

PROCEDURE FOR THE SECOND-YEAR REVIEW OF GRADUATE STUDENTS

Graduate Students in their fourth semester will receive from the Graduate Office a 'Review of Course Work' form asking them to record completed course work and delineate the satisfaction of the program's course and language requirements; the form also asks students to identify a second-year review adviser. Together with the 'Review of Course Work' form, students will also receive a copy of the 'Second-Year Review Adviser's Guide,' a series of questions aimed at focusing a conversation between student and second-year review adviser. Students may wish to look over these questions and consider others which would render a meeting with the adviser as productive as possible. Students should return completed 'Review of Course Work' forms to the Student Affairs Officer, who will confirm and record the information and forward them to the faculty listed by the students as second-year review advisers.

After submitting a completed 'Review of Course Work' form, the student will arrange a meeting with his or her second-year review adviser. At this meeting, the adviser will review with the student the completed review form and work with the student to develop a plan for fulfilling any course or language requirement not yet satisfied. With the help of the 'Second-Year Review Adviser's Guide,' the adviser will also discuss with the student his or her academic goals, advising the student on how to refine and meet these goals, and addressing any apparent obstacles to the student's progress. The adviser may help the student to determine preliminarily historical fields and a specific area of interest for the qualifying exam and dissertation. The adviser should also help the student to identify an appropriate orals adviser.

At the end of the meeting, the adviser will sign the student's review form and comment briefly on it on the outcome of the meeting. The student will return the signed form to the Graduate Office. The Graduate Chair will review and countersign the form, confirming the student's progress toward orals. The Graduate Chair will, in the case of a student who has made only uncertain progress toward fulfillment of the program's requirements, arrange to meet with the student and his or her review adviser to determine the conditions under which the student might proceed to the Ph.D. oral qualifying examination.