Appendix

Michigan State University

Annual Progress Report for Plan A (Thesis) Master's Students

Name_____ Student PID Number_____

Portion Completed by the Student

Academic Progress

A copy of the current program of study should be attached to this report.

Date of entrance into program***** _____ Expected completion date_____

Most recent contact with the guidance committee/academic advisor: __

Date or expected date of thesis proposal approval _____

Date or expected date of thesis defense _____

Current GPA:_____ Number of credits below 3.0: _____

Remaining required courses:

Professional Performance and Potential

The student should attach the following information:

1. Professional goal statement
2. Goals for the next academic year
3. Papers published or submitted
4. Presentations at professional conferences
5. Participation on funded grants
6. Participation in undergraduate education (e.g. courses taught, mentoring of undergraduates)
7. Other

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program.

Portion Completed by the Major Professor

Academic Performance

1. Has the student made acceptable progress during the evaluation period? Please comment below.

2. Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

*****If admitted under provisional status, date provisional status removed: _____

Student Your signature below indicates that you have discussed the contents of this progress report with your major professor.

Student_____ Date_____

Major Professor Your signature below indicates that you have discussed the contents of this progress report with the student.

Major Professor_____ Date_____

Dept. /School Chair/Director_____ Date_____

When both the major professor and student have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. The original progress report should be placed in the student's file in the department/unit office. Students who wish to appeal any part of the major professor's evaluation may do so in writing to the department chair/school director.

****Note:** Departments/Units may choose to use this form for annual or academic year evaluations.

*****If admitted under provisional status, date provisional status removed: _____

Michigan State University
Annual Progress Report for Plan B (Non-Thesis) Master's Students

Name_____ Student PID Number_____

Portion Completed by the Student

Academic Progress

A copy of the current program of study should be attached to this report.

Date of entrance into program*_____ Anticipated completion date_____

Date or anticipated date of certifying exam or evaluation
(Evaluation methods may differ across departments/units): _

Are all program requirements completed? _____Yes _____No

If no, what requirements remain?

Most recent contact with the guidance committee: _____

Current GPA:_____ Number of credits below 3.0: _____

Professional Performance and Potential

The student should attach the following information:

1. Professional goal statement for the year (noting both academic and career goals)
2. Goal statement for the next year
3. Vitae including
    a. Presentations at professional conferences or meetings
    b. Service to the department/school/college, if any
    c. Any publications for lay or professional audiences
    d. Participation with faculty on research projects or similar endeavors
    e. Participation with faculty on community projects, workshops or other outreach efforts
4. Other

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

*If admitted under provisional status, date provisional status removed: _____

Comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program.

Portion completed by Academic Advisor/Program Director

Academic Performance

1. Has the student made acceptable progress during the evaluation period? Please comment below.

2. Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

Student Your signature below indicates that you have discussed the contents of this progress report with your major professor.

*****If admitted under provisional status, date provisional status removed: _____

Student_____ Date_____

Academic Advisor/ Program Director Your signature below indicates that you have discussed the contents of this progress report with the student.

Academic Advisor/Program Director_____ Date_____

Dept./School Chair/Director_____ Date_____

When both the major professor and student have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. The original progress report should be placed in the student's file in the department/unit office. Students who wish to appeal any part of the major professor's evaluation may do so in writing to the department chair/school director.

****Note:** Departments/Units may choose to use this form for annual or academic year evaluations.

*If admitted under provisional status, date provisional status removed: _____

Michigan State University
Annual Progress Report for Ph.D. Students

Name_____ Student PID Number_____

Portion Completed by the Student

Academic Progress

A copy of the current program of study should be attached to this report.

Date of entrance into program*_____ Expected completion date_____

Most recent contact with the guidance committee/academic advisor:

Date or expected date of qualifying exams (if applicable)_____ Passed?_____

Date or expected date of comprehensive exams_____ Passed?_____

Date or expected date of dissertation proposal approval _____

Date or expected date of dissertation defense _____

Current GPA:_____ Number of credits below 3.0: _____

Remaining required courses:

Professional Performance and Potential

The student should attach the following information:

1) Professional goal statement
2) Goals for the next academic year
3) Papers published or submitted
4) Presentations at professional conferences
5) Participation on funded grants
6) Participation in undergraduate education (e.g. courses taught, mentoring of undergraduates)
7) Other

*If admitted under provisional status, date provisional status removed: _____

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program.

Portion Completed by the Major Professor

Academic Performance

1. Has the student made acceptable progress during the evaluation period? Please comment below.

2. Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

*****If admitted under provisional status, date provisional status removed: _____

Student Your signature below indicates that you have discussed the contents of this progress report with your major professor.

Student_____ Date_____

Major Professor Your signature below indicates that you have discussed the contents of this progress report with the student.

Major Professor_____ Date_____

Dept./School Chair/Director_____ Date_____

When both the major professor and student have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. The original progress report should be placed in the student's file in the department/unit office. Students who wish to appeal any part of the major professor's evaluation may do so in writing to the department chair/school director.

****Note:** Departments/Units may choose to use this form for annual or academic year evaluations.

*****If admitted under provisional status, date provisional status removed: _____