

# Annual Academic Review Form

## Ph.D. Students in Public Health

**Due Date: May 15<sup>th</sup>**

Ph.D. students are reviewed on an annual basis by the student's advisor/major professor(s). The annual academic review should be completed every academic year.

Timeline to complete the annual academic review process:

1. STUDENT Complete student self-review (see explanation below)
2. STUDENT Schedule a meeting with your major professor(s). This meeting should take place before the May 15<sup>th</sup> deadline.
3. STUDENT Prior to the meeting, submit the following documents to your major professor(s):
  - a. Written student self-review
  - b. Latest approved Program of Study (if completed)
  - c. Current unofficial transcript
  - d. Annual Academic Review Form, with the student portion completed
4. FACULTY & STUDENT During the meeting, you and your major professor(s) will discuss your academic progress using the documents you submitted to them earlier.
5. FACULTY Your major professor(s) will complete the faculty review of student section, then you and your major professor(s) will sign the document's signature page.
6. FACULTY Completed and signed forms, along with the documents submitted to the major professor(s) for review are then sent to [Megan.Ferris@oregonstate.edu](mailto:Megan.Ferris@oregonstate.edu).

### EXPLANATION OF REVIEW CRITERIA

The annual academic review is focused on the extent to which the student is making satisfactory academic progress in relation to the suggested timeline found in the Public Health PhD Program Handbook. Satisfactory academic progress is typical and expected. An assessment of satisfactory academic progress ensures that the student will continue to be eligible for enrollment and financial support, if the student is funded by a fellowship, scholarship, or assistantship.

Assessment of satisfactory academic progress includes:

- 1) Completion of courses with satisfactory grades (minimum 3.0 GPA on all graduate courses and grades of B- or better on all Program of Study courses) in a timely manner consistent with program of study, typically within the first three years;
- 2) Timely removal of incomplete grades, typically within one term;
- 3) Filing a Program of Study with the Graduate School, typically by the end of the 1<sup>st</sup> year but no later than the end of the 5<sup>th</sup> academic term;
- 4) The successful completion of the Written Comprehensive Exam, typically by the end of the 2<sup>nd</sup> year in the program;
- 5) Successful completion of Preliminary Oral Exam and approval of dissertation proposal, typically by the end of the 3<sup>rd</sup> year; and
- 6) Successful defense of dissertation, typically within one year following the approval of the proposal.

Any assessment of unsatisfactory academic progress must include a specific timeline and a plan for improvement that specifies criteria for achievement of satisfactory academic progress. A plan for improvement might include a deadline for satisfactory removal of incomplete grades, a requirement for completion of supplemental coursework, a deadline for successful defense of a proposal, and other program-related concerns. An assessment of unsatisfactory progress puts a student at risk for loss of financial support and ultimately for possible dismissal from the program.

Students may submit a letter of rebuttal to their major professor(s) if they do not agree with any part of the major professor(s)'s evaluation. Any rebuttal(s) must be submitted along with the final review to be filed in the student's file. See *Public Health Ph.D. Program Handbook* for additional grievance procedures.

## EXPLANATION OF REVIEWS

### Student Self-Review

The student self-review should address the criteria used in the assessment of satisfactory academic progress as your statement serves as a foundation for the review with your major professor(s). In a minimum of two paragraphs, please evaluate your academic progress. Address the following as relevant: performance in coursework and Program of Study, completion of Written Comprehensive Exam, completion of Preliminary Oral Exam and approval of proposal, work on dissertation, assistantship(s) and assistantship performance, independent research, awards, honor, professional activities, etc. Also address your plans for the coming academic year.

### Faculty Review of Student

Use the student's self-review, Program of Study (if completed), current unofficial transcripts, and the completed Annual Academic Review Form from the student, as well as any assistantship evaluations provided by the School, as a basis for your discussion with the student about their academic progress. Address the following as relevant: performance in coursework and Program of Study, completion of Written Comprehensive Exam, completion of Preliminary Oral Exam and approval of proposal, work on dissertation, assistantship(s) and assistantship performance, independent research, awards, honor, professional activities, etc. Also discuss and/or create a plan for the coming academic year(s) concerning the student's progress. Be specific and provide feedback in a paragraph or more, evaluating the student's academic progress, including any relevant issues discussed during your meeting.

## **Annual Academic Review Form Acknowledgements**

All review materials, including the student's self-review, are placed in the student's permanent file within the School.

Signatures (below) confirm that the student and major professor(s) have discussed the review materials and that the student has received a copy of the materials. Student signatures do not indicate agreement or disagreement.

Date of Review:

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Major Professor(s) Name (print):

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Major Professor(s) Signature(s):

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Graduate Student Name (print):

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Graduate Student Signature:

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# Annual Academic Review Form Ph.D. Students in Public Health

**Due Date: May 15<sup>th</sup>**

**SECTION A** – Student to complete prior to meeting with major professor

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Major Professor(s): \_\_\_\_\_ Concentration: \_\_\_\_\_  
Start Term/Year: \_\_\_\_\_ Expected Completion Term/Year: \_\_\_\_\_

Yes    No

Committee Formed

Program of Study Filed

If "No" for either, indicate timeline for formation/filing:

Status of coursework:            Yes    No

Following Program of Study

GPA > 3.0

Status of Participation in Doctoral Seminar:

In Progress                      Completed

Comments:

Status of Courses in Foundational Public Health Knowledge:

In Progress                      Completed

Comments:

Status of Courses in Methodology & Statistics:

In Progress                      Completed

Comments:

Status of Courses in Concentration Area:

In Progress                      Completed

Comments:

Status of Proposal/Grant Writing Seminar:

In Progress                      Completed

Comments:

Status of Research Project / Manuscript of Publishable Quality: *\*required prior to 2017/2018 handbook\**

Not Started                      In Progress                      Completed                      N/A

Comments:

Status of Written Comprehensive Exam: *\*required as of the 2017/2018 handbook\**

Not Started                      In Progress                      Completed                      N/A

Comments:

Status of Dissertation Proposal:

Not Started                      In Progress                      Completed

Comments:

Status of Preliminary Oral Exam:

Date TBD                      Scheduled                      Completed

Comments:

Status of Dissertation:

Not Started                      In Progress                      Completed

Comments:

Status of Final Oral Exam:

Date TBD                      Scheduled

Comments:

**SECTION B** – Faculty to complete during meeting with student

Progress Performance Rating:    Satisfactory                      Satisfactory, but Marginal                      Unsatisfactory  
If "Unsatisfactory", student and advisor/major professor(s) must attach a plan for improvement

Faculty Review of Student (see "*Explanation of Reviews*" for instructions and attach a separate page if necessary)