



Systems Engineering Program
Annual Ph.D. Student Evaluation

Date of Discussion between Student and Advisor: _____

Signed evaluations are due to the Systems Engineering Program by December 1 each year. You may email the completed and signed forms below to sys_engr_info@engr.colostate.edu or turn them into Engineering Building 202. *Students who do not submit this evaluation by the deadline each year 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/Year of Entry into Ph.D. Program: _____ Current GPA: _____

Current Employer/Job Title: _____

Current City/State/Country: _____

Current Topic/Title of Dissertation:

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 (18 required): _____ Dissertation (24 required): _____

Date M.S.earned: _____

If following 72-Credit Ph.D. plan

Coursework (39 required): _____ Dissertation (33 required): _____

Have you taken your Preliminary Exam? If so, when was it completed? If not, what is the anticipated timeline to exam?

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

Have the results of your research led to publication(s)? Yes No

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

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

Other publications (books, 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? If so, please indicate which conference(s):

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

No, please explain why:

Please use the below space to set new goals for next year, provide feedback/questions for your advisor, and/or discuss any other points regarding your progression through your Ph.D.

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 has made satisfactory progress toward their Ph.D. this year, taking into account any other factors in their life (work, family, etc.)? Yes No

Date of anticipated graduation (semester, year): _____

Systems Engineering and Graduate School Policy

By signing below, the student and advisor confirm that they understand Systems Engineering and Graduate School policy in regards 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 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.

From the Systems Engineering Graduate Handbook:

Systems Engineering encourages students to make steady progress toward their academic goals and wants to ensure students reach graduation in a timely manner. A Systems Engineering student who meets one of the following conditions will be contacted to set up a progress plan and timeline:

- The student has completed less than 9 credits toward a Systems Engineering degree in two calendar years*
- The student has received two or more unsatisfactory annual progress reports from their Ph.D. advisor (applies to Ph.D. students only)*

Signatures

Student _____ Date _____

Faculty Advisor* _____ Date _____

Students are encouraged not to sign until they have reviewed the advisor comments, as signature of student acknowledges that the evaluation of progress (or lack thereof) was discussed between 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 SE Program can be used as the advisor signature.