**Graduate Student PhD/Master’s Thesis Annual Progress Report**

# Instructions to STUDENTS: Please UPDATE this form\* BEFORE every annual progress report meeting and submit to your Program Director along with a recent copy of your degree audit\*\* at least 5-business days prior to the meeting.

\**this form is a living document that students will need to update as they progress in their program.*

*\*\*to generate and download a degree audit, visit the* [*Student Information System*](https://sisweb.ohsu.edu/) *(SIS) portal.*

# Routing: Once complete (post-meeting with Program Director) and signed by student and Program Director), please [submit here](https://app.smartsheet.com/b/form/d9802393e8bd4233b36e003ecc0d2988) within 5-business days.

# Section 1: Student Information

**Meeting Date:**

**Name:**

**UID:**

**ORCiD**

**Program:**

**Degree:**

**Academic Probation and/or a Remediation Plan? (Y\*/N):**

**Mentor(s):**

**Matriculation Term/Year\*\***

\*If yes, please include a brief explanation.

\*\*Term and year the student entered their current program (e.g. Fall 2018).

# Section 2: Student Progression

**Rotations (PI, dates, description; if applicable)**

Rotation 1:

Rotation 2:

Rotation 3:

**Mentor Assignment**

Documentation Submitted to Program and Graduate Studies (Y/N):

**Qualifying Exam (PhD only)**

Date of Exam:

Result (pass, conditional pass, no pass):

Documentation Submitted to Program and Graduate Studies (Y/N):

**Advancement to Candidacy (PhD only)**

Date of Advancement:

Documentation Submitted to Program and Graduate Studies (Y/N):

**Scientific Advisory Committee or Pre-Dissertation/Thesis Advisory Committee (DAC/TAC)**

Committee Members:

Meeting Dates:

**Dissertation/Thesis Advisory Committee (DAC/TAC)**

Committee Members (indicate roles):

Meeting Dates:

Documentation Submitted to Program and Graduate Studies (Y/N):

**Dissertation (Post-qualifying exam)/Thesis**

Proposed Title:

Abstract (background, hypothesis or goal; 200 – 500 words):

Progress (2 – 3 Sentences):

Date of Previous DAC/TAC Meetings (attach summaries):

**Proposed Timeline to Graduate:**

# Section 3: Research and Academic Productivity

Please cite journal articles using The National Library of Medicine (NLM) format and include the PMID. Below is a sample citation:

*Freedman SB, Adler M, Seshadri R, Powell EC. Oral ondansetron for gastroenteritis in a pediatric emergency department. N Engl J Med. 2006 Apr 20;354(16):1698-705. PubMed PMID: 16625009.*

1. Book Chapters
   1. Accepted/Completed
   2. Submitted
2. Review Articles
   1. Accepted/Completed
   2. Submitted
3. Peer Reviewed
   1. Accepted/Completed
   2. Submitted
4. Non-Peer Reviewed
   1. Accepted/Completed
   2. Submitted
5. Scientific, Career and/or Professional Development Conferences
   1. Attended (name, location, date(s) attended)
   2. Participated (name, location, date(s) attended)
   3. Anticipated (name, location, anticipated date(s) of attendance)

# Section 4: Additional Responsibilities and/or Activities

1. Scientific Collaborations:
2. Teaching/Mentoring Activities:
3. Professional/Career Development:
4. Additional responsibilities and/or activities (committees, organization, community service, etc.):

# Section 5: Additional Information

1. Funding (departmental, grants, fellowships, etc.):
2. Please list any updates and/or special circumstances you wish to make known (if applicable):

# Section 6: Approval Signatures

**STUDENT**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Date

**PROGRAM DIRECTOR**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Date