



MS/MA GRADUATE STUDENT ANNUAL PROGRESS REPORT

Student Name: _____ Student ID Number: _____

Department: _____ Program: MS: _____ MA: _____

Adviser/Chair (including any Co-Chair): _____

Entered UCC in: _____ Year in the Program ___ 1st ___ 2nd ___ 3rd ___ 4th

3.0-2.5 Student is making excellent progress in the graduate program. Expect to graduate in three years.

2.4-2.0 Student is making satisfactory progress in the graduate program. Expect to graduate in four years.

1.9-1.0 Student needs close supervision to ensure proper academic progress. Two meetings per year of the thesis committee are recommended.

0.9-0.0 Student not progressing at an acceptable pace. Two meetings per semester of the thesis committee are recommended.

Name

Signature

Advisor/Thesis Committee Chair

Advisor/Thesis Committee Chair

Thesis Committee Members:

Thesis Committee Members:

1. _____
2. _____
3. _____
4. _____

1. _____
2. _____
3. _____
4. _____

For each category evaluated, check (✓) the student standing according to his/her year of studies.

Category	Superior Work (3)	Good Work (2)	Satisfactory (1)	Unacceptable (0)
GPA Points earned during the identified academic period. _____	GPA 4.0-3.5	GPA 3.5-3.25	GPA 3.25-3.0	GPA Below 3.0

Category	Superior Work (3)	Good Work (2)	Satisfactory (1)	Unacceptable (0)
Course Work Progress Points earned during the identified academic period. _____	Year 1: Completed basic courses Prepared a program of study	Year 1: Completed basic courses Did not prepared a program of study	Year 1: Did not complete one basic course Prepared a program of study	Year 1: Did not complete two basic courses Did not prepare a program of study.
	Year 2: Completed advance courses	Year 2: Did not complete one advance course	Year 2: Did not complete two advance course	Year 2: Did not complete three advance courses
	Year 3: Completed all courses	Year 3: Completed all advance courses	Year 3: Did not complete one advance course	Year 3: Did not complete two advance courses
	Year 4:	Year 4:	Year 4: Completed all courses	Year 4: Has not completed all courses

Category		Superior Work (3)		Good Work (2)		Satisfactory (1)		Unacceptable (0)
Research Progress	Points earned during the identified academic period.	Year 1: Selected thesis advisor		Year 1: Selected thesis advisor		Year 1: Selected thesis advisor		Year 1: Did not select thesis advisor
		Approved research rotations (Grade=A)		Approved research rotations (Grade=B)		Approved research rotations (Grade=C)		Did not approved research rotations
		Year 2: Selected thesis committee		Year 2: Selected thesis committee		Year 2: Selected thesis committee		Year 2: Did not select thesis committee
		Reviewed literature		Reviewed literature		Did not reviewed literature		Did not reviewed literature
		Year 3: Wrote proposal		Year 3: Wrote proposal		Year 3: Research proposal in preparation		Year 3: No development of research proposal
		Presented research proposal		Presented research proposal		Collected some data		No data collected
		Collected significant amount of data		Collected data		Learned lab technique		Did not learn lab technique
		Mastered lab technique		Skilled in lab technique		One semester needed to complete research		One year needed to complete research
		Completed research						
		Year 4:		Year 4:		Year 4: Completed research		Year 4: Did not complete research

Category	Superior Work (3)	Good Work (2)	Satisfactory (1)	Unacceptable (0)
Progress in Reaching Program Milestones Points earned during the identified academic period.	Year 1: Selected thesis advisor Prepared program of study	Year 1: Selected thesis advisor Did not prepare program of study	Year 1: Did not select thesis advisor Prepared program of study	Year 1: Did not select thesis advisor Did not prepare program of study
	Year 2: Selected thesis committee Thesis committee meeting	Year 2:	Year 2: Selected thesis committee No thesis committee meeting	Year 2: Did not select thesis committee No thesis committee meeting
	Year 3: Qualifying examination Submitted MS Thesis to committee Presented MS Thesis defense Received/will receive degree (date)	Year 3: Qualifying examination Submitted MS Thesis to committee Thesis committee meeting	Year 3: Qualifying examination One more semester of work required for degree Thesis committee meeting	Year 3: Did not approve qualifying examination One more year of work required for degree Thesis committee meeting
	Year 4:	Year 4:	Year 4: Presented MS Thesis defense Received/will receive degree (date)	Year 4: Did not receive/will not receive degree

Category	Superior Work (3)	Good Work (2)	Satisfactory (1)	Unacceptable (0)
Progress in Professional Development Points earned during the identified academic period.	Year 1: Superior seminar presentation (Grade=A) 1 Conference attended	Year 1: Good seminar presentation (Grade=B) 1 Conference attended	Year 1: Seminar presentation (Grade=C) No Conference attended	Year 1: Did not presented seminar No Conference attended
	Year 2: 2 Conferences attended 1 Presentation Publication submitted Travel award	Year 2: 2 Conferences attended 1 Presentation Publication in preparation	Year 2: 1 Conference attended No publication No presentation	Year 2: No Conference attended No publication No presentation
	Year 3: 3 Conferences attended 2 Presentations 1 Publication Fellowship/External Funding Travel award	Year 3: 2 Conferences attended 1 Presentation Publication submitted Fellowship/External Funding Travel award	Year 3: 1 Conferences attended 1 Presentation Publication in preparation Travel award	Year 3: 1 Conference attended No presentation No publication No funding
	Year 4: 4 Conferences attended 3 Presentations 2 Publications Fellowship/External Funding Travel award	Year 4: 3 Conferences 2 Presentations 1 Publications Fellowship/External Funding Travel award	Year 4: 2 Conferences 1 Presentations No Publications Travel award	Year 4: 1 Conferences No Presentations No Publications No funding

Average Points: _____ (total amount ÷ 4)

Comments: _____

