Department of Chemistry

Annual Ph.D. Student Progress Review Policy

The following steps outline the procedure for evaluating 1st year and 4th year PhD students on an annual basis.

1. Student completes an Individual Development Plan (IDP). See link for three IDP options.
2. Student and advisor discuss the student’s IDP.
3. Advisor completes the Annual Student Assessment form. Due August 15.
4. Advisor submits the Annual Student Assessment form (but not the IDP) by email to the Department of Chemistry (chemistry.grad@nyu.edu) or through the Google link. Advisors can submit multiple forms at once through email.
5a. If “No” is checked on the Annual Student Assessment form, the graduate program administrator will email the form to the student’s committee and the committee will discuss and schedule a meeting with the student, as appropriate. Following discussion or a meeting, the committee will revise the Annual Student Assessment form. This final form should be emailed to the program administrator; the admin will share this form with the student.
5b. If “Yes” is checked on the Annual Student Assessment form, the program administrator will share the assessment form with the student.