

## Pre-Meeting Student Progress Update

*(Complete and provide to all committee members at least 5 days before each advisory committee meeting)*

Name of Student \_\_\_\_\_ Name of Advisor \_\_\_\_\_

Degree Program \_\_\_\_\_ First Year of Enrollment \_\_\_\_\_

Program Affiliation \_\_\_\_\_ Date of Last Committee Meeting \_\_\_\_\_

1. List any course(s) taken since the last meeting. Give name of course(s) and grade(s) received.
  
2. Attach your updated biosketch ([NIH-Format](#)) ([sample](#)).
  
3. Summarize the following *(provide additional pages as necessary)*:
  - A. The current aims of your research project noting any changes (limit 1 page)
  
  - B. Progress since the last committee meeting (1-3 pages) *If this is your first committee meeting, report on your progress to date.*
  
  - C. Your plans for the next six months and proposed timeline for degree completion or Ph.D. candidacy exam (if pre-candidacy). *Note that for Ph.D. students who have reached the end of their 4<sup>th</sup> year or beyond, the Advisory Committee will be asked to provide a timeline and a plan for completion of degree requirements as part of the committee meeting report. The same is true for M.S. students who have reached the end of the 2<sup>nd</sup> year or beyond.*