

ANNUAL PROGRESS REPORT

The IHGG Annual Progress Report is a mandatory form that is due by February 28th. Students must complete Step 1 through 5, and academic advisors must complete Step 6. Both the graduate student and academic advisor must sign and date Step 7 after discussing the Annual Progress Report for feedback.

Students may submit their completed form through the following URL: <https://ih.ucmerced.edu/form/submit-ihgg-form>

Please retain a signed copy for your records.

Step 1: Student Information

Student Name:

UCM Student Email:

UC Merced Student ID: **Year entered the program:**

Academic Advisor:

Degree Objective:

Have you advanced to candidacy? ☐ Yes ☐ No

If you are a candidate: what year/semester did you advance?

Working title of dissertation:

Expected date of completion: **End date of normative time to degree:**

Step 2: IHGG Requirements

	Completed	Planned	Semester/Year
Language/Skill Exam (PhD only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Qualifying Exam (PhD/MA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Research Paper (PhD 2014-2017 Handbook only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Dissertation Prospectus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Dissertation/Thesis defense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Step 3: Committee and Fields

Fields	Area of Study	Faculty Member	Title	Consent
Dissertation Field				
General Field				
Field 3				
Field 4				

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Step 4: *Coursework – please list previous two years completed and courses planned for Fall and Spring*

Course	Completed	Grade	Planned	Semester/Year

Step 5: *Additional Information*

Provide any additional information regarding completed courses and grades.

Provide information regarding teaching and/or teaching assistant activities during the past two semesters (Spring and Fall).

Provide information regarding any conference you attended during the past two semesters and note if you presented.

Provide information regarding any funding opportunities during the past two semesters.

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Step 6: *Completed by academic advisor*

	Yes	No
Have you met and communicated with the student on a regular basis throughout the academic year?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student meeting the highest scholarly standards?	<input type="checkbox"/>	<input type="checkbox"/>
Is the student making timely satisfactory progress in the program towards the degree?	<input type="checkbox"/>	<input type="checkbox"/>
Does the student's choice of fields constitute a rational course of study?	<input type="checkbox"/>	<input type="checkbox"/>

Are there any special circumstances you are aware of which have affected the student's performance the past two semesters (Spring and Fall) and should be noted? (e.g. illness, bereavement, financial difficulties)

If there are problems with the student's course of study, level of performance, or timeliness of satisfactory progress towards the degree, indicate how these have been communicated to the student and how the student plans to address them.

Additional comments:

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Step 7: *Student's Signature and Advisor's Signature*

My signature on this form indicates this is a true representation of my academic work.

Student Signature

Date

I have read and discussed this progress report with the student, and I have no concerns about this student's academic progress.

Advisor Signature

Date

Please note:

Annual Progress Reports are due by February 28th.

Students must complete Step 1 through 5.

Academic advisors must complete Step 6.

Graduate students and academic advisors must sign and date Step 7 after discussing the form.

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