

**Guidelines for NREM Graduate Student Annual Report
(updated: January 2021)**

Annual Review should be completed and submitted to the Graduate Coordinator before December 20 each year. The following information and signatures should be included:

Student Name:

Department:

Degree (PhD/MS):

Date entered current degree program:

Current cumulative Grade Point Average:

PART A: Student Self Report and Self Assessment (to be completed by the student)

1. List all course work completed during the last year with grade.
2. List committees formed/ progress toward completion of Plan of Study and Research Proposal during the last year.
3. List all exams scheduled and/or completed (e.g., preliminary exam or final defense) during the last year. For PhD students, provide estimated date for comprehensive exam if not scheduled or completed.
4. Describe specific research progress accomplished during the last year including experimental design, set-up, data collection, thesis or manuscript writing. Please limit to 1 page.
5. If applicable, describe GTA activities including teaching evaluations if available.
6. List extenuating circumstances during the past year, if applicable.

Signature of Student and Date for self-report: _____

PART B: Elements of the Department Review (to be completed by the adviser)

1. Provide comments related to student's progress that are appropriate to completion of degree.
2. If there are any concerns, address areas for growth and development (e.g., development of research, writing, public speaking skills, and/or teaching skills, improved course performance) for the next year.
3. Has the student effectively coordinated with the advisor and committee regarding future plans for completion of this degree: Yes or No
4. Provide estimated Graduation Date based on current degree progress.

Meeting with Student

Advisor is to list here the date of meeting, who conducted the meeting, and any additional notes from the meeting:

Date of Meeting:

Who Conducted the Meeting:

Additional Comments:

Signature and date of Advisor: _____

The advisor should provide signed copies of this report to the student and include a signed copy in their files.

The advisor should then submit this report and the student's updated CV to the Graduate Coordinator, If submitted electronically, please be sure the student's last name is the first word listed in the filename (example: Johnson, Bill CV 2021; Johnson, Bill annual report 2021)

Acknowledgement of receipt by the Graduate Coordinator:

Signature and date of Graduate Coordinator: _____