

Committee Meeting Report

Students are required to submit a two page written progress report to their committee at each meeting. It should contain an overview of the information to be presented/discussed at the meeting as well as goals for the next meeting. Both the report and signed committee meeting form must be submitted to the Student Services Office following the committee meeting.

Student Name: _____

Meeting Date: _____

ACADEMIC PROGRESS

Overall progress:

Exceeding Expectations Meeting Expectations Concerns about Progress Insufficient Progress

Please comment on the following (required):

Progress during the year:

Goals and expectations for the next meeting (literature, research, writing, degree completion):

Discussion at the meeting

Effort and conduct in the lab

Publishable manuscript requirement met: Yes No If no, estimated completion date _____

Estimated timeline to defend and submit dissertation within 5.5 years. Quarter: _____ Year: _____

Reminders:

Required upcoming committee meetings: by May 15 of 3rd and 4th years; and six months before defense.

In 5th year a written progress report to committee and SSO is due November 15; committee must confirm/evaluate report.

Graduation no later than winter quarter of 6th year.

Advisor:

Name Signature

Committee Member:

Name Signature

Committee Member:

Name Signature

Committee Member:

Name Signature