

Year 4 Spring - Year 5 Spring
(Students >3.5 years and <5 years aftermatriculation)
Graduate Student Status Report Signature Page

Student Name: _____

ID#: _____

Program: _____

Dates of LOA: _____

Meeting Date: _____

Matriculation Yr: _____

	Yes	No		Yes	No
Status report clearly written?			Is Rigor and Reproducibility Addressed?		
Oral presentation clear?			Is Publication Report attached?		
Experimental Plan agreed to?			Is Academic & Grant Awards Report attached?		
Was progress satisfactory?			TIMELINE (required)	Included in Status Report?	
Was Individual Development Plan discussed?				Discussed at meeting?	
Is student taking responsibility for project?				Agreed to by committee?	
Is Permission To Write granted? If yes, please complete the Permission To Write form				Yes	No

Explanations and Comments for Items Above Marked No (continue on additional sheet(s) if necessary)

REQUIRED SIGNATURES: My signature denotes that I approve the summary and explanations (a member or student may attach a minority report to this document if they dissent from the majority opinion).

	Printed Name	Signature	Date		
Major Advisor					
Student					
Committee Members				Present	Not Present
Program Director					

INSTRUCTIONS FOR STATUS REPORT (Year 4 Spring - Year 5 Spring)

Students >3.5 years and <5 years after matriculation



Submission: (See section 9.4 of the GSBS Policy). For students third year and above, status reports are due by 5:00 p.m. on the last business day in the month of their birth and the 6-month anniversary of their birth month. For the purpose of status reports, the month of July will count towards the Fall reporting period. There are no extensions of these deadlines except under extraordinary circumstances approved by the Dean. Students may hold their Thesis Advisory Committee (TAC) meeting at any time in the spring (Jan-June) or fall (July-Dec) reporting periods. Academic consequences and fines for delinquent reports are found in section 9.4.6.

Status report meetings (except under the special circumstances described in Section 9.4.7) must include the Major Advisor, Reporting Member and at least two members of the thesis committee (total of 4) but all members must review and sign the status report. It is the responsibility of the student to schedule and hold the TAC meeting so that they are completed before the deadlines. Since scheduling difficulties may be encountered, the student should begin arranging the meeting significantly in advance of the deadlines. A committee member (including the mentor) may be present through teleconferencing or video conferencing arrangements.

Thesis Advisory Committee Meeting & Status Report

The purpose of this meeting is for the student to present to the TAC the progress on their research project. Students should be prepared to discuss Rigor & Reproducibility with respect to their project's experimental design and authentication of key biological and/or chemical resources (e.g. cell lines, antibodies, specialty chemicals, other biologics). Beginning in the spring of the 4th year, in addition to the progress summary (see Year 3 status report form for format), a **Graduation Timeline** must be included. The student must provide the Report to the mentor so that he/she has adequate time to read it and discuss it with the student before it is distributed to the committee. The student must provide the report to the committee at least one week before the meeting to provide adequate time to read it in advance of the committee meeting.

This Status Report must include:

1. Signature Page: completed and signed
2. Progress Summary
3. Graduation Timeline: see below
4. Publication and Awards Reports <https://www.bcm.edu/sites/default/files/2020-10/Publication%20Report%20and%20Honors%20%26%20Grant%20Award%20Report.pdf>
5. If appropriate, Permission to Write documentation (see below)

Graduation Timeline Instructions

Beginning in the spring of the 4th year, the student, mentor and TAC must evaluate the previous progress and future plans for completion of the Ph.D using a graduation timeline, prepared by the student in consultation with the mentor. The timeline must be included in the status report, and presented, discussed and evaluated by the TAC. The timeline should list graduation requirements and estimated dates of completion (*i.e.* June 20xx, Summer 20xx, or too early to predict). The timeline is intended to represent the best estimates at the time it is written and should be revised and updated in subsequent Status Reports.

Suggested Timeline Format: The timeline can be organized as agreed upon by the student, mentor, committee and/or graduate program, but should include the following information:

1. Publications
2. Papers in press
3. Unpublished manuscript(s)
 - A. List and/or description of completed figures
 - B. List of experiments and/or figures remaining to be done and estimated dates of completion.
 - C. Status of draft manuscript, including date completed or expected completion date
 - D. Anticipated submission date
4. Details of other ongoing projects

Continued on next page

5. Permission to Write requirements and anticipated date of request
 - A. Manuscripts
 1. Accepted
 2. Submitted
 3. Prepared
 - B. Experiments that need to be completed before Permission to Write is granted
 - C. Other
6. Graduation requirements and anticipated date of defense.
 - A. Manuscripts
 1. Accepted
 2. Submitted
 3. Prepared
 - B. Experiments that need to be completed before defense
 - C. Other

Permission to Write

Once a student has completed a sufficient body of work as judged by their TAC, and taking into account the minimum time to degree of 3 years, the student may request Permission to Write. Granting the status of Permission to Write signifies that *“the student’s Thesis Advisory Committee acknowledges that all key experiments have been completed and that a thesis outline describing a sufficient body of work to merit a PhD if the dissertation and defense are satisfactorily completed, was presented and reviewed.”* (GSBS Policy Section 9.4.5).

To be eligible to request ‘Permission to Write’ status, students who matriculate in 2019 or thereafter, must have at least one 1st or co-1st author manuscript accepted for publication in a peer-reviewed research journal on the topic of their thesis research. A co-1st author publication is one in which multiple first/lead authors with equal contributions are designated. Exceptions to this requirement may be approved by the Program Executive Committee of the student’s graduate program, taking into account the recommendation of the TAC. In addition, the student, in consultation with the major advisor, must present a detailed outline of the thesis, including a timeline, to the TAC at least two weeks before the meeting. The outline should present sufficient detail to judge the completeness of the experimental work with a clear indication of which portions of the experimental work are finished and which remain to be completed.

A student granted Permission to Write is expected to be able to complete all requirements and defend their dissertation before the next status report deadline. Permission to write is not automatically renewed, and if a subsequent status report meeting is held (e.g. if defense was not held), **permission to write must be requested again.**

If Permission to Write is requested, the Status Report must also include:

1. Permission to Write form <https://www.bcm.edu/sites/default/files/2020-10/PTW%2010.7.20.pdf>
2. Detailed outline of dissertation
3. List of publications to be included in the thesis.

Individual Development Plan

The individual development plan (IDP) is intended as a tool to enable trainees to identify professional goals that match their interests and values for the purpose of identifying and developing appropriate career specific skills. Students should establish an individual development plan in consultation with their mentor. The Plan’s contents should be discussed at TAC meetings. In addition, trainees, mentor and committee members should discuss the student’s progress toward achieving the Plan’s proposed goals, proposed strategies to correct deficiencies, as well as revisions to the Plan. The student and/or mentors may also seek input from the TAC regarding career goals and development. This regular series of interactions should continue until the student’s dissertation defense, with the goal of assisting the transition to the next career phase. If circumstances have delayed the development and/or implementation of the Plan, then the trainee and mentor should provide a strategy (and indicate it on the Status Report) to ensure that any missing component(s) are satisfied within a reasonable period.

See <https://mediasrc.bcm.edu/documents/2014/58/idp-process-gsbs-june2014.pdf> for more information