

Graduate Program



Advisory Committee / Thesis Proposal Meeting Form

Date of Meeting: _____ Student Name: _____

Supervisor Name: _____ Student ID: _____

Committee met for the purpose of: (circle one)

1st Meeting

- present thesis proposal
- constructive feedback from committee
- file thesis proposal

Additional Meeting

- consultation
- submit revised proposal

Thesis Proposal Approved for Final Submission YES _____ NO _____

Additional meeting required YES _____ NO _____

Summary of items discussed and any actions to be taken:

Committee members (supervisor and minimum 2 other faculty members) present:

Supervisor: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Committee Member: _____ Signature: _____

Student: _____ Signature: _____

Master's Students normally hold their Thesis Proposal Advisory Committee meeting during their third term of study before data collection begins; Doctoral Students normally meet during their fourth term of study following successful completion of their comp examination and before significant activity e.g. data analysis and/or data collection begins.

The Thesis Proposal must be a formal document (power point slides are inappropriate). The Student must submit the Thesis Proposal to the Advisory Committee for review **five working days prior to the Thesis Proposal meeting**. This Form should be used to record each meeting and is to be signed by the Supervisor, Student, and all committee members attending that meeting. The Student may request subsequent meetings and/or request additional access to some or all members of their Committee following the initial meeting to receive ongoing guidance. These meetings may occur via telephone, email or at a formal meeting. All communications should be documented using this Form. The Supervisor is to submit each signed Form to the SKHS Graduate Assistant for recording and filing. A new Form should be submitted for each successive meeting.

The student is responsible for providing a PDF or WORD version of their final APPROVED thesis proposal to the SKHS Graduate Assistant for recording and filing in their SKHS graduate student file.