DEPARTMENT OF BIOLOGY GRADUATE PROGRAM
Advisory Committee Meeting Report Form
Year X progression meeting
(Revised Oct 2026)

This form is to be used to report on committee meetings by Year X students. Advisors and supervisors are asked to evaluate whether a student has made sufficient progress towards completion. Where insufficient data/results are available, the committee is asked to establish the reason(s) for the situation and make recommendations regarding a suitable extension time-frame for completion. Where progress has been sufficient, the committee is asked to specify a time frame for thesis submission.

Name:_____Date: _____ Degree: MSc☐ PhD☐

Proposed Title of Thesis: _____

Stream Designation:
Ecology & Evolution☐ Cell & Molecular Biology☐ Physiology & Biochemistry☐

Program Requirements (check all that are complete)**:**
Proposal Assessment☐ Qualifying Exam (if applicable)☐
Stream Seminar(s)☐ Course Work☐

List any outstanding program requirements:

Date became Year X: **Expected date of completion:**

Evaluation of Thesis Project (check all that apply)**:**
Note: Satisfactory progress implies that a student has done all that is reasonable to facilitate degree completion and is on track to complete within a reasonable time frame. Where the project remains incomplete, despite satisfactory progress, a timeline for completion should be prepared and appended to this form. If the student has not made substantial progress since the last committee meeting, the committee is encouraged to declare progress 'insufficient'. The department does not guarantee funding for year X students, and for students whose progress is slowed by personal, medical, or employment commitments, the student is encouraged to consider a leave of absence or part-time status. Please contact the Graduate Coordinator to discuss.

☐ Progress Satisfactory ☐ Progress Unsatisfactory

☐ Project complete and write-up on schedule for completion
☐ Project incomplete: extra term(s) required (timeline for completion must be attached)
Grounds for a leave of absence or part-time status
☐ The student is aware of the timelines for requesting TDO status

Comments/Remarks: *(Please be explicit, especially when progress is unsatisfactory or extra terms are recommended. Continue on reverse if necessary or include a separate document)*

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 -