

## THE PURPOSE OF THIS REPORT IS TO DOCUMENT A STUDENT'S PROGRESS IN THEIR GRADUATE DEGREE PROGRAM, AND PROVIDE DIRECTION FOR THEIR SUCCESSFUL COMPLETION.

### STUDENT RESPONSIBILITIES

If you and your committee cannot convene in time to meet the deadlines show below, please submit a [2018 Annual Report Extension Request](#).

#### REQUIRED ATTACHMENTS:

The student must write and attach a 2-5 page abbreviated self-evaluation that is to include a brief response to items 1-4:

1. A timeline for your degree requirements, including expected completion of the following: coursework, comprehensive exams and defense, thesis/project/dissertation approval, and anticipated graduation term, even if some of these items fall far into the future. In other words, we want you to visualize success!!
2. Current status of your research, project, paper(s), coursework, etc.
3. What has gone well thus far and what has not gone well.
4. A summary of accomplishments to date (i.e. natural/social science students may have published articles, attended conferences, etc.; Liberal arts students may have participated in recitals/concerts, art shows, etc.)

OTHER ITEMS YOU MAY WISH TO INCLUDE, but are not required.

5. What obstacles have been encountered in the last year and any anticipated obstacles along with a plan to mitigate their impact.
6. Summary of funding to date (assistantships, scholarships, etc.). Anticipated funding difficulties, if any.
7. Undergraduate courses taught/mentored, etc.

### FACULTY RESPONSIBILITIES

The student's committee is required to meet with the student to discuss the student's progress and provide detailed responses to the questions in Section A, at minimum, and Section B if the student is given a Conditional or Unsatisfactory rating. Be sure to obtain the student's signature on the document and the student's initials where indicated before submitting the copy to the Graduate School.

### DEADLINES

Students who started their degree in the summer or fall: May 15<sup>th</sup> every year.  
Students who started their degree in the spring: December 15<sup>th</sup> every year.

NAME	PHONE NUMBER	STUDENT ID
STUDENT EMAIL	COMMITTEE CHAIR'S EMAIL:	
DEGREE and MAJOR (e.g. M.A. English, M.S. Physics, etc.)	CONCENTRATION (Biological Oceanography, Northern History, etc.)	
FIRST SEMESTER IN PROGRAM (Choose one): ___ Fall ___ Spring ___ Summer 20___	DATE OF MEETING WITH STUDENT:	

**Student's overall progress (choose one):**

- Satisfactory** (It is important to provide a **substantive evaluation** of student progress in Section A, even if it meets the basic requirements for "Satisfactory.")
  - Conditional**
  - Unsatisfactory**
- } For conditional or unsatisfactory reports, please provide a detailed response to the questions in Section B in addition to completing Section A below.

**SECTION A: Student Progress - General Remarks**

**Committee comments on progress in coursework (including GPA/grades):**

Student's  
Initials:

Does the coursework taken (or planned) include known deviations from the program requirements noted in the catalog? \_\_\_ Yes\* \_\_\_ No  
\*If yes, these deviations must be noted in a graduate student petition or on the advancement directly, whichever is appropriate.

REMEMBER! The student must submit an Advancement to Candidacy at least one semester before their intended graduating term.

**Committee comments on student's progress with thesis, dissertation, or project** (if student is in a coursework only degree, such as MBA, MSDM, or the MS EE coursework only option, please write "coursework only" here) :

Student's  
Initials:

# REPORT OF GRADUATE ADVISORY COMMITTEE

STUDENT NAME	PHONE NUMBER	STUDENT ID
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**SECTION B: Required for conditional or unsatisfactory reports - Check this box if additional pages are attached:**

i) Course of Action:	Student's Initials:
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ii) Timeline (please include an approximate date of the next meeting with the student)	Student's Initials:
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iii) Consequences	Student's Initials:
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STUDENT'S SIGNATURE	DATE
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**APPROVAL OF ADVISORY COMMITTEE MEMBERS, DEPARTMENT CHAIR, AND SCHOOL/COLLEGE DEAN**

COMMITTEE SIGNATURE <input type="checkbox"/> Chair <input type="checkbox"/> Co-Chair	PRINT NAME LEGIBLY	DATE
COMMITTEE SIGNATURE <input type="checkbox"/> Member <input type="checkbox"/> Co-Chair	PRINT NAME LEGIBLY	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COMMITTEE MEMBER'S SIGNATURE	PRINT NAME LEGIBLY	DATE
DEPARTMENT CHAIR'S SIGNATURE	PRINT NAME LEGIBLY	DATE
COLLEGE/SCHOOL DEAN'S SIGNATURE	PRINT NAME LEGIBLY	DATE

GRADUATE SCHOOL DEAN'S APPROVAL AND SIGNATURE	DATE
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NOT VALID WITHOUT THESE SIGNATURES

**ORIGINAL SIGNED FORM SHOULD BE SUBMITTED TO THE GRADUATE SCHOOL AFTER ALL OTHER SIGNATURES ARE COMPLETE**