REPORT ON SUPERVISORY COMMITTEE MEETING
(and Progress Report)

Student: ______________________  Student No: ______  Date of Meeting: __________
Student Email Address: ________________________________________________________

Committee members in attendance:  Supervisor: ____________________________________
Other members: _______________________________________________________________
Committee members absent: _____________________________________________________
Research topic: __________________________________________________________________

COMMITTEE DISCUSSION AND REVIEW PROCESS

A minimum of one supervisory committee meeting within the first six months in the program and
at least one per year through to graduation is required. More frequent meetings should be held as
required by the individual student program and progress.

The supervisor has primary responsibility for completing this form at the meeting, in
consultation with the student and supervisory committee members in attendance, and for distribution of
copies after the meeting. Brief notes on the discussion and review process should be attached.

Suggested Meeting Agenda

1. Student presentation of research proposal and/or progress since last meeting.
2. Committee and student discussion of research proposal and/or review expectations/recommendations
   and progress since previous Supervisory Committee meeting.
3. Committee’s recommendations for additional courses, future directions, improvement of weak areas,
   etc. Elaborate below under ‘Committee’s Recommendations’ or on additional pages as necessary.
4. Committee’s suggestions for student’s personal and professional development.
5. An in-camera meeting of Supervisory Committee at the end of the meeting in order to determine which
   boxes should be checked in items 2 and 3 below (Assessment of Progress and Next Steps). At the
   Supervisory Committee's discretion, an in-camera session may also be held at the start of the
   committee meeting to address concerns one or more members of the committee would like to see
   addressed during the meeting. A variety of factors enter into a committee's determination of satisfactory
   or unsatisfactory progress, including: 1) a general expectation of a B+ average in course work, 2) satisfy
   ing performance in the Ph.D. qualifying exam, 3) suitable progress in the planning and
   execution of the research project, and 4) suitable progress on suggestions made at previous committee
   meetings.

Brief Student Record

Date of first registration in program: ___________________________________________
Date of previous supervisory committee meeting: _________________________________
Course work completed: yes: __________ no*: __________
*If no, specify additional requirements: _______________________________________
Courses completed and grades: _______________________________________________

For Ph.D. only, qualifying exam completed: yes: ______ no**: __________
**If no, expected date for qualifying exam: ____________________________________
Committee’s Recommendations

1. Notes on recommendations/discussions in relation to the Suggested Meeting Agenda of the “Discussion and Review Process” above. Attach additional pages as necessary

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2. Assessment of Progress. The candidate

☐ may proceed as per discussions of this meeting (as noted in #1 above).
☐ may proceed to the qualifying examination.
☐ may begin to write thesis.
☐ may proceed to departmental oral exam.
☐ has not demonstrated adequate progress*. Failure to demonstrate satisfactory progress by the next Supervisory Committee meeting may result in the Committee recommending termination of registration in the program.
☐ has not demonstrated adequate progress. The Committee recommends registration in the program be terminated.

*Factors affecting committee’s determination of adequate progress: 1) a general expectation of a B+ average in course work, 2) satisfactory performance in the Ph.D. qualifying exam, 3) suitable progress in the planning and execution of the research project, and 4) suitable progress on suggestions made at previous committee meetings.

3. Next Steps. The Supervisory Committee should meet in the next

☐ three months. Tentative date: ________________________________
☐ six months.
☐ nine months.
☐ twelve months.

Signature of Major Supervisor
on behalf of Supervisory Committee: ____________________________________________

Student Acknowledgement
This document accurately reflects the discussion and recommendations at this meeting of my Supervisory Committee.

Student signature: ____________________________________________ Date: __________________

Distribution: Graduate Administrator, Student, Committee Members (present and absent) Jan/14