



**BOSTON COLLEGE**

Biology Department Thesis Guidance Committee Meeting Form

Name: \_\_\_\_\_ Year in Program: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Date of Last Meeting: \_\_\_\_\_

Briefly list key accomplishments and/or since the time of your last meeting.

Major goals for upcoming year as agreed upon by the Guidance Committee.

*During this meeting, discuss the graduate student's plans after PhD is received*

Guidance Committee Sign-Off: Progress is satisfactory (S)/\*unsatisfactory (U)  
Your next Committee Meeting should be scheduled on/before \_\_\_\_\_ (month/year).

Committee Chair: \_\_\_\_\_

Committee Member (Ph.D. Advisor): \_\_\_\_\_

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

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

Your next Committee Meeting needs to be scheduled within 5 weeks of the above specified date. Once date is set, reserve a room through the main office. Within 1 week of the meeting date, email a summary of your progress since your last meeting.

Ph.D. Candidate: \_\_\_\_\_

Please give a copy of this form to the graduate program administrator for departmental records. The PI should retain a copy for their own records. \*If the committee deems the progress to be unsatisfactory, the graduate program director must sign this form.