

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: _____