

## ANNUAL THESIS COMMITTEE MEETING CHECKLIST

Student Name \_\_\_\_\_ Year in Program \_\_\_\_\_ Meeting Date \_\_\_\_\_

- At least 3 of 4 committee members available
- Date, time, and place confirmed
- Written Progress Report/Self-Assessment (Approximately 2 pages)
- Current detailed Curriculum Vitae (CV)
- Signature Form
- Faculty Comments, Feedback, & Assessment

**Student: Return the Progress Report, CV, Signature Form, and Faculty Comments to the Staff Graduate Program Advisor immediately following your annual meeting**

**Annual Thesis Committee Meeting Requirement:** The student will meet with all thesis committee members collectively at least once per year to discuss and reflect on progress and future plans in the program, receive input and feedback, and present any concerns or potential issues that you may have. Students are required to establish the thesis committee no later than the end of the first year (Advancement to Candidacy Exam – *Candidacy and Thesis Committees* for details). All new students must also meet with the Department Chair individually at the end of winter quarter of the first year. The student’s primary advisor should provide a written statement to the Chair at least one week in advance of this meeting. The student will complete a questionnaire (which should be obtained from the Staff Graduate Program Advisor) for discussion during the meeting.

**Meeting Scheduling:** The student must schedule the first meeting with the committee to take place no later than fall quarter of the second year. Students may find [online room scheduling](#) and [Doodle polling](#) to be useful tools when scheduling these meetings. At least one hour should be allocated for each meeting (except the oral exam and final defense, which require 2 hours). The Advancement to Candidacy Oral Examination will constitute the second meeting and should take place no later than the summer quarter following the second year. Meetings in the third and fourth year must be completed by the end of the spring quarter. The Final Defense of the Dissertation will constitute the fifth meeting and should occur no later than the fall quarter following the fifth year. Annual meetings will continue to be required in any additional years that the student remains enrolled at UCSB, with the final meeting being the Final Defense of the Dissertation. The student or PI can call an additional or earlier meeting at any time to address issues that may arise.

**Meeting Structure:** The committee should remain the same unless there is a need to change members. Changes to the committee require the approval of the Department Chair. At least 3 of the 4 faculty committee members (including the PI) must be present, though additional faculty members can be present if desired. The PI will be excused at the mid-point of the meeting and discussion will continue amongst the student and remaining committee members. The student must submit a written progress report (approximately 2 pages in length) and current CV to the committee for review at least one week in advance. You should be prepared to present your work to the committee, discuss potential issues, and receive feedback from the committee. The student is required to obtain the signatures of all committee members present & submit the signature form with progress report, CV, and faculty comments to the Staff Graduate Program Advisor (all components must be submitted for the requirement to be considered complete). The signature and comments of the PI will also be required (the PI should refer to the Primary Research Advisor section of the signature form).