

## Progress Report for Graduate Students

This report is required for thesis MS or PhD students who have been notified by the Graduate Office that they have yet to complete certain milestones of graduate study.

- The Graduate Office performs checks at the start of every semester and notifies students and their major professors of the milestones that need to be completed soon.
- The threshold is based on the number of credit hours completed towards the degree, including transfer credits and credits awarded as part of a PhD Reduction in Credit.
- We recognize that different programs have varying schedules and rates of progression, so students are not necessarily behind if they receive this notice. This list is our effort to help ensure that all students are receiving the guidance that they need.
- Students exceeding the “Reminder” threshold will receive a reminder each semester to complete the requirement.
- Students exceeding the “Report” threshold must meet with their major professor and submit a brief progress report at the end of spring semester.
- This report must be signed by the major professor and submitted to the Office of Graduate Education prior to end of finals week.
- A registration hold will be placed on the student account if the report is not submitted. The student must submit the report to clear the hold.

You will need to submit a report at the end of each spring semester until all pending requirements have been completed. The Graduate Office will notify students/advisors who no longer need to file reports.

### Credit thresholds

Requirement	Reminder	Report
POS submission	18 credits	n/a
MS thesis proposal*	27 credits	40
MS defense	36 credits	60
PhD qualifying exam	54 credits	70
PhD Admission to Candidacy	54 credits	70
PhD defense	90 credits	120

\* 2020-2021 catalog and later

## Progress Report for Graduate Students

If you have been notified by the Graduate Office that a report is due based on your progress in completing degree milestones, complete this form and submit it to the Graduate Office with your advisor's signature

### Part I. To be completed by the student

Report semester \_\_\_\_\_ Anticipated completion semester \_\_\_\_\_  
(Enter current semester) (Enter semester you expect to earn your degree)

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Degree: \_\_\_\_\_ Check all milestones completed:

MS:  POS submission  MS proposal

PhD:  POS submission  Qualifying Exam  Admission to Candidacy

Describe progress made and goals met during the past year

Describe your goals for the coming year

Describe any roadblocks to your progress or assistance that you may need

\_\_\_\_\_  
Student Signature Print name Date

### Part II. To be completed by the major professor

Student is making satisfactory progress

Student is not making satisfactory progress

As the major professor, describe what the student needs to do to make satisfactory progress next semester, and what you will do to assist the student in making progress.

\_\_\_\_\_  
Advisor/Major Professor Signature Print name Date