

**Biochemistry & Biophysics Program
Progress Meeting form**

The undersigned committee held a meeting with _____ (student)

on _____ (date)

to discuss his/her progress toward the completion of the Ph.D. degree. The committee judges that the student is / is not (circle one) making adequate progress toward the degree.

Comments by the committee: (Please summarize overall progress to publications and, if possible, anticipated completion date. If progress is not adequate, please comment on how student and advisor can correct this. If next committee meeting should take place sooner than one year from now, specify when.)

The student and advisor have had a conversation about the student's Individualized Development Plan and a document has been created or revised from last year. (Yes / No)

If an IDP meeting with the advisor hasn't taken place, please indicate when this will take place:

(committee Chair signature) (committee Chair printed name)

(committee member signature) (committee member printed name)

(dissertation advisor[s] signature[s]) (dissertation advisor[s] printed name[s])

Instructions for the student. Photocopy and give original to the Biochemistry and Division of Science Graduate Affairs Office, Ros/Kos 3-RK02. Please also keep a copy in your own files. Alternatively, the text above may be copied into an email and circulated to the committee members to indicate approval via email.