Report of Annual Thesis Committee Meeting for DGP Students

This form is to be completed by Committee Chair and signed by the Student and all Committee members before submission to the DGP. Committee members should carefully read all comments before signing. **Both the advisor and student should keep a copy. The student copy will serve as a written notification from the DGP of adequate annual research progress (in compliance with The Graduate School requirement).**

|  |  |  |
| --- | --- | --- |
| **Name of Student** | Signature of Student | |
|  |  | |
| **Date of Meeting** |  |

|  |  |
| --- | --- |
| **Printed Name of Committee Members** | **Signature of Committee Members** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Did the student present a seminar ?** | **Yes** | **No** | Seminar Venue: |

**Recommended next meeting (Circle one): 3 month 6 month 9 month 12 month**

**STUDENT’S RESEARCH PROGRESS:**

|  |
| --- |
| **POSITIVE aspects of student’s work** |
|  |

**Aspects of student’s work that need improvement**

|  |
| --- |
|  |

**Is the student’s overall progress towards degree appropriate for his/her stage?**

**Please elaborate as needed.**

|  |
| --- |
|  |

**Specific GOALS for research or other areas set by committee for next meeting.**

**(You may wish to comment on met or unmet goals from previous meetings).**

|  |
| --- |
|  |

**Please list the student’s awards (external fellowship, etc) with start and end dates**

|  |
| --- |
|  |

**Please list the student’s publication(s).**

|  |
| --- |
|  |

**PERMISSION TO WRITE**

When a student and advisor determine that all or most of the experiments required of the thesis have been completed, the student will convene the thesis committee to request permission to write the dissertation. This is usually done within six months of the anticipated date of final completion.

The student will submit to the committee and to the DGP an outline of the proposed dissertation, including a list of the likely figures and tables. At the meeting, the student will present a comprehensive overview of the research he/she has accomplished and plans to accomplish prior to graduating. Based on the dissertation outline, the list of figures and tables, and the oral summary, the thesis committee will determine whether the body of research is sufficient and consistent with a PhD degree or whether additional experiments are necessary. If additional work is required, the extent and nature of this work will be listed. In some situations, the remaining work may be judged to be so extensive or ill-defined that completion is not possible in the near future. The meeting will have three possible outcomes:

1. **Approval** —the completed work is of sufficient quality and significance to support a PhD thesis. This option will be used when the student’s body of work is essentially complete. Signed approval from the committee will then be provided at the end of the meeting.
2. **Conditional** —additional experimentation is necessary to complete a dissertation, but the student should be able to complete these experiments within the next six months. This option would be used when the student has already completed substantial and significant research but when a few experiments are required to bring the work to a complete conclusion. Signed approval from the committee will be obtained after the additional work is completed or after the student provides an accounting of his/her attempts at completing the additional work and an explanation of why the additional work could not be completed. Committee approval at this stage may not require an additional meeting, although a follow-up meeting can be requested by any committee member prior to the student receiving signed approval.
3. **Incomplete (Reschedule)** —The student’s graduate work remains incomplete and considerable progress is necessary before a dissertation can be written. The meeting should be rescheduled once substantial progress has been made.

**Is the student given permission to begin writing the dissertation?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approval** | **Conditional** | **Reschedule** | **Committee Members** | **Initials** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Notes for Conditional or Reschedule Decisions**

|  |
| --- |
|  |

**If the student has not yet submitted a first author publication, complete Page 4-A.**

**If the student will leave the lab before completing the thesis, complete Page 4-B.**

**A - Plan for First Author Publication**

If the student is given permission to write the dissertation but does not yet have a first author publication, please indicate below the plan for completing this requirement prior to graduation. Include likely date of submission and expected student’s participation in revisions or resubmission (if needed).

|  |
| --- |
|  |

**B - Student Leaving the Lab Before Completion**

A student who has completed all experimental research and is no longer working on the thesis project may in some cases depart the lab prior to completing all requirements. Typically, such students will be in the process of writing the dissertation. Before leaving the lab, the student must obtain “Permission to Write” from his or her thesis committee. The student will not be eligible for stipend or salary from the lab, and must remain registered in TGS 512 during Fall, Winter and Spring quarters. The student must complete and defend the dissertation within two quarters (six months) of leaving the lab. If the student does not complete the thesis requirement by the six month deadline, he or she will be considered to not be making adequate academic progress and may therefore be placed on Academic Probation for two quarters. If the student has not completed the requirements by the end of the probation period, he or she will be subject to dismissal from the program.

**Indicate by signing here that the student and advisor are aware of the policy stated above for timely completion of the thesis.**

|  |  |
| --- | --- |
| **Advisor** |  |
| **Student** |  |