

# CMMB GRADUATE PROGRAM

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## Annual Progress Report Guidelines

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**GENERAL:** All CMMB graduate students must submit an *Annual Progress Report* by December 15<sup>th</sup> each year. The report should be a 1-2 page statement appended to this form, which must be signed by all members of the students committee (Non-Thesis MS students must have the NT-MS Chair/Mentor sign). The graduate student must also sign the form indicating that they have been made aware of any deficiencies noted by the committee.

**TIME LINES:** The signed and completed form + report must be turned in to the CMMB Graduate Program Assistant by DECEMBER 15<sup>th</sup>.

**COMMITTEE MEETING:** The annual progress report should be discussed in a meeting of the student's thesis committee. The annual report *must* be provided to the committee at least two weeks prior to the scheduled meeting – no exceptions. Meetings should be scheduled throughout the fall semester (Sept - Dec) and not put off until the last minute. Remember that most CMMB faculty serve on multiple committees. NT-MS students must meet with the NT-MS Chair/Mentor.

**ANNUAL PROGRESS REPORT FORMAT:** The overall format of the report is flexible, but should contain sufficient detail in the following areas:

- Course work in progress (fall semester) and completed (spring semester)
- Overview of TA assignment (if applicable)
- Dates of completion of degree benchmarks (establishment of committee, approval of thesis proposal, completion of the written exam or oral qualifying exam as applicable)
- List of academic and research goals from the previous years meeting and progress made toward those goals
- Progress made toward goals not listed in the previous year
- List of manuscripts published or presented and meetings attended (Research Students)
- List of goals for next academic year (including anticipated course work and benchmarks)

*The report should be typed and submitted along with this **Annual Progress Report Form** to the CMMB Graduate Program Specialist, as well as to the thesis/non-thesis advisor and all members of the student's graduate committee as applicable.*

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## Annual Progress Report Statement

Date:

Academic year:

Student Name:

Student ID:

Degree Program: NT-MS / Thesis MS / PhD (Circle One)

Committee Chair/ NT-MS Chair:

Committee Members (Research Students Only):

- 1)
- 2)
- 3)
- 4)

Progress for academic year is: acceptable/unacceptable\* (Circle One)

Plans for academic year are: acceptable/unacceptable\* (Circle One)

\* Detailed explanation of unacceptable rating:

Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Signatures 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

*The signature below indicates acknowledgement of reading the above evaluation of you progress and goals*

\*\*Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*\*The graduate student may provide comments concerning the recommendations of the committee on a separate page.*

***Submit this form with original signatures, and a copy of your progress report, to the CMMB Graduate Program Specialist following the committee meeting.***