INSTRUCTIONS

1. **Written Annual Review Report**
   - Complete Section I of the Annual Review Report.
   - Attach a completed PhD Degree Requirement form (with current transcript).

2. **Meeting of the Annual Review Committee**
   - Schedule a meeting with the Annual Review Committee during the specified dates in Spring Quarter. Committee will assess progress, and provide any necessary guidance and recommendations.
   - 4 committee members are recommended, minimum of 3 required. At least 2 members should be Geophysics faculty.
   - Advisor completes Section II of the Report, and the student and other committee members sign and return the completed report to Rachael Madison.

3. **Review of the student’s academic record**
   - Following the Annual Review Committee meeting, Rachael shall review the student’s academic record and notify the student and the advisor of deficiencies, if any.

STUDENT INFORMATION

Student Name

Student ID

Annual Review Date

COMMITTEE MEMBERS

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<th>Role</th>
<th>Name</th>
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<td>Student Services Manager</td>
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Section I

1. List courses you need to complete your degree program (include course number and name). You may attach degree requirements form.

2. List how and when (course and quarter) you will meet your TA requirements:

3. Summarize the scope and general objectives of your thesis research:

4. Research Accomplishments (during the past year):
   a. Work completed:
   b. Work in progress:
   c. Target or actual date for thesis defense:

5. Outline any other major projects in progress (with estimated completion dates for each):
6. List your manuscripts:

   a. PUBLISHED (give full citations):

   b. SUBMITTED (give dates, journals, and in press):

   c. IN PREPARATION (give titles, authors, number of pages):

7. List meetings you attended:

   a. Attended (name, place):

   b. Abstracts or posters given (title, session):

8. List your proposals and anticipated sources of funding:

   a. Proposals written (date, where submitted, and support requested):

   b. Funding anticipated (duration and amount):

8. Describe other noteworthy events and accomplishments (e.g., honors, awards or commendations):
Section II

Advisor and committee members should use the space below for comments:

a. Summarize topics reviewed and student’s progress:

b. List recommendations:

c. List concerns:

Return to Rachael Madison, Student Services Manager
rmadison@stanford.edu | Mitchell Building, Room 351