

BE Graduate Program Guidelines on Annual Thesis Committee Meetings

Annual Meetings: The Department requires annual Thesis Committee meetings for all graduate students that are past their Thesis proposal stage. These meetings help to ensure satisfactory progress towards the student's intended defense and graduation dates. These meetings also help ensure seamless communication across the entire Thesis Committee on the student's aims, progress, and any issues encountered during their thesis research trajectory.

Meeting Preparation: Two weeks prior to each Committee Meeting, the student is encouraged to share an annotated set of Specific Aims with their Committee. The annotated Specific Aims should be approximately one to two pages long, with a few sentences describing the status of each Aim and a Gantt Chart showing the anticipated timelines for their completion. At the Committee Meeting, the student is encouraged to hand out hardcopies of their presentation slides to their Thesis Committee Members, which may include a summary of their Specific Aims. They should additionally bring hardcopies of their Thesis Committee Progress form for each Committee Member, which should be filled out by the student prior to the meeting.

Meeting Format: The Department encourages in-person meetings with all Committee members present whenever possible. However, the specific format of the Committee Meeting is determined by the Committee Chairperson, Advisor(s), and graduate student, and may alternatively consist of multiple sub-Committee meetings at different times/locations, and include video-conferencing to facilitate participation of all Committee members.

Plan-to-Defend Meeting: The Department recommends that the final, Plan-to-Defend Committee meeting be held at least **six months** prior to the planned Thesis Defense date. At this meeting, students are strongly encouraged to share with their Committee a Gantt Chart illustrating the timeline towards their defense date (see example attached), including specific objectives and deadlines leading up to the anticipated Defense.

Meeting Remediation: While the Department recognizes that there may be extenuating circumstances leading to a delayed annual Thesis Committee meeting, which do not merit withholding registration, the Department reserves the right to withhold registration if the one-year mark past the regular annual Committee meeting schedule has passed. This circumstance implies that two years have elapsed since the last regular Thesis Committee meeting, all e-mail reminders and meeting attempts have failed to realize a subsequent meeting, and the Graduate Committee has determined that withholding registration is in the best interest of the student.

BE Graduate Student Protocol A:

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Example Gantt Chart for the final, Plan-to-Defend Thesis Committee Meeting (December) prior to the Thesis Defense (May):

	DEC	JAN	FEB	MAR	APR	MAY	JUN
Plan-to-Defend Thesis Committee Meeting	■						
Manuscript Submission		■					
Thesis Writing			■	■	■		
Deliver Thesis Document & Verification Form to Committee					■		
Thesis Defense						■	
Thesis due to Academic Office						■	
Employment Start-Date							■