

FACULTY INSTRUCTIONS FOR ONLINE ACADEMIC PROGRESS REPORT (APR)

1. When your student contacts you that they have completed their Academic Progress Report on GradLink On the Web (GLOW), log into GLOW with your CalNet ID: <https://gradlink.berkeley.edu/GLOW/>
2. Select the student's Academic Progress Report and review the student's statements.
3. Provide written feedback in the spaces provided for faculty input. You may wish to review Graduate Division's Policy regarding "Departmental Review of Student Progress" (<http://grad.berkeley.edu/policies/guides/e1-6-dept-review-progress/>). The questions that you are asked to respond to within GLOW are listed below.

Faculty Input

1. Please comment on the student's progress during the past year as described above. *Here, it will be most helpful for the student if you comment on concrete behaviors or situations that may have hindered progress (for example, "effort spent as a GSI was more than required", "participation in service activities took time away from research")*
2. Please comment on the student's objective for the next year. *It will be especially helpful to comment on feasibility of the timetable. Comments suggesting additional or alternative goals will also be useful (for example, "Suggest you consider presenting a paper on preliminary results at national meeting").*
3. Comments on student's timetable for completing the dissertation.
5. Comments on student's professional development. (Reading, grant-writing, conference papers, poster presentations, ethical research, training)
6. Evaluation of academic progress for this period.
7. Committee members who met with this student to discuss progress.
8. If only the chair met with this student to discuss progress, please explain. Add date of meeting in.