



EARTH & SPACE SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

Annual Committee Meeting for ESS Research Program Graduate Students

All graduate students in the Department of Earth and Space Sciences Research Graduate Program must meet with their First Year/Master/Doctoral Supervisory Committee annually beginning with the 2014 calendar year (January-December). The graduate student is responsible for initiating the meeting of her/his supervisory committee, and the members of the committee must avail themselves for the meeting.

During the Annual Committee Meeting, a member of the committee (not the graduate student) will need to keep brief notes. These notes should be emailed to essadv@uw.edu by the graduate student after the meeting, with all members of the committee copied on the email. The notes must include:

1. When the meeting occurred
2. Who attended the meeting
3. Outcomes/Action Items
4. Date of the next committee meeting

The Annual Committee Meeting will also be reported on by the graduate student in their Graduate Student Activity Report, submitted to the Graduate Program Coordinator (GPC) in December annually.

Students who have questions about this process should contact the Graduate Program Advisor (GPA) at: essadv@uw.edu.

Passed by the ESS Faculty on March 18, 2014