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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.