**Thesis Advisory Committee (TAC) Meeting Guidelines**

1. The TAC Chair can be any member of the supervisory committee but cannot be the student’s supervisor. The Chair is responsible for overseeing the meeting and for completing Part B of the TAC Report.
2. The student should be present for the entire proceedings.
3. If one member of the supervisory committee is absent, the committee can proceed with the meeting. If two or more members are absent, the meeting should be canceled and rescheduled within a month.
4. At the beginning of the meeting, the Chair should summarize the Academic Update (Part A) of the TAC Report.
5. After the student’s presentation and questioning, the Chair should complete the Research Update (Part B) of the TAC Report in consultation with the rest of the committee.
6. In evaluating a student’s performance, ‘Meets Expectations’ should be assigned if the student has performed satisfactorily or requires some improvement in that category. Most students are expected to receive this evaluation.
7. In the event that the student receives an evaluation of ‘Unsatisfactory’ in the Overall Performance Section, the Chair should provide a clear description of what the committee expects the student to accomplish before the next TAC meeting.
8. The Chair signs the Report by typing the initials of all present members.
9. The Chair should ensure that the student understands the recommendations and evaluations, then sends an electronic copy of the Report to the student.
10. The student should read and sign the TAC Report by typing his or her name. The student should submit an electronic copy of TAC Report to the graduate office and keep a copy for his or her records.