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.

Student Center

SEARCH FOR CLASSES

Holds
No Holds.

Academics

Enroll
My Academics
Change Sections

ⓘ You are not enrolled in classes.

other academic... ⯆ »

course queue ▶

Request Official Transcript
Course Evaluations

Graduate School Links

Enrollment Appointments ⬅
Graduate Reenrollment
Advanced Degree Application

Advising

My Advisers ▶

Personal Information

Demographic Data
Emergency Contact
Missing Person Contact

other personal... ⯆ »

Contact Information

Student Local/Dorm

Permanent
Mullica Hill, NJ 08062

Princeton Telephone
None

Princeton Email
u

Campus Connections

Office of the Registrar
Course Offerings
Blackboard

Services

Course Worksheet (PDF)
Writing Seminar Enrollment

More Services

SCORE Help
Academic Calendars
Princeton University Library

• 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.

Student Application	Advisor/s Evaluation	Department Recommendation	Academic Affairs Office	Finance Office

⬛⬛⬛⬛⬛⬛⬛   G2   ID: ⬛⬛⬛⬛⬛⬛   Help

Your record as of:	11/19/2013	**Application Status:**	ACC
Academic Program:	ENG	**Degree:**	PHD
Academic Plan:	ENGPHD	**Cohort Year:**	2012-13
Plan Length:	5 Years	**Years Remaining as of TODAY:**	3.50
Current Status:	Regular	**I-9 Status:**	Valid (ok to pay) 07/01/2012
Effective Date:	06/06/2012	**Citizenship Status:**	Citizen
Academic Advisor:		**Country:**	United States

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   **OR**

☑   2013 - 2014 Academic Year   ☐ Term: FALL   Term: SPRING

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.)

