

Taken from current Dietrich School of Arts and Sciences Handbook

## **Annual Meeting of Dissertation Committee**

**DSAS doctoral dissertation committees must meet at least once a year from the time the student gains admission to doctoral candidacy to review and discuss the student's progress toward degree.**

Regulations Governing Graduate Study approved in 1991 by the University Council on Graduate Study contain the following regulation:

Meetings of the doctoral candidate and their dissertation committee must occur at least annually from the time the student gains admission to doctoral candidacy. During these meetings, the committee should assess the student's progress toward the degree and discuss objectives for the following year and a timetable for completing degree requirements. It is the Department's responsibility to determine a mechanism for monitoring the occurrence of these annual reviews.

The purpose behind this regulation is twofold. Primarily, it protects the student whose dissertation project has begun to drift from the original (and often overambitious) proposal, and ensures that any changes in direction or methodology have the advice and consent of the committee. The second purpose is to maintain official contact and oversight of students who have become immersed in off-campus positions and responsibilities.

It should be the responsibility of the Graduate Advisor or Director of Graduate Studies or equivalent departmental administrator to maintain a record of students who have been admitted to doctoral candidacy and to notify the student and the dissertation or research advisor of the need to arrange for a review meeting. In some cases a student may be geographically distant from campus and cannot return without hardship. It might then be appropriate for the student to provide a written progress report with timetable, and for the committee to meet and approve or disapprove the revised proposal.

The advisor would then inform the student of the committee's action. When any member of the committee is away on leave or sabbatical, he or she should provide comments for the meeting. No report needs to be made to the Office of Graduate Studies, but the Dean should be provided with a record of a student's annual review upon request.