

Dissertation Committee Report Form

Medical Physics Program, University at Buffalo

A Ph.D. Dissertation Committee meeting must be held once every six months. This form must be signed by the student, the Major Professor, each Committee member and the Program Director. Attach additional pages as necessary. Parts 1 and 2 of this form are to be completed by the Major Professor and submitted to the Program Director. A copy must be filed with the Program Coordinator.

PART 1: To be filled out at completion of the meeting

Student: _____ Date of Committee Meeting: _____

Term & year of entry into Program: _____ Date of Prelim Exam: _____

Major Professor: _____

Title of Research Project: _____

1. Student Progress Report. A concise progress report indicating how recommendations from the previous meeting were addressed and specifying future research plans should be prepared by the student and given to the committee at least one week prior to this meeting. The report should include a listing of presentations and publications since the last meeting. The final progress report shall contain evidence that the essential components of data collection and analysis for the dissertation have been completed. A copy of the progress report should be filed with this form.

2. The student has completed the essential components of data collection and analysis needed for the dissertation:

Yes No

If "Yes" is checked in #2 above, answer question 2a below:

2a. The student has completed and presented to the committee an acceptable final progress report:

Yes No

If "No" is checked in #2 above, answer question 2b below:

2b. The estimated time before completion of the essential components of data collection and analysis is:

< 6 mo. 6 mo. 12 mo. 18 mo. > 18 mo. unknown

[As outlined in Program policies, items 2 and 2a must be able to be answered "yes" at least six (6) months before the date of the student's dissertation defense.]

3. Committee's Evaluation of Student Performance and Progress.

Satisfactory Unsatisfactory

4. Comments (optional): _____

5. Suggested/Required Date of Next Committee Meeting: _____

6. Committee Confirmation (Place check mark after name if present at meeting):

Printed Name

Signature

Major Professor: _____

Committee _____

Members: _____

7. Student Acknowledgment: Signature _____ Date _____

