



School of Human Ecology  
UNIVERSITY OF WISCONSIN-MADISON

HDFS Annual Progress Report Form - Graduate Student Progress Checklist

Students Name: \_\_\_\_\_ Current Degree Sought:  MS  PhD

Advisor's Name: \_\_\_\_\_

Current Semester:  Fall  Spring Year: 20\_\_ - \_\_

Total semesters enrolled (including current semester): \_\_\_\_\_ semester(s)

**Benchmarks Review:**

**Date:**

- Human Subjects Protection Training (CITI) Completed
- Teaching Assistantship Training Completed
- Required Coursework Completed
- Preliminary Exam Passed (if applicable)
- Thesis or Dissertation Proposal Defended
- IRB Approval Obtained
- Thesis or Dissertation Data Collected
- Thesis or Dissertation Defended (actual or scheduled date)

**Checklist:**

- Student has maintained at least a 3.3 GPA.
- Student has registered for a minimum of two credits per semester (three credits for dissertators).
- Student is not carrying any incompletes more than one semester old.
- Student has been meeting with their advisor as mutually agreed (but in no case less than once per semester). Meetings can be in person or by phone/email as arranged between student and advisor.
- If end of third semester or later, student has formed a thesis or preliminary committee.
- Student has received approval to implement their research proposal (by end of third semester for MS, end of second semester following preliminary exams for PhD).
- Student is progressing towards a timely completion of degree (four-six semesters for MS, six-twelve semesters for PhD)

**Scholarly Productivity:**

Apart from progress toward benchmarks, has the student been productive as a scholar this year (creating high quality scholarly products)?  Yes  No If yes, briefly describe:

**Overall Status:**

- Student is making outstanding progress
- Student is making satisfactory progress
- Student is making satisfactory progress but needs quicker progress toward degree completion
- Student is making unsatisfactory progress

Additional Comments/Recommendations:

Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit form to the following places:**

- 1) Student
- 2) SoHE Graduate Program Office
- 3) Advisor