# DISSESSATION MEETING RECORDS FORM
(For Major Advisor - To be submitted at the end of the each semester of Registration)

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(use additional pages if necessary)

To be filled by Major Advisor

Name of Major Advisor: ____________________________

Topic of Dissertation: ____________________________________________ (Signature Major Advisor)

Tentative Letter Grade Assigned (S/U)*: ____________________________

*(Final letter grade (A+, A, B+ and B) to be assigned only after defence of dissertation)

Comments (if any): ____________________________________________ (Signature Prog. Manager)

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- Appointment Letter _______ (signed)
- Dissertation Report _______ (submitted)
- Short Report† _______ (submitted)
- Softcopy (Final Dissertation) _______ (submitted)
- Softcopy† (short report) _______ (submitted)
- Dissertation Honorarium _______ (Paid)
- Defence Date _______ _______
- Defence Honorarium _______ _______ (Paid)
- († in proper format)

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Please submit this form with one copy of interim report by final exam week, or five copies of spiral bound final dissertation in proper format if dissertation is complete.  
†Short report (2000 – 2500 words in IEEE format) of final dissertation and soft copies on disk.

Revised April 21, 2005