

Department of Biology

Graduate Student Progress Report

Name: _____

Date of Meeting: _____

To maintain good standing in the graduate program, PhD and MS students must meet with their committees to review their progress each semester unless (after the first year) the committee agrees that progress is such that an annual meeting is sufficient. In the latter case, the annual meeting should be scheduled during the Fall semester.

Please prepare a document containing the following information and send it to all members of your committee *at least three days prior* to the date of the scheduled meeting. Committee members may also request a current CV and grade report. Following the meeting, please submit this signed form with your update attached to the Graduate Program Director. In your document, please address the following:

1. List the goals of your project. Has there been any change in the goals since the last meeting?
2. What has been accomplished since the last progress meeting?
3. What are the specific goals for the next progress meeting?
4. What is the expected date of research completion? If the date has changed, explain briefly.
5. What is the expected date of thesis/dissertation completion and graduation? If the date has changed, explain briefly.
6. List any manuscripts submitted, papers published, poster or oral presentations, grants submitted, etc.

Committee Assessment:

	Inadequate	Adequate	Exceptional
Coursework			
Research quality			
Research effort			

List semester/year of next progress meeting: _____

If satisfactory progress has not been made, a brief explanation (including expected remedies) by the mentor must be attached to this report.

Signatures

Student: _____

Committee members

1. Printed name (Mentor): _____ Signature: _____
2. Printed name: _____ Signature: _____
3. Printed name: _____ Signature: _____
4. Printed name: _____ Signature: _____
5. Printed name: _____ Signature: _____
6. Printed name: _____ Signature: _____

Graduate Program Director

Printed name: _____ Signature: _____