

To: Graduate Students

From: Graduate Program Director

Re: Annual Graduate Student Progress Reports

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Near the end of each academic year, the advisor hands out the attached progress report form to each graduate student. It should serve as the basis for an advisory committee meeting to ensure that graduate students are making progress toward a degree.

Please give a completed/updated copy of this form to all members of your advisory committee and the graduate chair.

Each student should establish an advisory committee within a year (before the end of Summer or Fall, as the case may be). This committee should meet to consider proposed course schedules before the start of the Fall/Spring semester.

PhD Advisory Committee consists of:

- Thesis advisor
- 2 other members of the Chemistry Department

MS Reading Committee consists of:

- Thesis adviser
- A second reader

The Ph.D. Final Exam Committee consists of 5 members. This committee must consist of your advisor, the 2 advisory committee members, the Department chair or deputy, and 1 faculty member from outside the Department of Chemistry. The M.S. Final Exam Committee consists of 3 members. This committee should consist of your adviser and 2 other members of the Chemistry Department.

Annual Progress Report

Graduate Student in Chemistry Name _____ Degree Program: M.S./ PhD

Date of Report: _____ Date First Enrolled at WFU: _____

Qualifying Exams (Date & Method of qualification, i.e. Coursework or Exam)

Analytical _____ Inorganic _____ Organic _____ Physical _____ Biochemistry _____

Completed Coursework:

Semester/Year	Course number	Course Name	Grade
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Coursework Still Required Before Graduation (Reminder: Students must complete CHM 681, CHM 888 and 889, 6 credits of CHM 791/792, and 9 credits of CHM 891/892):

Cumulative GPA: _____

Cumulative Exams:

Date (Month/Year)	Topic/Faculty	Result (P/F)
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Additional Degree Requirements

Dependent Examination

Tentative or completed date:

Independent Examination:

Tentative or completed date:

Final Defense Date

Tentative Date:

Additional Educational and Professional Experiences (workshops, meetings attended, presentations, publications, etc.)

Student goals before next committee meeting (papers, conferences, complete projects, etc):

Comments: (to be completed by the committee)
Areas of good progress

Areas of concerns

Points to be addressed before the next committee meeting

Committee Members	Satisfied with Progress	Not Satisfied with Progress
1)		
2)		
3)		
4)		