**PROGRESS REPORT WORK-UP SHEET for M.S. Students**

Use this work-up sheet to indicate and communicate to your advisor the content of the Annual Progress Report form that you will submit online (<https://www.bio.txst.edu/department-forms/student-forms.html>). This work-up sheet does not need to be submitted. It is only intended to facilitate communication between you and your advisor.

Program entrance date (semester and year):

Number of credit hours you will have completed by the end of this semester:

Expected date of program completion (semester and year):

Will you be requesting support as an Instructional Assistant for the upcoming academic year? The online form will ask you to specify fall, spring, or neither.

**Students pursuing a thesis-based degree should complete this section:**

Please provide the semester and year when the following activities were completed or when they are expected to be completed.

      Thesis committee form submitted to department for approval

      Thesis proposal submitted for initial review by major professor

      Thesis proposal discussed and defended with thesis committee

      Thesis proposal submitted for approval to department and Graduate College

An approved thesis proposal and Thesis Proposal Form must be on file at the Graduate College in order to be eligible to apply for a Thesis Research Support Fellowship. Please answer these questions related to funding. Note that this information is being collected for ongoing program assessment, not necessarily to evaluate your progress.

      Did you apply for Thesis Research Support Fellowship?

      Did you receive thesis research support funds?

      How many applications for research support did you submit to external granting sources?

      From the question above, how many requests were funded?

      Did you prepare any research manuscripts related to your thesis?

      From the above question, how many manuscripts were submitted for publication?

**Comments by student.** If needed, explain why any target dates (tasks toward degree completion) have not been met.

**Comments by advisor.** Certify accuracy of information provided by the student and provide any other information on student’s progress.