

INFECTIOUS DISEASES AND IMMUNITY PhD PROGRAM

ANNUAL DOCTORAL ACADEMIC PROGRESS REPORT

Name: _____

Student ID Number: _____

Year Entered: _____

Anticipated Completion (Semester/Year): _____

Last Meeting Date: _____

Current Meeting Date: _____

PRIOR TO THE MEETING

Prepare an Annual Doctoral Progress Report using the attached template, making sure to consult with your Dissertation mentor. Email the report to your committee members and submit to the Dissertation Chair and members.

AT THE MEETING

The mentor and any two of the three remaining members are considered a quorum for the meeting. Signatures on this form should be obtained at the meeting. Toward the end of the meeting, the faculty mentor will leave the room and any remaining issues will be discussed with the student in the absence of the mentor.

Committee Members Please Complete at Meeting

Progress to Date:

☐
☐
☐
☐
☐

Excellent (exceeds expectations for a student at their stage / dissertation certain to be strong)

Very Good (meets expectations / dissertation likely to be strong)

Satisfactory (meets expectations / some uncertainty about dissertation topic or progress)

Borderline (partially meets expectations / progress needs to be accelerated)

Inadequate (not meeting expectations / warning letter will be sent)

Expected filing timeline:

☐

5 years

☐

5.5 - 6 yrs

☐

Other (please explain): _____

Dissertation outline provided (5th & 6th years):

☐

Yes

☐

No

Dissertation Committee Member Names:

Dissertation Committee Member Signatures:

Chair: _____

Inside member: _____

Inside member: _____

Outside member: _____

AFTER THE MEETING

File the signed Dissertation committee form and submit to the Head Graduate Advisor and Program Manager. After the Dissertation meeting, the student will need to submit Doctoral Candidacy Review eform via calcentral. Eform work center/Students/eform on Doctoral Candidacy Review. Comments of the Dissertation Chair and the Dissertation Committee meeting should include a discussion of the student's progress on dissertation during the past year and objectives for the next year including timetable for completion. The Annual Progress Report and Chairs comments submitted via the eform will become part of the permanent record to be considered in any discussion relating to the "Policy on Graduate Student Support and Time to Degree".

** If an extension is requested beyond May of the 6th year, the Dissertation Chair must request an extension of the filing deadline (no later than Jan. 15th) via memo to the Head Graduate Adviser. The GAC will review and vote on all extension requests.*