

IBiS ANNUAL REVIEW FORM (Years 4+)



Starting in the 4th year, students are required to submit a thesis outline prior to the meeting. The committee will provide detailed feedback on the student's progress and, in cases where the student's outline is acceptable and their research is largely complete, can grant them permission to schedule their final defense. If permission to defend is not granted, the committee must determine whether another annual review is needed, or if the student can achieve permission to defend in the upcoming year without an additional meeting. This form MUST be given to the program office after the review.

Name _____ Year in program _____

Date _____

Has the committee read and approved the IDP? ☐ yes ☐ no

Does the student have a first-author or co-first author paper? ☐ yes ☐ no ☐ no, but a paper has been submitted

If the student has a co-first author paper, does the committee recommend that this paper satisfy the first-author paper requirement? ☐ yes ☐ no (**Note:** If yes, this must be requested using the "Co-first author exception" form)

Has the committee read and discussed the student's thesis outline? ☐ yes ☐ no

We (select one):

- ☐ grant the candidate permission to defend. The dissertation outline proposed is acceptable and the student has satisfied (or will soon satisfy) the publication requirement. The candidate may schedule their final examination. **Note:** the final examination must take place in the next year; otherwise the committee must hold another annual review. **Optional comments are provided on the next page.**
- ☐ judge that the candidate may be able to obtain permission to defend without another meeting, if the criteria outlined on the next page are met. Once these criteria are met, the candidate will send a detailed update to the committee, who will then determine if permission is granted or if another meeting is required. **Note:** if a student has not obtained permission to defend and scheduled their final examination in the next year, another annual review will be automatically required. **Comments are provided on the next page.**
- ☐ advise that another review meeting should be held. **Note:** this meeting should take place no later than the end of the next academic year, though the candidate may call it as soon as they feel ready to request permission to defend. **Comments are provided on the next page.**

Printed Names

Signatures

Dept/Program

Chair

Advisor

Member

Member

Member

Please provide detailed comments below (use additional sheets if desired).

- If the committee granted permission to defend, but wishes to provide additional feedback, please use the space below.
- If the committee judged that the student might be able to achieve permission to defend without another meeting, outline what the student needs to do to satisfy this requirement; also specify if there is a deadline for completion of these requirements (note: this deadline must be in <12 months).
- If the committee judged that another annual review meeting should be held, provide detailed feedback on the student's progress, including suggestions for improvement. Also outline what is expected, in order for the student to obtain permission to defend at the next meeting.