

Ph.D. Annual Committee Meetings

Overview

Ph.D. students are required to meet with committee members once per year (Summer through Spring) after Advancement to Candidacy until graduation. Meetings may be one-on-one or as a group and members may participate remotely. One committee meeting (or individual meeting with all committee members) must be completed each year (Summer – Spring).

Deadline to Submit

- First year: The Oral Qualifying Exam (Prospectus) will fulfill the first year annual committee meeting requirement. No PhD Annual Committee Meeting form is required.
- Each year thereafter: Students must submit this form each year by the end of the Spring quarter. The year starts in Summer and proceeds through the following Spring. The year starts again in Summer.

Signatures

- Signatures to be obtained by student: Committee Members, Committee Chair and Personal
- Faculty signatures may consist of physical signatures on form or an email indicating the following: Student name, date of meeting, approval to use email in lieu of a wet signature.

Submission Notes

- If student meets with committee members individually, student may submit one form per meeting or gather signatures throughout the year and submit by the end of the year.
- If submitting form with committee member email(s) in lieu of wet signature(s):
 - Electronically, attach the completed form and committee member emails as one PDF.
 - Physical form, attach the printed committee member emails to the form.
- Separate materials (e.g. physical form submitted with committee member email(s) forwarded) will not be accepted.
- Students may submit to stacey@seas.ucla.edu or Stacey's mailbox located in Boelter Hall 5732 lobby.

Name (Last, First): _____

Current Date: _____

E-mail Address: _____

UID#: _____

Year Submitted (e.g. Summer 2017-Spring 2018): _____

Committee Member Name	Date of Meeting	Topics Discussed	Committee Member Signature

Student Signature: _____ Committee Chair Signature: _____