

**Annual Thesis Committee Meeting Schedules and Reports
Neuroscience Graduate Program Guidelines**

After students advance to candidacy, the student meets annually with his/her Thesis Committee according to the following time frames:

<i>Year in Program</i>	<i>Meeting Dates</i>	<i>Notes regarding the Meeting</i>
3rd Year	November 1 – December 1	A research outline and workable research plan for the next three and one half years should be established.
4th Year	October 1--November 1	Project is evaluated for thesis quality and likelihood of completion in the succeeding one and one-half years. If necessary, alternate strategies are developed.
5th Year	September 1 – October 1	A date for filing the dissertation is set in this meeting. Depending on the student's progress, the Thesis Committee can recommend a further meeting with the student in the Spring semester of the fifth year. At such a Spring meeting, the Thesis Committee decides whether the thesis project is likely or unlikely to be completed in 5.5 years and thus whether to grant the student a six months extension (see below for details).
6th Year	September 1 – October 1	Final steps to filing the dissertation are discussed and confirmed by the committee. If the student will be unable to file by the 5.5 year mark, the committee may grant a six month extension until the following May. If it is anticipated that the work will not be completed by May, the thesis committee and the student must each submit a memo to the Head Graduate Adviser by December 15 th requesting an extension. Such requests should provide details of reasons, proposed completion timeline and projected support. The Head Graduate Adviser together with the other faculty Graduate Advisers review the request and decide on further action.

It is the responsibility of each neuroscience graduate student to organize his/her Thesis Committee meetings within the times indicated above. The Graduate Affairs Office can help in finding and reserving meeting rooms. A minimum of a quorum of the committee must be present for each thesis committee meeting; the mentor and any two of the three remaining members constitute a quorum.

In general, students receive mentoring from all members of their thesis committees during thesis committee meetings. Prior to each committee meeting, the student will send to each member a summary of his/her past year's accomplishments and a brief plan for the coming year. During the meeting, the student will provide a focused summary of her/his research progress as well as any technical difficulties that have been encountered. The thesis committee will evaluate the student's progress toward his/her degree and will help set specific goals that can be reasonably accomplished within the next year as well as for the student's remaining time in the program.

The report sheet should be signed and dated by all committee members and returned to the Graduate Affairs Office **no later than a week of the meeting date**. If deemed necessary, the chair of the thesis committee (thesis mentor) can send e-mail comments directly to the Graduate Affairs Office as indicated on the Report form after the annual meeting. These comments are forwarded to the student for response and all comments are then compiled and placed in the student's file. *The absence of filed reports will be considered a lack of significant progress toward the degree and could result in termination of funding or a recommendation for dismissal from the program.*

If the Thesis Committee reports that the student is not making expected progress, the Graduate Affairs Office notifies the Head Graduate Adviser about the problem. If the problem cannot be resolved, the Thesis Committee may recommend that the student should not continue in the program. The recommendation is then forwarded to the Head Graduate Adviser for a final review with the other Graduate Advisers. Their decision is binding and it is forwarded to the student, thesis mentor, thesis committee members and the Graduate Division.