



## Program in Neuroscience Dissertation Committee Meeting Form

*All students must meet with their Dissertation Committee on regular intervals (minimum of once annually; updates must be provided every 6 months) to assess progress. Please complete this form, have it signed by the Committee Chair/Mentor, and forward it to the Program Coordinator. Note: in the rare event that a personal issue or unexpected occurrence prevents a committee member from attending a meeting, holding a meeting with a maximum of one committee member not in attendance is acceptable. The student must meet (via phone or in person) with the absent committee member to provide meeting minutes.*

Student's name: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Comments should address the student's progress regarding goals and accomplishments and should provide specific directives with benchmarks that the student is expected to meet by the next meeting. Whenever possible, a timeline should be included.

Project Title: \_\_\_\_\_

Mentor: \_\_\_\_\_

Comments: \_\_\_\_\_

NRSA (or equivalent) grant submitted: Yes/No If yes, tentative date \_\_\_\_\_

Thesis Proposal scheduled: Yes/No If yes, tentative date \_\_\_\_\_

Thesis Defense scheduled: Yes/No If yes, tentative date \_\_\_\_\_

### Committee Members:

		Name
1	Chair	
2	External member	
3		
4		
5		
6		
7		

### Signatures:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Program Director: \_\_\_\_\_ Date: \_\_\_\_\_