RECORD OF ANNUAL THESIS COMMITTEE MEETING

NOTE: Thesis committee meetings have the option of beginning without the student present for the mentor to review the student's progress with committee members. At the end of the meeting, the student may opt for the mentor to leave the room and talk alone with committee members.

Name of student: _____ Matriculation year: _____

Name of advisor: _____ Date of meeting: _____

Number of previous thesis committee meetings: _____

The most senior member of the committee usually serves as the "chair", and should fill out the required information after discussion with the committee.

Committee evaluation of progress (check one):

☐ The student is on trajectory for completion of PhD in ___ 1 year, ___ 2 years, or ___ > 2 years

☐ Concern regarding trajectory or thesis project *(student/advisor must meet with program director)*

Please provide a brief summary of the committee recommendations on the reverse side of this form.

The above named student is in the final phase (final 6 months of training) and will be allowed to write a dissertation and graduate when the items listed on the reverse are complete:

☐ **Yes** ☐ **No**

_____ _____ _____

Advisor's signature Date **Student's signature**

Names and signatures of other Committee Members present:

1) _____ _____

Name (Chair) *Signature*

2) _____ _____

Name *Signature*

3) _____ _____

Name *Signature*

Summary of committee recommendations (for students not in final phase):

The committee agrees that the student is in the final phase and that completion of the following allows the student to write their dissertation and graduate:

Students in the final phase are expected to complete requirements within six months of the final thesis meeting. If the student is unable to do so, another meeting will be scheduled [by the Graduate Program] after six months.