



### Annual Progress Report for Ph.D. Students

Name: \_\_\_\_\_ Student PID Number: \_\_\_\_\_

Date: \_\_\_\_\_

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#### Portion Completed by the Student

#### Academic Progress

**A copy of your current Official Ph.D. Degree Plan should be attached to this report.**

Date of entrance into program\*: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

\*If admitted under provisional status, date provisional status removed: \_\_\_\_\_

Has your Guidance Committee been formed? **YES** **NO**  
(Should be formed within first two semesters of study and consist of at least three MSU regular faculty members.)

Have you added your Guidance Committee within GradPlan? **YES** **NO**

Have you submitted your Ph.D. Degree Plan within GradPlan and routed for approval? **YES** **NO**  
(Complete within one semester of committee's first meeting.)

How frequently do you meet with your guidance committee? \_\_\_\_\_

When was your most recent meeting with your guidance committee? \_\_\_\_\_

How frequently do you meet with your academic advisor? \_\_\_\_\_

When was your most recent contact with your advisor? \_\_\_\_\_

Have you completed required RCR (Responsible Conduct of Research) training this year? **YES** **NO**  
(Please attach documentation from <https://www.eqr.msu.edu/secureresearchcourses/>)

Have you completed FOR 802? **YES** **NO** If not, when do you expect to complete it? \_\_\_\_\_

How many FOR 890 'Special Problem' credits have you completed? (Maximum 7 credits) \_\_\_\_\_

Current total of FOR 999 'Research' credits (Minimum 24, Maximum 36 for degree completion) \_\_\_\_\_

Current GPA: \_\_\_\_\_ Number of credits below 3.0: \_\_\_\_\_

\_\_\_\_\_ Date or expected date of comprehensive exams \_\_\_\_\_

Passed? **YES** **NO** Date or expected date of dissertation proposal approval? \_\_\_\_\_

Date or expected date of dissertation defense? \_\_\_\_\_

## **Professional Performance and Potential**

*Student should state each of the following:*

1. Professional goal statement (1-3 sentences):
2. Major goals for the next academic year (typically list 3-8 major goals):
3. List of products published or submitted during the previous year:
4. Presentations at professional conferences or meetings during the previous year:
5. Service to the department/school/college, professional societies etc.:
6. Publications for lay or professional audiences:

7. Participation on research projects, proposal writing, or similar endeavors:

8. Participation on community projects, workshops or other outreach efforts:

9. Participation in undergraduate education (e.g. courses taught, mentoring of undergraduates):

10. Other (Please attach CV)

Describe your progress in achieving your academic goals as stated in last year's report. Note areas in which you are experiencing any difficulty.

Describe 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 coursework, research, and teaching experiences, if applicable.

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#### **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 \_\_\_\_\_

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