

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.