APPENDIX C
Student Progress Report Guidelines

Student progress reports should be submitted each January, May and September, and organised according to the following format:

- **General Information**
  - Student's name
  - Date of entry into the program
  - Full or part-time status
  - Expected completion date

- **Courses**

  List each course taken, the term in which it was taken, grade obtained, and titles of major course submissions.

- **Thesis/MRP**
  - Name of supervisor and supervisory committee member(s)/second reader
  - Brief summary of topic
  - Describe progress on thesis/MRP and indicate actual or projected dates for various components (first draft of proposal, proposal approval, ethics approval obtained, research begun, research complete, analysis complete, first draft complete, committee approval of thesis/MRP, defense date, etc.)

- **Awards and scholarships** (applied for or received)

- **Research activities** (summarize any research activities other than those described above)

- **Conference and workshop activities**
  - Titles, dates, presentation title of any at which you presented
  - Titles and dates of any you attended

- **Service to the department, university, and/or community** (include TA assignments, committee work, volunteer work, etc.)

- **Other relevant information** (e. g., future goals for education and/or career, anticipated disruptions to progress, explanation of lower than expected/required performance, etc.)

Please Note: Completed progress reports should be reviewed and signed by the student and the supervisor, and submitted to the graduate program director. Progress reports are then reviewed by the graduate program committee. A feedback letter from the graduate program director is provided to the student and supervisor. Progress reports may be the basis for decisions about a student's continuation in the program; progress deemed to be unsatisfactory may result in a recommendation to the Dean of Graduate Studies that the student be withdrawn from the program.