Report of Research Progress and Advisory Committee Meetings

NOTE: Students are required to meet with their Advisory Committees AT LEAST ONCE PER YEAR. If this report reflects the 3rd semester without a documented meeting, the student will receive a grade of UNSATISFACTORY for his/her research credit hours.

Research Progress Report

The student and Major Advisor are responsible for submitting a research progress report or an Advisory Committee meeting report at the end of each semester in which the student is enrolled for credit hours that are related to research (Investigation of a Problem or Thesis/Dissertation). This report will assist the student and his/her Advisor in focusing on the research objectives accomplished during the period and those that will be accomplished in the subsequent grading period. It is a mechanism for the student and Advisor to determine if "timely progress" is being made.

The student must complete the form and submit it to his/her Advisor for approval. The Advisor's role is to review the report with the student and make additional comments if necessary. The student and Advisor signify approval of the report by signing the form and forwarding it to the Program Director along with the student's grade (U or S) for the grading period. **Failure to file the report by the end of the grading period results in a grade of UNSATISFACTORY being sent to the Registrar's office.** Should the Advisor disagree with the student's assessment, s/he is responsible for placing in writing comments indicating the specific areas of disagreement, giving the student a copy of the comments and forwarding the form, grade and the comments to the Program's Director. Copies of the report form are forwarded to the Dean's office by the program director and placed in the student's file.

*The **Research Progress Report** should consist of two sections. Both must be completed EXCEPT for those students enrolled in the course for the first time. For them, only the second section must be completed.*

PART I. State the specific objectives achieved during this grading period in your research program. Relate the completed objectives to those you proposed to complete in your previous report and the specific aims stated in your research proposal, if appropriate. If you were unable to complete a proposed objective, state the reason(s) why and indicate what the effect may be on your progress toward completing your thesis/research project.

PART II. State the research objectives you propose to complete during your next enrollment period. These objectives should be agreed to by you and your Major Advisor.

REPORT OF ADVISORY COMMITTEE MEETING:

The student and Major Advisor are responsible for submitting an Advisory Committee meeting report at the end of each semester in which such a meeting occurred. The Advisory Committee Meeting Report serves as the student's Research Progress Report for that semester.

The Advisory Committee Meeting Report should begin with an outline or description of the materials to be presented and discussed. This should be prepared prior to the meeting, using the first page of the attached form with additional pages attached as necessary. All Advisory Committee members, the Major Advisor, and the student must sign the completed Report form, which is then submitted to the Program Director. Copies of this report form are forwarded to the Dean's office by the Program Director and placed in the student's file.

![Augusta University - The Graduate School logo]

Report of Research Progress and

Advisory Committee Meetings
Doctor of Philosophy Degree

Student Name: _____ Major Advisor: _____

Graduate Program: _____ Grading Period and Year: _____

Did you meet with your Advisory Committee this grading period? ☐ **YES** ☐ **NO**

If YES, Date of Meeting: _____

<u>NOTE</u>: Students are required to meet with their Advisory Committees AT LEAST ONCE PER YEAR. If this report reflects the 3rd semester without a documented meeting, you will receive a grade of UNSATISFACTORY for your research credit hours.

<u>**USE THE SPACE BELOW FOR**</u>**:** *RESEARCH PROGRESS REPORT***:** Include specific objectives achieved this grading period and research objectives for next grading period. Use additional pages as necessary.

<u>**OR FOR**</u>**:** *OUTLINE FOR COMMITTEE MEETING,* **if held:** Fill out prior to meeting. List and identify any attachments, e.g., handouts. *Summary Report* with Advisory Committee members' signatures also required, NEXT PAGE.

_____   _____
Student's Signature   Advisor's Signature

NOTES/SUMMARY OF ADVISORY COMMITTEE MEETING (entered at meeting or completed afterwards if extensive) Approved by Student and Advisory Committee:

Date of Meeting: _____

Approved by Student and Advisory Committee:

1._____   5._____

2._____   6._____

3._____   7._____

4._____   8._____

Date: _____

Program Director: _____