



## Annual Review of Academic Progress of Graduate Students: Faculty Form

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

### Instructions to Graduate Advisors

- Ask each of your graduate student advisees to complete the *Annual Review of Academic Progress: Student Form* and to schedule a meeting with you to discuss academic progress.
- Complete the *Annual Review of Academic Progress: Faculty Form* (this page) in writing for each advisee, whether or not s/he completes the *Student Form* or schedules a meeting with you.
- Keep a copy of the completed *Student Form* and *Faculty Form* in the student's file. Make copies of the *Faculty Form* for both the student and the KIN Graduate Coordinator.

The advisor should answer the questions on this form.

Student's name:

Did the student complete the <i>Student Form</i> ?	(circle)	Yes	No
Did the student schedule a meeting with you?	(circle)	Yes	No
Did you share a copy of the completed <i>Faculty Form</i> with the student?	(circle)	Yes	No

1. Exemplary aspects of student progress

2. Areas of concern (e.g., progress toward degree, progress toward professional development)

3. Recommendations for coming year

Signatures of advisor and advisee

Advisor \_\_\_\_\_ Advisee \_\_\_\_\_ Date \_\_\_\_\_

Note that if there are concerns or disagreements that can not be worked out, the student should request a meeting with the Graduate Program Coordinator.