

GRADUATE PROGRAM IN BIOMEDICAL SCIENCES ANNUAL RESEARCH PROGRESS EVALUATION

I. GENERAL INFORMATION

All graduate students in the BMSC Graduate Program are evaluated annually. Submission of an Annual Research Progress Evaluation (ARPE) is essential for remaining in good academic standing. The annual “*Student Progress Report*” provides the student, Guidance, or Dissertation Committee members, and Graduate Advisor the opportunity to assess the student’s accomplishments and whether progress toward the degree is being made in a timely manner. The report assesses course work, TAs, oral and poster research presentations, and research productivity. The report also captures elements of professional development and leadership.

The annual progress report is due before **September 15 (deadline extended due to COVID-19 campus closure)**. A reminder about the necessity of the annual meeting will be provided to both graduate students and major professors.

II. ANNUAL MEETING WITH GUIDANCE, OR DISSERTATION COMMITTEE

A. MEETING FREQUENCY AND TIME

Students *must meet* annually with their Major Professor and Guidance, or Dissertation Committee to assure the student’s timely progression to the degree.

The *ARPE* should be completed during or within two weeks after a face-to-face meeting between the student and *all* members of his/her Guidance, Thesis, or Dissertation Committee.

B. STUDENT RESPONSIBILITIES FOR THE ANNUAL MEETING

- Students should contact members of their committee three to four weeks in advance of the report deadline and arrange for a meeting time.
- Students must reserve a conference room for the meeting and notify committee of scheduled date.
 - During COVID-19 campus closure: Use Zoom (or other video conference application) for meeting coordination.
- Students should fill out the data for the *Academic Progress and Professional Development sections* prior to the meeting and bring the *Report* to the meeting.
- One week prior to the annual meeting, students should provide committee members the complete ARPE form.
 - During COVID-19 campus closure: electronic copies should be distributed to committee for review. The major professor/committee chairperson should keep track of the discussion points and complete the final evaluation.
- Students should prepare a short but informative presentation his/her coursework and research progress to date, work remaining to complete the degree, and plans for completing the research and degree.
- If there are reasons for slow progress or impediments to timely degree completion, they should be discussed in this meeting.

C. MAJOR PROFESSOR AND COMMITTEE MEMBER RESPONSIBILITIES

- The Major Professor should organize his/her thoughts about the student’s research discoveries, work habits, and progression toward the degree. His/her in-depth knowledge may be needed to complement the Committee members’ knowledge of the student. This should be documented as

written comments on the student's progress to other committee members and the student prior to the meeting and included in the report.

- The Major Professor and Committee members will fill out the *Overall Performance, Comments, and Evaluation* sections of the *ARPE*. These sections document research progress and provides recommendations for the future.
 - During COVID-19 campus closure: an electronic copy of the final *ARPE* with electronic signatures should be submitted to the graduate by the committee chairperson.

D. GRADUATE ADVISOR RESPONSIBILITIES

- Graduate Advisor will announce the call for the annual progress reports.
- Graduate Advisor will read reports and have follow up with conversations with students in difficulty.
- Graduate Advisor will notify students who are not making acceptable progress toward degree. This will be reported to the graduate program Director.

E. MATERIALS TO BE SUBMITTED TO GRADUATE ADVISOR

Completed *ARPE* form must be submitted to complete the Annual evaluation of student performance. A hard copy of the *ARPE* with wet signatures must be submitted to the Graduate Advisor by the deadline, **September 15**.

- During COVID-19 campus closure: an electronic copy of the final *ARPE* with electronic signatures should be submitted to the graduate advisor for final processing.

The Graduate Advisor must approve the completed *ARPE* for the student to remain in good academic standing. A copy will be submitted to the Student Services Advisor and the Graduate Division for the student file.

F. STANDARDS FOR MAKING ACCEPTABLE PROGRESS TOWARDS DEGREE OBJECTIVE

1. Definition of Normative Time

Students must be making acceptable progress toward their degree objective. By Graduate Council definition, students are expected to finish their Ph.D. in a total of five years, which is considered normative time.

2. Criteria for making acceptable progress

Acceptable progress towards the degree objective is determined by evaluating:

- Progress towards completing required coursework as outlined on the student's Course Plan.
- Evidence of research achievement, which may include publications or presentations authored or co-authored by the student and the awarding of grant support for their research.
- Successful completion of Qualifying Examinations (written and oral) by the end of their third year in the Ph.D. program.
- Submission and revision of the Ph.D. candidate's research proposal to the Dissertation Committee within three months of the date that the Qualifying Examination was passed.