

Assigned Advisor \_\_\_\_\_

## Progress Report form (Progress towards completion of MA degree)

Student name (please print) \_\_\_\_\_

DUE DATES	Initials	Date
Title of project – (due by the end of the first semester)		
Project Advisor – (due by the end of the first semester) Name (printed):		
Second reader – (due by the end of the first semester) Name (printed):		
Graduate student seminar presentation (after the project is approved)		
Project advisor's approval(initial in box)		
Completion of masters project. Approval by the Committee		
	Project Advisor:	
	Second reader:	

### Notes:

**Title of project:** The title should give a clear indication of the kind of research that will be carried out. A brief description of the project should be filed with the Director of MA Program.

**Project Advisor:** This is the person who is actually supervising the project, who has research expertise in the field, research subjects, access to data and resources, and has responsibility for day-to-day supervision of your activities. Supervisor should initial the box.

**Second reader:** The second reader must also be a member of the graduate faculty. At least one committee member must be in the biology department.

**Graduate student seminar presentation:** This seminar represents the progress of the student to date on the project. It is NOT a final defense. Both the research supervisor and the second reader should be present at the seminar. Make sure your committee members are aware of your date well in advance.

**Completion of masters project.** The nature of the final submission of the masters project will be negotiated with the research supervisor and second reader, but should include a written description of the work performed. A copy must be provided to the research advisor and second reader at least 3 weeks before the M form must be signed. Both committee members should initial the form.

**See reverse side for documents necessary for graduation**

## **Documents that must be submitted to the Graduate Secretary in order for students to be considered for conferral by the Graduate School**

- A. Application to candidacy. This single form must be submitted the semester before you intend to graduate.
- B. Final graduation. All of the items listed below are due in the Biological Sciences office about a month before you intend to graduate.
  - M-form, with signatures from project advisor and second reader
  - Completed MA Project Report form
  - Abstract of project (150 words or less)
  - Transcript

In addition to the documents above, the Graduation Exit form is required by the Biological Sciences Department.