



PhD ANNUAL REVIEW

Every winter quarter (excluding your first year in the program), your progress and performance will be reviewed in a Bren faculty meeting. For the review, you must submit a **one-page** written progress report to the Student Affairs Office.

Before submitting your report, you must convene a meeting of your committee and present your progress report to your PhD committee for discussion and approval. All committee members must sign the report, indicating that they have met with you. Concurrent telephone participation in the meeting is acceptable; however, the report must be signed by the committee member who participated by telephone.

The Bren School PhD Program Committee reviews progress reports and makes recommendations to the Bren faculty on students' progress at a faculty meeting. The faculty vote for (a) continuation in the program; (b) conditional continuation; or (c) dismissal. The first two require a simple majority vote; a recommendation for dismissal requires a 2/3 vote.

Normally, a recommendation for dismissal is preceded by at least one prior recommendation for conditional continuation. Graduate Division must approve a recommendation for dismissal.

If you receive a recommendation for conditional continuation, you will be provided a written explanation of concerns and any conditions that may have been set to ensure that you remain in good standing. If you receive such a conditional recommendation, it is likely because you are out of compliance with the Bren PhD guidelines for one of the following reasons:

- Have not formed a PhD Committee by the end of fall quarter of your 2nd year.
- Have not completed your written examinations when your annual review is conducted in your 3rd year.
- Have not completed your oral examinations when your annual review is conducted in your 4th year.
- You have not completed your degree within normative time (6 years).

If there are serious concerns about your progress, the PhD Program Committee may recommend to Graduate Division that you be placed on academic probation. If you fail to satisfy the conditions that have been set, you may be recommended for dismissal even before your next review.

Name:	
Faculty Advisor: (signature required)	
Faculty Committee Member #1: (signature required)	
Faculty Committee Member #2: (signature required)	
Faculty Committee Member #3: (signature required)	
Faculty Committee Member #4: (if applicable)	

Your progress report MUST include the following information:

- 1) List **completed** courses (include number and title):
- 2) List **courses remaining** courses (include number and title) and reference the program of study developed during your first year:
- 3) Research accomplishments (if applicable):
- 4) Publications, conferences, and seminars:
- 5) Other professional activities (i.e. membership in organizations, Bren School committee work, participation in group projects, teaching assistantship work):
- 6) Title of your dissertation:
- 7) *If you have advanced to candidacy*, you MUST also include a one to two paragraph summary of your dissertation research and your research interests:
- 8) Timeline for completion of your PhD:

Action Item	Qtr and Yr for Completion
Form 1 (form PhD Committee)	
Written exams	
Dissertation proposal	
Oral exam	
Research and Dissertation	
Dissertation defense	

9) Source of Support

We are required to complete an NSF-NIH survey that reports funding for our graduate students. The amount of the support is **not** needed. In order to complete the survey, please tell us what your primary source of financial support is for this academic year of 2009-2010:

- 1) Self
- 2) Institutional support (i.e. TA position, University fellowship, or block grant)
- 3) Graduate Traineeship such as IGERT
- 4) Graduate Fellowship (extramural)
- 5) Graduate Researchship

If it is #3 or #5 please tell us if the fellowship or researchship was funded by:

- A) Dept of Defense
- B) NSF
- C) Dept of Agriculture
- D1) Nat Institute of Health
- D2) Other Health and Human Services
- E) NASA
- F) Dept of Energy
- G) Other Federal Sources
- H) Non-Federal Sources (such as state or private)
- I) Foreign Sources