

SEECS

Graduate Student Annual Progress Report

A. The following section to be completed by the student.

Student:	Academic year: AY
Advisor:	Entrance into program date:
Degree sought:	Program of study approval date:
Past academic year GPA:	Qualifying exam date (for PhD students):
Overall GPA:	Expected graduation date:

A.1. Title of the research:

A.2. Comment on plans and progresses in achieving academic goals during the past academic year.

A.3. Briefly describe the top three research related achievements during the past academic year. Examples of achievements are: patents filed, peer reviewed papers, non peer reviewed papers and abstracts, awards, and contributions in writing proposals.

a)

b)

c)

A.4. If progress was not as expected, explain why. Describe obstacles and challenges.

A.5. Briefly explain next academic year research plan.

A.6. For Ph.D. students only: Advisory committee met on _____ and discussed the progress of the student. If not, explain why?

B. The following section to be completed by the student advisor.

Advisor's Evaluation	<i>Satisfactory</i>	<i>Requires Improvement</i>	<i>Unsatisfactory</i>																
Student's progress during this academic year was:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																
<p>If "Requires Improvement", the e following tasks should be performed by the following dates to move the student's progress to "Satisfactory" status.</p> <p>If all tasks are not completed by the due date, the progress will be moved to "Unsatisfactory" status.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%; text-align: center;"><i>Tasks to be completed</i></th> <th style="width: 15%; text-align: center;"><i>To be completed by:</i></th> <th style="width: 15%; text-align: center;"><i>It was completed on:</i></th> <th style="width: 10%; text-align: center;">Advisor's initials</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				<i>Tasks to be completed</i>	<i>To be completed by:</i>	<i>It was completed on:</i>	Advisor's initials												
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<p>If "Unsatisfactory", please explain why.</p> <p>Note that not completing and submitting this academic progress report by June 1 in each academic year will place the student in the "Unsatisfactory" status for that academic year. Student with "Unsatisfactory" status will not receive GTA, GRA, tuition waivers, or any other financial support for the following year(s) till the status is changed to "Satisfactory."</p>																			

C. Signatures

Student	<input type="checkbox"/>	I have discussed the contents of this progress report with my main advisor and I agree with this evaluation.
	<input type="checkbox"/>	I have discussed the contents of this progress report with my main advisor and I disagree with at least one part of this evaluation and my reasons(s) are explained in the attached letter.
	Signature:	Date:
Advisor	I have discussed the contents of this progress report with the student.	
	Signature:	Date:
Graduate Program Director	I received this annual progress report by June 1 .	
	Date:	Signature: