

**Year 8 and Above**  
(Students > 7.0 years aftermatriculation)  
**Extension of 7-Year Rule**

**Graduate Student Status Report Signature Page**



The Graduate School of  
Biomedical Sciences

Student Name: \_\_\_\_\_

ID#: \_\_\_\_\_

MD/PhD Program?

YES NO

Program: \_\_\_\_\_

Dates of LOA: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Matriculation Date: \_\_\_\_\_

	Yes	No		Yes	No
Status report clearly written?			Was Timeline discussed at meeting?		
Oral presentation clear?			Is student taking responsibility for project		
Is Rigor and Reproducibility Addressed?			Was Individual Development Plan discussed?		
Experimental Plan agreed to?			Is Publication Report attached:		
Was progress satisfactory?			Is Academic & Grant Awards Report attached?		

Yes No

**Is Permission To Write granted? If yes, please complete the Permission To Write form**

***Explanations and Comments for Items Above Marked No (continue on additional sheet(s) if necessary)***

**Seven Year Rule:** No more than 7 years may elapse between matriculation into the Graduate School, excluding leaves-of-absence and suspension, and completion of all degree requirements for the PhD degree.

<b>7-Year Rule, Extension Review</b>	Yes	No
Will the student defend and graduate within the next 6 months? If YES, no further steps are required. If NO, the student must present a Graduation Plan to the Thesis Advisory Committee.		
Did the student present an <b>updated</b> Graduation Plan to the Thesis Advisory Committee?		
Does the Thesis Advisory Committee recommend an additional extension of the 7-Year Rule? If YES, an updated Graduation Plan agreed to and signed by the student, mentor and thesis advisory committee must be submitted to the Promotions Committee within 2 weeks of the TAC meeting. If NO, the Thesis Advisory Committee must provide the student and the Promotions Committee with a written summary of the rationale for a 'no' decision within 1 week of the TAC meeting.		

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**Graduate Student Status Report Signature Page 2**

Student Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

**REQUIRED SIGNATURES:** My signature denotes that I approve the summary and explanations (*a member or student may attach a minority report to this document if they dissent from the majority opinion*)

	Printed Name	Signature	Date		
Major Advisor					
Student					
Committee Members				Present	Not Present
Ex Officio					
Program Director					

### Ex-Officio Committee Member Report

The ex-officio member of the committee is appointed by the graduate program director for all students who are beginning spring of their sixth year. The ex-officio member is a non-voting member who is required to attend the committee meeting. This report should be brought to the meeting by the student and submitted by the ex-officio committee member directly to the program director who will discuss it with the student and mentor. This form must be submitted with the status report forms.

**To be completed by the Student prior to the meeting (including publication counts below)**

<b>Student</b>	<b>ID#</b>	<b>MD/PhD Program?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	
<b>Mentor</b>		
_____		
<b>Ex-officio Member</b>		
_____		
<b>Program:</b>	<b>Matriculation (year)</b>	
_____	_____	
<b>Meeting Date:</b>	<b>Dates of any LOA:</b>	
_____	_____	

**Publication/Manuscript Status (insert numbers of each)**

Author Order	prepared by student	under review by mentor	submitted	in revision	accepted or in print
<b>1st author</b>					
<b>internal author</b>					

Graduation Timeline:	YES	NO
Did student and mentor present a clear plan that should lead to graduation in a timely manner?		
Did the committee discuss the timeline and progress toward degree?		
Were alternative projects or experimental strategies discussed?		
<b>Extenuating Circumstances that may delay graduation:</b>	<b>YES</b>	<b>NO</b>
Student has had one or more leaves of absence		
Student has changed labs		
Student has brought/established new techniques/methodology in the lab		
Student has changed projects		
<b>Student/Mentor</b>	<b>YES</b>	<b>NO</b>
Student demonstrates good background knowledge of his/her project		
Student expending sufficient effort in conduction/troubleshooting experiments		
Student making good progress toward graduation		
Mentor is providing sufficient experimental input and guidance		
Mentor reviews student's work/manuscripts on a regular basis		
Mentor has helped establish a clear path to graduation		
<b>Comments:</b>		

Signature ex-officio member: \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTIONS FOR STATUS REPORT (Year 8 and Above)

### Students >7 years until Dissertation Defense



**Submission:** (See section 9.4 of the GSBS Policy). For students third year and above, status reports are due by 5:00 p.m. on the last business day in the month of their birth and the 6-month anniversary of their birth month. For the purpose of status reports, the month of July will count towards the Fall reporting period. There are no extensions of these deadlines except under extraordinary circumstances approved by the Dean. Students may hold their Thesis Advisory Committee (TAC) meeting at any time in the spring (Jan-June) or fall (July-Dec) reporting periods. Academic consequences and fines for delinquent reports are found in section 9.4.6.

Status report meetings (except under the special circumstances described in Section 9.4.7) must include the Major Advisor, Reporting Member, at least two members of the thesis committee (total of 4) and the ex-officio member, but all members must review and sign the status report. It is the responsibility of the student to schedule and hold the TAC meeting so that they are completed before the deadlines. Since scheduling difficulties may be encountered, the student should begin arranging the meeting significantly in advance of the deadlines. A committee member (including the mentor) may be present through teleconferencing or video conferencing arrangements.

