

**Year 6 Fall – Year 7 Fall**  
 (Students >5 years and <6.5 years after matriculation)  
**Program Ex-Officio Appointed**  
**Graduate Student Status Report Signature Page**



**MD/PhD Program?**  
 YES      NO

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

ID#: \_\_\_\_\_

Dates of LOA: \_\_\_\_\_

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?	
				Yes	No
Is Permission To Write granted? If yes, please complete the Permission To Write form					

*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
Ex Officio					
Program Director					

## Ex-Officio Committee Member Report

*The ex-officio member of the committee is appointed by the graduate program director for all students who are beginning spring of their sixth year. The ex-officio member is a non-voting member who is required to attend the committee meeting. This report should be brought to the meeting by the student and submitted by the ex-officio committee member directly to the program director who will discuss it with the student and mentor. This form must be submitted with the status report forms.*

To be completed by the Student prior to the meeting (including publication counts below)					
Student		ID#		MD/PhD Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mentor					
Ex-Officio Member					
Program		Matriculation (year)			
Meeting Date		Dates of any LOA:			
Publication/Manuscript Status (insert numbers of each)					
Author Order	prepared by student	under review by mentor	submitted	in revision	accepted or in print
1st author					
internal author					

Graduation Timeline:	YES	NO
Did student and mentor present a clear plan that should lead to graduation in a timely manner?		
Did the committee discuss the timeline and progress toward degree?		
Were alternative projects or experimental strategies discussed?		
Extenuating Circumstances that may delay graduation:	YES	NO
Student has had one or more leaves of absence		
Student has changed labs		
Student has brought/established new techniques/methodology in the lab		
Student has changed projects		
Student/Mentor	YES	NO
Student demonstrates good background knowledge of his/her project		
Student expending sufficient effort in conduction/troubleshooting experiments		
Student making good progress toward graduation		
Mentor is providing sufficient experimental input and guidance		
Mentor reviews student's work/manuscripts on a regular basis		
Mentor has helped establish a clear path to graduation		
Comments:		

Signature ex-officio member: \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR STATUS REPORT (Year 6 Fall - Year 7 Fall)

Students >5 years and <6.5 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, at least two members of the thesis committee (total of 4) and the ex-officio member, 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.

**Ex-officio Committee Member (See section 9.5.1 of the GSBS Policy):** The ex-officio member of the committee is appointed by the graduate program director for all students who have entered their sixth year of training beginning from the initial time of enrollment. The ex-officio member is a non-voting member who is required to attend the committee meeting. The report from the ex-officio member should be submitted directly from the ex-officio committee member to the program director who will discuss it with the student and mentor. The ex-officio report must accompany the status report for submission to the graduate school.

### 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 4<sup>th</sup> 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 distribution 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. Ex-officio report: completed and signed
3. Progress Summary
4. Graduation Timeline: see below
5. [Publication and Awards Reports](#)
6. If appropriate, Permission to Write documentation (see below)

### Graduation Timeline Instructions

Beginning in the spring of the 4<sup>th</sup> 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 should 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
- 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 1<sup>st</sup> or co-1<sup>st</sup> author manuscript accepted for publication in a peer-reviewed research journal on the topic of their thesis research. A co-1<sup>st</sup> 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](#)
- 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