

# Annual Progress Report

All Chemistry graduate students must submit the Annual Progress Report by **December 15th each year**. It must be signed by all members of the student's committee. The graduate student must also sign the form. The student should start recording their progress as soon as they enter the program and continue to add to the coursework, RA/TA assignments, program milestones and publications sections of the form each year (similar to a CV).

## Committee Meeting:

The annual progress report must be discussed in a meeting of the student's committee. The student should ask his/her major professor how far in advance they want to receive the report.

*After your committee meeting, this form must be submitted to the Chemistry Graduate Program Specialist, with all signatures.*

## Section 1 - to be filled out by student:

Your name: \_\_\_\_\_ Meeting date: \_\_\_\_\_

Date of last committee meeting: \_\_\_\_\_

Semester and year that you entered program: \_\_\_\_\_

Previous institutions you have been at, degrees earned, major, year of graduation:

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Graduate coursework taken so far (course number, title, instructor, semester taken, grade received):

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Previous and current RA/TA assignments (courses, instructors, semester/year):

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Completed program milestones:

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Research publications and meeting presentations:

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*If you have additional information, please attach another page.*

**Section 2 - to be filled out by major professor:**

Progress for academic year met expectations: **Yes / No** (Circle One)

Plans for academic year met expectations: **Yes / No** (Circle One)

Comments on progress and plans:

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**Signatures:**

**Major Professor:**

Name (typed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Committee:**

Name (typed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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

*\*The student may provide comments concerning the recommendations of the committee on a separate page. The signature above indicates acknowledgment of evaluation of your progress and goals.*