

# PhD Annual Progress Report

Return to the Graduate Program Manager **no later than July 1.**

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Each academic year PhD students must meet with their advisory committee.

The goal is to discuss and document annual student progress.

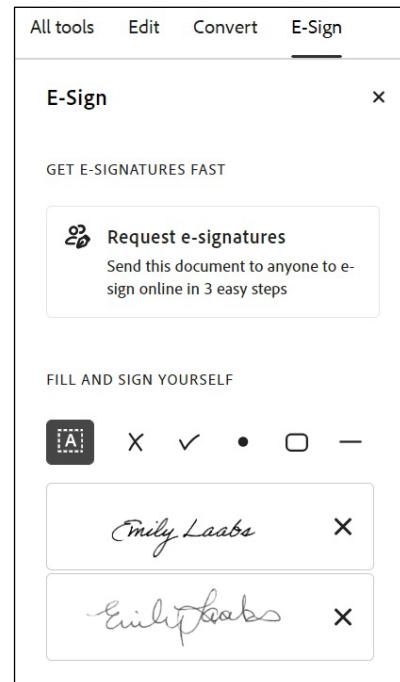
1. Students will self-evaluate their progress in three areas: academics, research, extracurricular involvement.
2. Students will send their self-evaluation to their advisor and committee.
3. Schedule a meeting to discuss the form, add comments, and sign.
4. Return the completed form to the Graduate Program Manager within two weeks of meeting. Other relevant documentation related to progress may be submitted.

## Inserting a digital signature (Word)

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2. Insert .png or .jpeg file of saved signature

## Inserting a digital signature (PDF)

1. Upload to Box, OneDrive, Google Drive, etc.
2. Utilize the E-Sign (see below) or,
3. Insert .png or .jpeg file of saved signature



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This assessment requires a conversation between the advisor, advisory committee, and the student. For each item, please identify strengths and accomplishments, as well as potential areas for growth and improvement. Information may include, but is not limited to:

- Student self-evaluation
- Milestones completed
- Courses completed and/or GPA
- Publications, presentations, teaching opportunities, and research progress
- Input from advisors, mentors, dissertation committee chairs, and advising staff

Students who do not meet expectations or need improvements must have follow-up expectations documented.

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Student:	
Student ID:	
Degree Program:	
Faculty Advisor:	
Co-advisor (if applicable):	
Advisory Committee Members:	
Qual Exam (if applicable):	
Prelim Exam:	
Expected Graduation (Term/Year):	

**Academics:** Evaluate academic performance over the past year, including GPA, progress of required coursework, milestones.

On a scale of 1-5, where do you rate yourself? 1 = not meeting expectations, 5 = exceeding expectations.

1	2	3	4	5
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**Research:** Evaluate research progress over the past two semesters, including GPA, progress of required coursework, milestones.

On a scale of 1-5, where do you rate yourself? 1 = not meeting expectations, 5 = exceeding expectations.

1	2	3	4	5
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**Extracurricular Involvement:** Evaluate participation in academic and professional development programs in the past year. Consider conferences, seminars, workshops, student organizations, job fairs, internships, etc.

On a scale of 1-5, where do you rate yourself? 1 = not meeting expectations, 5 = exceeding expectations.

1	2	3	4	5
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Provide comments on **academics** below. Note strengthens and any areas of improvement.

Provide comments on **research** below. Note strengthens and any areas of improvement.

Provide comments on **extracurricular involvement**. Note strengthens and any areas of improvement.

**Future Goal(s):** List at least one goal for the upcoming year.

Student:	Date:
Faculty Advisor:	Date:
Co-Advisor (if applicable):	Date: