Program in Toxicology
University of Maryland
School of Medicine

Student Name: ________________________________  Student ID #: ________________________________

Graduate Program: ________________________________  (Are you also in the MD/PhD Program? □ Yes  □ No)

☐ ADVISORY COMMITTEE IS APPOINTED

The ATTACHED STATUS REPORT is the result of a meeting with my
Advisory Committee held on: ________________________________

STUDENT’S SIGNATURE: ________________________________

Meeting Summary from Major Advisor OR Committee Chair

MEETING SUMMARY FROM STUDENT’S MAJOR ADVISOR OR COMMITTEE CHAIR. The summary should not be written
by the student. *If permission to begin writing thesis has been granted, please include details in the summary and complete the section
at the bottom:

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IF MORE SPACE IS NEEDED, PLEASE USE THE BACK OF THIS FORM

SUMMARY WRITTEN BY: ________________________________  DATE: ________________________________

REQUIRED SIGNATURES

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<th>MAJOR ADVISOR &amp; PROGRAM DIRECTOR</th>
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☐ Permission to begin writing the thesis has been granted. Members who agree that this process may begin have indicated so by
initialing the box by their signatures above. A majority of the committee MUST BE PRESENT at the meeting when permission to
write is granted (exceptions may be made for remote students). The granting of permission to write DOES NOT imply approval of the
thesis that is presented for defense.
Submission: A meeting of the thesis advisory committee must be held twice a year. The purpose of these meetings is to allow the thesis committee to monitor the progress of thesis research and to promote regular scientific interactions between students and members of their thesis committee. Status reports are due from every student twice a year. Students not submitting a report will be given a warning and further action will be taken if necessary.

Status Report: The student should prepare a written status report for each meeting. In addition to a short statement of the overall significance and objectives of the thesis research, the report should outline the specific goals proposed at the last meeting, describe the progress toward these goals over the last six months, and set goals for the next six months. This report should be distributed to the members of the thesis committee in advance of the committee meeting and attached to the completed Student Status Report Form.

SPECIFIC INSTRUCTIONS:

Check box: Advisory Committee Appointed – Status reports for students that have not selected a thesis advisor must be signed by the program director. If a thesis advisor has been selected but the thesis committee has not yet been appointed, the thesis advisor and the program director must sign the form.

Summary Statement: The thesis advisor (or the thesis committee chairman) must write a short summary of the committee meeting. The summary should provide an evaluation of the student’s progress during the last six months and discuss any specific concerns of the committee. The student’s signature provides an acknowledgement that he/she has seen the summary statement. A notation should also be made if the purpose of the meeting is to determine if the student is ready to write his/her thesis.

Permission to Write: Before beginning to write the thesis, every student must obtain permission from each member of the thesis advisory committee. In general, a thesis committee meeting should be held at which the student presents a written outline of the thesis and makes a brief oral presentation to the committee summarizing the experimental approach, experimental results, and conclusions. Preferably, all committee members will attend this meeting, but a majority of the committee MUST BE PRESENT when permission to write is granted (exceptions may be made for remote students). If satisfied that the student is ready to write the thesis and that the outline is satisfactory, each committee member should indicate that permission to write has been given by initialing the box to the left of his/her signature. Initialing this box indicates agreement that the student’s research is sufficiently complete to progress to the preparation of a thesis and that the thesis outline is acceptable (specific changes to the proposed thesis outline should be indicated in the Summary Statement). Initialing the approval box does not imply acceptance of the final thesis or thesis defense.

Signatures: Each committee member, including the thesis advisor, must sign the status report. If any members of the committee were not able to attend the meeting, they should sign the form in the NOT PRESENT section. Only those members present at a meeting of the committee should sign in the MEMBERS PRESENT section.

SUMMARY CONTINUED FROM PAGE 1: