The Information School
University of Washington

Ph.D. Student Reviews:
Preliminary Review, 2nd Year Review, 3rd Year Review

Purpose
The purpose of the Ph.D. student reviews are to assess the student's progress in the PhD program and make a recommendation for the student's future plans and goals. The reviews are used to evaluate the student's overall work during the first, second, and third years in the PhD program and assess the student's potential to complete the program.

Eligibility
Students must satisfy the Preliminary Review in the quarter following the completion of 20 quarter hours of study in the PhD program. For a full-time student, this typically occurs during the 3rd quarter of enrollment. The 2nd Year Review occurs during Spring quarter of the student's second year of enrollment. The 3rd Year Review occurs during Spring quarter of the student's third year of enrollment unless the student has taken or is scheduled to take the General Examination by the end of the Spring Quarter.

Format
During the Preliminary Review, the Advisory Committee considers the work produced by and the intellectual development of the student during the first half of their coursework. The student negotiates with the Advisor and Advisory Committee on the exact structure, format, and content of the Review. At the minimum, the student produces a brief narrative in which the student describes the student's goals, reflects upon the significance of past work, and outlines future plans in the program.

During the 2nd Year and 3rd Year reviews the Advisory/Supervisory Committee considers the work produced by and the intellectual development of the student during the last 12 months. No minimum requirements (i.e. a brief narrative) are required for the format of the 2nd Year and 3rd Year reviews. The format of these reviews is determined between the Advisory/Supervisory Committee and the student.

Student Name: _____ Student #: _____

Choose one: ☐ Preliminary Review ☐ 2nd Year Review ☐ 3rd Year Review

Date of Review: _____

Advisory/Supervisory Committee Recommendation:

Choose one:

☐ The student's work meets high standards of performance. The student is making satisfactory progress in preparing to meet the future challenges in the program.

☐ The student's work generates some concerns regarding performance. The student needs to improve his/her progress in specified areas to meet the future challenges of the program. *(If checked, attach additional sheet providing details)*

☐ The student's work does not meet minimum standards of performance in numerous areas. The student's progress is unsatisfactory with little promise for improvement, and the student should discontinue enrollment in the program. *(If checked, attach additional sheet providing details)*

Advisor/Chair Signature
(on behalf of Committee) : _____ Date: _____

This form should be submitted to the Office of Student Services (OSS) within 2 weeks after each Review. OSS informs the Ph.D. Program Chair of the recommendation, reports the official outcome of the Review to the student, and makes a copy of the Committee's recommendation for the student's file.

Ph.D. Student Review Policy:
Preliminary Review, 2nd Year Review, and 3rd Year Review
The Information School
University of Washington
Revised and approved by the Information School Faculty 2/14/05
Revised and approved by the Information School Faculty 6/4/07
Revised and approved by the Information School Faculty 2/1/10

Purpose

The purpose of the Ph.D. student reviews are to evaluate the student's overall work during the first, second, and third years in the PhD program and assess the student's progress in the completion of the PhD program..

Specifically the reviews:

* give the student an opportunity to reflect on and identify his or her positioning in the field as well as articulate goals;
* give the student an opportunity to reflect on work and accomplishments over the past year and how they have contributed to achieving identified goals;
* provide a venue for the student to receive feedback and advice from Advisory Committee and other Information School faculty members;
* serve as a means for the Advisory Committee to assess the performance and development of the student.

Eligibility

Students must pass the Preliminary Review in the quarter following the completion of 20 quarter hours of study in the PhD program. For a full-time student, this typically occurs during the 3rd quarter of enrollment. The 2nd Year Review occurs during Spring Quarter of the student's second year of enrollment. The 3rd Year Review occurs during Spring Quarter of the student's third year of enrollment unless the student has taken or is scheduled to take the General Examination by the end of the Spring Quarter.

Recommendations

Following each review (Preliminary Review, 2nd Year Review, and 3rd Year Review), the Advisory/Supervisory Committee makes one of three recommendations:

1) The student's work meets high standards of performance. The student is making satisfactory progress in preparing to meet the future challenges in the program.
2) The student's work generates some concerns regarding performance. The student needs to improve his/her progress in specified areas to meet the future challenges of the program.
3) The student's work does not meet minimum standards of performance in numerous areas. The student's progress is unsatisfactory with little promise for improvement, and the student should discontinue enrollment in the program.

The Advisory Committee makes a recommendation at the Advisory Committee meeting with the student.

- The Advisory Committee makes a recommendation at the Advisory Committee meeting with the student.
- The Advisor submits the Ph.D. Student Annual Review Form stating the recommendation of the Advisory Committee to the Office of Student and Academic Services (OSAS) within 2 weeks of the Review.
- OSAS informs the Ph.D. Program Chair of the recommendation.
- OSAS reports the official outcome of the Review to the student.
- OSAS makes a copy of the Advisory Committee's recommendation for the student's file.

General Procedure

- In Spring Quarter, all doctoral students who are in their first and second years, and all students in their third year who have not yet scheduled their General Examination fill out a brief form summarizing the year's activities (the Student Annual Review Form). The purpose of the form is to provide a brief but complete overview of student activities for the Advisor and Advisory Committee to use as a basis for their recommendation.
- The student's form is not shared with anyone outside of the Committee. Students may consult with their advisors in completing the form. The form must be completed and provided to advisory committee members at least two weeks prior to the presentation.
- The student gives a brief presentation to the faculty, non-Information School Advisory Committee members, and other Information School doctoral students highlighting their interests and activities. The purpose of the presentation is to provide faculty and other doctoral students an overview of their interests and activities; to provide students an opportunity to practice presentation to faculty and other doctoral students; and to provide all faculty members with an opportunity to give feedback to the student.
- As time allows, students answer questions from audience members before the faculty and Advisory Committee members adjourn for further discussion of student progress.
- After input from faculty as a whole and from the Advisory Committee members, Advisory Committees meet with students to provide feedback and make one of the three recommendations listed above.
- The Advisor forwards the recommendation to Student Services.
- Specific review procedures will be provided and may be revised on a yearly basis.