

GUIDELINES for PhD Progress

Doctoral Committee Meetings

For all Committee Meetings, you **must email** your report to the members at least **10 business days before the meeting for the comprehensive report and 5 business days** prior to the meeting for other reports and **also upload it to Pathfinder** as a supporting document, along with your current curriculum vitae. **Update your Pathfinder Portfolio** with Publications, Conference presentations/abstracts, and other significant training or accomplishments and then submit your report. **Students are responsible for organizing their committee meetings within the deadlines.**

Committee meetings should be held once a year. At the end of each meeting or at the latest within **5 business days of the meeting or review-via-report submission**, the committee members should add their feedback on the student's progress and meeting performance to Pathfinder and save the feedback. The supervisor should review and add any relevant feedback, clearly indicating whether a meeting was held, and save the feedback. This process will submit the report to the Graduate Chair for review.

1st Year Comprehensive Exam

PhD Comprehensive exam (see Handbook for additional details)

The student will be expected to:

- Provide a research proposal based on the thesis (see Handbook).
- Give a 15-20-minute presentation on the background, results to date, and directions that the student wants to pursue.
- Discuss these plans with their committee members.
- Prepare goals, milestones, and guidelines for the next year to be presented at the year 2nd progress meeting.
- Takes place during the 4th term

2nd Year Review-via-Report

The student will be expected to report via Pathfinder:

- Update the Pathfinder Portfolio
- As a supporting document, in 2 pages maximum, review goals and milestones from the previous meeting.
- Provide an update on progress.
- Outline goals and milestones for 3rd year.

If the progress report is unsatisfactory, then the student will be required to have a remedial supervisory meeting within 4 weeks to address the issues raised by the committee based on his/her progress report. If the repeat progress report is unsatisfactory, the student will be asked to withdraw from the CBE Program.

3rd Year Face-to-Face Meeting

This meeting will determine if the PhD student's performance is satisfactory and whether he/she is meeting the timeline.

- Update the portfolio in Pathfinder as described for the 2nd Year
- Give a 10 minute presentation briefly reviewing the background and objectives of the thesis, research completed, and outlining the research to be completed in the next year

If the meeting is unsatisfactory then the student will be required to have a remedial meeting within 4 weeks to address the issues raised by the committee. If the repeat progress report is unsatisfactory, the student will be asked to withdraw from the CBE Program.

4th Year Final PhD Defense

See the guidelines for the thesis and the final presentation.

If the thesis submission will be delayed more than 1 term beyond 4 years of registration, the student should submit their report via Pathfinder, including updating their portfolio, clearly indicating the next steps and proposed timeline for completion. At this time, the student, supervisor, or any member of the committee can request a committee meeting.

If the thesis submission will be delayed by more than 2 terms, a committee meeting must be held and reported in Pathfinder as described for year 2.

