Dissertation Committee Meeting Report
Required every 6 months

Name of Student: ________________________________

Graduate Program: ___________________ Date of Meeting: _____________

Date of next committee meeting: _____________

Committee Members: (Print Name & Email)

____________________________________________________________________
Chairperson

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

• Comments (please refer to suggested topics on next page to be discussed at committee meetings):

• Please assess the ability of this student to function collaboratively and professionally in a scientific setting, (e.g. department seminars, scientific meeting, lab meeting, journal club)

☐ Satisfactory ☐ Unsatisfactory, needs improvement (please comment)
Suggested Topics: (Students should present a current resume/CV)
- Completion of Program requirements (preliminary exam, qualifying exam, etc.)
- Completion of course work; transcript updated at each meeting
- Presentations/Seminars - Publications - Meetings attended
- Discussion of research

• Additional Comments:

The content of the student’s IDP has been reviewed and approved:

☐ Chairperson  ☐ Mentor  ☐ Program Director

(When applicable) By checking the box below, you are verifying that the student has completed all research needed to write their Dissertation and is approved to register for Thesis Defense in the following semester.

☐ Chairperson  ☐ Mentor  ☐ Program Director

Expected date of graduation:

☐ Fall  ☐ Spring  ☐ Summer  Year _______________

________________________________        __________________
Chairperson's Signature                                   Mentor’s Signature

________________________________        __________________
Program Director’s Signature                          Student's Signature

*Please keep a copy of this form for your records and also send one to the office of the Division of Biomedical Science Programs*