PH D STUDENT COMMITTEE MEETING REPORT

Student's name: ___________________________________________ Ph.D. year: ______

Date of Meeting: __________________________________________

1. Purpose of the Meeting:

2. Accomplished and/or discussed:

3. Student’s progress: (please circle one)

   Outstanding   Excellent   Very Good   Good   Satisfactory   Weak

   Committee comments and/or recommendations:

Proposed date of next meeting: ________________________________

Signatures:

Committee:    Supervisor ______________________________________

              Member ____________________________________________

              Member ____________________________________________

Student: __________________________________________________

Student comments:
1. There must be an advisory committee consisting of a supervisor and at least two other faculty members.

2. The committee must meet at least once a year, preferably twice (once each term).

3. The committee will submit a report of its meetings, signed by the faculty members who were present. This report will summarize briefly the purpose of the meeting, what was accomplished and/or decided, as well as a comment on the student’s progress.

4. The student will be shown this report and asked to respond to it by either agreeing with it, disagreeing (in which case it should be discussed with the supervisor and possibly the rest of the committee until there is agreement), or appending other comments.

5. Copies of the report will be given to the student and the graduate office, and the supervisor will keep a copy.