

Date _____

Annual Graduate Student Evaluation Form and Progress Report

Department of Chemical Engineering Graduate Program

to be completed by the student at end of each fall semester and final semester

After completing Sections A-D, the student should submit this form electronically to the Research Advisor. After the advisor has included their comments on the form, a meeting should be scheduled to discuss all information on this form. During that meeting, Section E should be filled out, and both parties will sign. The student is responsible for getting signatures from the Committee. A copy of this form with all attachments should be submitted to the Graduate Academic Advisor.

Student Name _____ Advisor Name _____

Year of Enrollment _____ Degree Sought Expected Graduation Date _____

A. Admission Requirements:

1. Were you admitted conditionally? Yes No

If yes, what were the conditions (i.e., must receive a grade of "B" or better in first 3 core courses, etc.)?

Have conditions been satisfied? Yes No

B. Progress in Completion of Program Requirements:

1. Was coursework transferred from another institution? Yes No

If yes, check with Graduate Academic Advisor to insure the Application for Graduate Credit Transfer form is in the student file.

2. Have you filed a Plan of Study? Yes No

If no, will the Plan of Study be filed by the end of the first semester? Yes No

If no, why? Give date of expected submission.

3. Attach Plan of Study. If original plan was modified, attach updated Plan of Study that has Research Advisor's signature.

Forms for the Plan of Study can be found at: [M.S. Plan of Study](#) [Ph.D. Plan of Study](#)

a. Were grades of "C" or "D" given in any completed courses? Yes No

If yes, list the course number(s) and title(s).

Is remediation needed? Yes No

a. Were incomplete ("I") given in any completed courses? Yes No

If yes, what progress is being made toward removing the incomplete?

4. Graduate Committee for Thesis or Dissertation:

a. Have you selected a Graduate Committee? Yes No

Names:

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

5. Qualifying Exam:

Have you taken the Qualifying Exam? Yes No N/A Date passed: _____

If no, will the Qualifying Exam be taken by the end of the first year? Yes No

If no, why?

6. Research Proposal:

Have you passed the research proposal defense? Yes No If yes, date passed: _____

If no, will the proposal defense be completed within 18 months of enrollment? Yes No

If no, why?

7. Original Research Proposal:

Have you passed the ORP defense? Yes No N/A If yes, date passed: _____

If no, will the proposal defense be completed within 18 months of enrollment? Yes No

If no, why?

8. Admission to Candidacy:

Have you submitted the required form to the Deans Office? Yes No If yes, date submitted: _____

C. Progress in Research:

1. Have you submitted or completed the required manuscript for publication? Yes No

2. List all Abstracts, Presentations, and Publications for the past year:

3. List Research Goals for the *past* year and describe progress toward those goals: (attach additional page if needed)

4. List Research Goals for the *next* year: (attach additional page if needed)

D. Miscellaneous:

1. Have you applied for any scholarships or fellowships? Yes No

2. List all awards or honors you received over the past year:

3. Additional information or comments you would like to give:

D. Research Advisor Comments: (attach additional pages if needed)

After completing the previous sections, submit this form electronically to your Research Advisor.

E. SUMMARY OF PROGRESS RATE: **SATISFACTORY:** _____ **UNSATISFACTORY:** _____

Student's Signature:

(Note: Signature confirms discussion of performance evaluation, but does not necessarily indicate agreement)

Research

Advisor's Signature: _____

GRADUATE COMMITTEE: Prior to signing, Committee Members may also give comments if they feel additional information is required. The comments should be given to both the student and Research Advisor. They should also be attached to this form when submitted to the Graduate Academic Advisor.

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

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