ELP Process for Mid-Program Review

The mid-program review for ELP doctoral students should occur by the end of the Spring semester of the student’s second year in the program.

The process will entail the following:

1. At the end of the Spring semester of the student’s second year in the program, students will initiate a formal in person meeting with their assigned faculty adviser to review their overall degree progress to date, and to discuss their plans for completion. Most students already meet with their faculty adviser on a regular basis, but this formal meeting will be an opportunity to review and document each student’s remaining path toward degree completion.

2. Two weeks prior to the meeting, students will submit, electronically, a portfolio that includes:
   a. A writing sample --a sole authored paper from one of their courses that they feel demonstrates their writing capability. The exact nature/length of the paper should be decided upon in consultation with the faculty adviser.
   b. A program plan filled out with names of instructors, and grades received in courses taken to date.
   c. A written plan for the remaining milestones. This includes: remaining courses in their respective area of specialization, SQE exam, preliminary defense, advancement to candidacy, and final oral exam. Use of the appropriate “program plan” document is strongly encouraged for this purpose.
   d. Curriculum vita

3. During the formal in-person meeting, the student and faculty adviser will review the materials together and discuss progress to date.

4. After this meeting, faculty advisers will assess the students according to the rubric, and complete the form indicating their evaluation of progress for their advisee as follows:
   a. Satisfactory Progress
   b. Needs Improvement (with remediation steps outlined as needed). Students will need to ensure completion of these remediation steps before continuing in their program of study.
   c. Unsatisfactory/Consider Termination (only on rare occasions, and only after remediation steps are unsuccessful)

5. The student will sign the review form acknowledging receipt of their review. The faculty adviser will provide the Graduate Adviser with the signed review form, and the Graduate Adviser will review and also sign the document.

6. Finally, each students’ written plan to degree as well as his/her faculty adviser’s recommendation will be filed with the Graduate Adviser’s office.

7. The final decision on satisfactory progress will be communicated to the student by the Graduate Adviser in writing, no later than one month after his/her formal meeting with assigned faculty adviser.

PLEASE NOTE: Any ELP doctoral student who has yet to complete the “comp” exam will be eligible to “opt-in” to this new mid-program review process. However, they should complete their review ASAP, and at the latest by the end of the Spring 2015 semester. Students should consult with his/her faculty adviser on this matter. Also, students must complete the Mid-Program Review Process and achieve Satisfactory Progress before taking the SQE.

Note: Effective Jan. 2015, per approval at 12/5/14 EDA GSC Meeting