

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 Program Coordinator.

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.

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.

*****Please return to Graduate Program Coordinator after meeting*****