Annual Reenrollment Process for PhD Students

William B. Russel, Dean
Princeton University

Assoc. Deans: Academic Affairs
Cole Crittenden
Karen Jackson-Weaver

Finance
Mary Bechler

Director of Computing:
Justin Bronfeld

Technical Support Specialist:
Joana Milan

Timing
• late Spring
• annually until completion

Steps in Process
• input from student
• input and review by adviser
• review for completeness by graduate administrator
• approval by director of graduate studies
• review & approval by associate dean of academic affairs
• funding determined by associate dean of finance
• report to the department and student

Outcomes
• reenrolled until summer defense
• reenrolled for another year
• held pending resolution of issues
• terminated
• Students access Reenrollment via their SCORE page.

• The system defaults known information onto the student's page and then asks the student several questions posed drop-down menus or free-form text.
• The student selects their status for next year, either by year or term, from options that include completion of their program within the year.

**Academic Status**

In the following section, please select the academic year and academic status for your reenrollment. If you expect your academic status to be different for each term, please specify below the respective academic status in the appropriate term.

*Location is required if the Academic Status chosen is In Absentia, Leave of Absence, or DCE - In Absentia.*

**SELECT EITHER**

- [X] 2013 - 2014 Academic Year

Academic Status: RGLR Regular

In Absentia Location:

If you are planning to request a Leave of Absence, be sure to complete and submit the LOA form with your Graduate Program Administrator.

If your address changes during leave, please go to the Addresses page and update your address.

Addresses

Please indicate in the box below why you are requesting Leave.

If you are requesting In Absentia or DCE - In Absentia status, briefly state your study plans, including specific location(s), facilities, and resources to be used in the box below. If applicable, please include your thesis topic or working title in the box below.

*(Please limit response to 254 characters.)*
The student is asked whether (i) their funding is expected to change and (ii) any milestones have been completed.

Any incomplete courses on the transcript must be listed and explained.

**Financial Information**

*Check if applicable; only for those seeking In Absentia, Regular, Return from Leave, Dissertation Completion Enrollment, or DCE - In Absentia status.*

- [✓] I wish to continue my current Princeton support.
- [ ] I expect to hold the following non-Princeton support next year. Please list the award name, amount, and tenure of the award.

(Please limit response to 254 characters.)

**Milestone Completion**

Please enter expected completion dates for the following milestones (required for Ph.D. students only):

*General Exam: 10/31/2014  Language Requirement: Spanish*  
Projected Final Public  
Oral Exam (MM/YYYY): French  
03/06/2013  
08/21/2013

**Course Work**

According to our records, you have the following Incomplete courses:

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Catalog Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013 Fall</td>
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</tr>
<tr>
<td>2012-2013 Spring</td>
<td>SPA</td>
<td>547</td>
</tr>
</tbody>
</table>

**Student's Course Work Comments (Please limit response to 254 characters.)**

My DGS and I have worked out a time-table to complete the outstanding coursework. ENG 543 will be completed by April 30th, 2013. ENG 573 in June 2013. Main reason for the delay is the amount of secondary reading I have taken on for these two projects.

**Policy on Incompletes in Graduate Courses**
• Students are requested to provide information on...

Professional Development Activities

Which of the following on-campus Professional Development Activities have you participated in during the past 12 months? (Check all that apply.)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Number of Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Services Office Programs</td>
<td></td>
</tr>
<tr>
<td>McGraw Center for Teaching and Learning Programs</td>
<td>1 - Once</td>
</tr>
<tr>
<td>Responsible Conduct of Research Course</td>
<td></td>
</tr>
<tr>
<td>New Assistant in Instruction Orientation</td>
<td></td>
</tr>
<tr>
<td>Writing Program/Center Programs</td>
<td></td>
</tr>
<tr>
<td>Dissertation Bootcamp</td>
<td></td>
</tr>
<tr>
<td>Graduate Writing Days in Campus Club</td>
<td></td>
</tr>
<tr>
<td>Keller Center for Innovation in Engineering Education Programs</td>
<td></td>
</tr>
<tr>
<td>Davis International Center Programs</td>
<td></td>
</tr>
<tr>
<td>Graduate School Programs (Student Life Office)</td>
<td>2 - Twice</td>
</tr>
<tr>
<td>Diversity Programs (GS Office of Diversity)</td>
<td></td>
</tr>
<tr>
<td>Department-Specific Colloquia or Seminars</td>
<td>3 - Three Times or More</td>
</tr>
</tbody>
</table>

(Please limit response to 254 characters.)

