

Michigan State University Pharmacology & Toxicology Department

Advisory Committee Meeting Report for _____

This completed report must be returned to Jake Wier as a PDF file within 10 business days from the date of the meeting and copied to the advisor, student and all advisory committee members (whether they were present at the meeting or not).

Date of Meeting: _____

Part A:

Meeting Agenda:

Part B: To be completed by the advisor with committee members present.

Summary of Student's Progress:

Recommendations from the committee to the student:

Expected timeline for completions of major objectives and degree (Required for all PhD students. If the time to degree completion cannot yet be determined, then the committee should define a timeline for more immediate goals.)

Approval by Committee Members (at least 4 committee members must be present at the meeting or by video/call in but **ALL members must sign the report whether they were present for the meeting or not**)

Name (Print):	Signature	Date	At meeting? (Y/N)
Advisor:			
Member:			
Member:			
Member:			
Member:			
Member:			

The committee feels the student is making sufficient progress toward degree completion. Yes No

If no, please explain _____

Recommended date for next meeting: _____