

# Th.D. Student Annual Report Form



**Student:** After completing all sections applicable to your stage in the program, please sign the form and send it to your advisor. After meeting with your advisor, submit this form to the Th.D. director **no later than May 1**.

**Advisor:** Please fill out all sections applicable to the student's in the program. In addition to indicating whether or not the student's overall performance meets expectations for graduate-level work, please offer specific comments on strengths and weaknesses, giving particular attention to suggestions for improvement. After discussing the report with the student and appending your signature, return the form to the student, who should submit it to the Th.D. director **no later than May 1**.

**Student name:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

**Student email:** \_\_\_\_\_ **Student phone:** \_\_\_\_\_

**Year in program:** \_\_\_\_\_ **Semesters of coursework completed:** \_\_\_\_\_

**COURSES:** List all courses with semester/year taken.

**Primary Area** \_\_\_\_\_

**Secondary Area** \_\_\_\_\_

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**Electives:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Do you have any incompletes outstanding?     Yes     No

If yes, list each course with the corresponding deadline for finishing the incomplete:†

† An incomplete taken for a fall semester course must be resolved by January 2 of the following academic year; for a spring semester course, the deadline is August 15 of the following academic year. All coursework must be completed before preliminary examinations may be scheduled.

**Student:** On schedule to complete coursework?  Yes  No

Comments:

**Advisor:** Student's overall performance in coursework is  satisfactory  unsatisfactory.

Comments:

**Language Exams**

Modern Language 1 \_\_\_\_\_ Date Passed \_\_\_\_\_

Modern Language 2 \_\_\_\_\_ Date Passed \_\_\_\_\_

Other (if required) \_\_\_\_\_ Date Passed \_\_\_\_\_

Other (if required) \_\_\_\_\_ Date Passed \_\_\_\_\_

**Preliminary Exams**

Scheduled (or expected) month/year \_\_\_\_\_ Date Passed \_\_\_\_\_

**Student:** On schedule to complete prelims?<sup>†</sup>  Yes  No

Comments:

**Advisor:** Student's progress toward prelims is  satisfactory  unsatisfactory.

Comments:

<sup>†</sup> Students registered for full-time study who have not completed preliminary examinations by the end of their third year must submit a letter to the Th.D. director explaining the delay and requesting an extension from the Th.D. oversight committee. Extensions will normally not be granted beyond the middle of the fourth year.

## Dissertation

Committee approved?     Yes    Date \_\_\_\_\_     No    Date anticipated \_\_\_\_\_

Proposal defended? \*     Yes    Date \_\_\_\_\_     No    Date anticipated \_\_\_\_\_

Working Title    \_\_\_\_\_

Target date for defense    \_\_\_\_\_

*\*Students should normally defend the dissertation proposal within three months of passing prelims.*

**Student:** Tentative timeline for completing work on the dissertation:†

**Advisor:** Student's progress on the dissertation is  satisfactory  unsatisfactory.

Comments:

† *The dissertation must be submitted and accepted within eight semesters after preliminary examinations. In exceptional circumstances, an extension of one year may be granted. The petition for such an extension must be submitted to the Th.D. director before the end of the eighth semester for approval by the oversight committee.*

**Advisor:** Student's overall performance is  satisfactory  unsatisfactory.

Comments:

Advisor's Signature    \_\_\_\_\_    Date \_\_\_\_\_

Student's Signature    \_\_\_\_\_    Date \_\_\_\_\_

Th.D. Director's Signature    \_\_\_\_\_    Date \_\_\_\_\_

**This annual report plays a central role in certifying satisfactory performance for the continuance of institutional funding. Thus, renewal letters will not be issued until the report has been approved.**