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 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 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:

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*Research Proposals:

- Proposal on Thesis Work
  - Date Planned
  - Date Completed
- Independent Research Proposal
  - Date Planned
  - Date Completed

*Departmental Seminars:

1) Date Presented
   - Topic
2) Date Presented
   - Topic

*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