This form documents a mid-term meeting between an undergraduate student and academic advisor.

Instructions:
- The meeting is to be held sometime between Add and Drop dates, preferably not too close to the latter.
- Students: make an appointment with your advisor, print this form from mit.edu/cheme/academics/undergrad/advising.html, and complete the Preparation section.
- Advisors: before Drop Date, follow up with any advisees who have not yet made an appointment
- Complete the form at the meeting; make copies for advisor and student, as desired.
- Advisors: send original form to the Student Office, 66-366

Preparation: the check boxes suggest typical topics to consider.
- Review of term load
- Review of term grades to date
- Review of progress toward requirements and graduation
- Advice on curriculum, directions, careers, plans

Specific items:

Action items:

Advisor _________________________ Student _________________________ Meeting Date

Signatures _________________________ _________________________

Rev: 2011 Nov 4 Direct questions and corrections to bsjohnst@mit.edu