

**HDFS Graduate Student Annual Merit Process
for 2008 Calendar Activities
Timeline**

Dec. 8, 2008: ...Orientation session on completing the Graduate Student Annual Merit Report Forms during the HDFS 664 Proseminar—all students invited to attend; forms handed out.

Early Jan 2009Advisors are informed of student progress status, student incompletes by GPC Chair

January:Students prepare vita and Graduate Student Annual Merit Report Form and meet with advisors and discuss satisfactory progress status.

Feb 9 ...Graduate Student Annual Merit Report Forms due to advisors.

Feb 9-11:Faculty will review Graduate Student Annual Merit Report Form and meet with their advisees.

Feb 11:Deadline for faculty advisor to submit satisfactory progress status appeal.

Feb 12-15:GPC will evaluate appeals (via GPC subcommittee)

by Feb 16:Students will revise materials and resubmit to advisor for signature.

by Feb 16:Deadline for submission of Graduate Student Annual Merit Report materials to the Department Administrator (Jane Weier)

by Feb 20:Dept Admin will organize materials and assign faculty teams for reviewing each student.

by Feb 26-28: ...All faculty members will review their pool of students. Feb. 28 is **ABSOLUTE DEADLINE.**

Early AM March 2: ..Dept Admin will create master list.

March 2:Master list will be reviewed at HDFS Faculty meeting. Priority scores will be determined for each student.

April 15:Earliest date funding decisions and scholarships are announced.