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**Annual Ph.D. Student Evaluation**

Date of discussion between Student and Advisor:

**Signed evaluations are due to the Electrical and Computer Engineering Graduate Advisor by March 15 of each year.** You may email the completed and signed forms below to Katya.Stewart-Sweeney@ColoState.EDU or turn them into the ECE Department Office.

*Students who do not submit this evaluation by the deadline will have a registration hold placed on their account until it is submitted.*

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

Student Name:

Faculty Advisor Name:

Semester and Year of Entry into Ph.D. Program: Current GPA:

Current Topic/Title of Dissertation:

Please indicate how many **credit hours** have been completed (or are currently in progress) below:

*If following 42-Credit Ph.D. plan (Applicable M.S. Completed)*

Coursework (6-9 credits required): Dissertation (33 credits required):

Date M.S. earned:

*If following 72-Credit Ph.D. plan*

Coursework (27-30 credits required): Dissertation (42 credits required):

Have you taken your Qualifying Exam (to be done in your third semester)?  Yes  No

If so, when was it completed?

If not, what is the anticipated completion date?

Have you taken your Preliminary Exam?  Yes  No

If so, when was it completed?

If not, what is the anticipated completion date?

Briefly summarize your progress toward your dissertation research over the past academic year.

Have the results of your research led to publication(s) (Ph.D. to date)?  Yes  No

A conference abstract or paper? If so, please indicate which conference(s):

A peer-reviewed journal manuscript? If so, please indicate which journal(s):

Other publications (books or book chapters, etc.)? If so, please include details:

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

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

A conference abstract or paper? If so, please indicate which conference(s):

A peer-reviewed journal manuscript? If so, please indicate which journal(s):

No, please explain why not:

Please outline goals below that you and your advisor have agreed upon, and/or discuss your plans regarding your progress toward the Ph.D. degree.

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

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

Please identify areas of strength for the student: (optional)

Please identify areas that need improvement from the student: (optional)

Is the student making sufficient progress in course work?  Yes  No

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

Is the student making sufficient progress in research?  Yes  No

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

Date of anticipated graduation (semester and year):

**Electrical and Computer Engineering and Graduate School Policy**

By signing below, the student and advisor confirm that they understand Electrical and Computer Engineering and Graduate School policy in regard to scholastic standards and degree progress requirements.

From 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 DOCTORAL 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.*

From the Electrical and Computer Engineering Graduate Handbook:

*Electrical and Computer Engineering encourages students to make steady progress toward their academic goals and wants to ensure students reach graduation in a timely manner.*

***Ph.D. Student and Committee Discussions***

*You are required to meet with your committee every academic year to discuss your progress over the course of the year and to ensure you, your committee, and advisor all agree with the progress that was made (or not made.) The Annual Ph.D. Student Evaluation can be found on the ECE website, under “Current Students- Graduates” This form, with all required signatures, is due to ECE Graduate Advisor by March 15 each year. You may email the completed and signed forms to* [*katyas@colostate.edu*](mailto:katyas@colostate.edu) *or turn them in to the ECE Department Front Desk. A registration hold is placed on each Ph.D. student’s account if the form has not been received by March 15 and will be in place until the form is submitted.*

**Signatures**

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Students are encouraged not to sign until they have reviewed the advisor comments***, since a student’s signature provides acknowledgment that the evaluation of progress (or lack thereof) was discussed between the advisor and 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.

\*An email directly from the advisor to the ECE Graduate Advisor can be used as the advisor signature.