

Department of Oncological Sciences - PhD Graduate Committee Meeting Review

Year	Preliminary Exam	Committee Meeting Form (student)	Meeting Summary Letter (mentor)	Advanced Student Review	Meeting Requirement
2	√ (separate form)	√	√		within 6 months of prelim exam, hold 1 st meeting (may not be Yr 2)
3		√	√		Annual
4		√	√		Annual
5		√	√	√	Annual
6		√	√	√	Bi-Annual
7		√	√	√	Bi-Annual

Note: students who took an off-topic prelim must submit and present a **PhD - Project Proposal** at their first committee meeting, which must take place no more than 6 months after successful completion of the preliminary exam. The proposal should be 2-4 pages and consist of a detailed *Background, Hypothesis, and Specific Aims*.

Following each committee meeting, the student will complete the **Committee Meeting Form**, and the mentor will write a **Meeting Summary Letter**. A draft version of the Committee Meeting Form should be provided to the committee at least 3 days before the meeting. Final drafts of both the Committee Meeting Form and Meeting Summary Letter should be sent to all committee members and the Department offices (HCI 4343/4344) within 5 days following the committee meeting.

Advanced Student Review (ASR) is a formal review by the student's PhD graduate committee for students entering their 5th year of graduate school [4th year for MD-PhD students]. This review evaluates the advancement of students toward the completion of their studies, and assesses alignment of mentor, student and committee on achieving this goal. The ASR only needs to be performed once a year during years 5-7.

Bi-Annual Review (Years 6 and 7) During years 6 and 7, the committee must be informed on a student's progress at least twice during the academic year. The biannual review may include a committee meeting and a mid-year written correspondence from the student and mentor discussing the student's progress. Alternatively, two formal committee meetings could be held during the academic year. The committee has latitude to decide the format of the biannual review.

Advanced Student Review (ASR) Process:

1. Student and mentor meet and **discuss dissertation outline and timetable** to complete studies.
2. In addition to the normal committee meeting paperwork, **student provides** the following (ASR) documentation to his/her committee and Department Manager (HCI 4344) at least 3 days prior to the committee meeting:
 - a. A brief dissertation outline, one sentence per chapter.
 - b. A brief summary of dissertation research progress (less than 1 page).
 - c. A proposed timetable for completing your dissertation (1/2 page max).
 - d. A signed Graduate Status letter (provided by the Department Manager).
 - e. A brief letter stating you and your mentor have discussed the student review documents.
 - f. Optional: provide a letter to the chair of the ASR Supervisor that details outstanding issues.
3. **During the committee meeting**, the committee, student and mentor discuss the student's accomplishments and trajectory toward completion of studies.
4. The committee may request a revision to ASR documentation. The final revision must be provided to the Dept. Manager and all committee members within 5 days.

Important: All students in their 5th year or beyond must complete the ASR documents, unless they have already set a defense date during the fall semester of the formal review process. Those students that have set a defense date require only a letter/email from their advisor stating their defense date and that the thesis committee is in agreement. Note that these students must file a "Program of Study" form no later than the beginning of the semester prior to dissertation defense, and preferably far before then. Forms are available at the Department website: <http://medicine.utah.edu/oncsci/index.htm> under FORMS and should be turned in to the Department offices (HCI 4343/4344) when completed for formal entry into the University Graduate Tracking System.

Department of Oncological Sciences: Committee Meeting Form (Student)

A draft version of this form must be sent to all committee members 3 days before the meeting. A finalized form must be sent to all committee members and the department office within 5 days after the committee meeting.

Date and location of Committee Meeting: _____

Year in Program: _____

Is this an Advanced Student Review (ASR)?: Yes No

Student: _____

Mentor: _____ (signature required)

Committee Members

Name _____ Attended meeting: Yes No

Name _____ Attended meeting: Yes No

Name _____ Attended meeting: Yes No

Name _____ Attended meeting: Yes No

Current JC affiliation:

Classes Completed: _____ Date: _____

(2nd yr. & beyond)

_____ Date: _____

_____ Date: _____

(advanced seminar)

Requirements completed?

TA-ship. Course: _____ Date: _____

1. Provide the date* of previous committee meeting: _____

**If it has been more than one year between meetings (or 6 months if you are past year 5), explain the reason for the delay.*

2. List the goals outlined in the previous committee meeting:

3. Were the goals achieved? (If not, explain)

4. What are your goals for the next 6 months-1 year?

Department of Oncological Sciences: Meeting Summary Letter (Mentor)

This letter must be sent to all committee members and the department office within 5 days after the committee meeting.

Date of Committee Meeting: _____

Student: _____ (name/signature/date)

Mentor: _____ (name/signature/date)

In the space below and on additional pages as needed, the graduate **advisor must prepare** a letter to the student, which includes:

- a. Summarize important discussions that transpired during the committee meeting.
- b. Comment on the student's progress.
- c. *Additional information if student is undergoing ASR:*
 - i. A statement that you have met with the student and discussed and reviewed the student's documentation.
 - ii. Comment on the plan and timetable for graduation.