

RECORD OF DN SUPERVISORY COMMITTEE MEETINGS

Student Name: _____ Student Number: _____

Date of Supervisory Committee meeting (dd/mm/yy): _____

Date of previous Supervisory Committee meeting (dd/mm/yy): _____

COPY expected progress/activities/outputs and detailed timeline from previous Supervisory Committee Meeting below: (Student to copy information from previous committee meeting)

Describe actual progress/activities/outputs related to thesis work since last committee meeting
(Section drafted by student in advance of meeting then finalized by supervisor):

Progress ranking since last meeting (Completed by Supervisor DURING the meeting based on discussion with committee and shared with the student): ☐ Satisfactory ☐ Unsatisfactory

(Note: Following two consecutive "unsatisfactory" ratings, the student will no longer be considered "in good standing", funding package installments will normally be withheld, and the Faculty of Nursing will normally recommend to SGS that the student's registration in the DN program be terminated)

Describe expected progress/activities/outputs related to thesis work with detailed timelines for achievement (Completed by Supervisor DURING the meeting based on discussion with committee):

Review of DN Student Milestones Tracking Sheet (Supervisor to review the tracking sheet during meeting and indicate if updates were made): ☐ Tracking sheet updated ☐ No updates required

Supervisory Committee

Attended Supervisory Committee Meeting

Student name:	<input type="checkbox"/>
Supervisor name:	<input type="checkbox"/>
Committee Member name:	<input type="checkbox"/>
Committee Member name:	<input type="checkbox"/>
Committee Member name:	<input type="checkbox"/>
Committee Member name:	<input type="checkbox"/>

*The supervisor must email the completed form to Student Services after each committee meeting (**minimum 2 committee meetings/year**). All committee members and the student should be copied on the email to indicate their agreement with the documentation. The supervisor and student should each keep a copy for their records and for consultation at next meeting.*