

Graduate Student Progress Reports

- The report should be prepared annually by the supervisor(s) in consultation with the student. The report is intended to be both a planning and an evaluation document. At the beginning of a student's program only the Objectives section will be filled in. Student and supervisor(s) should indicate agreement on Objectives with their initials. Accomplishments and Comments will be filled in at a later time (e.g., the end of the academic year)
- For PhD students, reports normally will be prepared in August or September
- For Masters students, reports in the first year will be prepared once a supervisor is selected, and then afterwards (e.g., the end of the academic year)
- A new report should be prepared whenever a student changes supervisor(s)
- Distribution of the report is to the supervisor(s), student, and Graduate Program Director
- Prepared reports should be signed off by the Graduate Program Director, and then placed in the student's file
- Report format may be modified as the Program sees fit
- Objectives can consist of successful completion of specific courses, preparation of comprehensive questions and research proposals, preparation and submission of fellowship applications, submissions for conference presentations and articles, regularly scheduled meetings with supervisors and committee members, service functions such as reviewing submissions and organizing research presentations.

Doctoral Student Progress Report

Initial Date: _____ Final Date: _____

Student Name: _____

Supervisor(s): _____

Signatures

Program Year: _____

Student _____

Department/School _____

Time Period *From:* *To:*

Supervisor(s) _____

Program Director _____

Objectives	Accomplishments	Comments (e.g., Satisfactory/Unsatisfactory)
<p>Initials: Student _____ Supervisor(s) _____</p>		

Program Milestone Dates

Comprehensive exam completion

☐ anticipated
☐ achieved

Month and Year

Dissertation Proposal submission

☐ anticipated
☐ achieved

Month and Year

Dissertation Submission

☐ anticipated
☐ achieved

Month and Year

Students who disagree with Objectives, Accomplishments, or Comments must provide an explanatory memorandum.

Masters Student Progress Report

Initial Date: _____ Final Date: _____

Student Name: _____

Supervisor:

Signatures

Program Year: _____

Student _____

Department/School _____

Time Period *From:* *To:*

Supervisor _____

Program Director _____

Objectives	Accomplishments	Comments (e.g., Satisfactory/Unsatisfactory)
<p>Initials: Student _____ Supervisor(s) _____</p>		

Program Milestone Dates

Thesis submission

- ☐ anticipated
☐ achieved

Month and Year

Students who disagree with Objectives, Accomplishments, or Comments must provide an explanatory memorandum