

# M | PHARMACOLOGY

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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 1301E MSRB III or by pdf/email to [sondramr@umich.edu](mailto:sondramr@umich.edu) (preferred).**

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

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

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

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

	Agree			Disagree	
	1	2	3	4	5
1. The student 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 student 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 student 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 student's milestones, goals, and future career plans:

Student's Comments:

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

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

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**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)

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

c. Student 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:** \_\_\_\_\_

\_\_\_\_\_ Thesis Advisor

\_\_\_\_\_ Co-Chair

\_\_\_\_\_ Cognate Member

\_\_\_\_\_ Committee Member

\_\_\_\_\_ Committee Member

\_\_\_\_\_ Committee Member

I have read and agree with this progress report.

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

\_\_\_\_\_ Graduate Program Chair \_\_\_\_\_ Date