



Graduate Student Annual Progress Report and Plan (Adapted from the School of Agricultural and Natural Sciences)

Instructions: Graduate students must complete an annual report and submit it to their major advisor at the end of each year. The report must be signed by the student, Program Coordinator, Department Chair, and the Graduate School. For new students, a plan must be prepared by the advisor and submitted to the department chair and Graduate School at the beginning of the first semester.

Student Details

Student name:	
Degree:	
Year/semester joined:	
Report/plan year: Check if Regular or Provisional Student ☐ Regular ☐ Outstanding Provision(s)	

Supervision

Major professor/ Advisor:	
Project/Thesis/Dissertation Committee established:	
Yes ☐	No ☐
List names:	Indicate date when committee will be established:
Committee meetings held:	
Yes ☐	No ☐
Meeting dates:	Please provide reasons:

Key examinations (Indicate target dates or completion dates as appropriate)

Course Work

List courses completed during the year:	List planned courses for the next year (if applicable)

Project/Research proposal defense:	
Yes ☐	No ☐
Date of defense:	Target date for defense

Comprehensive examination:	
Yes ☐	No ☐
Date of examination:	Target date for examination:
Admitted to Candidacy Yes	No Target date for admission

Project/Thesis/dissertation defense:	
Yes ☐	No ☐
Date of defense:	Target date for defense:

Research

Project/Research title (working):	
Progress:	
Satisfactory ☐	Unsatisfactory ☐
	Reasons for unsatisfactory progress:
	Proposed corrective action:

Professional Development Activities

Conferences attended or planned:

Papers/abstracts prepared (provide full citations):

Publications

Other activities:

Funding Support

Type of Support:

Source of funds:

Recommendation for future support:

Career Objectives

List your career goals

How can the program or Graduate School help you to accomplish these goals?

Signatures/Dates

Signature	Date
Student	
Project/Research Advisor	
Program Director/Coordinator	
Department Chair	

School of Graduate Studies (graduatestudies@umes.edu)

Date