

REPORT OF RESEARCH PROGRESS AND ADVISORY COMMITTEE MEETINGS

Student Name:

Major Advisor:

Graduate Program:

Grading Period and year:

Date of last Advisory Committee meeting:

Did you meet with your Advisory Committee this grading per? YES NO

If NO, complete **FORM A, Research Progress Report**, below.

If YES, complete **FORM B, Advisory Committee Meeting Report**, Page 16.

NOTE: Students are required to meet with their Advisory Committees at least once per year.

FORM A: Research Progress Report

The student and Major Advisor are responsible for filing a research progress report at the end of each grading period in which the student is enrolled for credit hours that are related to research (Investigation of a Problem or Thesis/Dissertation). This report will assist the student and his/her Advisor to focus on the research objectives accomplished during the period and those that will be accomplished in the subsequent grading period. It is a mechanism for the student and Advisor to determine if “timely progress” is being made.

The student must complete the form and submit it to his/her Advisor for approval. The Advisor’s role is to review the report with the student and make additional comments if necessary. The student and Advisor signify approval of the report by signing the form and forwarding it to the program director along with the student’s grade (U or S) for the grading period. **Failure to file the report by the end of the grading period results in a grade of “incomplete” being sent to the Registrar’s office.** Should the Advisor disagree with the student’s assessment, s/he is responsible for placing in writing comments indicating the specific areas of disagreement, giving the student a copy of the comments and forwarding the form, grade and the comments to the program’s director. Copies of the report form and comments are forwarded to the Associate Dean’s office by the program director and placed in the student’s file.

Both Parts I and II must be completed EXCEPT for those students enrolled in the course for the first time. For them, only part II must be completed. Attach your responses for Parts I and II to this form.

PART I. State the specific objectives achieved during this grading period in your research program. Relate the completed objectives to those you proposed to complete in your previous report and the specific aims stated in your research proposal, if appropriate. If you were unable to complete a proposed objective, state the reason(s) why and indicate what the effect may be on your progress toward completing your thesis/research project.

PART II. State the research objectives you propose to complete during your next enrollment period. These objectives should be agreed to by you and your Major Advisor.

Student’s Signature

Advisor’s Signature