



## PART I. OFFER RENEWAL FOR GRADUATE ASSISTANT

STUDENT'S NAME			HR REF. NO.	
DEPARTMENT	<input type="checkbox"/> CE <input type="checkbox"/> EE <input type="checkbox"/> ME <input type="checkbox"/> PE <input type="checkbox"/> PGSc	ADVISOR		
DEGREE	<input type="checkbox"/> M.Eng <input type="checkbox"/> M.Sc <input type="checkbox"/> PhD	CGPA (if applicable)	DEGREE STARTING DATE	END DATE OF CURRENT OFFER
CURRENT POSITION	<input type="checkbox"/> FGR/TA (Fellowship Graduate Research/Teaching Assistant) <input type="checkbox"/> GR/TA (Graduate Research/Teaching Assistant) <input type="checkbox"/> VGR/TA (Visiting Graduate Research/Teaching Assistant)		NEW POSITION	<input type="checkbox"/> FGR/TA <input type="checkbox"/> GR/TA <input type="checkbox"/> VGR/TA <input type="checkbox"/> No Change
RENEWAL OF OFFER	<input type="checkbox"/> YES (Please highlight major achievements below.) Renewal Duration: From _____ To _____ <input type="checkbox"/> NO (Please explain the reason below.)			

**RECOMMENDATIONS/JUSTIFICATIONS** (Please attach Part II & Part III):

Advisor		Department Chair	
Signature:	Date :	Signature:	Date :

### FOR THE ASSOCIATE PROVOST FOR GRADUATE STUDIES

<input type="checkbox"/> Approved  <input type="checkbox"/> Not Approved  <input type="checkbox"/> On Hold	Signature:  Comments :	Date :
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Please turn over for **Part II. Course/Service Progress Report**

## PART II. COURSE/SERVICE PROGRESS REPORT

PERIOD COVERED	From:	To:
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COURSES ATTENDED				
SN	Course Code	Course Title	GPA	Credit Hours
TOTAL				

## SERVICE TO THE DEPARTMENT



## PART III. RESEARCH/PROJECT PROGRESS REPORT

PERIOD COVERED	From:	To:
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<b>FORMAT REQUIREMENTS</b> <ul style="list-style-type: none"><li>• Single spaced</li><li>• Font type: Arial</li><li>• Font size: 11 pts</li></ul>	<b>CONTENT REQUIREMENTS</b> <ul style="list-style-type: none"><li>• Literature review</li><li>• Methodology used</li><li>• Preliminary results (if any)</li><li>• Planned/remaining work</li></ul>
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### REPORT