

## **ANNUAL PROGRESS REPORT (APR) FOR GRADUATE STUDENTS (Version 2019)**

This progress report has been designed to comply with graduate school policy that requires each school to submit an annual report documenting the progress of its graduate students and to facilitate collection of student data for programmatic reporting purposes. This APR, in conjunction with evaluations the faculty complete each semester/year of their graduate TA's and/or advisees will be used to generate this report and collect student data.

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. Please save an electronic copy of this report so that in subsequent years you will only need to update the report, not redo it from scratch. It is very important that you include dates with each of your accomplishments listed below.

A graduate student evaluation must be completed by your advisor. It is your responsibility to provide the form to your advisor or request a written evaluation in a timely manner. A copy of the form is at the end of this document. 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.

### **Here is the timeline you must follow:**

1. Turn in a hard copy of your completed APR and an advisor evaluation form 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 SBS Graduate Committee will evaluate the report, agree or disagree with recommendations from the advisor, and submit a summary report to the school director by the **last Friday in October**. For doctoral students that have not yet passed their oral comps, the School Director will agree or disagree and forward the report to the Dean of the Graduate School and the Dean of the College of Natural and Health Sciences.
4. The chair of the SBS Graduate Committee will inform the graduate student of the outcome of the review.

Headings to be included in the APR

**Student name:**

**Degree sought:** (Ph.D., MS-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):

<b>Program Status</b>	<b>Name(s) or Date(s)</b>
Advisor's name	
Committee members' names	
Committee meetings ( <i>min. of one per calendar year</i> )	
Program of Study approved by committee	
Research Proposal approved by committee	
Written comps passed ( <i>Ph.D. students only</i> )	
Oral comps passed ( <i>Ph.D. students only</i> )	
Supervised teaching ( <i>Ph.D. students only; date, course</i> )	
Final oral defense	

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

**Thesis/ Dissertation Focus** – Include a brief statement about the focus of the graduate research.

**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.

**Overview of Research Aims (PhD or Master's Thesis)** – This should be a one to three paragraph description of the *overall aims of your research*.

**Current Research Progress** – Briefly describe in one to three paragraphs the *status* of your current dissertation or thesis research, greatest emphasis on the past academic year.

**Academic Excellence Week (AEW) presentations** – List dates and titles of all AEW presentations you have given.

**Published/Submitted Abstracts** – Please provide a complete citation including all authors in the published order, date, title, journal, volume and page number(s).

**Published/Submitted Peer-reviewed Journal Articles** – Please provide a complete citation including all authors in the published order, date, title, journal, volume and page number(s). If the article has not been published yet, in place of the date note the status (in review, accepted, in press, etc.).

**Other Publications** – Please provide a complete citation including all authors in the published order, date, title, plus journal/book/publication, etc.

**Presentations** – If you made a presentation at a scientific or professional meeting, provide a complete list of authors, title of the presentation, name of the meeting, location, and date(s) of the meeting.

**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** – 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.

**Request for School Support** – If you require financial support from the School during the

next academic year, please indicate so at the end of your APR. Every attempt will be made to provide support for you during the next academic year, provided you request it and provided you are making satisfactory progress on your program of study. There has been a School policy in place that indicated full support would only be provided for four semesters for MS students and eight semesters for Ph.D. students. However, the School will endeavor to provide support to all students who continue to make timely progress towards completion of their degrees.

**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.

## Graduate Advisee Evaluation Form

Please use the following form (or write your own narrative) to evaluate your graduate advisee's performance in the last year. ***Please return the completed forms to the Chair of the Graduate Committee by the third Friday in September.***

Graduate Student: \_\_\_\_\_ Date: \_\_\_\_\_

1. How would you rate this individual's performance and knowledge?

	Outstanding	Good	Needs Improvement	N/A
Knowledge & Skills				
Teaching				
Research				
Attitude				

2. What did this individual do well this year?

3. What concerns do you have regarding this individual?

4. Do you recommend that the student receive a departmental teaching/graduate assistantship?

5. Do you recommend continuation of the student's graduate program?

Faculty Signature: \_\_\_\_\_

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

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