

**Department of Molecular and Cell Biology
ANNUAL ACADEMIC PROGRESS REPORT**

Name: _____

Student ID Number: _____

Year Entered: _____

Anticipated Completion (Semester/Year): _____

Last Meeting Date: _____

Current Meeting Date: _____

PRIOR TO THE MEETING

Prepare an Annual Progress Report in adherence to attached MCB policy guidelines, making sure to consult with your thesis mentor. Complete the report at <https://mcb.berkeley.edu/internal/grad/progress-reports/student.php>

PRIOR TO TURNING IN THIS FORM

3rd and 5th-year students: The IDP is a tool that students can use to reach self-defined career goals. 3rd and 5th-year students are required to discuss their IDP with their mentors. Review the QB3 IDP resources at <https://qb3.berkeley.edu/individual-development-plan/>.

Please sign here confirming that you and your PI have discussed your IDP by the time you submit the form (no later than 2 weeks after your committee meeting): _____

The GAO will not collect completed IDPs nor specify the length or breadth of the IDP conversation.

AT THE MEETING

The mentor and any two of the three remaining members are considered a quorum for the meeting. Signatures on this form should be obtained at the meeting. Toward the end of the meeting, the faculty mentor will leave the room and any remaining issues will be discussed with the student in the absence of the mentor.

Committee Members Please Complete at Meeting

Progress to Date:

Very Good (exceeds expectations / dissertation likely to be strong)

Satisfactory (meets expectations / some uncertainty about dissertation topic or progress)

Inadequate (not meeting expectations / warning letter will be sent)

Check this box to confirm that the student spoke to the committee about plans for a first-author publication, and to acknowledge that exceptions to the publication policy should be requested of the GAC no later than three months before filing.

Expected filing timeline: 5.5 years 6.0 years* Other (please explain): _____

Dissertation outline provided (5th & 6th years): Yes No

Dissertation Committee Member Names:

Dissertation Committee Member Signatures:

Chair: _____

Inside member: _____

Inside member: _____

Outside member: _____

AFTER THE MEETING

File the signed thesis committee form with the GAO within one day of the meeting date. Comments of the Thesis Chair should be submitted to <https://mcb.berkeley.edu/internal/grad/progress-reports/faculty.php> within one week of the Thesis Committee meeting.** Comments should include a discussion of the student's progress on dissertation during the past year and objectives for the next year including timetable for completion. *Filing such reports is required for demonstrating compliance with departmental policy.*

**If an extension is requested beyond May of the 6th year, the Dissertation Chair must request an extension of the filing deadline (no later than Jan. 15th) via memo to the Head Graduate Adviser. The GAC will review and vote on all extension requests.*

****3rd and 5th-year students have up to two weeks after their committee meetings to complete their IDPs, discuss it with their PI, and turn in the form**