**Department of Mechanical Engineering  
Annual Ph.D. Student Evaluation**

Semester/Year of Entry into Ph.D. Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Evaluation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section A – To be completed by STUDENT**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor Name:

GPA\_\_\_\_\_\_\_\_\_\_\_ When did you begin the PhD program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you completed an MS degree? If so, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Indicate core courses completed below: (three required for first enrollment Fall 2010 or later)

Indicate how many credit hours have been completed below:

MS Completed

Coursework (12 required) Dissertation (30 max)

BS to PhD

Coursework (30 required) \_\_\_\_\_\_\_\_\_\_\_\_ Thesis/Dissertation (42 max)

Have you taken the following exams/when? If not, what is the anticipated timeline to exam?

Qualifying \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preliminary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly summarize your progress towards dissertation research over the last academic year.

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Have the results of your research led to publication(s)? 1 accepted journal publication and 1 submitted journal publication (or a 2nd paper) are required by the time of the dissertation defense for those with first enrollment in the PhD program in Spring 2011 or later.

Yes No

A conference abstract. If so, please indicate which conference:

A peer-reviewed manuscript. If so, please indicate which journal:

Do you feel the results of the research thus far are of publishable quality or could lead to a publication?

Yes No

If yes, please indicate if you plan to submit all or part of this work as:

A conference abstract. If so, please indicate which conference:

A peer-reviewed manuscript. If so, please indicate which journal:

If no, please explain why.

**Section B – To be completed by ADVISOR**

Please outline your expectations for the student’s research over the next academic year:

Please identify the areas of strength for the student:

Please identify areas for improvement from the student:

Is the student making sufficient progress in coursework?

Yes No

If not, please explain why and suggestions for improved progress:

Is the student making sufficient progress in research?

Yes No

If not, please explain why and suggestions for improved progress.

Do you believe the student is on schedule for graduation in reasonable time (BS Completed: 5 years, MS Completed: 3 years)?

Yes No

Date of anticipated graduation (semester, year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Graduate School Policy**

By signing below, the student and advisor confirm that they understand graduate school policy in regards to scholastic standards and degree progress requirements as written in the Graduate and Professional Bulletin.

**E.1.3 SCHOLASTIC STANDARDS**

When a student’s graduate advisory committee or an appropriate departmental graduate committee finds that a student is making unsatisfactory progress toward the degree and that satisfactory progress cannot be anticipated, a plan should be created and the following steps should be taken:

1. Inform the student of the concerns, create a progress plan with the student, develop a timeline and inform the student of potential consequences (dismissal) if the progress is not satisfactory.
2. The committee should keep in contact with the student to give feedback during the progress plan timeline and document such contacts and their outcomes.
3. At the end of the timeline, if progress is not adequate, the committee may recommend dismissal from the program. The recommendation goes to the Department Head and the Dean of the Graduate School and should include documentation on the steps taken with justification for this action.

The recommendation must be referred to the Department Head for approval and the Dean of the Graduate School for final action. The student may appeal such an immediate dismissal through the existing Graduate School appeals procedure. Departments which invoke this process must have published guidelines explaining the performance indicators which lead to immediate dismissal.

**E.4.1 PH.D. CANDIDACY**

Doctoral students at Colorado State University are considered to achieve “candidacy” for the degree upon passage of preliminary examinations. Candidates generally retain that status through the completion of the degree. However, candidacy is lost if (1) the student is placed on probation due to insufficient grade point average; (2) the student’s graduate advisory committee finds that insufficient progress is being made toward the degree; or (3) the student is dismissed for academic or disciplinary reasons.

**Signatures**

Faculty Advisor Date

Student Date

\*Signature of student acknowledges only that the evaluation of progress (or lack thereof) was discussed with the student. It does not imply agreement or disagreement with the evaluation. The student may attach a separate sheet addressing any disagreement with this evaluation per the Graduate and Professional Bulletin