

*Annual Evaluation of Satisfactory Progress Towards Degree*  
M.A. Students  
For Academic Year \_\_\_\_\_

M.A. students should fill in the information in the left hand column for questions 1 through 3 and sign the form to certify its accuracy, then submit the form and a copy of their curriculum vita to their advisor by March 15th.

Advisors should finalize the form by completing the following: answer relevant yes/no questions in the right hand column, render a judgment on academic standing in item 5, sign the form testifying to the student's attainment of academic good standing or the student's need to attain such academic good standing, attach a statement of explanation or a list of recommendations if the student is judged not to be in good academic standing, and meet with the student to discuss the evaluation. If a student is determined not to be in good academic standing or is not making satisfactory progress towards degree, procedures for review of good standing/satisfactory progress will be followed. The form should be completed and submitted to the Director of Graduate Studies by April 15th.

The completed form will be placed in the student's academic file. Students can attach a letter of explanation or dissenting opinion to the evaluation.

M.A. Student's Name: \_\_\_\_\_

Date Entered the M.A. Program: \_\_\_\_\_

1. Maintaining 3.0 GPA: Yes \_\_\_\_ No \_\_\_\_

Current GPA: \_\_\_\_\_

2. Completed Plan of Study by 6th Credit: Yes \_\_\_\_ No \_\_\_\_

Plan of Study Completion (date):  
\_\_\_\_\_

3. Completed incompletes by end of semester following the issuance of the incomplete: Yes \_\_\_\_ No \_\_\_\_  
N/A \_\_\_\_

List of Current Incomplete Courses:  
(course title and date of incomplete)

\_\_\_\_\_  
\_\_\_\_\_

I certify the information provided in the left hand column above is accurate to the best of my knowledge:

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Graduate Student Name (please print) and Signature Date

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4. Evidence of breaching ethical standards of scholarship (e.g., violations of academic integrity and/or intellectual property rights or non-compliance of protocols for protection of human rights). Yes \_\_\_\_ No \_\_\_\_

If yes, please offer an explanation:

5. Student is making satisfactory progress towards degree: Yes \_\_\_\_ No \_\_\_\_

If no, please offer an explanation:

Additional Comments Concerning the Student's Progress Toward Degree and Professional Development: (attach an accompanying statement of explanation or list of recommendations as needed):

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Advisor's Name (please print) and Signature Date  
(Testifying to the student's academic good standing or need for compliance)

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Graduate Director's Name (please print) and Signature Date

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Student Accomplishments for Existing Academic Year*  
Annual Graduate Student Review

*Due Date: March 15 (advisor)*

- Please provide full citations of any academic (e.g., convention) presentations made (or are scheduled to make) during the existing academic year. Also, indicate if the presentation was refereed, invited, or other:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- Please provide full citations of any academic publications for the current academic year. Also, indicate if the publication was refereed, invited, or other:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- Please provide full citations of any awards, grants, or fellowships received during the current academic year:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
- Please list any other accomplishments you would like to include in your annual report:

\*You also may list accomplishments from the previous academic year in the event that such accomplishments were not previously reported. Please include dates for all entries and all authors.