

EBIO Graduate Student Annual Progress Report Implementation Plan

Frequency of submission

Annual for all MA I and PhD students.

Preparation

The report is to be prepared by the student and submitted to their major advisor. The advisor will have an opportunity to add comments to the completed form and will sign it before forwarding it to the remainder of the Dissertation (PhD students) or Thesis (MA I students) Committee.

Evaluation

Each Dissertation/Thesis Committee member (including the advisor) will evaluate the overall progress as 1) exceeds expectations, 2) meets expectations or 3) does not meet expectations. They will have the opportunity to add comments explaining their ranking and will add their signature. The Graduate Committee will examine the completed document and determine if any action is required.

Deadlines

The Progress Report is to be submitted by the student to their advisor by the end of the fourth week of classes in the fall semester. The advisor will forward the signed report to the Dissertation/Thesis Committee within two weeks of receipt. The committee members will add their comments, ratings and signatures within two weeks. The advisor will have the responsibility of submitting the completed form to the Graduate Committee by the end of the ninth week of classes in the fall semester. The Graduate Committee will return a copy of the report to the student within two weeks of receipt, along with a notification of action to be taken if necessary.

Consequences of ratings of “does not meet expectations”

If two Thesis or Dissertation Committee members rate the student’s progress as “does not meet expectations,” the student will be required to submit a plan for improvement to the Graduate Committee by the end of the second week of classes in the spring semester. It is also recommended that the student discuss this plan with their Thesis or Dissertation Committee members by the end of the spring semester.

A second progress report receiving two or more ratings of “does not meet expectations” will result in the student being placed on probation and may jeopardize future support in the form of Teaching Assistantships, Research Grants or Fellowships, as well as continuation in the EBIO graduate program.