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**Molecular and Cellular Biology Graduate Program**

# OFFICIAL RECORD of ANNUAL THESIS COMMITTEE MEETING

Name of Student:       Year of Matriculation:

Name of Chair:       Name of Advisor:       Date of Meeting:

First Meeting  Interim Meeting  Last Meeting

# RESEARCH PROGRESS: (Completed by Committee Chair)

**Overall Outcome: Pass Conditional pass Fail**

(Circle one)

1. Discuss student’s strengths and weaknesses:
2. List goals met from previous meeting (if applicable):
3. List goals to achieve by the next scheduled meeting:
4. Has a 1st author publication plan been developed (for students in their 3rd year and beyond)?
5. Next meeting recommended:  6 Months  9 Months  12 Months
6. Is the student on track for completion of PhD:
7. The student has met the 1st author publication requirement. (This requirement has to be met before permission to write is given).
8. The student has been given permission to write and defend.

# CAREER GOALS: (Completed by Committee Chair)

1. Describe steps toward career preparations:

## NAMES of COMMITTEE MEMBERS PRESENT:

## The chairperson is responsible for a summary of the proceeding of these meetings and its submission to the Program office.