ANNUAL REVIEW PROTOCOL

Throughout enrollment in the Ph.D. in the HFRS program, students’ progress and performance is reviewed on an annual basis by the Doctoral Program Committee, led by the Program Director/the student’s academic advisor. The requirement for annual review is part of Graduate College policy. By September 1st each year students must complete and submit an updated Program of Study form, CV, and Individual Development Plan (MyIDP) to their academic advisors. Generally by the end of fall semester, students will receive a program review with ratings and comments about their standing within the program.

Students are expected to discuss the annual review report with their advisors within 30 days of receiving it. All annual review materials are kept on file and are referenced in the next review period, along with the newly updated annual review form, which must address the committee’s previous recommendations if any reservations were expressed.

Instructions for Completing the Annual Review Forms

The same annual review forms are used throughout the program so that the student and advisor know the current status of the student’s progress through the program from year to year. Therefore, it is vital for each student to keep an electronic copy of the annual review forms so it will be possible to add to this form for each annual review. Forms turned in without updating will be returned to the student for revision. It is the student’s responsibility to maintain this document throughout the program.

Each July/August, students should:
1. Update an electronic copy of the Annual Review Report, which includes the Program of Study and the Individual Development Plan (MyIDP).
2. Update the CV, preferably using the format provided by the program, and including all categories required in the recommended format.

Students should send electronic copies of both documents to the Program Director by the September 1 deadline and maintain copies in their files.

STUDENTS ARE RESPONSIBLE FOR RECREATING ANY FORMS THAT ARE LOST.