**ANNUAL STUDENT PROGRESS REPORT - NEUROSCIENCE GRADUATE PROGRAM**

*(Failure to file an annual report 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#: ___________________________

Advancement to Candidacy Date: ___________  Last Thesis Committee Meeting Date: ___________

Anticipated Completion Date: ___________  Current Meeting Date: ___________

**PRIOR TO THE MEETING:**
The student must provide the thesis committee members with a progress report (no more than two pages) at least 10 days before the scheduled meeting date that addresses the following topics:

1. What progress have you made towards your degree during the past year? Include specific scientific achievements and discussion of any major obstacles or changes in direction. The emphasis should be on the past year and not prior years. Explain any deviations from last year’s goals.
2. Outline the remaining requirements for your dissertation and propose a timeline for completing them. Describe your specific goals for the next year.
3. Do you use animal and/or human subjects in your research?
   - No  - Yes; if Yes, Protocol #: ______________

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

Name ___________________________ (Chair) ___________________________

___________________________ (Co-chair) ___________________________

___________________________ ___________________________

___________________________ ___________________________

___________________________ (ASR)* ___________________________

*(Academic Senate Representative)*

**AFTER THE MEETING:**
1. Student brings signed form and hard copy of progress report to Candace Groskreutz in the Graduate Affairs Office 444 Li Ka Shing.

2. The thesis adviser writes a brief (1-2 paragraphs) report summarizing i) the committee’s evaluation of student progress, ii) professional development (conference presentations, publications, etc.) over the past year, and iii) recommendations regarding next year’s objectives. This report should be emailed to candaceg@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) become part of the student’s permanent academic record.