**Subsequent 7-year Rule Extension Request: Students who are enrolled 7 years or more must petition the Promotions Committee and Dean for permission to extend their enrollment.** At each TAC meeting in the student's 8<sup>th</sup> or greater year, they must present an updated graduation plan to the TAC and request an extension of their enrollment. The TAC will review the student's progress and updated graduation plan, and make a determination of whether or not to recommend an extension of the student's enrollment until the student's next status report deadline. The TAC's recommendation must be entered in the Seven Year Rule section on pg. 1. Extensions requests are valid only from one status report deadline to the next. If the TAC does not recommend an enrollment extension, the student may petition the Promotion Committee for an extension. Petitions, if required, should be submitted within 3 weeks of the TAC meeting.

**Ex-officio Committee Member (See section 9.5.1 of the GSBS Policy):** The ex-officio member of the committee is appointed by the graduate program director for all students who have entered their sixth year of training beginning from the initial time of enrollment. The ex-officio member is a non-voting member who is required to attend the committee meeting. The report from the ex-officio member should be submitted directly from the ex-officio committee member to the program director who will discuss it with the student and mentor. The ex-officio report must accompany the status report for submission to the graduate school.

### Thesis Advisory Committee Meeting & Status Report

The purpose of this meeting is for the student to present to the TAC the progress on their research project. Students should be prepared to discuss Rigor & Reproducibility with respect to their project's experimental design and authentication of key biological and/or chemical resources (e.g. cell lines, antibodies, specialty chemicals, other biologics). Beginning in the spring of the 4<sup>th</sup> year, the progress summary shall be formatted as a **Graduation Timeline**. The student must provide the Timeline to the mentor so that he/she has adequate time to read it and discuss it with the student before distribution to the committee. The student must provide the report to the committee at least one week before the meeting to provide adequate time to read it in advance of the committee meeting.

#### This Status Report must include:

1. Signature Pages: completed and signed
2. Ex-officio report: completed and signed
3. Graduation Plan and Timeline: see below
4. [Publication and Awards Reports](#)
5. If appropriate, Permission to Write documentation (see below)

### Graduation Plan and Timeline Instructions

Beginning in the spring of the 7<sup>th</sup> year, the student, mentor and TAC must evaluate the previous progress and future plans for completion of the Ph.D using a graduation plan, prepared by the student in consultation with the mentor. The graduation plan inclusive of timeline must be included in the status report, and presented, discussed and evaluated by the TAC. The plan should list graduation requirements and estimated dates of completion (i.e. June 20xx, Summer 20xx). The timeline should represent the best estimates at the time it is written and should be revised and updated in

any subsequent requests for enrollment extension.

**Suggested Graduation Plan Format:** The timeline can be organized as agreed upon by the student, mentor, committee and/or graduate program, but should include the following information:

1. Publications
2. Papers in press
3. Unpublished manuscript(s)
  - A. List and/or description of completed figures
  - B. List of experiments and/or figures remaining to be done and estimated dates of completion.
  - C. Status of draft manuscript, including date completed or expected completion date
  - D. Anticipated submission date
4. Permission to Write requirements and anticipated date of request
  - A. Manuscripts (Drafted, Submitted or Accepted)
  - B. Experiments that need to be completed before Permission to Write is granted
  - C. Other
5. Additional requirements to be met prior to Defense, and anticipated Defense date.
  - A. Manuscripts (Drafted, Submitted or Accepted)
  - B. Experiments that need to be completed before defense
  - C. Other
6. Requirements to be completed before Graduation

## Permission to Write

Once a student has completed a sufficient body of work as judged by their TAC the student may request Permission to Write. Granting the status of Permission to Write signifies that *“the student’s Thesis Advisory Committee acknowledges that all key experiments have been completed and that a thesis outline describing a sufficient body of work to merit a PhD if the dissertation and defense are satisfactorily completed, was presented and reviewed.”* (GSBS Policy Section 9.4.5).

To be eligible to request ‘Permission to Write’ status, students who matriculate in 2019 or thereafter, must have at least one 1<sup>st</sup> or co-1<sup>st</sup> author manuscript accepted for publication in a peer-reviewed research journal on the topic of their thesis research. A co-1<sup>st</sup> author publication is one in which multiple first/lead authors with equal contributions are designated. Exceptions to this requirement may be approved by the Program Executive Committee of the student’s graduate program, taking into account the recommendation of the TAC.

In addition, the student, in consultation with the major advisor, must present a detailed outline of the thesis, including a timeline, to the TAC at least two weeks before the meeting. The outline should present sufficient detail to judge the completeness of the experimental work with a clear indication of which portions of the experimental work are finished and which remain to be completed.

A student granted Permission to Write is expected to be able to complete all requirements and defend their dissertation before the next status report deadline. Permission to write is not automatically renewed, and if a subsequent status report meeting is held (e.g. if defense was not held), **permission to write must be requested again.**

If Permission to Write is requested, the Status Report must also include:

1. [Permission to Write form](#)
2. Detailed outline of dissertation
3. List of publications to be included in the thesis.

## Individual Development Plan

The individual development plan (IDP) is intended as a tool to enable trainees to identify professional goals that match their interests and values for the purpose of identifying and developing appropriate career specific skills. Students should establish an individual development plan in consultation with their mentor. The Plan’s contents should be discussed at TAC meetings. In addition, trainees, mentor and committee members should discuss the student’s progress toward achieving the Plan’s proposed goals, proposed strategies to correct deficiencies, as well as revisions to the Plan. The student and/or mentors may also seek input from the TAC regarding career goals and development. This regular series of interactions should continue until the student’s dissertation defense, with the goal of assisting the transition to the next career phase. If circumstances have delayed the development and/or implementation of the Plan, then the trainee and mentor should provide a strategy (and indicate it on the Status Report) to ensure that any missing component(s) are satisfied within a reasonable period.

See <https://mediasrc.bcm.edu/documents/2014/58/idp-process-gsbs-june2014.pdf> for more information