

Department of Nutrition & Exercise Sciences

Annual Progress Report Form for Continuing Doctoral Students

Progress of doctoral students in the Department of Nutrition & Exercise Sciences will be formally evaluated on an annual basis. Annual progress reviews are a valuable mechanism for reflecting on what has been achieved, identifying strengths as well as areas for development, noting areas in need of change, and establishing future directions. This formal annual review does not preclude additional evaluation of a student throughout the year if deemed appropriate.

At the start of Fall term, the student will complete the student portion of the Annual Progress Report Form for Continuing Doctoral Students and submit the completed form, along with requested attachments, to his/her major advisor. The major advisor will review the materials and complete the major advisor portion of the Annual Progress Report Form for Continuing Doctoral Students.

The student and major advisor will then meet to discuss the student's progress and major advisor's evaluation. The student and major advisor will both have an opportunity following the meeting to revise what each had originally written. The student and major advisor will subsequently sign the final version of the Annual Progress Report Form for Continuing Doctoral Students to indicate that they have discussed the contents and had an opportunity to incorporate revisions.

Students may attach a letter of rebuttal if they do not agree with any part of the major advisor's evaluation. Copies of the signed report (and any letter of rebuttal) should be distributed to the student, major advisor, and student's file in the NES Department office by the end of the first four weeks of classes.

The student should attach the following information to the Annual Progress Report Form for Ongoing Doctoral Students:

- **A copy of the current program of study including grades achieved for all completed courses.**
- **A current vitae that highlights entries from the previous academic year.**
- **Student assessment of teaching scores for any courses taught in the previous academic year.**

Student Your signature below indicates that you have discussed the contents of this progress report with your major advisor and had an opportunity to revise what you originally wrote. Students may attach a letter of rebuttal if they do not agree with any part of the major advisor's evaluation.

Signature: _____ Date: _____

Major Advisor Your signature below indicates that you have discussed the contents of this progress report with the student and had an opportunity to revise what you originally wrote.

Signature: _____ Date: _____

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Portion Completed by the Student

Name of Student: _____

1. List your goals that were established for the previous academic year.

- Comment on your progress in achieving your goals during the previous academic year. If you feel that you are not making acceptable progress, explain why. Include perceived obstacles that hinder your progress as well as any areas in which you feel in need of assistance.

- Outline your goals for the upcoming academic year.

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Portion Completed by the Major Advisor

Name of Major Advisor: _____

1. Comment on whether the student has made acceptable progress toward the goals established for the previous academic year.

2. Comment on the areas in which the student should focus his or her efforts in the upcoming year.