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│                                             │
│                                             │
│                                             │
│                                             │
└─────────────────────────────────────────────┘
```

- **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:	
Projected Final Public Oral Exam (MM/YYYY):		Spanish	03/06/2013
		French	08/21/2013

Course Work

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

Term	Subject	Catalog Nbr
2012-2013 Fall	ENG	543
2012-2013 Fall	ENG	573
2012-2013 Spring	SPA	547

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.)

Number of Times

- [ ] Career Services Office Programs
- [x] McGraw Center for Teaching and Learning Programs   1 - Once
- [ ] Responsible Conduct of Research Course
- [x] New Assistant in Instruction Orientation
- [ ] Writing Program/Center Programs
- [ ] Dissertation Bootcamp
- [ ] Graduate Writing Days in Campus Club
- [ ] Keller Center for Innovation in Engineering Education Programs
- [ ] Davis International Center Programs
- [x] Graduate School Programs (Student Life Office)   2 - Twice
- [ ] Diversity Programs (GS Office of Diversity)
- [x] Department-Specific Colloquia or Seminars   3 - Three Times or More
- [ ] Other (Please specify.)

(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

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.**

Student Status Summary
Reenrollment Student List

Search Criteria

ID:	🔍
Last Name:	
First Name:	
Academic Program:	ENG 🔍
Academic Plan:	🔍
Cohort Year:	🔍
Application Status:	🔍
Concerns:	▼

Sort Criteria

☐ Sort by Academic Program
☐ Sort by Academic Plan
☐ Sort by Cohort Year
☐ Sort by Academic Status (AAO Fall Term)
☐ Sort by Application Status

[Search]   [Clear]

Personalize | Find | View All | 🔲 | 🔢   First ◀ 1-69 of 69 ▶ Last

Transfer	Last Name	First Name	Acad Prog	Acad Plan	Cohort Year	App Status	Dept Fall Term	Dept Spring	AAO Fall Term	AAO Spring	Concerns	ID	OPRID	Last Updated
Transfer	███		ENG	ENGPHD	2012-13	ACC	Regular	Regular	Regular	Regular		███		07/09/2013
Transfer	███		ENG	ENGPHD	2008-09	ACC	Regular	Regular	Regular	Regular		███		07/02/2013
Transfer	███		ENG	ENGPHD	2010-11	ACC	Regular	Regular	Regular	Regular	C	███		09/14/2013
Transfer	███		ENG	ENGPHD	2006-07	END	Graduate	Graduate	Graduate	Graduate	N	███		05/07/2013
Transfer	███		ENG	ENGPHD	2007-08	ACC	DCE	DCE	DCE	DCE		███		08/07/2013
Transfer	███		ENG	ENGPHD	2012-13	ACC	Regular	Regular	Regular	Regular		███		06/27/2013
Transfer	███		ENG	ENGPHD	2011-12	ACC	Regular	Regular	Regular	Regular		███		07/23/2013
Transfer	███		ENG	ENGPHD	2011-12	ACC	Regular	Regular	Regular	Regular		███		06/27/2013
Transfer	███		ENG	ENGPHD	2010-11	ACC	Regular	Regular	Regular	Regular		███		06/28/2013
Transfer	███		ENG	ENGPHD	2010-11	ACC	Regular	Regular	Regular	Regular		███		06/28/2013
Transfer	███		ENG	ENGPHD	2011-12	ACC	Regular	Regular	Regular	Regular		███		06/27/2013
Transfer	███		ENG	ENGPHD	2011-12	ACC	Regular	Regular	Regular	Regular		███		06/27/2013

- **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.**

G7   ID: ████████

Your record as of:	11/19/2013	Application Status:	END
Academic Program:	ENG	Degree:	PHD
Academic Plan:	ENGPHD	Cohort Year:	2006-07
Plan Length:	5 Years	Years Remaining as of TODAY:	
Current Status:	Discontinued	I-9 Status:	Valid (ok to pay) 09/23/2013
Effective Date:	09/01/2013	Citizenship Status:	Citizen
Academic Advisor:		Country:	United States
Generals Milestone:	10/31/2008		
Base Support:			
Actual Support:	DCE NS		

Academic Status

Below is the status the student is requesting for the coming academic year. Please click on the student tab for more details and then fill in the status you are recommending for the student, if different from what the student has requested.

*Location is required if In Absentia, Leave of Absence, or DCE - In Absentia is selected.
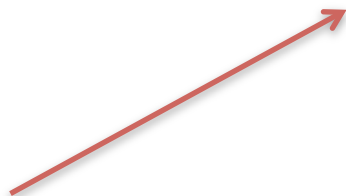
SELECT EITHER   **OR**

☑ 2013 - 2014 Academic Year   ☐ Term: FALL   Term: SPRING

Academic Status: ETDC   ETDCC - Enrollment Terminating

- **Status for the next year defaults from the student page but can be overridden by the advisor.**

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. ▇▇▇ 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 recommend re-enrollment.
(▇▇▇▇▇▇▇▇)

I heartily recommend reenrollment for ▇▇▇▇▇. 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.

SAVE		SUBMIT

▇▇▇▇▇▇▇   G7   ID: ▇▇▇▇▇▇▇

- **Graduate Program Administrators and DGSs view Reenrollment applications for all students in their program who are active or LOA.**

Department

Student Status Summary
Reenrollment Student List

Search Criteria

ID: [   ] 🔍

Last Name: [   ]

First Name: [   ]

Academic Program: [ENG] 🔍

Academic Plan: [   ] 🔍

Cohort Year: [   ] 🔍

Application Status: [   ] 🔍

Concerns: [▼]

Sort Criteria

☐ Sort by Academic Program

☐ Sort by Academic Plan

☐ Sort by Cohort Year

☐ Sort by Academic Status (AAO Fall Term)

☐ Sort by Application Status

[Search]   [Clear]

Personalize | Find | View All | 🔲 🔳   First ◄ 1-69 of 69 ► Last

Transfer	Last Name	First Name	Acad Prog	Acad Plan	Cohort Year	App Status	Dept Fall Term	Dept Spring	AAO Fall Term	AAO Spring	Concerns	ID	OPRID	Last Updated
Transfer			ENG	ENGPHD	2012-13	ACC	Regular	Regular	Regular	Regular				7/09/2013
Transfer			ENG	ENGPHD	2008-09	ACC	Regular	Regular	Regular	Regular				7/02/2013
Transfer			ENG	ENGPHD	2010-11	ACC	Regular	Regular	Regular	Regular	C			9/14/2013
Transfer			ENG	ENGPHD	2006-07	END	Graduate	Graduate	Graduate	Graduate	N			5/07/2013
