*Please submit form via uploading to Blackboard Learn for BBS 865 (preferred), or hand deliver to S1-824.*

Instructions to Student:   
Please schedule your TRAC meeting and report your meeting date in Blackboard Learn at least one week before your meeting. Bring this form to your TRAC meeting, sign, date, and collect the appropriate signatures. Your TRAC chair will use this form to assess your progress and development at your annual TRAC meeting. After receiving the signed assessment, please return completed form to the GSBS Office.

Please remember that you must have a TRAC meeting each year in order to make Satisfactory Academic Progress.

Instructions to TRAC chair:

Please complete pages 1 and 2 and return completed, signed form to student for submission.

|  |  |
| --- | --- |
|  | Student HAS met all advanced elective requirements |
|  | Student HAS NOT met all advanced elective requirements |
|  | I have received and reviewed the report from the previous meeting |
|  | The TRAC met with the student alone |
|  | The TRAC met with the thesis mentor alone |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of TRAC Meeting |  | | |
|  | Name (*Please Print)* | Signature | Date |
| Student |  |  |  |
| Thesis Advisor |  |  |  |
| TRAC Chair |  |  |  |
| Graduate Program Director |  |  |  |
| Program |  | | |

|  |  |
| --- | --- |
| **Members in Attendance** | |
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|  |  |
|  |  |
|  |  |

**If student has been given authorization to schedule their defense, please use form GSBS70: TRAC Approval of Proposed Dissertation Timeline**

|  |  |  |  |
| --- | --- | --- | --- |
| *For GSBS Office Use* | | | |
| PSSA EMPLID | Course # | Class # | Term # |
| Final Grade | 🞎 Pass | 🞎 Marginal Pass | 🞎 Fail |
| 🞎 Checklist Updated | 🞎 Distributed to Registrar | GSBS Staff | Date: |

Instructions to TRAC chair:

Please assess the student’s progress and development in the areas below using the following scale:

1 = Not Performing. The student was unable to meet this objective.

2 = Developing. The student showed some progress toward meeting this objective, with prompting and input from the thesis mentor   
 or other committee members.

3 = Achieving. The student satisfactorily met this objective, independent of input from others.

4 = Excelling. The student showed unusual ability in meeting this objective

*Provide an overall score for each area. Individual subareas must be scored if they are not in alignment with the overall area score.*

|  |  |
| --- | --- |
| **Score** | **Section I: Evaluation of research progress** |
|  | The student articulated the goals, aims, and progress of the review period |
|  | Aims and accomplishments were outlined and related to the stated hypothesis or discovery goal |
|  | Progress toward stated goals since previous meeting was apparent |
|  | Data were of sufficient quality to allow evaluation of progress and significance |
|  | Student could explain experimental design clearly and completely |
|  | Student drew clear conclusions from data |
|  | Deviation from stated previous goals was justified |
|  | Student appears on track to completion in typical time frame |
|  | **Overall Evaluation of Progress** |

|  |  |
| --- | --- |
| **Score** | **Section II: Evaluation of student development** |
|  | Student presented in clear spoken English |
|  | Student prepared high quality visual aids to clarify aims and approach |
|  | Student could recognize and explain the broader significance of the project |
|  | Student could identify knowledge from other sources relevant to area of study |
|  | Student could explain experimental design clearly and completely |
|  | Student could answer questions independently of thesis mentor |
|  | Student provided evidence of stage-appropriate level of planning for post graduation |
|  | (If applicable) Progress toward addressing weakness cited at previous meeting (specify in comment space below) |
|  | **Overall Evaluation of Student Development** |

If the student scored a 1 in any area or subarea, please attach an additional page with explanatory comments.

|  |  |  |  |
| --- | --- | --- | --- |
| Student should meet with committee again in: | 6 months | 1 year | Other (please define) |

**Final Grade**

|  |  |  |
| --- | --- | --- |
| Pass | Marginal Pass | Fail |

***If the student received a grade other than Pass, please provide a written explanation for the grade. An additional TRAC meeting must be scheduled within 6 months.***