



Annual Progress Report for Ph.D. Students

TO BE COMPLETED BY THE STUDENT

Student Information

Name _____ Student PID Number _____
Advisor's Name _____
Dual Major Unit _____ Primary Unit _____
Date entered MSU-CLS PhD program (semester, year) _____

Academic Progress

Date or expected date of qualifying exams _____ Passed? _____
Date or expected date of written comprehensive exams _____ Passed? _____
Date or expected date of dissertation proposal approval _____
Date or expected date of dissertation defense _____
Most recent contact with advisor _____
Number of meetings with your advisor this academic year _____
Most recent contact with entire guidance committee _____
Current GPA _____ Number of credits below 3.0 _____
Outstanding credits of deferred or incomplete credits, other than 999 _____
List the remaining required courses:

Professional Performance and Potential

GradPlan updated Yes No RCR Requirements Completed Yes No

The Graduate Handbook and University rules define satisfactory progress as follows:

- 1) Graduate students are ordinarily expected to complete at least six credits of coursework each semester in which they are enrolled until all required coursework is completed
- 2) Students should have no more than eight deferred or incomplete credits in courses other than dissertation credit
- 3) Students should have filed an approved GradPlan by the end of their second year in the graduate program
- 4) Students must complete comprehensive exams within 5 years of entering the graduate program
- 5) The PhD should be completed within 5 years of initial enrollment in the grad program
- 6) The PhD should be completed within three years of passing comprehensive exams, and no later than eight years from the date of the first class counted towards the PhD
- 7) PhD candidates must have at least a 3.0 GPA in the degree program
- 8) PhD candidates cannot have grades below 3.0 (including N grades in the P-N grading system) in more than two semester courses required by the guidance committee)

Comments:

Did you receive an assistantship or hourly pay at MSU for any semesters this academic year?

Yes No

Semester	Type of GA	Time ($\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$)	Time (hourly)	Supervisor's name

Did you receive any MSU/Department/CLS fellowship or scholarly money this year?

Yes No

Type	Department	Amount

Progress on Academic Goals

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program.

What kind of support do you need from your mentor to meet your academic needs and foster professional development (e.g., more nominations for awards, more one-on-one meetings, increased connections to networks, information on professional development opportunities, etc.)?

Students should attach the following information to APR to discuss with Advisor (3-page maximum):

- 2) Professional goals for the next academic year
- 3) Papers published or submitted (please update in Campus Solutions as well)
- 4) Presentations at professional conferences
- 5) Participation in funded grants
- 6) RCR Requirements completed
- 7) GA-ship information if applicable (courses taught, research info, summarize experiences gained and skills improved during assistantship/hourly work, etc.)
- 8) Other relevant scholarly activities or accomplishments
- 9) Current CV



Responsible Conduct of Research (RCR) Training Completion Form

Per university requirements, all graduate students in CLS must complete RCR training prior to degree completion. Please use this form to track annually your progress. This form should be completed and submitted in conjunction with your Annual Progress Review each year.

Name _____ APID _____ Date _____

Year in Program 1 2 3 4 5 6 7 8

YEAR ONE REQUIREMENTS

Completion of all four CITI modules

Print/save verification of module completion and submit with your APR

Introduction to the Responsible
Conduct of Research
Authorship
Plagiarism
Research Misconduct

YEAR TWO REQUIREMENTS

Completion of three additional CITI modules

Print/save verification of module completion and submit with your APR.

Collaborative Research
Conflicts of Interest
Data Management
Mentoring
Peer Review

YEARS THREE, FOUR AND FIVE REQUIREMENTS

Engage in three hours of refresher training.

Three hours by end of degree (fulfilled by attending Graduate School, College or program workshops; by class-based discussions of responsible conduct of research.).

Date year 3 training completed _____

Date year 4 training completed _____

Date year 5 training completed _____

DISCUSSION-BASED TRAINING

Six hours by end of degree fulfilled by attending Graduate School, College or program workshops; by class-based discussions of responsible conduct of research.).

Date discussion-based training completed _____

Student Signature

Date

TO BE COMPLETED BY STUDENT'S ADVISOR

Student is making adequate progress towards degree

Student is not making adequate progress towards degree

Comments:

Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

Student

Your signature below indicates that you have discussed the contents of this progress report with your advisor.

Print _____

Sign _____ Date _____

Advisor

Your signature below indicates that you have discussed the contents of this progress report with the student.

Print _____

Sign _____ Date _____

Department Chair/Director _____ Date _____

When both the faculty advisor and student have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. Students should upload a final, signed copy of the report with all necessary attachments to the appropriate tab in Campus Solutions. Students who wish to appeal any part of the advisor’s evaluation may do so in writing to the department chair/school director. For assistance with submitting the report or for any other logistic concerns please contact the Administrative Business Analyst for Chicano/Latino Studies: Olivia Cyman at cymanoli@msu.edu.