This form must be completed at least once annually and returned to FGSR no later than June 30 of every year. Failure to provide an Annual Progress Report by June 30 of each year will result in a registration restriction.

Part A | Program of Study Status

Student Name (LAST, First):

Department / Unit:

Student ID Number:

Program Start Date (mm/yyyy):

Student Status:  □ Full-time  □ Part-time  □ Currently on __________ Leave

Program of Study?  □ Doctoral  □ Master’s (Thesis-based)

Coursework Completed?  □ Yes  □ No  If no, indicate the number of credit hours yet to be completed:

PD Requirement Completed? (IDP and 8 hours of activities)  □ Yes  □ No  □ Not Required

Academic Integrity and Ethics Requirement Completed?  □ Yes  □ No  □ Not Required

Students are responsible for ensuring that they meet degree and program requirements. The supervisor(s), supervisory committee and the department/unit must ensure that each student follows the Faculty of Graduate Studies & Research and department/unit guidelines and meets all program requirements. The Faculty of Graduate Studies & Research performs a final check of FGSR minimum requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to their degree requirements. Failure to meet all requirements may cause delay or ineligibility to graduate.

Part B | Guidelines, Meetings & Thesis Info

Supervisor-Student Guidelines Completed? (Required)  □ Yes  □ No

The Supervisor-Student Guidelines (SSG) must be completed as soon as possible after registration, but no later than at the time of submission of the first progress report. The SSG only needs to be completed once during a student’s program, unless the student changes their supervisor(s), and/or the terms of the agreement change, in which case a new SSG would be required. The SSG form is available on the FGSR website.

Has the student met with the supervisor(s) or the supervisory committee during the reporting period?

Note: Doctoral students must meet with their entire committee at least once a year to review the student’s progress, as per FGSR regulations.

□ Yes, met with supervisory committee

□ Yes, supervisor(s) only

Please indicate why:

□ No

Please indicate why:

Expected Completion Date (mm/yyyy)

Thesis Proposal Approved?  □ Yes  □ No

Research Ethics Approved?  □ Yes  □ No  □ N/A

Research Completed?  □ Yes  □ No

Doctoral Program Three Year Progress Requirement including Candidacy Exam Completed?  □ Yes  □ No  □ N/A

Part C | Student’s Progress (to be completed by the supervisor and student)

Outline the goals met in this reporting period. (Attach a separate sheet if additional space is required for any section.)

Outline the goals for the next reporting period. (Attach a separate sheet if additional space is required for any section.)
Student Rating (The Supervisor selects one)

☐ Satisfactory

Student meets or exceeds minimum expectations. Allow re-registration.

☐ In Need of Improvement

Student does not meet minimum expectations.

If first “in need of improvement” assessment, then continued registration will be allowed but improvement is required. Please provide details regarding goals, timeline and next committee meeting date.

If second consecutive “in need of improvement” assessment, then student will normally be required to withdraw from their program. Please provide additional details as appropriate.

☐ Unsatisfactory

Student should be required to withdraw from their program. Please provide additional details.

Please provide additional details below for your student rating. (Attach additional details if necessary.)

Part D | Signatures (all signatures are required)

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Department/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date (mm/dd/yyyy)</td>
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<td>Signature</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Additional Supervisor (If Applicable)</th>
<th>Department/Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Date (mm/dd/yyyy)</td>
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<td>Signature</td>
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</tbody>
</table>

Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Department/Unit</th>
<th>Date (mm/dd/yyyy)</th>
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</thead>
</table>

| Student Comments (Optional): |

<table>
<thead>
<tr>
<th>Student Declaration: The above portions of this form were completed prior to my signing. I have read and I understand my Progress Report.</th>
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<table>
<thead>
<tr>
<th>Student</th>
<th>Date (mm/dd/yyyy)</th>
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<tbody>
<tr>
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Please indicate: ☐ Department / Unit Head ☐ Graduate Chair

FGSR Office Use Only:

☐ Holds Removed Initials Date (mm/dd/yyyy)