

**Department of Biochemistry & Molecular Genetics
UNIVERSITY OF LOUISVILLE SCHOOL OF MEDICINE**

**M.S. GRADUATE STUDENT PROGRESS REPORT
ANNUAL COMMITTEE MEETING REPORT FORM**

A departmental record of annual student progress is required. For the course-based and laboratory-based M.S. options the DGS serves as the student's advisor. The DGS will meet with the student each semester and together they will complete PART A of the form below in fulfillment of the annual progress report. For the thesis-based M.S., it is the responsibility of the student to submit completed PART A to his/her research mentor and dissertation committee at the annual committee meeting. It is the responsibility of the student and dissertation mentor/advisor to submit a completed form (PARTS A & B) to the Graduate Executive Committee following each meeting.

Date: _____

Mentor: _____

Student: _____

Committee Members: _____

PART A

COURSEWORK COMPLETED (circle) **YES** Term _____ NO
List Course Completed

List Program

REGISTERED IN CANDIDACY (circle) **MS** Term _____

ANTICIPATED PROGRAM COMPLETION (month/year)

RESEARCH ACTIVITIES (Year)

Laboratory Rotations

Departmental Presentations (list title/month/year of seminars, research conferences)

Publications

Abstracts

Meetings/Symposia Attended

Honors and Awards

IDP (attach)

PART B

Please circle or check responses

Type of meeting

1st Committee Meeting Annual Committee Meeting Remediation Meeting

Student Progress

Select all that apply

- Student is in good standing_____
- Student requires remediation (plan outlined below)_____
- Student is not making satisfactory research progress_____.

Report

(Briefly summarize the committee discussion and provide goals for the student. If the committee votes that the student is not making satisfactory progress and recommends remediation, the report must contain specific concerns that the student is expected to address over the remediation period)

Evaluation of written report:

Evaluation of oral presentation:

Committee Recommendation

Committee Signatures