

To help you prepare for the third quarter review, the procedures and guidelines are outlined below. Please review this information carefully. If you have questions, review your Doctoral Degree Handbook or contact the Doctoral Programs Officer in Academic Services.

Procedures

1. Select a review committee in consultation with your advisor. This is made up of your advisor and at least one other faculty member.
2. Schedule the review hearing. Third-Quarter Reviews usually take place during the first week of May, however, you may schedule your review at any time during your third quarter that is convenient for your committee members. During the review, you will meet with your program advisor and at least one other professor familiar with your work. Consult with your advisor and schedule the meeting as soon as practicable, but no later than early May. If you cannot schedule your review hearing during your third quarter, send a petition to the Area Chair endorsed by your advisor. The petition will be considered in Executive session at the last Area Committee meeting of the academic year. Contact the Doctoral Programs Officer for information about the petition process.
3. Distribute your portfolio to the review committee giving each member one copy at least two weeks prior to the scheduled hearing. See below guidelines for portfolio details.
4. Submit a copy of your signed Graduate Study Program to Academic Services after your hearing.

Guidelines

1. During Spring quarter of the first year in the program, each student shall submit a portfolio containing the following:
 - a current transcript
 - a proposed Graduate Study Program (GSP)
 - a finalized plan for a doctoral minor/masters (where appropriate)
 - copies of two class papers to illustrate writing and analytic abilities
 - three copies of a short (2-3 page) statement of tentative research plans and interests.

These items will serve as one of the bases for discussion during the review.

2. There shall be a face-to-face meeting (i.e., the review) between the student and at least two faculty members (one of whom shall be the program advisor; the other(s) should, if possible, be acquainted with the student's work in class or as an RA). In some instances, your advisor may require a total of three faculty members for your review committee (i.e., the advisor and two other faculty). At least two members of the committee must be from the GSE and active members of the Stanford Academic Council (AC).
3. After the meeting, the advisor will submit a one-page summation email of the student's progress to the Chair, with a copy to the Doctoral Programs Officer in Academic Services. Make sure that your portfolio is submitted to the Doctoral Programs Officer in Academic Services for discussion at the last Area Committee meeting.
4. After Area Committee discussion of the review, a formal letter will be sent to the student from the Area Chair.