

# Texas State University

## Annual Doctoral Student Progress Report Form

**Purpose:** This form supports an annual, structured discussion between doctoral students and their dissertation advisors regarding academic progress, milestones, goals, and support needs. It also serves as institutional documentation of annual doctoral student progress in accordance with Graduate College expectations.

**Workflow:** This form/process is completed in four stages:

1. The **doctoral student** completes the *Student Evaluation* section and sends the form and their resume/CV to their dissertation chair.
2. The **dissertation chair** completes the *Dissertation Chair Evaluation* section, returns the form to the student, and schedules a meeting to discuss progress and goals.
3. The **student and chair** meet to discuss progress, after which the chair completes the *Advising Meeting* section.
4. **Both parties** sign the form and copies are provided to the student, dissertation chair, and the program's doctoral director.

### 1. STUDENT SELF-EVALUATION

*(To be completed by the doctoral student prior to meeting with their dissertation chair.)*

Review Period (Academic Year): \_\_\_\_\_ (e.g., 2025-2026)

#### Student Details

Student Name: \_\_\_\_\_

Student ID (A#): \_\_\_\_\_

Degree Program: \_\_\_\_\_

Semester/Year of Program Entry: \_\_\_\_\_

Graduate Assistantship (Current Academic Year):  Yes  No

#### Dissertation Chair (or Designated Faculty Representative)

Dissertation Chair Name: \_\_\_\_\_

Dissertation Chair Email: \_\_\_\_\_

#### Doctoral Milestones Completed to Date

*(Check all that apply)*

Form A – Dissertation Committee Chair Assignment

Form B – Dissertation Committee Request

Form C – Doctoral Comprehensive Examination Report

Form D – Dissertation Proposal and Proposal Defense

Form E – Application for Advancement to Candidacy

Dissertation Defense Scheduled. Expected Defense Semester: \_\_\_\_\_ (e.g., Fall 2026)

## 1. STUDENT SELF-EVALUATION (continued)

### Summary of Key Accomplishments

Briefly summarize key academic accomplishments during the review period (e.g., coursework, exams, research, publications, presentations, teaching).

*(100-word maximum.)*

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### Self-Assessment & Goals

Briefly reflect on your academic progress, including any challenges, concerns, or areas where additional guidance or resources may be helpful.

*(100-word maximum.)*

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Brief summary of academic and professional goals for the next review period.

*(100-word maximum.)*

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[Please send this completed form and your most recent resume/CV to your dissertation chair.]

## 2. DISSERTATION CHAIR EVALUATION

*(To be completed by the dissertation chair/designated faculty representative after reviewing the student's responses.)*

### Overall Assessment of Progress

Please assess the student's academic progress during the review period, including progress toward milestones, research development, and readiness for the next stage of the program.

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### Progress Status

- Satisfactory progress
- Progress requiring attention or follow-up\*

*\*Note: Selection of "Progress requiring attention or follow-up" does not imply disciplinary action and is intended to support timely guidance and planning.*

[Please return the form to the student and schedule a meeting to discuss the student's progress and next steps.]

### **3. ADVISING MEETING WITH STUDENT**

*(To be completed by the dissertation chair/designated faculty representative following discussion with the student.)*

Date of Discussion/Meeting: \_\_\_\_\_

Summary of Discussion and Agreed-Upon Next Steps:

\_\_\_\_\_

[Please review the form with the student and proceed to the signature section.]

### **4. SIGNATURES**

Signatures below indicate that the annual progress review has been completed and discussed for the reporting period.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dissertation Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

[Please provide copies of the fully completed form to 1) the student, 2) the dissertation chair, and 3) the program's doctoral director. Departments should retain the form in accordance with University record retention policies (UPPS 01.04.32).]