

Guidelines for Second Year Review

Purpose:

The main purpose of the Second Year Review is to consider and clarify the overall design and progress of a student's academic program. To this end, a student participating in the Second Year Review must prepare a 2-page statement of academic purpose, to be shared in advance with the faculty who will participate in the review. There are usually two faculty reviewers: one in the student's field of specialization, normally the adviser, and one outside the student's field.

A second purpose of the review is to assess the student's academic progress in general but also in regard to the degree requirements, including foreign language requirements and the requirement of two courses outside the specialization.

A student participating in the Second Year Review must submit two major course papers to the reviewers two weeks in advance of the review. One of these papers should be in the student's major field and the other in a different field or discipline. Both papers should not be from courses taken with both of the reviewers; however, one paper may be from a course taken with one of the reviewers.

A third purpose of the Second Year Review is to review the fields that the student is proposing to cover on the General Examinations.

The Second Year Review should, as needed, lead to any or some of the following recommendations: clarifying the timetable for completing any remaining requirements; specifying any further coursework to be taken; the addressing of any issues in advising; clarifying the fields and timetable for General Examinations. A written summary of all such recommendations should be sent to the student as soon as possible after the review, with a copy also sent to the program administrator.

Procedures for Second Year Review:

The Second Year Review is to occur either in the third or at the latest, in the fourth semester of study. At the end of a student's second semester, the Program Administrator will send an email to the student and the advisor reminding them of when the Second Year Review should take place.

The student, in consultation with the advisor, should complete the "Intent to Take Second Year Review" form, obtain the advisor's signature, and submit it to the Ph.D. Program Administrator. (A copy of the statement of academic purpose should also be submitted to the Ph.D. Program Administrator with this form). Once the form is approved (the Program Administrator will notify the student of this), the student should schedule a time for the review with the two faculty reviewers (then notifying the Program Administrator of the time). The meeting is usually an hour and a half.