Transfer			ENG	ENGPHD	2007-08	ACC	DCE	DCE	DCE	DCE				8/07/2013
Transfer			ENG	ENGPHD	2012-13	ACC	Regular	Regular	Regular	Regular				6/27/2013
Transfer			ENG	ENGPHD	2011-12	ACC	Regular	Regular	Regular	Regular				7/23/2013

- **The student's and advisor's pages are available under separate tabs.**

Student Application | **Advisor/s Evaluation** | **Department Recommendation**

G2

Your record as of:	11/19/2013
Academic Program:	ENG
Academic Plan:	ENGPHD
Plan Length:	5 Years
Current Status:	Regular
Effective Date:	06/06/2012
Academic Advisor:	

Application Status:	ACC	
Degree:	PHD	
Cohort Year:	2012-13	
Years Remaining as of TODAY:	3.50	
I-9 Status:	Valid (ok to pay)	07/01/2012
Citizenship Status:	Citizen	
Country:	United States	

Generals Milestone:

Base Support:	PRES + 3/SEPT 2YRS
Actual Support:	PRES (T27640 + 3/SEPT YR1/2)

• Information, either defaulted or supplied by the student, is available to the department for editing.

Student Application	Advisor/s Evaluation	**Department Recommendation**

~~Bracket Wizard~~   G2   ID: ■■■■■■■

Your record as of:	11/19/2013	**Application Status:**	ACC
Academic Program:	ENG	**Degree:**	PHD
Academic Plan:	ENGPHD	**Cohort Year:**	2012-13
Plan Length:	5 Years	**Years Remaining as of TODAY:**	3.50
Current Status:	Regular	**I-9 Status:**	Valid (ok to pay) 07/01/2012
Effective Date:	06/06/2012	**Citizenship Status:**	Citizen
Academic Advisor:		**Country:**	United States

Generals Milestone:
Base Support: PRES + 3/SEPT 2YRS
Actual Support: PRES (T27640 + 3/SEPT YR1/2)

Academic Status

Below is the status the student is requesting for the coming academic year. Please click on the student tab for more details and then fill in the status you are recommending for the student, if different from what the student has requested.
*Location is required if In Absentia, Leave of Absence, or DCE - In Absentia is selected.

* SELECT EITHER   **OR**

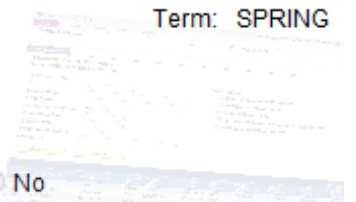☑ 2013 - 2014 Academic Year   ☐ Term: FALL   Term: SPRING

Academic Status: RGLR   Regular

In Absentia Location:

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

• Status data defaults from the advisor's page but can be overridden by the department.

Course Work

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

Term	Subject	Catalog Nbr
2012-2013 Fall	ENG	543
2012-2013 Fall	ENG	573
2012-2013 Spring	SPA	547

Student's Course Work Comments:

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

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

███ has submitted his ENG 543 paper and we are awaiting a final grade from the instructor (Claudia ██████). He must complete his ENG 573 paper as soon as possible.

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 ███ 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 ███ did complete in the fall was a great success (████ ███ calls it "sharp and engaged"). And ██████ ██████ calls him "clearly one of the brightest and most theoretically sophisticated and serious students" in her fall seminar. Faculty wish ███ 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

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.

SAVE

SUBMIT

G2   ID:

- **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.**

Student Application	Advisor/s Evaluation	Department Recommendation	**Academic Affairs Office**	Finance Office

█████████   G2   ID: ████████

Your record as of:	11/19/2013	**Application Status:**	ACC	
Academic Program:	ENG	**Degree:**	PHD	
Academic Plan:	ENGPHD	**Cohort Year:**	2012-13	
Plan Length:	5 Years	**Years Remaining as of TODAY:**	3.50	
Current Status:	Regular	**I-9 Status:**	Valid (ok to pay)	07/01/2012
Effective Date:	06/06/2012	**Citizenship Status:**	Citizen	
Academic Advisor:		**Country:**	United States	

Generals Milestone:
Base Support: PRES + 3/SEPT 2YRS
Actual Support: PRES (T27640 + 3/SEPT YR1/2)

Academic Dean's Reenrollment Decision

* SELECT EITHER   **OR**

☑ 2013 - 2014 Academic Year   ☐ Term: FALL   Term: SPRING
Academic Status: RGLR   Regular
In Absentia Location:

☐ Student has been reenrolled with a contingency

Go to Student Program/Plan   Go to Term Activation

- **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.**

Course Work

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

Term	Subject	Catalog Nbr
2012-2013 Fall	ENG	543
2012-2013 Fall	ENG	573
2012-2013 Spring	SPA	547

Student's Course Work Comments:

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.

Department's Course Work Comments:

████ has submitted his ENG 543 paper and we are awaiting a final grade from the instructor (████████ ███████). 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.

| SAVE | | SUBMIT |

████████████   G2   ID: ████████████

• In the FIN stage of Reenrollment, every submitted application is available with all comments and information open to review.

███████████   G2   ID: 9█████████

Academic Program:	ENG	**Application Status:**	ACC
Academic Plan:	ENGPHD	**Degree:**	PHD
Plan Length:	5 Years	**Cohort Year:**	2012-13
Current Status:	Regular	**Years Remaining as of TODAY:**	3.50
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

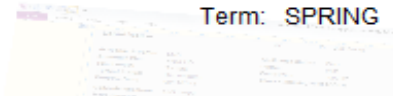* **SELECT EITHER**   **OR**

[✓] 2013 - 2014 Academic Year   [ ] Term: FALL   Term: SPRING
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	[ ] Resend Email
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.

| Student Application | Advisor/s Evaluation | Department Recommendation | **Reenrollment Reply** |

Reenrollment Reply

Help

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:	▬▬▬▬▬▬		
ID:	▬▬▬▬▬		

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