

A student who is currently on an active degree program time extension is required to submit a progress report at each Academic Status and Degrees Committee (AS&DC) meeting that is scheduled during his/her current extension. Time extensions granted through the spring semester also include a summer grace period through August. AS&DC has regularly scheduled meetings in August, January, and May of each academic year.

The progress report should be submitted as one single PDF file and is to include the following information:

- An updated student summary describing in detail the research progress made since the extension was approved or since the last progress report was submitted (maximum length = 1 page)
- An updated timeline **approved by the student's advisory committee** for completing degree requirements

Student Information:

LAST NAME	FIRST NAME	M.I.	BANNER ID	DEGREE PROGRAM
DEPARTMENT		CURRENT EXTENSION REQUESTED THROUGH (MONTH & YR)		ANTICIPATED GRADUATION DATE
STUDENT SIGNATURE				DATE

Advisory Committee Approval:

I certify by signing below that I have reviewed and approve of the updated student summary and timeline that accompanies this student's progress report.

MAJOR ADVISOR NAME	SIGNATURE	DATE
CO-MAJOR ADVISOR NAME (IF APPLICABLE)	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE
COMMITTEE MEMBER NAME	SIGNATURE	DATE

NEXT STEP: PLEASE RETURN THIS FORM TO THE VIMS/SMS REGISTRAR, WATERMEN'S HALL 253 OR SUBMIT ELECTRONICALLY TO REGISTRAR@VIMS.EDU FOR ACTION AT THE NEXT SCHEDULED AS&DC MEETING.

ACADEMIC STATUS AND DEGREES COMMITTEE APPROVAL:		
CHAIRPERSON, AS&DC	SIGNATURE	DATE
COMMENTS		