*The student should fill out the top part of this form before the meeting and send it to the chair. A hard copy should be brought to the meeting also.*

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 present absent

 Advisor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

 Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

 Other members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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*The chair should fill out this section during the meeting (including the 2nd page), in consultation with the rest of the committee. The contents should be discussed with the student. Completed form should be sent to John Cornett (**jcornett@email.unc.edu**). In lieu of signatures, copies will be distributed to the student and advisor(s) for approval. A copy will be placed into the student’s record and distributed to the committee prior to the next meeting.*

**Outcome**

The committee issues a (check one): \_\_\_\_ pass \_\_\_\_ provisional pass \_\_\_\_ fail for this exam.

If provisional pass, describe the steps to be taken to convert to a pass, including the timeframe (not longer than six months).

**Evaluation**

A. Comments on the project (overall impact, feasibility, etc.):

B. Comments on the written proposal (clarity, structure, etc.):

C. Comments on the oral presentation (clarity, structure, etc.):

D. Comments on the preparedness of the student (general knowledge, familiarity with the literature relevant to the project, etc.):

E. Timeframe for next meeting and goals for that meeting: