Annual Update Form

This form is to be completed and signed at each Annual Update meeting. Non-synchronous meetings are allowed if all members and the student agree. The student must give a copy of the signed and completed form to the Staff Graduate Advisor by July 15, unless the student advanced to candidacy (or defended a dissertation) within the previous 12 months. Attach additional pages as needed to answer the questions below. The student and committee members should initial or sign each additional page. Brief answers are fine. Longer answers are appreciated where the committee feels they will be of use to the grad advisor.

Student:_____

Printed name **Signature** **Today's Date**

1. When did the student begin graduate studies (e.g., Fall 2012): _____

2. Has the student completed all required coursework (including electives)? If not, give a tentative plan for its timely completion.

3. What potential research advisor has the student identified? Subject to continued good progress, has this person committed to advise the student through the advancement and defense? If not, what steps should the student follow over the next year to receive such a commitment?

4. What steps remain before the student can advance to candidacy (if not yet advanced) or to defend a dissertation (if already advanced)? Is the student making good progress?

5. **ATC & Defense dates:** Recall that advancement is required by the end of Spring quarter of the student's 3rd year and that a student who does not pass this exam must retake it by the end of Summer quarter. Recall also the department's 6 year normative time (from entry) for completing a PhD, and that failure to complete a PhD within 3 years of advancing places the student in so-called P3 status.

   ATC date (if unadvanced, give estimate with confidence level, e.g. 80%):_____

   Estimate Defense date with rough confidence level:_____

6. What financial support is expected between now and completion of the PhD? (E.g., what mix of fellowships, GSRs, and TAships). Recall that the department guarantees funding (for students making good progress) only through the 4th academic year.

7. Please note any additional concerns that the student or committee wish to record. The student and committee are also encouraged to contact the Faculty Graduate Advisor privately about concerns they do not wish to record on this form.

Chair: _____

Printed name **Signature** **Date**

Member #2: _____

Printed name **Signature** **Date**

Member #3: _____

Printed name **Signature** **Date**