

**Please Note: This form is NOT for students completing the PhD defense. This form is for students who have previously successfully defended their thesis but have not graduated due to the publication requirement. Please see Graduation Instructions and Form for students defending their thesis.**

## DGP Post-Defense 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 is submitted to the DGP Office at which time the document enters the academic record.** A PDF copy of the Meeting Report should be emailed to [grace.musante@northwestern.edu](mailto:grace.musante@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).

*Guidance for Student*

If the student does not have a first-author publication accepted by six months after leaving the lab or six months after successfully defending their thesis, the student must re-convene the thesis committee to discuss progress towards publication. The thesis committee should at this time discuss a petition to graduate without first-author publication if acceptance does not seem imminent. If the student still does not have an accepted publication by one year after leaving the lab or successfully defending their thesis, the thesis committee will reconvene with a Program Committee representative present. The Program Committee representative will be there to discuss the petition process to graduate without a first-author publication if acceptance is not imminent. Program Committee representative will also report back to the Program Committee on the progress of the student's publication.

<b>Student Name</b>	
<b>Date of Meeting</b>	

<b>Committee Members</b>	<b>Role</b>
	Chair
	Member/Advisor
	Member
	Member
	Member
	Member

**Summarize the Committee's evaluation of the progress the student has made towards publication.**

**Does the committee feel that the student and advisor should petition to graduate without the publication? If yes, please describe the committee's rationale and support for the petition. If no, please indicate the plan for the student to fulfill the requirement.**

**Process to Petition to Graduate Without a Publication (from DGP Handbook, page 24-25):**

If the student has not met... [the publication requirement] at the time of the dissertation defense, the student and advisor, with agreement of the thesis committee, can petition the DGP Director and DGP Program Committee for an exemption to allow the student to graduate prior to completion of the requirement. The petition should provide a compelling explanation for why the body of work in the thesis has not been able to meet the publication requirement thus far, and specific plans for a successful publication. At a minimum, a manuscript should have been submitted and gone through at least one round of review in order for the thesis committee to comment on the likelihood of publication after revision. Manuscript reviews and author rebuttals should be included in the petition package. Unanimous consent of the thesis committee is preferred but not required to submit a petition... Specific comments from the thesis committee may also be included in a petition package. The exemption petition package should be submitted via email to the DGP office. As the Program Committee will need to meet for discussions, any petition must be submitted at least four weeks before the PhD materials submission date published by TGS for each quarter. The DGP Program Committee expects that such exceptions will be granted only rarely.

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

Chair's Signature: \_\_\_\_\_