

**Document E**  
**Mechanical Engineering Department**  
**Graduate Student Thesis/ Project Committee Chair and Members**  
**Consultation Records**

Graduate students enrolled in Project/Thesis courses are expected to meet with their study committee chairs a minimum of four (4) periods during each semester, preferably, on a monthly basis and at least one meeting with each committee member. Please be sure to take this sheet to your meetings with your study Committee Chair and Members and request acknowledgement.

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Committee Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Committee Chair Signature: \_\_\_\_\_

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Date: \_\_\_\_\_ Time: \_\_\_\_\_ Committee Chair Signature: \_\_\_\_\_

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Date: \_\_\_\_\_ Time: \_\_\_\_\_ Committee Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Committee Member Signature: \_\_\_\_\_

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Date written draft report received by the Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Students are expected to give this sheet to the Committee Chair on their presentation day.

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