Every enrolled student is responsible for insuring that a written yearly evaluation of their progress in the program is prepared and submitted to the Director of the Th.D. program. This report should be **submitted by May 1** each year. For students still in course work, it is optimally handled as part of Spring advising for courses the student will take the following Fall.

The report involves students preparing about a one-page summary of their current status in the program, addressing the following items (as appropriate for their standing):

- whether on schedule in the number of courses completed
- identification of any incompletes, with indication of timeline for remaining work
- clarity about primary and secondary concentrations of their study (listing which courses taken are part of each concentration)
- status of research language exams, with indication of anticipated completion
- status of establishing membership in preliminary exam committee
- status of confirming the reading list for preliminary exams
- anticipated completion of preliminary exams
- status of establishing membership for dissertation committee
- anticipated defense of dissertation proposal
- anticipated completion and defense of dissertation

Students must submit this written summary to their primary advisor (after preliminary exams are completed, the summary should go to their dissertation advisor), or to the Th.D. Director if they do not yet have a primary advisor.

After receiving the student’s summary, the advisor will draft an assessment of the student’s progress. The advisor will then meet with the student to discuss this assessment, with particular attention to any areas of concern. The advisor and student should *sign and date* a final written version of this assessment, which will be submitted—along with the student's original report—to the Th.D. Director.

This yearly report is a central aspect of certifying satisfactory performance for the continuance of institutional funding (tuition, stipend, etc.) the following year. Thus, renewal letters will not be issued until the report has been submitted.