DEPARTMENT OF BIOLOGY – GRADUATE PROGRAM

Advisory Committee Progression Meeting Report Form (Revised Oct. 2026)

Part A –completed by student Date

Name		Date of Last Meeting	

Degree Program: MSc ☐ PhD ☐ Year in program _____

Outcome of Last Meeting: Meeting Expectations ☐ Not Meeting Expectations ☐

Stream: Ecology & Evolution ☐ Cell & Molecular Biology ☐ Phys. & Biochem. ☐

Proposed Thesis Title:

Program Requirements:	Completed?		Date (completed or anticipated)
Proposal Assessment	Yes ☐	No ☐	
Seminar(s)	Yes ☐	No ☐	
Qualifying Exam (if PhD)	Yes ☐	No ☐	

Course Work:

	Course # and Title	Status		
1.		Completed	In-progress	Planned
2.		Completed	In-progress	Planned
3. (if PhD)		Completed	In-progress	Planned

The student circulated a written summary and updated CV one week before the meeting:
☐ **Yes** ☐ **No**

Part B – To be completed by the Supervisor on advice of the Advisory Committee

General Evaluation:

Meeting Expectations ☐

☐ Progress exceeds expectations. The candidate is ahead of schedule with respect to completing their degree requirements in a timely manner, or progress is on time with exceptional professional development (publications, talks, awards etc.).

☐ Progressing well. The candidate is clearly on schedule with respect to completing their degree requirements in a timely manner.

☐ Committee has concerns regarding timely completion of the thesis. The candidate might not complete their degree requirements in a timely manner. Suggestions and timeline for what the committee should see in the next meeting is provided in comments.

Not Meeting Expectations‡ ☐ ☐ The progress is very slow, and the committee has grave concerns for completion of the expectations of the degree.

☐ No evidence of progress in the completion of the expectations of the degree.

‡ If 1st "Not Meeting Expectations" the next meeting must occur before the end of the next term. Suggestions and specified timeline for completion of tasks for next meeting will be provided by the committee. Withdrawal recommendation if this is the second "Not Meeting Expectations".

Proposed next meeting: _____

Comments: (Please be explicit, especially when progress is unsatisfactory or judged in need of improvement. Continue on a separate document if necessary)

Signatures:

Student: _____ Advisory Committee Member: _____

Supervisor: _____ Advisory Committee Member: _____

Joint/co-supervisor: _____ Advisory Committee Member: _____

☐ In lieu of signatures, the supervisor or advisor has made this form visible to all and will sign and email this form to the Grad Program Coordinator, copying in everyone in attendance for assumed approval. No further action required unless there are concerns noted.

- Please return the signed form to the Graduate Program Coordinator after the meeting -