



Committee Meeting Report

(For SECOND YEAR MEETING, PRE-ADVANCEMENT & ANNUAL THESIS COMMITTEE MEETING REPORT)

NAME: _____

DATE: _____

Quarter and Year student entered graduate school _____

Type of meeting (check one): Second Year Meeting Pre-Advancement Tune-Up Pre-Defense (green light)

Date of previous committee meeting _____ Type: Pre-Advancement Advancement Tune-up

Date of Advancement to candidacy _____ (if not advanced yet write "not advanced")

Expected quarter and year of thesis defense F W Sp Su _____ (if uncertain write "uncertain"; if this is a Pre-Defense meeting then a date must be specified).

PLEASE PREPARE A SUMMARY PRIOR TO THE MEETING (one paragraph maximum).

COMMITTEE MEMBER SIGNATURES

Name:	Signature:	Satisfactory Progress?*
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date received by Dept. _____

*For a Pre-Advancement or Pre-Defense meeting, "yes" implies that the candidate okay to advance or defend next quarter or the quarter after that.

Comments by the Committee (to be completed right after the committee meeting)

SUMMARY OF COMMITTEE COMMENTS AND SUGGESTIONS

This section is to be completed by the student and has to be approved by the Graduate Advisor

It should reflect the suggestions your committee provided during the meeting. Please discuss them with your Advisor to be on the same page, write them down and have your Advisor sign the form. Make sure to list the major experiments your committee wants you do in the next year, or until your next committee meeting. This outline should provide you with a rough roadmap towards your next committee meeting and degree completion.

1.

2.

3.

4.

5.

Signature of Advisor, Date