

## Department of Chemical Engineering Mid-term Advising Meeting

**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: this form is available at <https://cheme.mit.edu/resources/student-resources/> complete the Preparation section.
- Make an appointment with your advisor (in-person or remote); email the completed form.
- Advisors: before Drop Date, follow up with any advisees who have not yet made an appointment
- At the meeting, complete the **Action Items** section; email the completed form to the student and the Undergraduate Officer (bsjohnst@mit.edu).

**The highest priority is the meeting! Alter this procedure as needed to make that happen.**

**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:

Student \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Action items:**

Advisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_