Conferences and Publications

1. In the past academic year (or since last completing reenrollment), at how many conferences/symposia have you presented your academic work? 3

2a. In the past academic year (or since last completing reenrollment), how many scholarly publications directly related to your academic work have you authored or co-authored? 1

2b. How many of these publications were peer-reviewed articles? 0
• The student must provide both a self-assessment of the prior academic progress, or not, and plans for the upcoming summer and fall terms.

Self Assessment

* Please describe your academic and/or research accomplishments this year. (Not to exceed 250 words.)

I completed the first chapter of my dissertation, and I have begun work on my second chapter. I have also published a review essay, related to my first chapter, in the March issue of Cambridge Quarterly. I have continued to take courses, as a part of my program in IHUM; as a result of these courses, I am developing a plan for a dissertation chapter on vanities art in the seventeenth century. I was honored to received a departmental nomination for a Whiting fellowship.

* Please describe your academic plans and goals for the coming summer. (Not to exceed 250 words.)

During the summer, I will complete the third chapter of my dissertation. I also plan to revise a seminar paper on Julian of Norwich for submission as an article.

* Please describe what you hope to accomplish academically in the next academic year. (Not to exceed 250 words.)

I plan to write the final two chapters of my dissertation, so that my sixth year will be devoted to completing my teaching requirement, applying to tenure-track and post-doctoral positions, and putting the final touches on the dissertation (introduction, conclusion, revisions).
• The module then turns to the advisors, defined on the Dissertation Milestone maintained by the department/program and provided on the Student Status Summary.

• If no adviser is listed, the application passes to the department for comment and review by the DGS.
• The adviser has access to student’s application along with information, either defaulted or supplied by the student.

• Status for the next year defaults from the student page but can be overridden by the advisor.
• The advisor must answer the questions below and comment on the student’s progress.

If the student is requesting a Leave of Absence, is he/she in good academic standing?  
[ ] Yes  [ ] No

When do you expect the student to complete his/her FPO Exam (MM/YYYY)?  
09/2013

**Reenrollment Recommendation - Advisor 1**

- [ ] I Recommend Reenrollment
- [ ] I Recommend Reenrollment with Concerns
- [ ] Reenrollment Deferral
- [ ] I Do Not Recommend Reenrollment

*Advisor 1 Comments:

I recommend reenrollment. Dave's project is coming together well and becoming increasingly compelling.

**Reenrollment Recommendation - Advisor 2**

- [ ] I Recommend Reenrollment
- [ ] I Recommend Reenrollment with Concerns
- [ ] Reenrollment Deferral
- [ ] I Do Not Recommend Reenrollment

*Advisor 2 Comments:

I heartily recommend reenrollment for [name]. His work is of a consistently high caliber and the dissertation promises to be excellent. The challenge will be to finish the dissertation AND prepare an article for publication by next fall.

Last Updated: 05/03/2013

Click here to save your work and return to it later.

Click here to save and submit your recommendation to the department for review. You will not be able to make further changes.

G7  ID: [Redacted]

• Once completed, the advisor routes the module to the academic department for review.
• Graduate Program Administrators and DGSs view Reenrollment applications for all students in their program who are active or LOA.

• The student’s and advisor’s pages are available under separate tabs.
• Information, either defaulted or supplied by the student, is available to the department for editing.

• Status data defaults from the advisor's page but can be overridden by the department.
• Any incomplete courses on the student’s transcript will be listed along with the student's explanation.
• The department is asked to comment on plans for resolving incomplete courses.

Course Work
According to our records, this student has the following Incomplete courses:

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Policy on Incompletes in Graduate Courses
Department's Course Work Comments (Please limit response to 254 characters.)
[Redacted] has submitted his ENG 543 paper and we are awaiting a final grade from the instructor (Claudia Sommers). He must complete his ENG 573 paper as soon as possible.

