

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

Student Name _____ Student PID Number _____

Portion Completed by 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 _____

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

Most recent contact with guidance committee/chair _____

Date or expected date of comprehensive exam _____ Passed? _____

Date or expected date of dissertation defense _____

Current GPA _____ Number of credits below 3.0 _____

List remaining required courses to take:

Professional Performance and Potential

The student should answer and attach the following information on a separate document:

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

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.

Annual Progress Report for Ph.D. Students

Student Name _____ Student PID Number _____

Portion Completed by Advisor

Academic Progress

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 _____ Date _____
(Student - Your signature above indicates that you have discussed the contents of this progress report with your advisor)

Advisor _____ Date _____
(Advisor - Your signature above indicates that you have discussed the contents of this progress report with your student)

Associate Chair for Education _____ Date _____

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

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