

Annual Progress Report

Graduate students are expected to present their supervisor with an annual report outlining the progress achieved during the past year and the work proposed for the coming year. The deadline for submitting the completed report to the Graduate Secretary is January 30 (annually). This report may be circulated to the Supervisory Committee. Additional comments can be appended on a supplementary page.

STUDENT SECTION

Date:	
Name & V#:	
MASc or PhD:	
Entry Point:	
Expected Completion Date:	
Supervisor(s):	
Committee Members:	
Candidacy Exam Expected Date: (PhD Students)	

Completed coursework & seminar series presentation(s):

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Objectives set by the supervisor or supervisory committee at any previous formal evaluation(s):

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List research objectives completed during the past year:

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Preliminary thesis or dissertation title:

Frequency of meetings with supervisor:

How could the graduate program better meet your expectations?

Challenges or barriers for success – equipment, courses, project management etc.:

Future/planned coursework:

Future objectives:

Term:
Year:
Degree:
Career:

SUPERVISOR SECTION

Evaluation of student progress toward objectives:

	Research Plan	Research Skills	Necessary Knowledge	Research Accomplishments	Overall ³
Outstanding					
Excellent					
Good					
Satisfactory					
Needs Improvement ¹					
Unsatisfactory ¹					
Not applicable ²					

¹A rating of 'needs improvement' or 'unsatisfactory' in any category must be accompanied by written comments stating the deficiencies and, if appropriate, strategies for the student to mitigate or rectify the deficit.

²A rating of 'not applicable' in any category must be accompanied by written justification.

³Any progress report with an overall rating of 'unsatisfactory' shall cause the committee to set a date for a subsequent formal review at least 8 weeks in the future at which the student's progress shall be reassessed. Two or more instances of formal review that result in an overall rating of 'unsatisfactory' are grounds to request the withdrawal of the student.

Additional comments:

Objectives set by the supervisor or supervisory committee for the student:

(If different than future objectives set by the student.)

How is the student doing in life? Are there any known concerns?

Student Name (Please Print):	Signature:	Date:
Supervisor Name (Please Print):	Signature:	Date:

GRADUATE OFFICE SECTION

Graduate Secretary

Report consistent with GARO evaluation and objectives from previous reports (if applicable).

Additional comments:

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Graduate Secretary Name:	Signature:	Date:
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Graduate Advisor

Reasonable objectives and depth of evaluation.

Additional comments:

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Graduate Advisor Name:	Signature:	Date:
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