

Cancer Biology: Dissertation Committee Meeting Form

The purpose of this form is to summarize and document the outcome of dissertation committee meetings and is to be completed at the conclusion of the meeting. Dissertation committee meetings must occur at least every 6 months (twice every academic year) beginning in the third year. Students in their sixth year and beyond must have dissertation committee meetings at least every four months (fall, spring, and summer semesters).

The Committee Lead is responsible for ensuring that a summary of the meeting's proceedings is documented on this form and all pertinent CB rules have been followed. See the CB Handbook for a full description of the selection and duties of the Committee Lead.

Note: At the beginning of the meeting, the Advisor will be excused for 5 minutes to give the student an opportunity to privately express concerns or alert the committee to emerging issues or timelines. At the end of the meeting, the Student will be excused to give the Advisor an opportunity to privately raise issues relating to the mentoring relationship that they deem significant. Topics discussed in these 5-minute sessions remain strictly private and are not discussed in the meeting or added to the sections below. Significant issues should be communicated to the DGS by the Committee Lead or Advisor in a timely manner.

Students should initiate Committee Form with their section completed before the committee meeting. Once all members have signed the form in DocuSign the form will be forwarded to DGS for signature and forwarded to the Program Administrator to file.

Student: _____

Year in Program: _____

Advisor (print): _____

Meeting Date: _____

Objectives:

1. Evaluate the progress of the student
2. Determine if the project will lead to a degree
3. Evaluate alternative projects
4. Determine if a student has accomplished enough to graduate

To be completed by Student prior to the meeting

1. Briefly list progress made toward your degree since last meeting. Explain any major changes from prior goals.

2. Briefly list remaining requirements (e.g., aims and experiments) for your dissertation and propose an approximate timetable for completing them. Indicate which you aim to complete by date of next meeting.
3. List publications with authorship (submitted/accepted) since last meeting. Also list patents, invention reports, etc.

To be completed by Committee Lead of the dissertation committee

1. Comments on student's progress on dissertation since last meeting:
2. Comments on student's objectives for the next 6-month period:
3. Comments on student's timetable for completing dissertation:
4. Is the student making adequate research progress? If not, briefly explain why.

Committee Members: **sign your name and**
Indicate if the student is making satisfactory or unsatisfactory progress.

_____ Advisor Name	_____ Signature	_____ Satisfactory	_____ Unsatisfactory
_____ Co-Advisor (if appropriate)	_____ Signature	_____ Satisfactory	_____ Unsatisfactory
_____ Committee Lead	_____ Signature	_____ Satisfactory	_____ Unsatisfactory
_____ Committee Member	_____ Signature	_____ Satisfactory	_____ Unsatisfactory
_____ Committee Member	_____ Signature	_____ Satisfactory	_____ Unsatisfactory
_____ Committee Member	_____ Signature	_____ Satisfactory	_____ Unsatisfactory

Student Signature: _____ **Date:** _____

DGS Signature: _____ **Date:** _____

SAMPLE