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## ANNUAL DISSERTATION COMMITTEE MEETING REPORT FORM

Pharmacology PhD students who have achieved candidacy, shall meet minimally on an annual basis with their dissertation committee by May 31 of each year. The trainee's PhD advisor(s) shall fill out the attached form to report the progress made since the last meeting, any obstacles identified and a plan for the future to the Pharmacology Graduate Program Chair. The trainee, PhD advisor(s) and all committee members should sign the form prior to submission. *(do not lock the form after signing)* Students should also include a copy of their project summary or presentation, including a timetable for all remaining dissertation requirements. **Please return completed form to Sondra Auerbach [sondramr@umich.edu](mailto:sondramr@umich.edu).**

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Trainee: \_\_\_\_\_

PhD Advisor(s): \_\_\_\_\_

Committee Members: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

- |   | Agree |   |   | Disagree |   |
|---|-------|---|---|----------|---|
|   | 1     | 2 | 3 | 4        | 5 |
| 1. The trainee has made acceptable progress since the last committee meeting. |       |   |   |          |   |
| Comments:   |       |   |   |          |   |

If not, then what obstacles to progress have been identified and what solutions have been proposed? Has a time frame been set for surmounting the obstacle(s) and has an acceptable and reasonable alternative (modification of program for example) been identified?

- |   |  |  |  |  |  |
|---|--|--|--|--|--|
| 2. The conclusions drawn from the research are supported by the data. |  |  |  |  |  |
| Comments:   |  |  |  |  |  |

	Agree			Disagree	
3. The research plan for the upcoming year as presented by the trainee is acceptable. Comments:	1	2	3	4	5
4. The research presented is in a state suitable for publication. Comments:	1	2	3	4	5
5. The trainee is finished/near finished with the research for the dissertation and should begin writing the thesis. Comments:	1	2	3	4	5

6. Discussion summary of trainee's milestones, goals, and future career plans:

Trainee's Comments:

Did the committee meet with the advisor without the trainee present? Yes No

Did the committee meet with the trainee without the mentor present? Yes No

**The Dissertation Committee Recommends:**

a. Student is ready to write and defend thesis by the spring-summer deadline of the 5<sup>th</sup>/6<sup>th</sup> academic year (no additional meeting is necessary). For final year, include timetable in this form for the last few stages *[to be completed at maximum 6-8 months from this review date]*.

**Final Tasks TimeTable**

Ex. 1) Complete overall intro chapter  
 2) Complete stat analysis for Chapter 1 Figure 2

**Due Date**

By December  
 1 month from now

**Notes**

Needs to be reviewed by all committee members  
 Needs to be reviewed by both co-chairs

b. Trainee is making satisfactory progress and should meet with their committee within 12 months.

c. Trainee is making satisfactory progress but another meeting is necessary, within \_\_\_\_\_ months.

d. Progress towards thesis is not satisfactory and should be reevaluated in \_\_\_\_\_ months.

**Projected Graduation Date:**

*Note: Please do not lock after signing*

Thesis Advisor

Co-Chair

Cognate Member

Committee Member

Committee Member

Committee Member

I have read and agree with this progress report.

Trainee Name

Date

Graduate Program Chair

Date