

Policy on Committee Meetings

1. All graduate students must complete a mandatory committee meeting in at least the semester PRIOR to the intended semester of graduation to secure approval from the thesis committee for thesis submission. This meeting is intended to be a presentation of data/results/analyses the student has obtained to determine whether enrolling in BIOL 299 is appropriate. The deadline for these meetings will coincide with the thesis submission deadlines established by Division of Graduate Studies for that specific semester (usually Oct 31 in Fall and April 1 in Spring semesters).
2. All graduate students are expected to organize a review each semester with their committee members to discuss research and programmatic progress, and these summaries will be placed in your departmental file as part of your future evaluation. These meetings ought to occur by October 15 and March 15 of the fall and spring semester, respectively.

MS Biology Committee Meeting

Name _____ Student ID _____

Signature _____ Location/Date _____

The student is making good degree progress and is granted permission to complete thesis writing requirements for graduating in the following semester _____.

Satisfactory - The student needs additional semester(s)/time to prepare sufficient data/results consistent with departmental standards.

Unsatisfactory - The student requires substantial data/results to meet degree progress consistent with departmental standards.

Additional Comments

We, the undersigned committee members, agree to the steps indicated above.

Name (Thesis Chair)	Signature	Date
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Name (Committee Member)	Signature	Date
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Name (Committee Member)	Signature	Date
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Name (Committee Member)	Signature	Date
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