Progress Report Policy (updated 4-29-15)

1) Purpose
This policy outlines programmatic documentation requirements for research-intensive MS/PhD students to underline adequate progress towards the intended degree.

2) Requirements
MS/PhD students in Pharmaceutical Sciences requiring completion of an innovative research project for graduation (i.e., research-intensive graduate students) have to fulfill the annual requirement of:

- organizing at least one (1) meeting with the Supervisory or Dissertation Committee where a verbal update on the research project is provided followed by a discussion on the timeline for accomplishment of the next degree milestone.
- submitting a formal annual report according to the specifications provided by the graduate program office that (1) summarizes major research accomplishments during the past academic year, (2) lists research presentations and peer-reviewed publications, (3) identifies awards and honors, and (4) sets prospective goals for the subsequent academic year.

3) Timeline
Committee meeting(s) are scheduled during each academic year based on availability of committee members. The annual report is generally submitted at the end of the Spring semester according to a time table established by the graduate program office. Failure to comply with this Progress Report Policy is viewed as inadequate progress towards the intended degree and may result in consequences as outlined in the Academic Performance Policy.

4) Reporting
- The Supervisory/Dissertation Committee Meeting Report form must be used to document major conclusions of each committee meeting. The student is responsible for completing the top portion of this form and for bringing a hardcopy to the meeting. The Supervisory Faculty will act as the official recorder.
- The completed and signed Supervisory/Dissertation Committee Meeting Report form must be returned within one week after each meeting to the graduate program office for inclusion in the student’s file.
- Annual reports are completed on-line following instructions disseminated by the graduate program office.