



Annual Progress Report - For Thesis Students

The purpose of this form is to officially record the progress of graduate students within their program of study and research. The report should be completed after official meetings of the student with the Supervisor/Supervisory Committee (normally at least once per year). Attach a separate sheet if additional space is required for any section. Once completed, please forward to dean.fgsr@smu.ca.

Student: Fill out sections 1 to 3

1. Provide your name and contact information

Student's Name _____ Student Number _____ A _____

Email _____ Phone # _____

Address _____

2. Provide information about your program

Program Name _____

Start Date _____ Intended Completion Date _____

Date of last progress report _____

Course Work Completed: Yes No If no, anticipated completion date (mm/yy): _____

Please identify courses completed:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Please identify course not yet completed:

_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Provide information about your progress in the program

Title (may be tentative) _____

Thesis proposal approved? Yes No

Comprehensive/Candidacy Exam completed? (if applicable) Yes No

If no, anticipated date of completion (mm/yy) _____

Supervisor: Fill out section 4

4. Provide some information about the student's progress

Number of times student has met with Supervisory Committee in last 12 months: _____

If no meetings, please explain why: _____

Outline work completed last year: _____

Rating of Student's Progress (please refer to Regulation 27 in the Graduate Academic Calendar for full descriptions of the rating levels):

- Satisfactory (Student meets or exceeds minimum expectations)
- Unsatisfactory – In Need of Improvement (Supervisor must attach a plan with milestones and timelines to enable the student's progress to move into the "Satisfactory" rating within a 4 to 12 month period).
- Not Acceptable – Can only be given after the failure to meet conditions set from a previous "Unsatisfactory" rating; student will normally be required to withdraw from their program).

For a student with a "Satisfactory" rating, outline the goals for the next year:

5. Supervisors' Signatures*

	Name (please print)	Signature	Date
Primary Supervisor			
Co-supervisor (if applicable)			
Supervisory Committee Member			
Supervisory Committee Member			
Supervisory Committee Member			

* The number of required committee members varies by graduate program.

6. Student Declaration:

The above portions of this form and any attachments were completed prior to my signing. I have read and I understand my Progress Report. I would like to add the following comments to my Report:

Comments: _____

Signature

Date

Program Co-ordinator: Fill out section 7

7. Complete the checklist

- Student has been registered for all semesters since admission and is currently registered
- Student's CGPA is at least 3.00
- Student has achieved a passing grade in all courses

Comments: _____

Name

Signature

Date

For FGSR use only

Date received: _____

Comments _____

Dean / Associate Dean, FGSR

Date

<p>Return form to: Saint Mary's University Faculty of Graduate Studies and Research dean.fgsr@smu.ca</p>
