REPORT OF DOCTORAL COMMITTEE MEETING

This form should be completed at each meeting. Please indicate previously covered items, if applicable. New items addressed should be so indicated with the date. This page should be completed by PhD students who have formalized their doctoral committee. Students are encouraged to meet with their committee at least once/year.

DATE:

STUDENT:

COMMITTEE PRESENT:

ADVISOR:

Major items discussed or completed at this meeting include:

1. Discussion, action items, or agreement on **Courses Requirements** (*specifics should be documented and formally approved on the PhD Course Planning Worksheet):*

2. Discussion, action items or agreement on **Research Skills** (*specifics should be documented and formally approved on the PhD Course Planning Worksheet*):

3. Discussion, action items or agreement on **Research Topic**, **Dissertation Proposal**, or **research progress**:

4. *Discussion, action items, or completion of **Written Qualifying Exam, Preliminary Oral Comprehensive Exam** (with Dissertation Proposal Defense), **Final Oral Exam (Dissertation Defense) and Dissertation. IMPORTANT**: The required Graduate School forms must be signed upon completion of each of these steps. See guidance in the PhD Handbook, under the ESE department, Sections E & F):*

5. Any additional notes, conditions, or details:

Check One:

       To date, the student's progress is   Satisfactory   Unsatisfactory*

       Lack of progress or problems must be communicated in writing to the student with a copy to student's file.

Anticipated Graduation Date: August   December   May

Year:

_____

Student Signature   Date

_____

Faculty/Dissertation Advisor Signature   Date

NOTE: UNC Residency Requirement must be met to graduate (4 semesters of 9 or more hours, 2 of which must be continuous)