

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 an orals adviser. Students who have not identified an orals adviser will meet with the Graduate Chair. Along with the ‘Review of Course Work’ form, students also will receive a copy of the [‘Second-Year Review Adviser's Guide,’](#) a series of questions aimed at focusing the conversation between a student and his or her adviser. Students should return the completed ‘Review of Course Work’ form to the Student Affairs Officer, who will confirm and record the information and forward it to the students' orals adviser or the Graduate Chair.

After submitting a completed ‘Review of Course Work’ form, the student will arrange a meeting with his or her orals adviser or the Graduate Chair. 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 preliminarily to determine historical fields and a specific area of interest for the qualifying exam and dissertation.

At the end of the meeting, the adviser will sign the student’s review form and comment briefly 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, if necessary, 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.

PLEASE NOTE: It is essential that any incomplete grades be removed at the earliest possible date. Incompletes can keep the student from advancing to the qualifying exam and adversely affect the student's chances for fellowships, teaching appointments, and readerships. For courses taken since the fall of 2016, an instructor may submit incomplete grades through CalCentral. Incomplete grades for courses taken prior to fall 2016 are changed by [petition](#), which should be submitted to the instructor with the final work for the course. The instructor sends this petition to the Registrar once a course grade is assigned.