

**Timeline and Annual Progress toward Degree Completion
for Doctoral Students in Language & Literacy Education**

Name:

Email address:

Date admitted to PhD program:

Advisor:

Home Phone:

Work Phone:

Cell Phone:

NOTE: You, not your advisor, are responsible for all paperwork and Graduate School forms. Liz Phillips (liz11@uga.edu), our Student Affairs Professional, will help you with forms.

Program of Study: Minimum of 30 semester hours for admission to candidacy, with a minimum of 16 hours of 8000 and 9000 level courses required.

Coursework in Focal Area(s) of Study (include semester taken, course number, course title, and professor)

Area 1	Area 2	Research (minimum of 4 courses plus 9000)
_____ 1.	_____ 1.	_____ 1.
_____ 2.	_____ 2.	_____ 2.
_____ 3.	_____ 3.	_____ 3.
_____ 4.	_____ 4.	_____ 4.
_____ 5.	_____ 5.	_____ 5.
_____ 6.		_____ 6.
_____ 7.		
_____ 8.		

_____ LLED 8000

_____ Cultural Diversity Learning Plan Completed (developed with advisor)

NOTE: Read carefully the PhD Program of Study on the Department website including Acceptance of Credit by Transfer, Residence, Time Limit, Probation and Dismissal, and Review of Progress. <http://www.coe.uga.edu/lle/phd/requirements.html>

Committee Members: Three Graduate Faculty members required; additional members optional. (The PhD Program of Study explains who can serve on your committee. Include each professor's department and college.)

1.

2.

3.

(4.)

(5.)

_____ **Date Coursework Completed**

_____ **Date of First Committee Meeting:** (To discuss your Program of Study—the courses you've taken and to discuss/draft your comprehensive exam questions.)

_____ **Date of Comprehensive Exam Defense (Oral Exams):** (Take-home comprehensive exam papers are due to committee members at least 2 weeks prior to the defense. Official paperwork due to Grad School before this defense.)

_____ **Date of Dissertation Prospectus/Proposal Meeting:** (Prospectus/Proposal due to committee members at least 2 weeks prior to defense. No Grad School paperwork. Note that you will likely be asked to make revisions to your proposal before it's approved. With successful completion of comprehensive exams and prospectus approval you are Admitted to Candidacy!)

_____ **Date of Dissertation Feedback Meeting:** (Dissertation due to committee members at least 2 weeks prior to meeting. No Grad School paperwork. Allow several weeks for revision between this meeting and the final dissertation defense.)

_____ **Date of Final Dissertation Defense.** (Dissertation due to committee members at least 2 weeks prior to meeting. Official paperwork due to Graduate School before the defense. Allow ample time for revision between this defense and your graduation date.)

_____ **Date of First Format Check with Grad School:** (Check Grad School website for this date.)

_____ **Date Dissertation Due to Grad School:** (Check Grad School website for this date.)

_____ **Date of Graduation:** (Application for graduation form must be filed with the Grad School no later than Friday of the second full week of the semester, or the first full week of summer classes, of the anticipated graduation date.)

Annual Evaluation of Progress toward PhD Degree Completion

Please complete the self-ratings as well as the student explanation and comments in each section that is applicable. Email it to your advisor and make arrangements to discuss your progress and plans.

Rating Scale: 1=unsatisfactory 2= needs improvement 3= satisfactory

NA=not applicable based on student's stage in PHD program and/or career goals

EXT=extenuating circumstances

Academic Endeavor

Rating

Coursework

1 2 3 NA EXT

Student's explanation and comments:

Faculty comments:

Practicum/ Internship work

1 2 3 NA EXT

Student's explanation and comments:

Faculty comments:

Assistantship work

1 2 3 NA EXT

Student's explanation and comments:

Faculty comments:

Communication with faculty

1 2 3 NA EXT

Student's explanation and comments:

Faculty comments:

Presentations

1 2 3 NA EXT

Student's explanation and comments:
Faculty comments:

Publications

1 2 3 NA EXT

Student's explanation and comments:
Faculty comments:

Exam or dissertation progress

1 2 3 NA EXT

Student's explanation and comments:
Faculty comments:

Academic professionalism and honesty

1 2 3 NA EXT

Student's explanation and comments:
Faculty comments:

Overall progress/improvement

1 2 3 NA EXT

Student's explanation and comments:
Faculty comments:

Student Name [Printed] _____

Student Signature _____ Date _____

Annual Evaluation for _____ (academic year)

Based on the student's progress in the program, my evaluation is that (circle one)

1. The student is making satisfactory progress towards completing the doctoral program;
2. The student will work with the advisor to improve performance in specific areas; or
3. The Department Coordinators will withdraw the student from the program.

An evaluation of 3 will be forwarded to the Department Coordinators' Group where a decision will be made in coordination with the Department Chair.

Advisor's Name [Printed] _____ Date _____

Advisor's Signature _____

ADDITIONAL NOTES