Neuroscience Graduate Program

THESIS COMMITTEE MEETING REPORT INSTRUCTIONS

Student Name: ___________________________  Meeting Date: ______________

ONLINE ACADEMIC PROGRESS REPORT SYSTEM

On October 1, 2013, the Graduate Division implemented a new process for obtaining Annual Progress Reports from students who have Advanced to Candidacy (i.e., Thesis Committee Meeting Reports).

The new process replaces the written feedback forms that the adviser used to submit after each thesis committee meeting.

INSTRUCTIONS

(1) Prior to the thesis committee meeting, the student must initiate a progress report using the GLOW (Graduate Link on the Web) system.

(2) The thesis committee meeting is held as usual.

(3) After the meeting, the thesis adviser will submit the committee’s comments online, via the GLOW system. There is no longer a written feedback form.

Access GLOW at: https://gradlink.berkeley.edu/GLOW/

Log in to GLOW, click on the “Academic Progress Report” link, and you will see a list of students for whom you are the PI. Click on the student’s name to access the report. If this link doesn’t work, then your student has not initiated a progress report – have them do it asap.

Answer the questions on the online Progress Report. **Please represent the views of the full Thesis Committee based on the discussions at the meeting.** Only the PI has access to view and answer questions on the online Progress Report.

The Neuroscience Graduate Program strongly encourages you to answer each question on the Progress Report. At the very least, you MUST answer two questions, or the report will be considered incomplete. These are:

1) Evaluate the student’s academic progress as “Excellent, Satisfactory, or Unsatisfactory”. (This is question 6.)

2) You must enter the date of the Thesis Committee Meeting. This is located at the very bottom of the page, just above the “Submit Final Report” button.

If you have any questions about how to submit your committee report, please contact Candace Groskreutz at the Neuroscience Program Office (candaceg@berkeley.edu, 642-2593).

(4) Both the student and the program director/staff will be able to read the Thesis Committee’s report on GLOW. This is the same as with the old written report.