

ANNUAL PROGRESS REPORT (APR) FOR MS-NT STUDENTS (Version 2019)

This progress report has been designed specifically for students in the Master's non-thesis program to demonstrate successful progress in the program. Further this annual report documents progress of the School of Biological Sciences graduate students to facilitate collection of student data for programmatic reporting purposes.

Please follow the format below when preparing your report and include all sections in the order listed on page 2. All bold headings should appear as headings in your report, but do not copy the non-bold instructions. If there is nothing to report in a particular section, include the heading with an indication of nothing to report (i.e., NR or N/A). Everything should be listed in chronological order from new to old. It is very important that you include dates with each of your accomplishments listed below.

For MS-NT students, your academic advisor (Rob Reinsvold) will complete a graduate student evaluation based on the information provided in your report. If applicable, evaluations by the instructor-of-record or supervisor of the course(s) you TA'd will be collected by the SBS Graduate Committee, thus is not your responsibility to collect these evaluations.

Here is the timeline you must follow:

1. Turn in a hard copy of your completed APR to your graduate advisor by **first Friday in September**. Keep an electronic copy for your records.
2. Your advisor will sign the APR, if they agree with its contents, and use it to write a summary of your progress for the year, documenting progress towards degree, strengths and weaknesses. The advisor will also evaluate whether you have addressed previously reported weaknesses and then: a) recommend continuation of the student; b) recommend continuation with conditions; or c) not recommend continuation. The advisor will submit the signed APR and his/her summary to the chair of the SBS Graduate Committee by the **third Friday in September**.
3. The chair of the SBS Graduate Committee will communicate with the graduate student only if there is a negative outcome of the review.

Headings to be included in the APR

Student Name:

Degree Sought: MS-Non-Thesis

Today's Date:

Semester/Year Degree Program Started: Indicate when you started your degree at UNC

Cumulative Semesters Towards Degree: List all the semesters you have been working on this degree and whether you were full time or part time during each.

Current Program Cumulative GPA: **Fall-start graduate students are not required to complete an APR their first Fall; however, students who start during a Spring semester are required to complete an APR every fall of their program.*

Please provide the following information (unless indicated, these items apply to all students):

Program Status	Name(s) or Date(s)
Advisor's name	
Program of Study approved by advisor	
Comprehensive exam proposed date	

Projected Graduation Date - Indicate the semester in which you intend to graduate.

Coursework and Grades – Attach an updated version of your **Program of Study**. *The degree plan must be in the correct SBS format and not a print version of Ursa*. The updated degree plan must list the semester/year when you took the class and the grade received. If you have not taken the course yet, do not list a date. At the bottom of the degree plan, note the total number of credits you HAVE and HAVE NOT taken towards your degree.

Deficiencies – List any deficiencies reported in your original admission from the School Director letter (not the Graduate School) and indicate the progress you have made in addressing them.

Honors/Awards – If you received any honors or awards in recognition of any aspect of your graduate study, please provide the relevant information including date(s), etc. Include any travel awards that you may have received from any sources for attending professional meetings. Please include induction(s) into honors societies, scientific societies, etc.

Internships/Special Training/Other Activities – If you engaged in any internships or special training that were related to your graduate program, briefly describe them and include dates.

Service – If you engaged in service during the year, summarize the activities here. This could include such items as judging science fairs, judging junior academy, presentations to the public, clubs, or schools, G.S.A., department committees, etc.

Self-evaluation – Write an evaluation of your academic performance and professional development in the last academic year. This section should be one or two paragraphs in length.

Departmental Support – If applicable, list your TA/GA assignments by year/semester and indicate the professor in charge. Include the FTE (0.4 FTE is a full assistantship) for each semester. Relevant faculty were asked to provide feedback on all graduate students' TA/GA performance at the end of the Fall and Spring semester of last year. These reports were collected by the SBS Graduate Committee to be considered as part of your APR materials, but you do not need to provide any additional material here except documentation of your assignments.

Other Support – Indicate if you have received fellowships, scholarships, other assistantships, or other support and include the year/semester.

Signatures – The final line of your APR should include signature lines for yourself and your research advisor. Both need to be signed and dated to be considered fully complete.