INSTRUCTIONS

1. **Written Annual Review Report**
   - Complete Section I of the Annual Review Report.
   - Attach a current transcript and a degree requirement form.

2. **Meeting of the Annual Review Committee**
   - Schedule a meeting with the Annual Review Committee during the specified dates in Autumn 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 Nancy Massarweh.

3. **Review of the student's academic record**
   - Following the Annual Review Committee meeting, Nancy 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**

Student ________________________________ Signed ________________________________ Date __________
Academic Advisor ________________________________ Signed ________________________________ Date __________
Member ________________________________ Signed ________________________________ Date __________
Member ________________________________ Signed ________________________________ Date __________
Member ________________________________ Signed ________________________________ Date __________
Student Services Manager ________________________________ Signed ________________________________ Date __________
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 any research project(s) or other special projects either completed or ongoing:

3. Describe your summer internship or other recent work experience, if any:

4. Describe your prospective PhD research (include the names of possible funding sources):

5. Provide information about your PhD Qualifying Examination
   a. Prospective title of your research proposal:
   
   b. Suggested members of your Qualifying Committee:
   
   c. Expected or scheduled date of the exam (month and year):
   
   d. List the topics and faculty members overseeing both your primary and second research projects to be presented at your Qualifying Exam:

6. List the quarter and year you expect to graduate:
7. List publications, manuscripts in preparation, presentations at scientific meetings (talks and posters), and seminars (include title and place):

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 Nancy Massarweh, Student Services Manager
massarweh@stanford.edu | Mitchell Building, Room 363