



GRADUATE DIVISION
OFFICE OF THE DEAN
424 SPROUL HALL
BERKELEY, CALIFORNIA 94720-5900
510 642-5472 FAX 510 642-6366

September 27, 2013

To: Chairs, Departments and Graduate Groups

From: Rosemary A. Joyce, Associate Dean

Re: Online Academic Progress Report for Students in Candidacy and their Committee Chairs

I am writing to share with you, your faculty, and graduate students the news that the Graduate Division has developed an online version of the Academic Progress Report that should be used from here on for the annual assessment of students in candidacy by their dissertation committees that is required by the Graduate Council of the Academic Senate (<https://grad.berkeley.edu/policies/guides/f3-5-annual-review-of-doctoral-candidates>).

The new online Academic Progress Report will be available to students in candidacy, and to their dissertation chairs, through the Graduate Division's web-based system, GLOW (<https://gradlink.berkeley.edu/GLOW/>). A demonstration of the Academic Progress Report was offered for GSAOs on September 26, showing the student and faculty views of the report, as well as a departmental report accessible to the GSAO. The departmental report will allow the GSAO to know which students have incomplete Academic Progress Reports.

Your program should inform students in candidacy that the online Academic Progress Report is now available, and encourage them to initiate the process of meeting with their doctoral committee by beginning the Academic Progress Report in GLOW. Once the student in candidacy submits the form to the doctoral committee chair, the faculty member can review the submitted report, add comments, and release the report to the student for response. At present, the system does not automatically notify the faculty member when the doctoral candidate has submitted a report for review, but faculty who log on to GLOW using their Calnet ID will be able to see a list of all the students in candidacy for whom they are committee chair, and whether they have initiated a report. We ask that you share this information with faculty and encourage them to visit the GLOW website.

If your department qualifies for the Doctoral Completion Fellowship, students in candidacy who wish to use the fellowship must have a positive Academic Progress Report completed for the most recent year. Your GSAO or Head Graduate Advisor may wish to communicate this information to students in your department.