

## Record of Graduate Student Annual Committee Meeting

This form must be filed by each student immediately after the annual committee meeting.

Student Name \_\_\_\_\_ Degree Objective \_\_\_\_\_

1. **Type of meeting** (circle one): Traditional, Dept. Seminar, Lab Group, One-on-One.

2. **Date completed** \_\_\_\_\_

3. **Teaching requirement** \_\_\_\_\_ fulfilled already by teaching (list courses and semesters taught, include all courses for which you were a TA)

\_\_\_\_\_ Or teaching requirement has not yet been fulfilled

**Signature Major Professor:** \_\_\_\_\_

### 3. Committee Members present

Printed name	Signature	Satisfactory, Unsatisfactory, or Commendable
1.		
2.		
3.		
4.		
5.		

### 4. Six-months Remedial Action Plan:

a. Major deficiencies in current progress

b. Specific action to be undertaken by student to remedy above deficiencies

c. Specific criteria for evaluation at 6-month meeting.

Current CV filed \_\_\_\_\_ Electronic Copy (MicroMac)

Date received \_\_\_\_\_ Signed: \_\_\_\_\_ (Grad Prog Asst)