

Plant Sciences Graduate Student Progress Checklist

Date \_\_\_\_\_

Are your studies on track? **By January 31** of each year of graduate study, students should schedule a conference with their advisor(s) to evaluate student progress. This form will be completed (with signatures) and a copy submitted to the Departmental Graduate Director following that conference. The student's graduate advisory committee may participate in preparing the progress report and can recommend action when appropriate.

Name \_\_\_\_\_

Degree Enrollment Year 20 \_\_\_\_\_ MS \_\_\_\_\_ ; PhD \_\_\_\_\_

Entry Semester: FALL \_\_\_\_\_ ; SPRING \_\_\_\_\_ ; SUMMER \_\_\_\_\_

Target graduation semester/year \_\_\_\_\_

Concentration \_\_\_\_\_

Major professor \_\_\_\_\_

Other advisory committee members\* \_\_\_\_\_

*Optional* (for MS) \_\_\_\_\_

*Optional* \_\_\_\_\_

*Optional* \_\_\_\_\_

Proposed Thesis/Dissertation Title:

\_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

(on date: mm/dd/yy): \_\_\_\_\_

DATE

Selection of major professor and field of study \_\_\_\_\_

First meeting of students graduate advisory committee (1<sup>st</sup> semester) \_\_\_\_\_

Academic program (coursework) approved by Grad Advisory Committee \_\_\_\_\_

Research proposal submitted to Grad Advisory Committee (2<sup>nd</sup> semester) \_\_\_\_\_

Graduate seminar (PS 504) on proposed research (by 2<sup>nd</sup> semester) \_\_\_\_\_

"Final form" thesis/dissertation draft to committee  
(at least 2 weeks before exam) \_\_\_\_\_

Graduate seminar defending research (& public fliers posted) \_\_\_\_\_

Final oral, defense examination (&fliers posted, *if differs from above*) \_\_\_\_\_

Submission of thesis/dissertation to Graduate School \_\_\_\_\_

**Final Departure Checklist:**

\_\_\_\_\_ Name, date & content labels on all freezer stocks, experimental standards, etc.

\_\_\_\_\_ Provide your major professor with backup data and thesis/dissertation text files

\_\_\_\_\_ Clear office desk & lab workspaces

\_\_\_\_\_ Inform Janice Crockett of your final date of employment

\_\_\_\_\_ Submit to Sandy Kitts a PDF file containing your thesis/dissertation title page,  
abstract & signed committee page

\_\_\_\_\_ Return all university & departmental keys

\_\_\_\_\_ Pay all relevant university & departmental fees

\_\_\_\_\_ Provide Janice Crockett with your alumni contact information for forwarding  
mail, job announcements & referrals

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

=====  
Major Professor's recommendation/comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_

=====  
Grad Director's recommendations/comments:

Signature \_\_\_\_\_ Date \_\_\_\_\_