

BME PHD THESIS COMMITTEE MEETING REPORT

*NOTE: Thesis committee meetings have the option of beginning without the student present for the mentor to review the student's progress with committee members. At the end of the meeting, the student may opt for the mentor to leave the room and talk alone with committee members. **The student must scan and upload the completed form to their [reporting page](#).***

Name of student: _____ Matriculation year: _____

Name of advisor: _____ Date of meeting: _____

The most senior member of the committee (other than the mentor) usually serves as the "chair", and should fill out the required information after discussion with the committee.

Committee evaluation of progress (check all that are appropriate):

- (Mandatory) The student and PI met on _____ and discussed the student's Individual Development Plan. This meeting must occur annually.
- (Mandatory) The committee discussed the student's career goals with the student and PI.
- (Mandatory) The student is on trajectory for completion of PhD in __ 1 yr, __ 2 yrs, or __ > 2 yrs

- The student presented a Thesis Proposal.
 - The thesis proposal is accepted.
 - There are significant concerns with the proposal and the student must submit a revised proposal (provide details and deadline for the new proposal on back of form).

- This meeting has resulted in permission to write a dissertation and graduate once the items listed on the second page are complete.

- Concern regarding trajectory or thesis project (*student/advisor must meet with program director*)

If the student has not received a permission to write, the date of next committee meeting must be set.

REQUIRED: Date of next thesis committee meeting _____

1) _____ 2) _____
Mentor's signature Student's signature

3) _____
Name (Chair) Signature

4) _____
Name Signature

5) _____
Name Signature

6) _____
Name Signature

Summary of committee recommendations (for students not in final phase):

The committee agrees that the student is in the final phase and that completion of the following allows the student to write their dissertation and graduate:

Students in the final phase are expected to complete requirements within six months of the final thesis meeting. If the student is unable to do so, another meeting will be scheduled after six months.