Result of Annual Review Memo Format

DATE:
TO:
FROM: ------------------, Director, OBE Graduate Program
RE: Annual Review of Grad Students

Option 1: The faculty has completed your annual review as required by the OBE Graduate Regulations. We evaluate each graduate student to determine if his/her progress in the program is satisfactory or unsatisfactory. I am pleased to tell you that the faculty has concluded that you are making satisfactory progress as a graduate student. Please ask me or your major professor if you have any questions.

Option 2: The faculty has completed your annual review as required by the OBE Graduate Regulations. We evaluate each graduate student to determine if his/her progress in the program is satisfactory or unsatisfactory. The faculty has concluded based upon your records that you are making satisfactory progress as a graduate student contingent on your fulfilling the following requirements:

- Committee approved thesis proposal by the end of spring 2002 semester

If these conditions are not completed by the specified time then you will be considered to be making unsatisfactory progress. Students who are making unsatisfactory progress are not eligible for financial support from the university. You will have one additional semester to correct the conditions responsible for your unsatisfactory progress. If these conditions are not completed at that time, the faculty will reevaluate your continuation in the graduate program. Please ask me or your major professor if you have any questions.

Option 3: The faculty has completed your annual review as required by the OBE Graduate Regulations. We evaluate each graduate student to determine if his/her progress in the program is satisfactory or unsatisfactory. The faculty has concluded that you are making unsatisfactory progress as a graduate student. You must fulfill the following requirements in order to be considered to be making satisfactory progress:

- Committee approved thesis proposal by the end of spring 2002 semester

If these conditions are not completed within one semester after the time specified above, the faculty will recommend that you be asked to leave the graduate program. Please ask me or your major professor if you have any questions.