Date: XXXX

To: Director - School of Information

From: XX, Chair

XXX, Committee Member

XXX, Committee Member

XXX, University Representative

Cc: Doctoral Student

Re: XXXX Annual Review

**Status summary:**

Indicate one of the following:

* Satisfactory
* Satisfactory with Concern
* Unsatisfactory

Explain extenuating circumstances, if applicable.

***Review of last year’s letter:***

Discuss the extent to which the student’s program goals established in prior year were achieved. Identify accomplishments and challenges, as well as changes in research goals/plans.

***Coursework Summary:***

Discuss coursework completed and needed.

* Review required coursework as outlined in the Doctoral Program Guidelines for the student’s matriculation term/year.
  + Evidence of scholarly engagement
  + 24 hour dissertation credits prior to defense (minimum of 2 hours of dissertation enrollment required each semester).
* Overall 3.0 cumulative FSU GPA required for good academic standing
* Pending Incompletes

***Assistantship:***

Discuss previous year appointments and identify any accomplishments and challenges.

***Status of: (as appropriate)***

* Completion of required course work
* Prelim Exam Statements
* Publishable Paper
* Prospectus Defense
* Dissertation Defense

***Projected Schedule:***

Include timeline for accomplishments for the coming year.

***Other Pertinent Information:***

***Recommendations:***