**PROGRESS REPORT WORK-UP SHEET for Ph.D. 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.

Date:

Student name:

Advisor:

Program entrance date (semester & year):

Did you enter the program with a BS or MS degree:

Expected date of program completion (month & year):

Please check if you will be requesting support as an Instructional Assistant for the upcoming academic year: [ ]  fall [ ]  spring

**Please provide the information requested below:**

Please provide the date (mo/yr) when the following activities were completed or when they are expected to be completed.

      Officially formed committee (expected during first year)

      Completed coursework (expected by end of second or third year for entering MS and BS students, respectively)

      Passed written and oral candidacy exams (expected to be completed within two years of entrance date for students entering program with an MS and within three years for students entering with a BS)

      Initiated dissertation research

      Completed dissertation research

      Initiated writing of dissertation

**Please answer the following questions:**

      Did you submit an application for dissertation research support?

      Did you receive dissertation research support funds?

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

      How many applications for funding from external sources were funded?

      How many research manuscripts based on your dissertation work did you prepare?

      How many research manuscripts based on your dissertation work did you submit for publication?

**Comments by student** (explain why any student checkpoints have not been met and when they are expected to be met):

**Comments by advisor** (explain why any advisor checkpoints have not been met and certify accuracy of information provided by the student. Please verify whether or not DIA support will be needed for the upcoming academic year):

**Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**