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.

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**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: ______________
**Note:** Departments/Units may choose to use this form for annual or academic year evaluations.
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/** Your signature below indicates that you have discussed the contents of this **Program Director** 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:  ________________