

## **Memorandum**

To: All HED Doctoral Students

From: The Health Education Faculty

Re: End of Year Graduate Report

All doctoral students are required to submit a 2-5 page report documenting their progress toward completion of the doctoral degree. Please refer to the curriculum guidelines and the attached checklist regarding student evaluation for specific information. In particular, please include progress in your program of study and a detailed description of your research involvement. Submit this report to your major professor by May 1<sup>st</sup> of each academic year. This report will form the basis of your yearly evaluation for satisfactory progress by the HED faculty.

### A reminder about the HED graduate seminars

The HED graduate seminar takes place each Friday (12-1) of both long semesters. The seminar is an important element of the doctoral degree, and a required course within the curriculum guidelines. In order to receive course credit, a student must attend 80% of all seminars for the year. Attendance will be taken at each seminar. Students are expected to enroll in the seminar at least once each year during the first three years of study, and accumulate at total of at least 3 credit hours for the doctoral degree Your participation in the seminars is a vital component for maintaining satisfactory progress in the degree program. We look forward to seeing all of you each Friday.

## Guidelines for Doctoral Student Progress Report

Year 1	Year 2	Year 3	Year 4
<input type="checkbox"/> Prerequisite Form On File			
<input type="checkbox"/> Maintained 3.0 GPA	<input type="checkbox"/> Maintained 3.0 GPA	<input type="checkbox"/> Maintained 3.0 GPA	<input type="checkbox"/> Maintained 3.0 GPA
<input type="checkbox"/> No Outstanding Incompletes	<input type="checkbox"/> No Outstanding Incompletes	<input type="checkbox"/> No Outstanding Incompletes	<input type="checkbox"/> No Outstanding Incompletes
<input type="checkbox"/> Program of Study Draft Complete	<input type="checkbox"/> *Program of Study Approved by GSC	<input type="checkbox"/> Complete Program of Study	
<input type="checkbox"/> Core Requirements Complete			
<input type="checkbox"/> Attended Doctoral Seminar	<input type="checkbox"/> Attended Doctoral Seminar	<input type="checkbox"/> Attended Doctoral Seminar	<input type="checkbox"/> Attended Doctoral Seminar
<input type="checkbox"/> Involved in Research	<input type="checkbox"/> Involved in Research	<input type="checkbox"/> Involved in Research	<input type="checkbox"/> Involved in Research
	<input type="checkbox"/> *Written Comprehensives Completed		
	<input type="checkbox"/> *Oral Comprehensives Completed		
<input type="checkbox"/> Submitted Research to Professional Conference	<input type="checkbox"/> Presented at Professional Conference	<input type="checkbox"/> Presented at Professional Conference	<input type="checkbox"/> Presented at Professional Conference
	<input type="checkbox"/> Prepared Manuscript For Publication	<input type="checkbox"/> Prepared Manuscript For Publication	<input type="checkbox"/> Prepared Manuscript For Publication
<b>These guidelines should be used to prepare the end-of-year graduate report. Due to major advisor no later than May xx.</b>		<input type="checkbox"/> Doctoral Committee Formed & Advanced to Candidacy	
*Must be completed to advance to candidacy		<input type="checkbox"/> **Begin Dissertation Research	<input type="checkbox"/> Dissertation Defended
**Must be advanced to candidacy prior to registering for dissertation			