

### Template: Elements of Annual Reviews of Graduate Students

Student Name:

Program/Degree objective:

Date entered current degree program:

Current cumulative Grade Point Average:

#### **PART A: Accomplishments**

**Student:** List all course work completed including required courses and grades. Indicate course work completed during the last year:

**Adviser's comments (indicate areas of strength and weakness):**

**Student:** List other degree requirements completed: (for example, foreign language requirement, English proficiency).

**Adviser's comments (indicate areas of strength and weakness):**

**Student:** List all Exams completed. Indicate exams completed during the last year. (Departmental Qualifying or Comprehensive Exams, Graduate College Preliminary Exam and Final Defense, including Committees appointed, exams scheduled, exam results)

**Adviser's comments (indicate areas of strength and weakness):**

**Student:** Other milestones completed: recitals, internships, practica

**Adviser's comments (indicate areas of strength and weakness):**

**Student:** Status of Thesis/Dissertation/ Capstone Project. Describe progress in the last year.

**Adviser's comments (indicate areas of strength and weakness):**

**Student:** TA/RA service during the last year.

**Adviser's comments (indicate areas of strength and weakness):**

**Student:** Fellowships held during the last year.

**Adviser's comments (indicate areas of strength and weakness):**

**Student:** Professional Activity: Papers, Presentations, Publications during the last year

**Adviser's comments (indicate areas of strength and weakness):**

**Student:** Honors, Awards, competitive scholarships, or other recognitions during the last year

**Adviser's comments (indicate areas of strength and weakness):**

**Student:** Extenuating Circumstances during the past year, if applicable

Signature of Student and Date written review prepared: \_\_\_\_\_

Signature of Adviser and Date written review prepared: \_\_\_\_\_

#### **PART B: Elements of the Department Review (To be completed by the adviser)**

1. Plan for the upcoming year
2. Estimated Graduation Date

Signatures of Adviser, Director of Graduate Study and/or Review Committee Chairperson and dates:

\_\_\_\_\_

(Please place a copy in student file; and provide a copy to the student)

Meeting with student conducted

Date of meeting, who conducted the meeting, any additional notes from the meeting

Attachments:

Current Student CV

The current CV should contain additional information of academic and professional activity and accomplishments previous to the last academic year.

Student comments after the meeting:

Adviser comments after the meeting: