

Annual Progress Report

Deadline: May 15

Every graduate student must submit an annual progress report to the department every may. These reports should be completed by students and then signed by major advisors.

For Ph.D. candidates there are three meetings required by the Graduate School: an initial program meeting, an oral exam, and a final thesis exam. In years that do not include one of these meetings, you should schedule a progress meeting with your committee. Because the annual committee meeting is not required by the graduate school, the meeting is not required to include your Graduate Representative but it is recommended that they be invited to attend.

In addition, you must complete the Annual Graduate Student Progress form and include an overview of your progress for the year that includes the following elements:

Classes completed and remaining as well as any classes deleted or added to your program (attach an updated Program of Study).

1. Any academic milestones such as program committee meeting or preliminary oral exams
2. Oral and written presentations including title of meeting, location, and date
3. Awards received including title and date
4. Synopsis of research accomplishments
5. Current research plans

This progress report should be reviewed by your committee and signed by your major advisor. The progress report should not exceed 2 single-sided pages. The progress report should be submitted to either Mary Mucia or Andrew Buermeyer.