

School of Health Physical Education and Recreation and Park Administration
Application to schedule a Graduate Student Meeting

Name _____

Student ID _____ E-mail _____

Street Address _____

City _____ Zip Code _____

Note to the Student:

Speak with your committee members to determine a specific time they can meet. Indicate the exact time and date below.

Note to the Chair before the meeting:

Review the student's academic progress and determine the if the student is ready for this meeting.

Course Prescription Meeting

You must have the Advisory Committee approved before the meeting

http://www.hper.indiana.edu/academics/forms/pdf/thesis_committee_approval.pdf

Course Prescription form

http://www.hper.indiana.edu/academics/forms/course_prescription2.dot

Email Susan Todd at todds@indiana.edu with the date. She will then find a room and confirm approval of the meeting date and time to the committee.

Type the courses prescribed on the form and have all committee members' sign.

After the meeting: Please return the course prescription form to the HPER Records office, HPER 115.

Meeting Requested

check one

⇒ [Course Prescription](#)

⇒ [Thesis Proposal-Master/Director](#)

⇒ [Doctoral Dissertation Proposal](#)

⇒ [Thesis Defense-Master/Director](#)

⇒ [Doctoral Dissertation Defense](#)

Thesis/Doctoral-Proposal meetings- **14 days notice** ■ Thesis/Doctoral Final Defense- **30-35 days notice**

SAMPLE OF ABSTRACTS: <http://www.graduate.indiana.edu/preparing-theses-and-dissertations.php>

Note to the Student:

Email Susan Todd at todds@indiana.edu with the date. She will then find a room and confirm approval of the meeting date and time to the committee.

After you have a room submit the same abstract, signed by chairperson to Susan Todd, HPER 115

Note to the Chair:

Committee Chairperson

Before the meeting: Please pick-up the report form from Susan Todd in HPER 115

After the meeting: Please be sure to return the report form with signatures and results of the meeting in HPER 115 .

Records Office Approval

Date and Time:

Room: