in the remediation plan during the next annual review process. Students who receive two unsatisfactory annual evaluations are notified that their academic standing is in jeopardy and that the graduate faculty will review their status for potential termination from the program.
Satisfactory progress in the four areas will include such indicators as listed below. Please note that this is not a comprehensive list, and is only meant to illustrate examples of successful progress.

- **Academic progress**: satisfactorily completed coursework, satisfaction of continuous enrollment requirements, prompt scheduling of comprehensive exams following the completion of coursework, passing comprehensive exams, etc.

- **Residency progress**: illustrated by completing items on the residency requirement list or producing a plan to have items completed by prospectus defense date.

- **Professional growth**: participation in an ongoing research project, GTA work, volunteering at academic conferences, co-authoring a manuscript, student organization leadership, etc.

- **Professionalism**: participates positively in classes, develops working relationships with one or more faculty members, works well with other students, serves as a mentor for newer doctoral students, etc.