

**Department of Biology**  
**Graduate Student Progress Report**

**Name:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

To maintain good standing in the graduate program, PhD and MS students must meet with their committees to review their progress each semester unless (after the first year) the committee agrees that progress is such that an annual meeting is sufficient. In the latter case, the annual meeting should be scheduled during the Fall semester.

Please prepare a document containing the following information and send it to all members of your committee to the date of the scheduled meeting. Committee members may also request a current CV and grade report. Following the meeting, please submit this signed form with your update attached to the Graduate Program Director. In your document, please address the following: