

ANNUAL PROGRESS REPORT (APR) FOR GRADUATE STUDENTS

Updated 23 Sep 2022

This progress report has been designed to comply with graduate school policy that requires each department to submit an annual report documenting the progress of its graduate students and to facilitate collection of student data for programmatic reporting purposes.

Please follow the format below when preparing your report and include all sections in the order listed on page 2. All bold headings should appear as headings in your report, but do not copy the non-bold instructions. If there is nothing to report in a particular section, include the heading with an indication of nothing to report (i.e., NR or N/A). Report activities, in chronological order, from August of the past year until August of the current year (i.e., the past academic year). Please save an electronic copy of this report so that in subsequent years you will only need to update the report, not redo it from scratch. It is very important that you include dates with each of your accomplishments listed below.

In addition to this report, faculty evaluations of research progress and teaching competency will contribute to an overall letter summarizing each graduate students' progress. The Graduate Committee will collect evaluations from your advisor(s) and your TA supervisor(s), as applicable, for the past academic year.

Here is the timeline you must follow:

1. Turn in an electronic copy of your completed APR by **first Friday in September**. One copy should be emailed to your advisor and another copy should be deposited in your personal UNC SharePoint folder for your program.
2. Through an external evaluation submitted to the Graduate Committee, your research advisor will grant their approval of your APR if they agree with its contents. Your advisor will evaluate your progress for the year, including your strengths and weaknesses. Your advisor will also evaluate whether you have addressed previously reported weaknesses and then: a) recommend your continuation in the program (with or without funding); b) recommend continuation with conditions; or c) not recommend continuation. Your advisor will submit their evaluation to the chair of the Biology Graduate Committee by the **third Friday in September**.
3. The Biology Graduate Committee will evaluate the report, agree or disagree with recommendations from the advisor, and submit a summary report to the Department Chair by the **last Friday in October**. For doctoral students that have not yet passed their oral comps, the Department Chair will agree or disagree and forward the report to the Dean of the Graduate School and the Dean of the College of Natural and Health Sciences.
4. The Chair of the Biology Graduate Committee will inform the graduate student and their mentor of the outcome of the review. A copy of the review will be stored in the student's individual SharePoint folder (see final page).

Headings to be included in the APR

Student name:

Preferred pronouns:

Degree sought: (Ph.D., MS-Thesis)

Today's date:

Semester/Year degree program started: Indicate when you started your degree at UNC

Cumulative semesters towards degree: List all the semesters you have been working on this degree (i.e., those you have been registered for graduate coursework)

Current program cumulative GPA:

**Fall-start graduate students are not required to complete an APR their first Fall; however, students who start during a Spring semester are required to complete an APR every fall of their program. Continuing graduate students intended to defend in a Fall semester are required to submit an APR in their final semester.*

Please provide the following information (unless indicated, these items apply to all students):

Program Status	Name(s) or Date(s)/Tentative Date(s)
Advisor's name	
Committee members' names	
Committee meetings (<i>min. of one per calendar year</i>)	
Plan of Study approved by committee	
Research Proposal approved by committee	
Written comps passed (<i>Ph.D. students only</i>)	
Oral comps passed (<i>Ph.D. students only</i>)	
Supervised teaching (<i>Ph.D. students only; date, course</i>)	
Final oral defense/ projected graduation date	

Thesis/ Dissertation Focus – Include a brief statement (a few sentences) about the focus of your graduate research.

Coursework and Grades – Be sure that an updated version of your **Plan of Study** is available in your SharePoint folder. If a copy is not deposited in your SharePoint folder, provide an explanation of when this will tentatively occur and an explanation of the delay in approval (if it is beyond your second semester in your program).

Overview of Research Aims (PhD or Master's Thesis) – This should be a one to three paragraph description of the *overall aims of your research*.

Current Research Progress – Briefly describe in one to three paragraphs the **status** of

your current dissertation or thesis research, greatest emphasis on the past academic year. You may address achievements and areas of notable progress as well as delays and issues and how you are/planning to address them.

Academic Excellence Week (AEW)/ Research Day presentations – List dates and titles of all AEW presentations in which you participated in the past academic year.

Published/Submitted Abstracts – Please provide a complete citation including all authors in the published order, date, title, journal, volume and page number(s) of abstracts published or submitted in the past academic year.

Published/Submitted Peer-reviewed Journal Articles – Please provide a complete citation including all authors in the published order, date, title, journal, volume and page number(s) of articles published or submitted in the past academic year. If the article has not been published yet, in place of the date note the status (in review, accepted, in press, etc.).

Other Publications – Please provide a complete citation including all authors in the published order, date, title, plus journal/book/publication, of other publications produced in the past academic year.

Presentations – If you presented at a scientific or professional meeting in the past academic year, provide a complete list of authors, title of the presentation, name of the meeting, location, and date(s) of the meeting.

Honors/Awards – If you received any honors or awards in recognition of any aspect of your graduate study in the past academic year, please provide the relevant information including date(s), etc. Include any travel awards that you may have received from any sources for attending professional meetings. Please include induction(s) into honors societies, scientific societies, etc.

Internships/Special Training/Other Activities – If you engaged in any internships or special training in the past academic year that were related to your graduate program, briefly describe them and include dates.

Service – If you engaged in service during the past academic year, summarize the activities here. This could include such items as judging science fairs, judging junior academy, presentations to the public, clubs, or schools, G.S.A., department committees, etc.

Self-evaluation – Write an evaluation of your academic performance and professional development in the last academic year. This section should be one or two paragraphs in length.

Departmental Support – List your TA/GA assignments by year/semester and indicate the faculty member in charge.

Other Support – Indicate if you have received fellowships, scholarships, other assistantships, or other financial support, and include the year/semester of receipt.

Request for Departmental Support – If you require financial support from the Department

during the next academic year, please indicate so in a brief statement here. This includes requesting continuation of your TA position. Every attempt will be made to provide support for you during the next academic year, provided you request it and provided you are making satisfactory progress on your program of study. Departmental TA support offers typically include four semesters for MS students and 8-10 semesters for Ph.D. students. However, the Department will endeavor to provide support to all students who continue to make timely progress towards completion of their degrees and timely submission of relevant documents (e.g., APRs, Plan of Study, Proposals).

How to submit your APR

1. Once you have prepared your finalized APR, you may check with your research advisor if they would like to do a preliminary review prior to the student submission deadline (i.e. first Friday of Sept).
2. Create a finalized pdf of your APR and name it according to the specifications below:
 - a. APR_FirstInitialLastName_YearofSubmission
 - b. For example, "APR_EHolt_2023" would be the APR Dr. Holt might submit in the Fall of 2023 (that reports on progress from 2022-2023).
3. You will navigate to your personal SharePoint folder.
 - a. You received a link to this folder via email from Dr. Benedict in the first semester of your program. Bookmark that link. If you can't find it, follow the instructions below.
 - i. Navigate to the following weblink:
<https://uncoedu.sharepoint.com/sites/SchoolofBiologicalSciences/Graduate%20Student%20Forms/Forms/AllItems.aspx>
 - ii. If you are signed in using your UNC employee/ first.last credentials, it should direct you immediately to your folder.
 - iii. Find the folder with your program and name (e.g., PhD Holt, Emily)
4. Deposit a pdf copy of your APR in your SharePoint folder and notify your mentor that it is available there.
5. Be sure that other relevant documents (e.g. approved Plan of Study, approved Research Proposal), as appropriate, are deposited and available in that same folder.