PhD English (English Education) Portfolio

Checklist for Graduate Students

☐ After your supervisory chair indicates that your Portfolio is ready, email the Portfolio and Portfolio Submission form to the Graduate Studies Program Manager (GSPM) by October 31 for fall or March 31 for spring.

While you wait, this is what is happening:

- The supervisory committee will evaluate the portfolio within approximately two weeks.
- The chair of the committee will send the GSPM the combined evaluation with the decision of (a) acceptable, (b) acceptable with minor revisions, (c) acceptable with major revisions, or (d) unacceptable. All decisions except "unacceptable" result in a pass.
    - If revisions are required, the chair will indicate a deadline for revisions.
    - The committee has the option to award "pass with distinction" to an exceptional Portfolio.
- The GSPM will send you a letter with the committee's portfolio evaluation and, if necessary, a deadline for revisions.

☐ If revisions are not required, the iPOS will be updated by the GSPM as "pass" and you may move on to the prospectus defense.

☐ If revisions are required, you will be given a deadline to submit revisions to your supervisory chair. After the chair informs the GSPM that the portfolio can be updated in the iPOS to "pass," you may move on to the prospectus defense.