

**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 one page) 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.

<u>Name</u>	<u>Signature</u>
_____ (Chair)	_____
_____ (Co-chair)	_____
_____	_____
_____	_____
_____ (ASR)*	_____

\*(Academic Senate Representative)

**AFTER THE MEETING:**

1. Student sends signed form to Leleña Avila ([neuro-grad-program@berkeley.edu](mailto:neuro-grad-program@berkeley.edu)).
2. A designated committee member who is not the student's 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 [neuro-grad-program@berkeley.edu](mailto:neuro-grad-program@berkeley.edu). This report is shared with the student, who has the right to reply in writing to any comments. The thesis committee report and the student's reply (if any) become part of the student's permanent academic record.