

University of California, Irvine School of Education
 2016-2017 Annual Report of Student Progress: Ph.D. in Education
 Overview, Instructions, and Timeline

Each year Ph.D. students submit documentation for the Annual Report of Student Progress (ARSP) for the purpose of analyzing the quality and pace of work that has been achieved toward the doctoral degree during that academic year. Conducted between the student and his/her advisor, the ARSP provides an opportunity to acknowledge milestones; set goals for the coming year; and, if needed, initiate corrective action.

The ARSP consists of two components. Part A is the student’s portion, to be completed by the student and reviewed with the advisor. Part B is the advisor’s evaluation of the student’s strengths and areas for improvement, to be discussed during a meeting between advisor and student. Both Parts A and B are completed online via Google Docs. The student notification letter is posted online at Google Docs.

Student Instructions and Timeline for 2016-2017 Annual Report of Student Progress

On April 10	<ul style="list-style-type: none"> Log into Google Apps per instructions from Tech Services and complete Part A electronically. Upload current CV and copy of unofficial transcript (available at www.reg.uci.edu).
Between April 17-28	<ul style="list-style-type: none"> Meet with advisor to review Parts A and B.

Faculty Instructions and Timeline for 2016-2017 Annual Report of Student Progress

By April 17	<ul style="list-style-type: none"> Advisor reviews electronic copy of advisee’s Part A, current CV, and transcript. Advisor logs into Google Apps per instructions from Tech Support and completes Part B electronically.
Between April 17-28	<ul style="list-style-type: none"> Advisor and advisee meet and review Parts A and B. After the meeting, advisor drafts a 4-5-sentence paragraph of detailed comments about student progress to be incorporated into the student’s notification letter and emails to specialization leader. In both Part B and the draft paragraph, advisors are encouraged to be exacting and detailed about the student’s progress in the program and explicitly identify areas/issues the student may need to address.
Between May 1-9	<ul style="list-style-type: none"> Specialization leader convenes specialization meeting to review ARSPs, discuss each student’s progress, and review and approve 4-5 sentence paragraphs of comments to be incorporated into student notification letter.
Senate Faculty Meeting May 10	<ul style="list-style-type: none"> Specialization leaders lead faculty discussion of ARSP reports and student progress to inform senate members and solicit any possible additions or modifications.
By May 18	<ul style="list-style-type: none"> Specialization advisor enters their students’ paragraphs in the “2016-17 ARSP_Paragraphs” Google doc found in the ARSP folder in Google drive. Ph.D. Coordinator/Counselor prepare final letters and notifies student and advisor when available in Google docs.