

## GRADUATE STUDENT PROGRESS REVIEW

To be completed each May and November

Name of student: \_\_\_\_\_ Degree: \_\_\_\_\_ Date: \_\_\_\_\_

### **PART I**

*To be completed by the student **prior** to the progress review meeting.*

#### **A. Key Indicators**

*These data are included on the first slide of the student's committee meeting presentation*

1. Start date in the program:
2. Anticipated graduation date:
3. Courses completed:
4. Current and future courses:
5. Current GPA:

In last 6 months...

6. Hours/week of research related activities:
7. Percent attendance at RIP:
8. Percent attendance at weekly seminars:
9. TA responsibilities:
10. Publications/presentations:

#### **B. Accomplishments**

Summarize research accomplishments of the last 6 months. Include a description of obstacles.

#### **C. Goals**

List goals for the coming 6 months. Modify these goals as appropriate after the committee meeting.

**PART II**

*To be completed by the advisory committee following the review meeting, signed by the graduate coordinator, and then the form is submitted to the graduate secretary.*

Committee recommendation:

\_\_\_\_\_ Satisfactory

\_\_\_\_\_ Marginal (see Part III)

\_\_\_\_\_ Unsatisfactory (see Part III)

Signatures:

_____	_____	_____	_____
Committee chair	Date	Member	Date
_____	_____	_____	_____
Member	Date	Member	Date
_____	_____	_____	_____
Member	Date	Graduate coordinator	Date

**PART III**

*If the recommendation is marginal or unsatisfactory, the committee will list below the actions that need to be taken by the student to remedy the issues and to be likely to receive a satisfactory evaluation at the next progress review. Be specific, and list dates by which tasks must be completed. Actions may include scheduling a follow-up meeting with the committee prior to the next progress review.*

Signatures of the student and advisor certifying that the remedial actions listed above are agreeable:

\_\_\_\_\_ Date

Student

\_\_\_\_\_ Date

Advisor