

**APPENDIX H**  
**Annual Graduate Student Progress Report**  
**Deadline: Submit by April 15th**

**Student:** This report serves several important purposes: 1) to provide an opportunity for graduate students and their Research Advisor(s) to reflect on the student's accomplishments over the past year, 2) to strategize and prioritize the student's goals for the forthcoming year, and 3) to ensure that students are making adequate progress in their scholarly development and research progress. Complete all requested information and review the information with your Research Advisor. Submit a printed, signed copy of this form to the Biology Graduate Program Administrator by the above deadline.

**PART 1:**

Student: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Degree Program (PhD/MS): \_\_\_\_\_ Entered Program in (Semester and Year): \_\_\_\_\_

Research Advisor: \_\_\_\_\_

Research Committee Members: \_\_\_\_\_

Date of Last Annual Research Committee Meeting: \_\_\_\_\_

Financial Support for Current Academic Year:

TA  RA  Fellowship  Other: \_\_\_\_\_

Anticipated Financial Support for Next Academic Year:

TA  RA  Fellowship  Other: \_\_\_\_\_

If none, state reason (e.g., graduating): \_\_\_\_\_

**GRADUATE STUDENT PROGRAM REQUIREMENTS:**

Current Overall GPA: \_\_\_\_\_

**Total Credits:**

Refer to a copy of your current transcript when completing this table. Also, be sure to calculate and enter the totals.

NOTE: "Formal Coursework" refers to all 600-level and above graduate coursework which can be counted toward your Biology graduate degree, but does not include BIO 997 (*Master's Thesis*) or BIO 999 (*Dissertation*) credits.

	Completed Credits (as of end of previous Fall semester)	In-Progress Credits (current Spring semester)	Total Credits
Formal Coursework			
BIO 997 ( <i>Master's Thesis</i> )			
BIO 999 ( <i>Dissertation</i> )			
Other Credits (will not count toward Biology MS or PhD degree)			
Totals Credits			

Graduate Seminar Courses (completed to date or currently in progress):

<u>Semester</u>	<u>Credits</u>	<u>Course #</u>	<u>Title</u>
1)			
2)			
3)			

Estimated Date of Defense (Dissertation / Thesis): \_\_\_\_\_

Additional Requirements for PhD Candidates:

Qualifying Exam Date(s): \_\_\_\_\_ Date Completed (i.e., Passed): \_\_\_\_\_

Research Presentation: \_\_\_\_\_

Manuscript Submission: \_\_\_\_\_

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## Part 2:

### RESEARCH PROGRESS AND GOALS:

**Suggested format:** Please write a few paragraphs (or create a bulleted list) highlighting your accomplishments and activities during the past year, and summarizing your goals for the forthcoming year. You should include sufficient detail to permit assessment by your Research Advisor and the Graduate Committee. (To answer one or both questions below, you may attach one or two additional sheets, if necessary, but no more than 2 pages total. Any additional pages should also include a line for your Research Advisor's signature.)

- 1) Describe progress made toward the completion of your degree (and other scientific accomplishments or activities) since the beginning of last summer:

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- 2) Describe your research goals for the forthcoming year:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To Research Advisors:

Your signature below indicates that you have read and approved this completed document. Completed and signed forms are a requirement for continued financial support of a student (e.g., Teaching or Research Assistantships).

Research Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_