



## THESIS COMMITTEE MEETING REPORT

To be completed by the thesis committee chair in consultation with the other members of the thesis committee following the committee meeting, signed and sent to the student. Upon receiving the completed form, the student must sign the form, then email the form to all committee members, graduate program chair and graduate program administrator. See PhD Thesis Committees- Divisional Requirements and Recommendations and program handbook for more details.

Name of Student: \_\_\_\_\_ PhD program: \_\_\_\_\_

Date of Meeting (MM/DD/YYYY): \_\_\_\_\_ Year in program: \_\_\_\_\_

Matriculation Year: \_\_\_\_\_

Type of Meeting:

☐

Qualifying Exam

☐

Yearly Meeting (PhD years 3-4)

☐

Bi-yearly Meeting (PhD Years 5+)

☐

Penultimate Meeting

☐

Other: \_\_\_\_\_

Next Committee Meeting:

☐

Three months

☐

Six months

☐

One year

Estimated Date— Quarter: \_\_\_\_\_

Year: \_\_\_\_\_

Committee Members Present:

\*Thesis Advisor(s): \_\_\_\_\_

\*Thesis Committee Chair: \_\_\_\_\_

\*Committee Member(s): \_\_\_\_\_

Student is on track to graduate by the end of their 6<sup>th</sup> year? ☐ YES ☐ NO

If no, please provide additional information:

\_\_\_\_\_  
Signed (Committee Chair) Date

\_\_\_\_\_  
Signed (2nd Advisor or Committee Member) Date

\_\_\_\_\_  
Signed (Advisor) Date

\_\_\_\_\_  
Signed (Committee Member) Date

\_\_\_\_\_  
Signed (Student) Date

\_\_\_\_\_  
Signed (Committee Member) Date



**Summary of meeting and recommendations of the committee**