

### Committee Meeting Requirements for Advanced Students (5<sup>th</sup> year and beyond)

Please prepare a brief written document of no more than two pages that reports on your progress to degree. This should be in narrative form (written paragraphs). The report should describe when you passed candidacy, list all publications you have co-authored, and any publications that are currently in preparation along with realistic targets for submission. Indicate also what you plan to do to complete your degree. If you are beginning your 6<sup>th</sup> year in the program, the report needs to make a compelling case that a 6th year of study is warranted and that you can complete a Ph.D. with the time remaining. ***Include in your document, a detailed time line of the remaining research you have left to complete, any manuscripts that need to be written and submitted, and when you plan to defend your Ph.D.***

12 point font (Times New Roman) 1" margins – single space

At the meeting- present a 15 minute powerpoint summary of your research and indicate any research issues that have been challenges.

All members of your committee must be present.

The 2-page written document must be submitted to your committee no later than a week before your committee meeting.