

## Report of Thesis/Dissertation Committee Meeting

Students must meet with their Thesis/Dissertation Committee at least once every six months. Within one week of each meeting the Chair of the Committee should complete and sign this report form and submit it to the Graduate Program Director. The Chair should provide a copy of this report to the student and to each member of the Committee.

Name of Student: \_\_\_\_\_ Name of Chair: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Signature of Chair: \_\_\_\_\_

2<sup>nd</sup> Signature: \_\_\_\_\_

Committee members in attendance: \_\_\_\_\_ (Advisor of Record)

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### PROGRESS

Courses completed by the student during the past six months:

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Courses remaining to be taken by the student:

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Briefly review the research accomplishments of the student since the last meeting.

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What specific recommendations did the Committee make for future research?

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What is the timetable for completion of degree requirements by the student?

## EVALUATION

Evaluate the student's research performance and intellectual development over the past six months.

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Summarize the student's current strengths and weaknesses (as an independent scientific investigator). Comment on the student's oral and written communication skills.

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If there are any present weaknesses or deficiencies, how will they be remedied?

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Is there anything about the student's performance, his/her interactions with the advisor or the student's prospects for the completion of the degree that should be brought to the attention of the Graduate Program Director?

*Last updated April 10, 2000*