MEMORANDUM  
October 1, 2011 (updated Fall 2014)  
To: Psychology Graduate Students  
From: Psychology Graduate Committee  
Subject: Graduate Student Progress Report  

The Master of Arts degree in Psychology requires completion of no fewer than 30 semester units with a minimum Grade Point Average of 3.0. In addition, the University requires a minimum grade B for all courses applied to Master’s degree. Psychology Graduate students are defined as full-time by the University if they carry the equivalent of at least 12 undergraduate semester units (i.e., 8 graduate units). Furthermore, students must maintain continuous enrollment, make progress toward a thesis or project, and attend regular advising meetings. Failure to progress may result in disqualification from the program. In order to track students’ progress through the program, the Graduate Committee has developed the Graduate Student Progress Report, to be completed by the faculty advisor in a meeting with the student advisee.

Instructions: Please print the Report form, schedule a meeting with your advisor to discuss your progress, and bring the form with you to the meeting. You might also want to bring a copy of your transcripts, your latest CV, and any additional professional documents. Please DO NOT complete the form on your own. Your faculty advisor will complete the form each semester, considering your input. At the end of your meeting with your advisor, please sign the form and submit it to the graduate coordinator by October 15 (Fall semesters) or February 15 (Spring semesters). If you wish to write a rebuttal (which may include a clarification of extenuating circumstances, any relevant additional information, or an explanation for a difference of opinion between you and your faculty advisor), please attach your response letter to the signed report.
Graduate Student Progress Report

Please take a few moments to evaluate your student’s progress and complete the following worksheet once per semester. The report is due on October 15th (in Fall semesters) or February 15th (in Spring semesters). You may wish to review your advisee’s transcript and CV or other professional documentation before preparing your evaluation. Your advisee has the right to attach a rebuttal if he or she disagrees with this evaluation of his or her progress.

Student’s name: ________________________________ Semester/Year: ____________________________

Detailed Evaluation

The student is currently (please check all that apply):

- Maintaining continuous enrollment (at least 1 class per semester)
- Attending regular advising meetings
  - Please indicate approximate frequency: _____________________________
- Completing his or her coursework with passing grades (i.e., B or better in all classes)
- Making progress on his or her thesis
  - Excellent progress
  - Steady progress
  - No progress: appropriate (e.g., thesis work has not yet begun)
    - Please indicate when progress is expected to begin: ______________
  - No progress: inappropriate (e.g., there is reason for concern)

Status of remediation plan, if applicable:

- Not applicable, no remediation plan has been established
- Student is making good progress toward remediation
- Student is failing to make progress toward remediation

Please provide additional comments that would help the student and graduate coordinator to better understand the student’s progress in the space provided below.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

General Evaluation

Please select one of the following:

- Student is in good standing and making adequate progress toward degree
- Student is failing to progress but a remediation plan has been established
- Student is failing to progress and no remediation plan has been established

Advisor’s Signature __________________ Date ____________ Student’s Signature __________________ Date ____________