**New Annual Progress Report Forms for MCBL:**

This year, we have replaced the old Annual Progress Report forms with two new forms:

1. The **MCBL Annual Progress Report**, an electronic Wufoo form, that students fill out with a copy of their research summary: <https://ucrbsgsac.wufoo.com/forms/q1u1c88e0qkz9vh/>.
2. The **Annual Research Progress Evaluation form (ARPE)** that your guidance/dissertation committee chair will fill out during your Zoom annual committee meeting. This is the new standardized form that Graduate Division is mandating that all programs adapt. An example of the ARPE is attached to this message.
3. Please note: if you have already had your annual committee meeting by June 1st, you do not have to use these forms; please email me a copy of your report.
4. Please email me with any questions, problems or comments on the new Wufoo form.

**Instructions for your annual review:**

1. Please complete the MCBL Annual Progress Report in advance of your committee meeting. Attach your research summary to the electronic form and then submit it. When you receive the automatic confirmation copy from the electronic form, email the form and attached research summary to your entire committee. Please save a copy of all documents for your own records.
	1. Due to Covid-19 and the ensuing campus closure, it is important that you document in the Annual Progress report any delay, disruptions or barriers that you encountered during this time.
2. Please have a Zoom meeting with your entire committee (guidance or dissertation) by **September 28th**.
3. Your committee chair will have a copy of the fillable ARPE form and will email the completed form to Emma Aronson (Director of the MCBL program and myself) by **October 1st.** In the email, the committee chair will list the names of the committee and the date of the meeting, and will confirm that all members of the committee were present and agree with the contents of the ARPE form. During the campus closure, no wet signatures will be required on the ARPE forms.
4. The Annual Progress Report and ARPE will be stored in the student’s electronic SharePoint file, and the ARPE form will also be forwarded to Graduate Division.
5. Please remember that students must have their committee meetings every year, even in the same year that they advance to candidacy and defend.