UW-Madison Genetics PhD Program
Annual Committee Meeting Chair Feedback Form

Instructions: The meeting chair should complete this form after the meeting and send it to the Graduate Program Manager within one week of the meeting. Signatures will be collected via Docusign by the Graduate Program Manager.

Student Name: _____

Meeting Chair Name: _____

Meeting Date: _____

Meeting Type:

☐Certification Meeting
☐ Annual Committee Meeting
☐ Prelim Meeting
☐ Prospectus Meeting

Please complete the following section as appropriate:

Certification Meeting:

For students in their 1st year, what curricular recommendations were made by the committee?

Prelim Meeting Outcome:

☐ Passed
☐ Decision Deferred
☐ Failed

Prospectus Meeting Outcome:

☐ Prospectus Approved
Anticipated Defense Date: _____
☐ Additional Committee Meeting Needed
Suggested Date: _____

Annual Committee Meeting 5th Year and Above:

Anticipated Prospectus Meeting Date: _____

Anticipated Defense Date: _____

The following questions and sections should be completed for all students:

What is the overall evaluation of the student's academic progress? Please describe. Include any recommendations from the committee for focal areas for the next year. For 5th year and above students include a plan to graduation. Feel free to attach an additional page if necessary.

Professional Development:

Did the student and committee discuss the student's professional development graduation requirement?
☐ Yes ☐ No

Comments:

Did the student and committee discuss the student's after graduation plans and related professional development?
☐ Yes ☐ No

Comments:

Did the student meet with the committee without the PI present? ☐ Yes ☐ No

Did the PI meet with the committee without the student present? ☐ Yes ☐ No

Committee Signatures:

Meeting Chair: _____

PI/Mentor: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Committee Member: _____