

## **Procedure for the Second-Year Review of Graduate Students**

Graduate Students in their fourth semester must complete the 'Second-Year Review of Course Work' form to record their 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 'Second-Year Review of Course Work' form, students also will consult the 'Second-Year Review Adviser's Guide,' a series of questions aimed at focusing the conversation between a student and his or her adviser.

After completing the 'Second-Year 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 (or the Graduate Chair) will sign the student's review form and comment briefly on the outcome of the meeting. The student will submit the signed form to the Graduate Office. 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.