Regular Dissertation committee meetings must occur at a minimum frequency of every 6 months following the student’s qualifying exam. Dissertation committee meetings may occur more frequently as deemed necessary by the student’s mentor or Dissertation committee. This form must be completed and signed at the completion of each meeting. Highlighted items should be completed by the student prior to the meeting. This form should be attached to the departmental thesis committee meeting report, and stored in the student’s departmental file.

Date:

Student’s name:

Student’s PhD program:

Student’s CWRU SOM matriculation date:

Student’s PhD department matriculation date:

Student’s Expected Dissertation defense date:

Has this date changed since the last committee meeting?

Student’s previous committee meeting date:

Student’s next committee meeting date:

\*\*\*this should be decided prior to the end of the current meeting\*\*\*\*

Did the committee and student address and discuss issues surrounding the Responsible Conduct of Research?

Did the committee and student address and discuss issues surrounding Research Rigor and Reproducibility?

Is there a sound plan for the student to complete their Dissertation defense in time to meet the expected defense time frame?

Each member in attendance must rate the student’s thesis research progress and sign the form

Exceeds Meets Does Not Meet

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Committee Chair signature

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Dissertation Advisor signature

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Member signature

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Member signature

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Member signature