REPORT ON PROGRESS DURING DOCTORAL PROGRAM

Date: ____________________  Name: ____________________________________________
Student I.D. #: ______________________  (please print)  Last Name  First Name

Major/Minor: ____________________________________________

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Advisor__________________________________

Members of the Program Written Examination Committee
________________________________________
________________________________________
________________________________________
________________________________________

Members of Graduate Committee
________________________________________
________________________________________
________________________________________
________________________________________

To be completed by the student:
1) What progress have you made toward your degree and the goals you established during the previous year? (Do not include progress recorded in previous year’s report.)
2) Please itemize the remaining requirements for your coursework, examinations, proposal and dissertation. Please propose a timetable for completing them. Indicate which items you expect to complete during the next year.
3) Consider your overall professional development (i.e., progress on your dissertation, presentations at conferences, publications in appropriate venues), do you think you are making adequate academic progress? Explain why or why not.

To be completed by Major Advisor:
1) Comments holistically on student’s progress during the last year, indicating if you agree with the student’s self-assessment and, firmly, the degree to which the student has made adequate yearly progress:

2) Committee Chair met with this student to discuss progress.

Affirmed: ____________________________________ ______________________

Signature of Committee Chair Date

To be completed by student after meeting with advisor:

1) Student’s reply to committee’s comments:

Signed: _____________________________________ _______________________

Signature of Student Date

(Original to departmental file; copy to advisor & student)

**Determining Adequate Progress**

In early spring term of each academic year, a student’s advisor distributes form to be completed by student and schedules a conversation to discuss program, timeline, and goals. Signed copies are put in student folder and a copy is retained by the advisor and student.

Adequate progress is determined by assessing three criteria:

1. The student meets or exceeds stated yearly goals.
2. The student receives positive faculty formative evaluation from instructors based on course grades and participation in community such as brown bags, seminars, and other scholarly activities.
3. The student maintains graduate status.

Students who have not made progress, or are in danger of not making progress on these three criteria identified on the Report on Progress form, will meet with major advisor to address concerns and set goals to improve progress. The following actions will be taken if faculty identify that a student is in need of additional support:

1. The advisor and student meet to develop a plan of action to address faculty concerns. A timeline will be drawn up as a part of an action plan.
   a. If the student meets the action plan goals within the determined timeline the student will resume completing the doctoral program.
   b. If a student does not meet the action plan goals within the determined timeline, the major advisor will set up a meeting with faculty committee (comprised of major advisor, two SMED faculty, and graduate representative) and student to discuss necessary changes in student performance to be completed within an appropriate time period, agreed upon by committee and student.
      i. If adequate changes have been addressed within agreed upon timeframe the student will resume completing the doctoral program.
      ii. If adequate changes have not been addressed by the student at the end of the time period the advisor convenes a faculty meeting to
make a decision on student’s standing in the department and potential removal.

2. According to graduate school policy, a maximum of five years may elapse between the Graduate School Preliminary Oral Examination and the Final Oral Examination.

3. The Graduate School stipulates certain continuous enrollment requirements. See the Graduate School website for more detailed information.

4. To student is responsible for forwarding a copy of the form, signed by student and advisor, to the Associate Dean of Academic Programs and Kristin Kinman in early spring of each year.