Annual Review of Student Progress

In accordance with Graduate College general policy and the policy requiring that a graduate student be making satisfactory academic progress to hold an assistantship, the School of Chemical Engineering conducts an annual review of graduate students enrolled in a degree-seeking program. Additionally, an annual review helps the student progress through the graduate program by allowing timely identification of deficiencies, clarification of expectations for academic performance, and/or identification of opportunities for continued success. The School of Chemical Engineering uses annual reviews to monitor student progress toward the degree and to determine summer funding/fellowships/awards/assistantships for the coming academic year. The Annual Review Form is attached and instructions for completing the review process are shown below.

- The student completes PART A: Student Self Report and Self-Assessment of the Annual Review Form and sends the completed form and a recent CV to his/her research advisor and the Graduate Program Director at chegradprogram@okstate.edu by May 1.

- The research advisor reviews the Student Self Report and Self-Assessment, completes PART B: Elements of the Department Review, and sends to the student.

- The student sends the completed PARTS A and B to his/her advisory committee and schedules a meeting with the committee. The student meets with his/her advisory committee to discuss the outcome of the review and to complete PART C: Meeting with Student. The student submits the completed Annual Review Form to the Graduate Program Director at chegradprogram@okstate.edu by June 1.

A copy of the student’s Annual Review Form will be placed in the student’s file and a copy will be sent to the student. An enrollment hold will be in place, until the annual review is completed.

If a student is assessed not to be making adequate progress, then a specific plan to address and correct any inadequacies in progress will be prepared in a written document provided to the student and the dean of the Graduate College by June 30. Failure to correct any inadequacies may result in termination from the graduate program and/or Graduate College.
Annual Review of Chemical Engineering Graduate Students
For Academic Year ______________

Student Name:
Program/Degree objective:
Date entered current degree program:
Current cumulative Grade Point Average:

**PART A: Student Self Report and Self-Assessment (to be completed by the student)**
1. List all course work completed including required courses and grades. Indicate course work completed during the last year with grade. A printed Plan of Study can be used.
2. List other degree requirements completed (e.g., foreign language requirement or English proficiency during the last year.
3. List all exams completed (e.g., program qualifying exam, Graduate College preliminary exam or final defense). Include committees formed, exams scheduled and exam results during the last year.
4. List other milestones completed (e.g., internships) during the last year.
6. List GTA/GRA service during the last year and outcomes (e.g., teaching evaluations or research progress).
7. List fellowships held during the last year.
8. List professional activity (e.g., papers, presentations, or publications) during the last year.
9. List honors, awards, competitive scholarships, or other recognitions during the last year.
10. List extenuating circumstances during the past year, if applicable.

Attachments: Current Student CV.

Signature of Student and Date written review prepared: _______________________________________

**PART B: Elements of the Department Review (to be completed by the advisor)**
1. Address areas of strength (examples from areas such as courses, milestones completed, research, teaching, or professional activity).
2. Address areas for growth and development (e.g., development of research, writing, public speaking skills, and/or teaching skills, improved course performance, or project outcomes) for the next year.
3. Address milestones to complete (see suggestions above) plans for the next year (e.g., courses and credit hours to complete, exams to complete, expected progress on thesis/dissertation, publications or other professional activity).
4. Provide estimated Graduation Date based on current degree progress.

Signature of Advisor and Date written review prepared: _______________________________________

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PART C: Meeting with Student

Date of meeting:
Those in attendance:
Any additional notes from the meeting:

Student comments after the meeting:

Advisory committee comments after the meeting:

Signature of Graduate Program Director and Date reviewed: ____________________________