

# Department of Epidemiology and Biostatistics

## Graduate Student Annual Review

### Instructions

The Department of Epidemiology and Biostatistics [Graduate Handbook](#) describes the requirements for your Annual Review (AR), as well as our specific “Academic Standards” for satisfactory academic progress. Beginning Spring 2025, your AR is a two-step process.

The first step involves completing your Course of Study Worksheet, as you have always done. Please contact the Academic Coordinator at [hollonst@msu.edu](mailto:hollonst@msu.edu) if you do not have a copy.

In addition, the Graduate School also requires all students to complete an **annual written evaluation** together with their advisor. MSU [Graduate Student Rights and Responsibilities](#) section 2.4.8 states:

*2.4.8 Evaluation. Graduate students have a right to periodic evaluations to assess their academic progress, performance, and professional potential. Evaluation of graduate students shall be made only by persons who are qualified to make that evaluation. Written descriptions of unit/program methods of evaluation and the general rationale employed shall be provided to graduate students and the faculty. Written evaluations shall be communicated to the graduate student at least once a year, and a copy of such evaluations shall be placed in the graduate student’s file. (See also Section 2.5.2.4.)*

**Specifically, you must complete the MSU [Annual Progress Report](#) for your specific degree program (PhD, or MS - Plan A or MS- Plan B).**

## Page 1 of MSU Annual Progress Report

“Name” and “PID Number”: Fill in your information at top (both pages).

“Academic Progress” section: provide all information requested.

- a) Some requested info can be found on your [Course of Study Worksheet](#). (‘Student Resources,’ then ‘Course Progress.’). If you don’t know exact dates/expected dates, type in an approximate date.
- b) Current GPA: provide your most currently available GPA.

“Professional Performance and Potential” section:

- a) For PhD and MS- Plan A students: Provide a brief Word document with your responses to items #1-7. Also provide brief comments on your progress as well as on any difficulties you may be having.
- b) For MS - Plan B students: Provide a brief Word document with your responses to items #1 & 2 (professional and educational goals).

AND provide a Word document “Vitae” (CV or resume) with information requested

in items #3 & 4. Also provide brief comments on your progress as well as on any difficulties you may be having.

## **Page 2 of MSU Annual Progress Report**

- a) E-mail your completed form and Word document(s) to your advisor, who will complete page 2.
- b) Meet with your advisor to discuss and obtain signatures.
- c) Submit your completed documents, with signatures and dates, to the Academic Coordinator at [hollonst@msu.edu](mailto:hollonst@msu.edu) no later than Monday, **May 1<sup>st</sup>**, 2025.