

**To be completed by the committee chair at the Pre-meeting:**

- 1) Individual Development Plan (IDP). The committee will receive the completed IDP from the student one week prior to the pre-meeting. After discussion of the plan at the pre-meeting, the student, mentor, and committee chair will sign to acknowledge that the IDP has been completed and discussed. This signed copy of the IDP will be given to the Graduate Program Manager to place in the student's file.
- 2) The committee chair will write a letter to the student summarizing the result of the pre-meeting and any suggested or required activities for improvement. It is anticipated that the report will be circulated by email to the committee members for approval prior to sending the report to the student and to the Graduate Program Manager. Effort should be made to complete this process within three days.

**To be completed by the committee chair at the Qualifying Exam:**

- 1) Qualifying Exam Result form. A paper form will be provided to the committee chair by the Graduate Program Manager and must be signed by all committee members present at the defense.
- 2) SACS form (qualifying exam version). Please download and complete the fillable pdf file and forward by email to the Graduate Program Manager as soon as possible after the meeting. This form is not sent to the student.
- 3) Letter to student summarizing the result of the qualifying exam and any suggested or required activities for improvement. It is anticipated that the report will be circulated by email to the committee members for approval prior to sending the report to the student and to the Graduate Program Manager. Effort should be made to complete this process within one week.

**To be completed by the committee chair at the annual committee meetings:**

- 1) Individual Development Plan (IDP). The committee will receive the completed IDP from the student one week prior to the committee meeting. After discussion of the plan at the meeting, the student, mentor, and committee chair will sign to acknowledge that the IDP has been completed and discussed. This signed copy of the IDP will be given to the Graduate Program Manager to place in the student's file.
- 2) Committee meeting report. Please download and complete the Committee Meeting Report each time that the committee meets (with the exception of the qualifying exam, see above). The section on Responsible Conduct of Research must be completed. Conversations related to RCR either at the committee meeting or between the student and mentor are applicable. In the narrative portion of the report, the committee chair will summarize the outcome of the meeting and indicate areas of strength and weakness, including specific suggestions. It is anticipated that the report will be circulated by email to the committee members for approval prior to sending the report to the student and to the Graduate Program Manager. Effort should be made to complete this process within one week.

**To be completed by the committee chair at the thesis defense:**

- 1) Dissertation Defense Results form. A paper form will be supplied by the Graduate Program Manager and must be signed by all committee members present at the defense.
- 2) SACS form (Thesis defense version). Please download and complete the fillable pdf file and forward by email to the Graduate Program Manager as soon as possible after the meeting. This form is not sent to the student.