Annual Academic Progress Summaries

The School of Social Welfare requires that all PhD students must complete and submit an annual Academic Progress Summary in April.

Instructions for Completing the Academic Progress Summary

1. Collect the following required documents:
   a. Academic Progress Summary Form (Link will become available in April) – Use the opportunity to reflect on your goals and consider what you would like to discuss in conversations with your advisor. As much as this process accounts for the past year, it is also meant to provide an explicit moment for clarification, consultation, and communication about your hopes for the next phase of your doctoral studies. Please use this opportunity to tell your mentors and the program what you want to achieve and what would help you be successful. You might use last year’s form as reference for your content but should use the most recent form each year.
   b. Curriculum Vitae (C.V.) – Update your C.V. with your accomplishments to date.
   c. CalCentral Academic Summary – Download/Print a copy of your Academic Progress Report from CalCentral.

2. Upload the required documents into your Google Drive folder, the link to which will be e-mail to you by the Graduate Student Affairs Officer (GSAO) in April.

3. The GSAO will then review the Academic Progress Summary form and verify that the academic record is accurate and that the planned timeline falls within normative time to qualifying exam and degree. After this review in completed, you and your faculty advisor will be notified that the documents are ready for review and your faculty advisor will be given access to your documents.

4. You and your faculty advisor will meet, discuss, and revise Academic Progress Summary as necessary. Once you have revised the summary, print the new document and both you and your faculty advisor must sign them.

5. Submit the form to the GSAO. You may e-mail it as a PDF (jdullaghan@berkeley.edu) or put a paper copy in the mailboxes in 120 Haviland Hall (“Joshua Dullaghan”).

Progress Review Meetings

First-year PhD students and second-year MSW/PhD students are required to have Progress Review Meetings prior to the start of their 2nd and 3rd years, respectively. In addition to these required meetings, continuing students may request an elective meeting through the Academic Progress Summary form or if recommended by the GSAO or doctoral faculty.

Progress Review Meetings occur in person, with the student, their primary advisor, and the 3 members of the doctoral subcommittee on doctoral Progress and Retention. For the first-year students these meetings will review the progress of the student’s transition into less structured phases of the doctoral program. For continuing students, the Progress Review Meeting provides an opportunity for reflection and collective thinking. Meetings can be scheduled for a range of reasons (e.g., the need to mobilize resources for an ambitious dissertation project, brainstorm external committee members, clarify a program of study, overcome challenges, or identify sources of information or support.) The meetings are most helpful when students are prepared with a summary of their interests, progress to date, and broad goals for the future, are open to feedback and ideas and have some consultation questions for the faculty.

These meetings usually occur on the first Monday of the fall semester, prior to start of instruction. Follow-up meetings, as needed, will be scheduled for the first Thursday of Instruction in the spring semester. All students are expected to hold these dates for these purposes, until they are told that they may release them.