

DGP First Thesis Committee Meeting Report

Instructions The form is to be completed by a committee representative then signed by the Committee Chair on behalf of all committee members. **The student is responsible for ensuring that the completed final form and their thesis proposal are submitted to the DGP Office at which time all documents enter the academic record.** A PDF copy of the Meeting Report should be emailed to toni.gutierrez@northwestern.edu, the Research Advisor(s), and the student. The student copy will serve as a written notification from the DGP of adequate annual research progress (in compliance with The Graduate School requirement).

Student Name				
Date of Meeting				
Recommended next meeting (circle one):	3 months	6 months	9 months	12 months

Committee Members	Role
	Chair
	Member/Advisor
	Member
	Member
	Member
	Member

Indicate Yes (Y) or No (N) by checking the boxes below:

Were all committee members in attendance? Y N

Did the committee receive the student's written Thesis Proposal? Y N

Do all committee members approve the Thesis Proposal and advancement to PhD candidacy? Y N

If not, please explain.

Primary duties of the Chair include 1) directing meetings of the committee, 2) approving summary reports of all committee meetings on behalf of all committee members, and 3) transmitting a copy of these reports to the student and/or DGP Office.

I have reviewed the final report and certify that it is complete and represents the views of the entire committee.

Chair's Signature: _____

Summarize the Committee's evaluation of the Written Proposal and Oral Presentation. If the committee does not accept the proposal as submitted, please Include instructions for revisions.

Summarize the committee's suggestions for experiments, directions, additions or deletions to proposal or project. Include goals for the next meeting.