

Below is the annual schedule of committee meetings that must be held to stay in good academic standing with the department.

Year 1:

Fall

1. Meet with mentor only completing the First Year Fall Meeting form (turn in to Kevin).
2. Complete the Ideal Curriculum Form (turn in to Kevin).
3. Complete Advising/Mentoring Committee form (turn in to Kevin) and review the Mentor-Mentee Compact. The Mentor-Mentee Compact should NOT be signed or turned in.

Spring.

1. Meet with your FYP/Advisory committee to evaluate your project and your progress in the department thus far.
2. Complete the FYP Spring Meeting form
3. Complete the Annual Progress Report.

Year 2:

Fall

1. Meet with FYP Committee to evaluate the recently completed First Year Project and discuss any relevant training items (e.g. courses for Year 2 or Year 3; discuss prelim plans, etc.).
2. This meeting can serve as your annual Advisory Committee meeting.
3. Complete the FYP Defense Meeting Form (turned in to Kevin).

Spring

No Meetings required.

Subsequent Years: The Advisory Committee will meet annually in either fall or spring (you and your advisor decide what works best). A Progress Report must be signed and turned in to Kevin after each meeting.

Additional Meetings and Forms: Upon completion of the FYP and accumulation of 30 credits, you are eligible to receive your Masters degree. A warrant must be ordered from the Grad School by Kevin, signed by your FYP Committee and returned to Kevin.

Preliminary exams also require a warrant from the Grad School. It's the same process as the Masters warrant.

The Dissertation Proposal Form (internal document) must be completed after your proposal meeting.

The Ph.D. Warrant will be the final form you must complete. It's the same process as the other warrants. You will request the warrant at least 4 weeks before your Ph.D. defense.