

Report of Advisory Committee

The purpose of this form 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 an [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 15th every year.**
Students who **started their degree** in the **spring**: **December 15th every year.**

Report of Advisory Committee Form

Form Initiator Role: *

Student First Name: *

Student ID: *

Student Phone: *

Major: *
(English, Physics, Geoscience, etc.)

Student Last Name: *

Student Email: *

Degree: *

Concentration:
(Biological Oceanography, Northern History, etc.)

First Semester in Program: * Year: *

Date of Meeting with Student: *

Student - Did you publish work during the current reporting year? *

In the current reporting year, did you participate in a conference, concert, recital, art show, etc.? *

Student - Please attach the following required documentation:

Self Evaluation: * Additional Documentation:

 Student Signature

 Date

- Student's overall progress: *
- Satisfactory
 - Conditional
 - Unsatisfactory

SECTION A: Student Progress - General Remarks

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

*

 Student Initials

Does the coursework taken (or planned) include known deviations from the program requirements noted in the catalog? *

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 Initials

Please enter contact information below for the required form approvers.

How many Committee Members are required to sign this form? *

Committee Chair/Co-Chair First Name: * Last Name: * Email: *

Department Chair First Name: * Last Name: * Email: *

College/School Dean First Name: * Last Name: * Email: *

Graduate Coordinator First Name: * Last Name: * Email: *

Initiator Signature Date

APPROVALS

Graduate Coordinator Comments:

Graduate Coordinator Signature Date

Role: *

Committee Chair Signature Date

Department Chair Signature Date

College/School Dean Signature Date

Please list your initials and any notes addressed to the Director about this form.

Graduate School Check Signature Date

Graduate School Director Decision: *

Graduate School Director Comments:

Graduate School Director Signature

Date

Graduate School Processing Comments:

Graduate School Processing Signature

Date

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FAX: 907-474-1984 | EMAIL: uaf-grad-school@alaska.edu | 202 EIELSON BUILDING

Initiator Signature

Date: _____

SAMPLE