**HDFS Annual Progress Report Form - Graduate Student Progress Checklist**

Students Name: ______________________________________  Current Degree Sought: □ MS  □ PhD

Advisor’s Name: ___________________________________

Current Semester: □ Fall  □ Spring  Year: 20___ - ___

Total semesters enrolled (including current semester): ______ ______ semester(s)

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### Benchmarks Review:

- Human Subjects Protection Training (CITI) Completed
- Teaching Assistantship Training Completed
- Required Coursework Completed
- Preliminary Exam Passed (if applicable)
- Thesis or Dissertation Proposal Defended
- IRB Approval Obtained
- Thesis or Dissertation Data Collected
- Thesis or Dissertation Defended (actual or scheduled date)

### Checklist:

- Student has maintained at least a 3.3 GPA.
- Student has registered for a minimum of two credits per semester (three credits for dissertators).
- Student is not carrying any incompletes more than one semester old.
- Student has been meeting with their advisor as mutually agreed (but in no case less than once per semester). Meetings can be in person or by phone/email as arranged between student and advisor.
- If end of third semester or later, student has formed a thesis or preliminary committee.
- Student has received approval to implement their research proposal (by end of third semester for MS, end of second semester following preliminary exams for PhD).
- Student is progressing towards a timely completion of degree (four-six semesters for MS, six-twelve semesters for PhD)

### Scholarly Productivity:

Apart from progress toward benchmarks, has the student been productive as a scholar this year (creating high quality scholarly products)? □ Yes  □ No  
If yes, briefly describe:

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### Overall Status:

- Student is making outstanding progress
- Student is making satisfactory progress
- Student is making satisfactory progress but needs quicker progress toward degree completion
- Student is making unsatisfactory progress

Additional Comments/Recommendations:

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Advisor’s signature: ___________________________  Date: __________

Student’s signature: ___________________________  Date: __________

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**3 COPIES OF THIS FORM SHOULD BE MADE:**

1) One copy of this form should be given to the student
2) One copy should be given to the SoHE Graduate Program Coordinator
3) One copy should be kept by the advisor

Updated October 2014