**DEPARTMENT OF BIOCHEMISTRY AND MOLECULAR BIOLOGY**

**Annual Report of Graduate Student Progress and Dissertation Committee Meeting**

 **Year Student**

*Complete and submit this form to the program administrator before June 30th each year. The form will be completed and signed during the Dissertation Committee Meeting. Item 4 on page 2 should be completed as a separate attachment and emailed to the Dissertation committee members at least one week prior to the meeting. Year 3 students may use the Dissertation Prospectus in place of Item 4.*

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| Student Name        |  Date        |

|  |  |
| --- | --- |
| Degree Program  | Semester and Year Entered Program       |

Support: [ ]  Individual Fellowship [ ]  Grant [ ]  Department [ ] OMRF [ ]  Other

If “other,” please explain:

*The student is responsible for providing answers to the questions below:*

At the time of this form, how many credit hours

1. do you currently have towards this degree
2. do you still need to graduate

Date of Committee Meeting

1. Has the student presented a Dissertation Prospectus to the Doctoral Committee for approval? [ ]  Yes [ ]  No

If yes, please provide date:

If no, please explain:

1. Please list all presentations (Oral or Poster) given this academic year. Order each presentation, by date, and for each presentation indicate the title, to whom it was given, where, and whether an abstract of the presentation required peer-review for acceptance. Be sure to include also your departmental seminar and GREAT symposium presentations.

1. Please list all of your publications as a graduate student. In addition list manuscripts that you have submitted this past year.

1. Address the following items below as a separate document. Email the completed document to the Dissertation committee members at least one week prior to the meeting.
	1. Describe the overall goals of your research project and the specific aims of your dissertation research.
	2. Describe your progress toward the goals for this year that were set at last year’s committee meeting. Explain changes in your project.
	3. State your goals for the upcoming year.

*The student's mentor should answer item 1 in advance of the Dissertation Committee meeting. The student’s Dissertation Committee should provide answers to items 2-4. If the mentor has identified problem areas (item 2), then the mentor should address these concerns in an email to the Dissertation Committee members at least one week in advance of the meeting.*

1. Summarize the student’s progress in research, writing manuscripts, oral presentations and coursework:

1. Identify any problem areas and suggest ways to address these issues:

1. Summarize the goals for the upcoming year that were discussed and agreed upon by the student and the committee. If the dissertation research is close to completion, summarize what experiments should be completed for graduation.

1. The student’s progress is:

[ ]  Satisfactory [ ]  Not Satisfactory [ ] Marginal

If the student’s progress is deemed “marginal” or “not satisfactory,” please explain below how this can be remedied:

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Student Signature Mentor Signature

|  |  |  |
| --- | --- | --- |
| Date:        |  | Print MENTOR/CHAIR Name |

Dissertation Committee:

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Signature Signature

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Signature Signature

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Signature Signature

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Program Director Signature

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| Print PROGRAM DIRECTOR Name |