### USF College of Marine Science

**Master’s Degree** Student Progress Report for **YEAR**: \_\_\_\_\_\_\_\_

(Update the blank with the current year each fall that this is due)

**Highlight in blue specific accomplishments of the past academic year.**

If you have blue text from last year, make it purple so that only information from the most recent year is in blue. Insert additional space and pages as needed.

Retain a copy for your records.

**Students who have been here for more than two semesters –** Fill out this form (new parts in blue) and email it to [sfrancis1@usf.edu](mailto:sfrancis1@usf.edu) **and** your major advisor by for them to complete item 17.

**Faculty –** Add a new update in bluefor item 17 and then email the entire report to [sfrancis1@usf.edu](mailto:sfrancis1@usf.edu) and your student, so that they can use it as the starting point for next year.

Name:

1. Date of initial enrollment:
2. Permanent major advisor assigned (date & name):

(Target – 2nd semester)

1. Thesis advisory committee appointed (date, names & institutions):

(Target – 2nd or 3rd semester)

1. Thesis proposal approved (date & title):

(Target – 2nd or 3rd semester)

1. Core courses completed (list courses and semester completed):

(Target – within 2 years)

1. Other formal courses completed (list courses and semester completed):

(Target – within 2 years)

1. Thesis committee meetings dates:
2. Initial committee meeting (committee appointed, thesis proposal presented):
3. Committee meeting(s) to report progress (list any/all – students should meet with committee at least annually if research and thesis writing require more than 1 year):
4. Sufficiency committee meeting (to verify that student is ready to defend after the committee has had more than 2 weeks to read thesis):
5. List oral and poster presentations you have made at any National or International Meetings:
6. List any refereed manuscripts you have been an author on that have been submitted, accepted, and/or published.
   1. **Submitted:**
   2. **Accepted:**
   3. **Published:**
7. List any honors and awards, including any fellowships or scholarships received.
8. Thesis successfully defended (date & title):

(Target – within 2-3 years)

1. Final draft of thesis approved and signed by committee (date):

(Target – within 2-3 years)

1. Final Thesis submitted to Graduate School (date):
2. Graduation Date:
3. Major Professor Statement: (What is your evaluation of the student’s progress to date, their plan for the future, and is the student on track to complete the degree within the USF time limits? *Please* e*xplain.)*