



For students in the graduate **Interdisciplinary program, and/or graduate students with fellowships or assistantships.** (All other students must have an annual progress note in Degree Works.)

*The purpose of this report is report is to document a student’s progress in their graduate studies, and to provide direction for their successful completion. This report may also be used to document an action plan for any graduate student receiving a conditional or unsatisfactory rating in any program.*

**Student Responsibilities:**

If you and your advisor/committee cannot convene in time to meet the deadlines shown below, please submit an Annual Report Extension Request.

**Required Attachments:**

The student must write and attach a 2-3 page abbreviated self-evaluation that is to include a brief response to items 1-4:

1. A time line for your degree completion requirements, included expected completion of the following: coursework, comprehensive exams, thesis/project/dissertation approval, and anticipated graduation term, even if some of these items fall into the future. We want you to visualize your successful completion!
2. Current status of your research, project, paper(s), coursework, etc.
3. What has gone well thus far and what are learning opportunities.
4. A summary of accomplishments to date, including published articles, attended conferences, etc.

Other items you may wish to include, *but are not required:*

5. What obstacles have been encountered in the last year and any anticipated obstacles along with your plan to mitigate their impact.
6. Summary of funding to date (assistantships or fellowships). Anticipated funding difficulties, if any.
7. Undergraduate courses either taught or mentored.

**Faculty Responsibilities:**

The student’s advisor/committee is required to meet with the student to discuss the student’s progress and provide detailed responses to the questions in Section A, at minimum, and Section B if the student is given and conditional or unsatisfactory rating. Be sure to obtain the student’s signature on the document and the student’s initial where indicated before submitting to the Graduate School.

**Deadlines**

Students who started their degree in **summer or fall: May 15<sup>th</sup>** every year

Students who started their degree in **spring: December 15<sup>th</sup>** every year.

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## Annual Report of Graduate Student Progress

<b>Name</b>	<b>SID</b>	<b>Phone Number:</b>
<b>Student's email address</b>	<b>Advisor's email address</b>	
<b>Degree and Major</b>	<b>Concentration (if any)</b>	
<b>First semester in program:</b>	<b>Date of meeting with student:</b>	

### Student's overall progress (choose one):

**Satisfactory** (it is important to provide a **substantive evaluation** of student progress in section A, even if it meets the basic requirements for "Satisfactory").

**Conditional** (for conditional and unsatisfactory reports, please provide a detailed response to the questions in **Section B** in addition to

**Unsatisfactory** completing to completing **Section A** below.)

Section A: Progress – General Remarks				
<b>Advisor/Committee comments on progress in coursework including GPA/grades:</b>	Student's initials:			
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Does the coursework taken (or planned) include known deviations from the catalog program requirements?</td> <td style="width: 15%; text-align: center;">Yes*</td> <td style="width: 15%; text-align: center;">No</td> </tr> </table>		Does the coursework taken (or planned) include known deviations from the catalog program requirements?	Yes*	No
Does the coursework taken (or planned) include known deviations from the catalog program requirements?	Yes*	No		
*If yes, these deviations must be noted in DW GSP or by Graduate Petition for those programs following exact catalog copy.				
<b>For programs with Advancement to Candidacy, the AC form must be submitted at least one semester before their intended graduating term.</b>				
<b>Advisor/Committee comments on student's progress with thesis/dissertation/project:</b> (If student is in coursework only degree program, such as CE or MBA, check the box for coursework only)	Student's initials:			

**Section B: required for conditional or unsatisfactory reports**  
Check this box if additional pages are attached

**1. Course of Action:**

Student's initials:

**2. Timeline (please include an approximate date of the next meeting with the student)**

Student's initials:

**3. Consequences:**

Student's initials:

Student's Signature

Date

**Approval of Advisor, Department Director/Chair, College Dean**

Advisor Signature	Print Name Legibly	Date
Department Director/Chair Signature	Print Name Legibly	Date
College Dean Signature	Print Name Legibly	Date
Graduate School Dean's Signature	Print Name Legibly	Date

**Graduate Dean approves this report:**  
If not approved, please explain why:

**Does NOT approve this report:**

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**Original signed form should be submitted to the Graduate School after all other signatures are completed.**  
**DocuSign signatures are acceptable.**