

Student's Name: \_\_\_\_\_

Access ID: \_\_\_\_\_ Year Started Ph.D. Program: \_\_\_\_\_

**Instructions:** Choose *Option A* or *Option B*. See Graduate Handbook for more details.

*Option A:* Annual Committee Meeting was held on the following date:\_\_\_\_\_. Student and advisor sign the bottom of the form

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Advisor, is the student making progress sufficient to complete degree requirements within 5

years? **Yes:**  **No:**

(if no, please explain in the space below or provide additional comments from Committee Meeting)

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*Option B:* Graduate Student and Advisor agree to opt out (Years 3 and 4 only, meetings are mandatory for Years 5 and beyond)

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Advisor agrees that a meeting is not necessary at this time. Check box and sign below.

**Yes:**  **No:**

Student agrees that a meeting is not necessary at this time. Check box and sign below.

**Yes:**  **No:**

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\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Student's Signature

Form should be returned to Melissa after the student has reviewed and signed the form.