Progress Meeting Cover Page

Candidate’s Name: ____________________________ Progress Meeting Date: ________________

Progress Report Title: _________________________________________________________________

Instructions:
• Your Progress Meeting must be held on or before October 15 (February 28) of your third semester.
• Submit a 5-10 page Progress Report to your committee at least two weeks prior to the Progress Meeting. The report should consist of:
  o An introduction to your research project.
  o A description of your results to date with preliminary conclusions.
  o A detailed plan for completion of your thesis, including experiments that will be performed and expected outcomes of this future work.
• Prepare a formal presentation that summarizes your report to give to your committee at your Progress Meeting.
• At your Progress Meeting, your committee will question you on:
  o Your research as outlined in your report and presentation.
  o Your coursework (which may include specific questions on course material you should know).
  o Your progress in coursework, proficiency exams, and other pertinent areas of the program.
• Prepare the Degree Completion Plan with your committee.
• Attach your finalized Progress Report and Degree Completion Plan to this sheet and submit no later than October 31 (March 15) of your third semester.

Approval: ____________________________________________ Date: ______________________

Thesis Committee

__________________________________________ Date: ______________________

Completion: __________________________ Date: ______________________

Advisor

Original form to Chemistry Office
Copies to Candidate, Thesis Committee, and Graduate Coordinator
Revised August 2010