

## Annual Review Report for PhD Students

### To Be Completed by Academic Advisor/Director of Graduate Study

Student Name \_\_\_\_\_ UB Person Number \_\_\_\_\_

Last Date Conferred With Student \_\_\_\_\_

### Academic Performance

\_\_\_ The student's performance is well above adequate and they should be commended.

\_\_\_ The student's performance is adequate and they should be retained.

\_\_\_ The student's general academic performance is not adequate, it is the considered opinion of the major professor that they should not continue in the present program.

\_\_\_ The student's current academic performance is below standard and a probationary letter should be issued.

Please comment on the student's overall academic performance, including teaching experiences, strategies for improving performance, specific timeframes for completing expected milestones, etc.

**Student:** Your signature below indicates that you have discussed the contents of this review report with your major advisor.

Student \_\_\_\_\_  
Name Signature Date

**Major Advisor:** Your signature below indicates that you have discussed the contents of this review report with the student.

Major Advisor \_\_\_\_\_  
Name Signature Date

Chair/Director of Grad. Studies \_\_\_\_\_  
Name Signature Date

The original review report should be placed in the students file and copies should be provided to the student and the major advisor.

## **Annual Review Report for PhD Students**

### **To Be Completed by Student**

Student Name \_\_\_\_\_ UB Person Number \_\_\_\_\_

### **Academic Progress**

\_\_\_ Attach a copy of current unofficial transcript.

Date of Admission to the Current Program \_\_\_\_\_ Expected Completion Date \_\_\_\_\_

Date or Expected Date of Qualifying Exams \_\_\_\_\_ Passed Exam? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

Date or Expected Date of Dissertation Proposal Defense \_\_\_\_\_

Date or Expected Date of Dissertation Defense \_\_\_\_\_ Current GPA \_\_\_\_\_

Number of Incomplete Grades \_\_\_\_\_ Number of Resigned Courses \_\_\_\_\_

Remaining Coursework \_\_\_\_\_

### **Professional Performance and Potential**

1. Briefly comment on your academic/research progress during the past year. Note areas in which you are experiencing any difficulty.
2. Briefly comment on your progress toward your career goals during the past year.
3. What are your academic goals for the coming year?

### **Attach the Following Information Where Applicable**

1. Published or submitted papers.
2. Abstracts accepted and/or presentations at professional conferences.
3. Honors/award/grant or fellowship applications.
4. Participation in teaching.
5. Participation in an internship.
6. Service to the department, school, university or a professional organization.
7. Financial support received (TA, RA, internal fellowships, etc.).