• The DGS is required to make a recommendation and comment.

Reenrollment Recommendation

- I Recommend Reenrollment
- I Recommend Reenrollment with Concerns
- Reenrollment Deferral
- I Do Not Recommend Reenrollment

DGS Comments:
Dan has struggled with submitting papers on time this year and he knows he needs to get on top of his paper deadlines in the future. The department expects that [redacted] will finish all his INC papers this summer, and no later than September 1, and will thus begin his second year with no INC's on his record (including INC's from the spring term).

The paper [redacted] did complete in the fall was a great success (Professor calls it "sharp and engaged"). And [redacted] calls him "clearly one of the brightest and most theoretically sophisticated and serious students" in her fall seminar. Faculty wish [redacted] had spoken more, because when he did his comments
• The GPA is required to indicate whether there is a change to the student’s financial support for the upcoming year.

Financial Reenrollment Recommendation

- Reenroll with No Change in Support
- Reenroll with a Change in Support

Financial Support Recommendation:
same

Last Updated: 06/12/2013

• After approval by the advisor and department/DGS, the application is sent to the Office of Academic Affairs in the Graduate School for review.
The Graduate School staff checks for completeness, inconsistencies, adherence to policy, and other issues regarding the student’s progress. Final review and approval of Reenrollment normally lies with the Associate Deans of Academic Affairs.

• Status information defaults from department page but can be overridden.
• If the student is reenrolled, but concerns exist, this flag is used to indicate the needed follow-up.
• Incompletes must be resolved or explained.

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Department's Course Work Comments:
[Redacted: has submitted his ENG 543 paper and we are awaiting a final grade from the instructor (Claudia Johnson). He must complete his ENG 573 paper as soon as possible.

Comments:
UPDATE: Dept is now recommending re-enrollment.

Current Status: ACC
Change status to:

Last Updated: 06/13/2013

Click here to save your work and return to it later.
Click here to save and submit your work. You will not be able to make further changes.

• Once completed and submitted, the application is sent to the Graduate School Finance office for review and to build a Reenrollment Reply form.
In the FIN stage of Reenrollment, every submitted application is available with all comments and information open to review.

**Academic Program:** ENG  
**Academic Plan:** ENGPPhD  
**Plan Length:** 5 Years  
**Current Status:** Regular  
**Effective Date:** 06/06/2012  
**Generals Milestone:**  
**Base Support:** PRES + 3/SEPT 2YRS  
**Actual Support:** PRES (T27640 + 3/SEPT YR1/2)  
**Non-Princeton Support:**  
**Department Support Recommendation:** same  

**Academic Dean's Reenrollment Decision**

* SELECT EITHER  
  
  [ ] 2013 - 2014 Academic Year  
  **Academic Status:** RGLR Regular  

**AAO Comments:** UPDATE: Dept is now recommending re-enrollment.  

**FIN Comments:**  

**Graduate Financial Support** Click the link to assign financial support.  
**Reenrollment Reply Form** Click the link to view the contract.  

**Contract Email:** SENT  
**Date Email Sent:** 06/27/2013  
**Current Status:** ACC  
**Change status to:**  
**Last Updated:** 06/27/2013
• The student receives an email indicating that their Reenrollment Reply form is available. The student must log into SCORE to reply. Under other tabs the student can review the comments from their advisor and the department/DGS.

Reenrollment Reply

I am pleased to inform you that on the recommendation of your department you have been readmitted to the Graduate School for the coming academic year with the financial support specified. The decision reflects our confidence in your abilities and promise of future achievement.

Please read the "Conditions of Reenrollment" and check the appropriate response below.

William B. Russel, Dean

Academic Year: 2013-2014
Degree: PHD
Academic Program: English
Years Remaining: 4
Name: [Redacted]
ID: [Redacted]
I have received or expect to receive the following non-Princeton award:
(Sponsor name, amount, and duration of support.)
(Please limit response to 254 characters.)

I accept reenrollment for the coming academic year.
I do not accept reenrollment for the coming academic year.

Submit