Neuroscience Graduate Program

ANNUAL REPORT ON PROGRESS IN CANDIDACY IN THE DOCTORAL PROGRAM
(Note: The absence of filed reports will be considered a lack of significant progress toward degree and could result in termination of funding, and/or recommendation for dismissal from the program)

Student Name: ___________________________ SID#: ___________________________

Advance to Candidacy Date: ___________________________ Last Meeting Date: ________________

Anticipated Completion Date: ___________________________ Current Meeting Date: ________________

PRIOR TO THE MEETING (student must complete following and forward to Thesis Committee, at least 10 days before the scheduled meeting date):

Progress Report (no more than 2 pages) addressing following questions:
1. What progress have you made toward degree during the past year? (Do not report on progress from past years). Explain any deviations from last year’s goals.
2. Outline the remaining requirements for your dissertation and propose a timeline for completing them. Indicate clearly your specific goals for the next year.
3. Do you use animal and/or human subjects in research?
   - No   - Yes; if Yes, Protocol #: ___________________________ (Must Complete)

AT THE MEETING:
The Thesis Mentor and any two of the three committee members are considered a quorum. Secure signatures from attendees at the end of the meeting.

Committee Evaluation of likelihood of completion in 5.5 year:  - Uncertain  - Likely  - Certain

Name ___________________________ Signature ___________________________

_____________________________ (Chair) _________________________________

_____________________________ (Co-chair) ________________________________

______________________________ ________________________________

______________________________ ________________________________

______________________________ (Outside) ________________________________

AFTER THE MEETING: (Mentor: Note the NEW REQUIREMENT for a brief committee report.)
1. At the close of the meeting, student brings signed form and copy of progress report to Graduate Affairs Office 444 Li Ka Shing.

2. The thesis adviser writes a brief report (1-2 paragraphs) summarizing the committee’s evaluation of i) student progress, ii) recommendations for next year’s objectives, and iii) overall professional development (conference presentations, publications, etc.). Email this report to the GAO at tleonard@berkeley.edu. The report is shared with the student, who has the right to reply in writing to any comments. The committee report and the student’s reply (if any) are part of the student’s permanent record.

_________________________________________  ________________________________
Signature of Head Graduate Adviser  Date