

To: Graduate Students

From: Graduate Program Director

Re: Annual Graduate Student Progress Reports

Near the end of each academic year, the advisers hand out the attached progress report form to each grad student. It should serve as the basis for an advisory committee meeting to insure 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 students should establish an advisory committees within a year (before the end of Summer or Fall, as the case may be). This committees should meet to consider proposed course schedules **before** the start of the Fall/Spring semester.

PhD Advisory Committee consists of:

- Thesis adviser
- 2 other members of the Chem. Department

MS Reading Committee consists of:

- Thesis adviser
- A second reader

(Ph.D. Final Exam Committee consist of the Department chair or deputy, the 3 advisory committee members, and 1 faculty member from outside the Department of Chemistry. M.S. Final Exam Committee have only 4 members, the Department chair or deputy, and the 3 advisory committee members. Typically, the chair designates a faculty member outside the department (with input from the MS thesis adviser) to act as chair of the MS thesis committee. 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 _____

Date of Report _____

Date First Enrolled at WFU _____

Qualifying Exams (Date & Method of qualification, i.e. coursework or exam)

Analytical _____ Inorganic _____ Organic _____ Physical _____

Course Work: Fall Semester Spring

Year Course Grade Year Course Grade

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Coursework Still Required Before Graduation:

Informal Educational Experience (workshops, meetings attended; presentations; publications; etc.)

Course Hours Taken to Date:

700 level _____ 600 level _____ Total _____

In good academic standing (i.e., B avg.) _____yes _____no _____ GPA

If no, proposed course of remediation

***Cumulative Exams:**

Date	Result	Date	Result
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***Research Proposals:**

Proposal on Thesis Work	Date Planned	Date Completed
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Independent Research Proposal	Date Planned	Date Completed
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***Departmental Seminars:**

1)Date Presented	Topic
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2)Date Presented	Topic
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*Ph.D. students only

Tentative Thesis Defense Date:

Committee Members Satisfied with Progress

1)

2)

3)

4)

Committee Members Not Satisfied with Progress (Areas of Concern)

Student Questions/Areas of Concern