Pharmaceutical Sciences and Drug Design (PSDD)

Annual Graduate Student Progress Form

To be prepared annually by the graduate student and approved by their research advisor. Required for all students that have not scheduled their thesis/dissertation defense date for the spring semester. The completed form and PSDD GSC Committee evaluation will be placed in the student’s permanent file.

***The completed form is to be submitted electronically by the end of January each year***

1. ***General Information*** Student

***Research Advisor:***

***Advisory Committee Members:***

|  |  |
| --- | --- |
| *PSDD Member* | *PSDD Member* |
| *PSDD Member*  | *PSDD or Outside Member* |
| *PSDD or Outside Member* | *Outside Member* |

***Date of Last Advisory* *Committee Meeting*** (a meeting is REQUIRED every year)

|  |  |  |
| --- | --- | --- |
| Initial enrollment date(semester and year) |  | What year are you in the program?1st [ ]  2nd [ ]  3rd [ ]  4th [ ]  5th [ ]  6th [ ]  |
| Cumulative GPA | ***Year 1*** | ***Year 2*** | ***Year 3*** | ***Year 4*** | ***Year 5*** |
|  |  |  |  |  |

1. **Program procedural checklist\***

|  |  |  |  |
| --- | --- | --- | --- |
| **Procedure** | **Date** **Completed** | **PhD Deadline** | **MS Deadline** |
| **Lab Rotations** |  | **End of 2nd semester** | **End of 1st semester** |
| **Selection of Advisor** |  | **End of 2nd semester** | **End of 1st semester** |
| **Selection of Committee** |  | **Prior to 3rd semester** | **Prior to 3rd semester** |
| **Plan of Study Approval** |  | **Prior to 3rd semester** | **Prior to 3rd semester** |
| **Research Progress Seminar** |  | **In the 2nd year** | **In the 2nd year** |
| **Research Proposal Approval** |  | **End of 5th semester** | **End of 3rd semester** |
| **Research Progress Seminar** |  | **In the 3rd year** | **N/A** |
| **Comprehensive Exam** |  | **End of 6th semester** | **N/A** |
| **Research Progress Seminar** |  | **In the 4th year** | **N/A** |
| **Application for graduation** |  | **1 semester before graduation** | **1 semester before graduation** |

\* Leave items blank if they have not yet been completed

***The items below relate only to the past year. Do not include items from previous progress forms.***

1. **Teaching activities.** List course(s).

1. **Honors and awards.**

1. **Research project.** (1 paragraph)Briefly describe your research project and hypothesis.

1. **Research progress.** (1 - 2 paragraphs) Review any significant progress made towards your dissertation research in the last year. Include the rationale for any modifications to your original proposal.

1. **Publications.** List only papers published or accepted for publication in peer-reviewed journals. Do notlist manuscripts that have been submitted or that are in preparation.

1. **Grants submitted.** Include funding agency, amount requested, duration, a 1-2 sentence summary of proposal objectives, and the proposal status (pending, funded, not funded). Include your contribution to the application (PI, co-PI, Graduate research associate, etc.).

1. **Meetings attended.** Indicate whether or not you presented and the type of presentation (a poster or oral presentation) at the meeting.

1. **Seminars given.** List only public seminars given outside of your coursework.

1. **Plan for the next year.** (1 page or less) List any courses that will be taken, seminars that will be given, and plans to submit grants or publications, attend meetings, or teach. Briefly outline your research goals for the upcoming year.

1. **Explanation of extended enrollment**. If you are currently in your 7th year or beyond in the program, please explain why you have not yet graduated.

**Provide a plan of action approved by your committee outlining how you will complete your degree in a timely manner (i.e. during the current academic year).**

***Signatures:***

**Please review document and sign below.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
| Student |  |  |
| Research Advisor |  |  |
| PSDD Graduate Program Director |  |  |