

## **Interfaculty Graduate Program Biological and Biomedical Engineering Master's Extraordinary Meeting Policy and Procedures**

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### **Goal of the Extraordinary Meeting**

This is used to address issues outside normal scheduled meetings and can occur at any time during the student's program.

These meetings should only be scheduled under special circumstances and can be initiated by anyone on the committee including the student.

### **Timing & Organization**

- The person initiating the meeting should write to the Graduate Program Director (GPD) addressing the issues underlying the need for the extraordinary meeting, and request an Extraordinary meeting.
- If approved by the GPD, the Extraordinary meeting will be scheduled by the Graduate Program Coordinator.
- All committee members and student must be present at the meeting.

### **Outcome**

- The meeting outcome will have the same repercussions as any other meeting and will be part of the student file.