

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

--

Return this form to the DGP Office - Morton 1-670

**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).

Learning and practicing the essentials of “Responsible Conduct of Research” (RCR) and “Rigor and Reproducibility” (R&R) are essential parts of graduate student training. While the DGP offers classroom instruction in these areas, the primary responsibility for establishing good practices in a student’s habits lies with the thesis advisor and other members of the student’s lab. In addition, the thesis committee can help insure that students understand and adhere to the best principles.

To aid in efforts to hold students accountable, the DGP asks that thesis committees use the checklist below as a starting point for questioning students and evaluating the student’s practice of RCR and R&R in their presentations to the committee and their written documents, particularly the dissertation. At the final stage, before approving a dissertation as complete, the committee should be assured that proper procedures have been followed and reported.

- Does the student indicate, in text and in figure legends, the number of times experiments have been repeated?
- Are replicates clearly identified as biological or technical?
- Has the student used appropriate statistical methods to determine the significance of the results?
- Are conclusions supported by adequate repetition of experiments?
- Are data and conclusions that are based on one or few observations labeled as preliminary?
- Are the methods written in sufficient detail in the dissertation to make it a useful resource for the lab and the broader scientific community?
- Has the student properly attributed any work that was done by others? Has the student generated their own new figures, especially for models of their system? If the student uses copied figures for the thesis, has the student obtained permission and indicated that such permission was obtained?
- Has the student authenticated reagents (cell lines, animals, DNA constructs, etc) and properly notated the source(s)?

If possible scientific misconduct (fabrication, falsification or plagiarism) is found in the course of evaluating a student’s work, the committee should report the specific occurrence(s) to the DGP and to the NU Office of Research Integrity. If any data presented by a student, either in writing or oral presentations, is later found to violate the principles of RCR or R&R, a committee may revoke “Permission to Write” or may withdraw approval of a final defense.

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:

- (i) **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.
- (ii) **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.
- (iii) **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	