### **Degree Progress Report**

### **Title Page**

* **Title:** Degree Progress Report
* **Prepared for:** (Student Name, Department)
* **Prepared by:** (Advisor/Registrar)
* **Date of Submission:** (DD/MM/YYYY)

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### **Executive Summary**

* Overview of the student's academic progress.
* Key achievements, such as courses completed, GPA, and remaining requirements.

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### **Introduction**

* **Purpose of the Report**: To review the student's academic progress toward their degree.
* **Degree Program**: (List degree program and specialization/major.)

### **Academic Goals**

* **Current Academic Objectives** (Courses to be completed, skills to acquire, etc.)
* **Long-Term Academic Goals** (Graduation timeline, research projects, etc.)

### **Coursework Completed**

* **List of Courses Completed** (Include course name, code, and grade.)
* **Total Number of Credits Earned** (Specify required credits vs. earned credits.)

### **Credits Earned and Pending**

* Total credits earned so far.
* Remaining credits required for degree completion.

### **GPA Overview**

* **Current GPA**
* **GPA Trends** (Graph showing GPA over semesters, if applicable.)

### **Challenges/Issues**

* **Academic Issues** (Failed classes, late assignments, incomplete projects.)
* **Action Plan** (How to address these issues, including academic support or tutoring.)

### **Recommendations**

* Suggested actions for the student to stay on track.
* Courses to prioritize for the next semester.

### **Next Steps**

* Tasks to complete for the next reporting period (e.g., specific classes, internships, etc.).

### **Conclusion**

* Reaffirmation of progress and outlook for graduation.

### **Appendix (if applicable)**

* Additional supporting materials (grade reports, faculty recommendations, etc.)