Policy & Procedure for Review of Student Progression in the PhD Program

PhD preparation involves more than successful completion of a series of courses and writing a dissertation. It involves developing a program of research and preparing to meet the responsibilities of professorial, scientific, and leadership roles. The Graduate Programs Committee developed progression guidelines to assist faculty advisors and students in program planning, to specify requirements, and to offer other exemplars of ongoing progression in developing a research program. ([http://academic.son.wisc.edu/studentnet/grad/degree/phd_progression_guide.php](http://academic.son.wisc.edu/studentnet/grad/degree/phd_progression_guide.php))

**Progression Review Policy**
The PhD Admission, Progression and Funding (APF) Subcommittee of GPC is responsible for annual monitoring of PhD student progress. Each spring, students prepare a summary of progress. The faculty advisor reviews the student’s summary, makes additional comments, and evaluates progress. The PhD APF Subcommittee reviews both documents, discusses each student’s performance, and communicates conclusions and recommendations in writing to the faculty advisor and student. The faculty advisor and student shall discuss the APF Subcommittee’s review.

**Progression Review Process** (Student and Faculty)

- **First-year students** create a CV as a Microsoft® Word document ([sample on StudentNet](http://academic.son.wisc.edu/studentnet/grad/degree/phd_progression_guide.php)) including all activities since admission to the PhD Program. **Continuing students** update their CV and use the highlight tool (located on the Review toolbar of Microsoft® Word) to highlight activities completed since the last progression review. Both save the CV as: Student’s Last Name CV 201X.doc.

- The student completes the PhD Student Review of Progress Form ([sample on StudentNet](http://academic.son.wisc.edu/studentnet/grad/degree/phd_progression_guide.php)). Save as: Student’s Last Name Progression Form 201X.doc.

- The student submits the CV and PhD Student Review of Progress Form electronically to the faculty advisor and to the Coordinator of Doctoral Student Academic Services.

- The student schedules a meeting with the faculty advisor to discuss academic progress.

- Prior to the meeting, the faculty advisor reviews the student’s transcript, CV, Student Review of Progress Form, and the PhD Progression Guidelines before completing the PhD Faculty Advisor Review of Progress Form ([sample on StudentNet](http://academic.son.wisc.edu/studentnet/grad/degree/phd_progression_guide.php)). The faculty advisor discusses the review with the student, making any revisions as necessary.

- The student and faculty advisor sign the PhD Faculty Advisor Review of Progress Form to document that they discussed the student’s progress. The student submits a hard copy to Coordinator of Doctoral Student Academic Services.

**Progression Review Process** (APF Sub-Committee)

- The APF Subcommittee reviews all documents submitted by the student and faculty adviser and other relevant materials, comparing the information to the PhD Progression Guidelines and the Criteria for Satisfactory Academic Progress in the Doctoral Programs to draw conclusions about the student’s progress.

- The APF Subcommittee sends a letter to the student and faculty advisor reporting conclusions and recommendations about the student’s progress. A copy of the letter is placed in the student’s file.
Name

Formal Education
Include thesis and proposed dissertation titles and major professors for master’s and doctoral work. Include secondary concentration area or minor and secondary concentration or minor advisor. Do not list course work.

Positions Held
List chronologically and indicate length of service in each position.

Special Honors and Awards

Society Memberships

Publications (Use APA citation format):

Research Funding
Include title of the project, funding source, your role on the project (e.g., PI, research assistant, etc…), project dates, amount of funding (if known), and current status of the project (e.g., funded, submitted, under review, planned, or not funded).

Presentations (Use APA citation format)
Include title, date(s), city, and sponsoring organization. Identify audience and type of presentation (research, clinical practice, professional, public)
Use an * to note peer reviewed presentations.

Highlight items which have been added since the previous annual review.
PhD Student Review of Progress Form

Name: ___________________________________________________________________

Program of Enrollment: _____ EEO  _____ BS-to-PhD  _____ MS-to-PhD

Progress Toward Degree
Year of First Enrollment in the PhD Program: _______________
Year in the program: _______ year  Number of credits completed: _______ credits
Preliminary Exam Completed _____________ (date)  Planned for: __________ (date)
Dissertation Proposal Approved _____________(date)

Describe your progress in the program over the past academic year

Notes on Required Elements of Progression
Please refer to specific requirements for progression noted in bold in the document, Progression Guidelines for the PhD Program in Nursing.

Have you completed all of the requirements for students in your category (e.g., EEO) and program year (e.g., Second Year)?
   ___ Yes   Comments:

   ___ No   Comments:

Other Comments or Concerns:

Notes on Other Exemplars of Progression
Please refer to other exemplars of ongoing progression noted in the document, Progression Guidelines for the PhD Program in Nursing.

Have you done any of the exemplars listed for students in your category (e.g., BS to PhD) and program year (e.g., First Year)?
   ___ Yes   Comments:

   ___ No   Comments:
If you have other achievements that you consider as exemplars of your progress in the Program, please mention them here.

**Progress Note on the Research Program:**
Please insert a current, one-paragraph description of your program of research.

What is the overall aim of your research?

What individual studies have you completed?

What studies are in progress?

What studies are planned?

**Progress Note on Teaching Preparation:**
Briefly review your teaching goals or plans for the current year and describe the activities you undertook to accomplish them.
PhD Faculty Advisor Review of Progress Form

Student Name: ________________________________________________________________

1. Comments Regarding Student Progress Over the Past Academic Year

   Required Elements of Progress
   Please refer to specific requirements for progression noted in bold in the document, *Progression Guidelines for the PhD Program in Nursing.*

   Other Exemplars of Progress
   Please refer to other exemplars of ongoing progression noted in the document, *Progression Guidelines for the PhD Program in Nursing.*

2. Student Progress in Developing a Program of Research

3. Student Progress in Preparation for Teaching

4. Other comments / concerns / recognitions regarding student progress

______________________________________________________________________________                ____________________
Faculty Advisor Signature                  Date

I have read these comments and discussed them with my adviser.

______________________________________________________________________________
Student Signature