BIOLOGY GRADUATE GROUP

Thesis Committee Meeting Report

Student's Name:

Date of meeting:

Date started thesis work:

Committee Members (list all present):

At the first meeting after the candidacy exam, the committee should review the candidacy exam report and note any areas of concern.

The committee should **complete this form after the meeting and submit it to the Academics Director within one week**. This report will be forwarded to the student, the thesis advisor, and Graduate Chair.

Progress: **Satisfactory Concerns Unsatisfactory**

**Summary of Meeting** (including student’s progress, status/expectations of publications, committee’s recommendations, and concerns if any):

Did the committee meet with the mentor without the student present?

Yes No

Did the committee meet with the student without the mentor present?

Yes No

How did the COVID-19 pandemic impact the student’s research or other activities? How will the student recover from these impacts?

A research paper is required for permission to defend. Were plans for publications discussed? Yes No

Is the student contributing 10 or more hours per semester toward community or departmental service? Yes No

Was the student given permission to defend? Yes No

For students within one year of the thesis defense, were postgraduate career plans discussed? Yes No NA

For students in their 5th year (since joining the program) or beyond, what is the expected timeline for the thesis defense?

Recommended date of next meeting:

Student's Comments:

Signature of Committee Chair Date

Signature of Student Date