**RECORD OF ANNUAL THESIS COMMITTEE MEETING**

**REQUIREMENT:** Thesis committee meetings must begin without the student present for the mentor to review the student’s progress with committee members. At the end of the meeting, the mentor must leave the room so that the student can 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. The office will not accept incomplete forms.

☐ The advisor and the student completed and discussed the “Annual Progress Evaluation and Mentoring Session” form on _____________. The advisor and student should keep copies. The program director may request that the form(s) be delivered to the Graduate Committee evaluation of progress (check one):

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

☐ There is concern regarding trajectory or thesis project (student and advisor must meet with director)

☐ The student is in the final phase of training and is expected to complete the items listed on the reverse page, write the dissertation, and receive the advisor’s and reader’s approval of the thesis (in the form of a signed readers’ letter) within 6 months of today’s date.

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

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<th>Advisor’s signature</th>
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<th>Student’s signature</th>
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Names and signatures of other Committee Members present:

1) ____________________________  ____________________________
   Name (Chair)                    Signature

2) ____________________________  ____________________________
   Name                           Signature

3) ____________________________  ____________________________
   Name                           Signature

4) ____________________________  ____________________________
   Name                           Signature
Summary of committee recommendations (for students not in final phase):

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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:

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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.

**Please return to Graduate Program Administrator, Physiology Bldg., Rm 608 after each meeting.**