

<b>NAME:</b>	<b>ID#:</b>
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<b>PROCESS</b>
<ul style="list-style-type: none"> <li>• THE STUDENT -+ annually, by APRIL 15, the student will complete and submit a “progress statement” to their advisor for review and comment.</li> <li>• THE SUPERVISOR -+ in response, the advisor completes Part 1 of this form, then prints the form and submits both the STUDENT’S STATEMENT and the SUPERVISOR’S REPORT to the other committee members for comment and overall evaluation (if a supervisor has not been identified, the Associate Program Director can complete the SUPERVISOR’S REPORT).</li> <li>• the committee members complete Part 2 of the SUPERVISOR’S REPORT and return the full report to the supervisor.</li> <li>• the supervisor reviews the full report with the student; the student acknowledges this review by dating and signing the form under Part 3 of the SUPERVISOR’S REPORT.</li> <li>• the supervisor forwards the full report to the Associate Program Director for signature (also in Part 3).</li> <li>• the Associate Program Director provides a copy of the full report to the student and the supervisor</li> <li>• the original report is filed with the Graduate Program Assistant (by June 1, annually).</li> </ul> <p style="text-align: center;"><b>Late submission of this report may result in a delay of the student’s financial support.</b></p>

<p><b>PART 1: STUDENT’S REPORT (COMPLETE PART 1 ON A SEPARATE SHEET AND ATTACH TO THIS FORM)</b></p> <p><b>SUBMIT ANSWERS TO THESE 6 QUESTIONS, BY APRIL 15 ANNUALLY, TO YOUR ADVISOR</b></p>
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1. Include your name, student number, and identify the term in which you started the doctoral program.
2. Provide details of your progress since your last report (or, if this is your first report, toward meeting your degree requirements since the beginning the program). Provide examples of courses completed, comprehensive examination preparation/writing/oral defense, thesis proposal, research, chapters written/revised, etc.
3. Indicate all scholarships you have applied for since last May 1 (or, if this is your first report, since your entry into the program). Distinguish between those you "applied for" and those you were "awarded". Provide dollar values for those you were awarded.
4. List any conference presentations and publications you have contributed to since last May 1 (or, if this is your first report, since your entry into the program). Distinguish between "refereed" and "non-refereed", "invited", "contributed", etc.
5. List your specific goals for next year; make reference to the program requirements, such as specific courses, comprehensive examination, thesis, etc. Indicate the expected dates for completion of these goals.
6. What is your anticipated date for the completion of all degree requirements?

<p><b>PART 2: SUPERVISOR’S REPORT (COMPLETE PART 2 IN THE SPACES PROVIDED)</b></p> <p><b>COMPLETE EACH SECTION RELEVANT TO THIS STUDENT’S STAGE IN THE DOCTORAL PROGRAM</b></p>
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1. The Comprehensive exams were completed on (DD-MMM-YY): \_\_\_\_\_  
OR is expected to be completed by (DD-MMM-YY): \_\_\_\_\_ (if more than 5 terms of registration please provide justification under Supervisor’s general comments (8) section)
2. How often did you meet with the student over the past reporting period:  
monthly      once per term      once per year      other (specify) \_\_\_\_\_

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3 How often did the advisory committee as a whole (if established) meet with the student over the last reporting period:  
 monthly      once per term      once per year      other (specify) \_\_\_\_\_

4 Supervisors should respond to a draft of the PhD thesis in a timely fashion. Answer the following question ONLY if the draft research was submitted by the student during this academic year.

Entire thesis draft	Response time
Portions of thesis	Response time
Other research material	Response time

5 Refer to the student's statement and provide comments on the progress made by the student in accomplishing the goals set out in the last report (or, if this is the first report, towards meeting the degree requirements since the beginning of the program).

6 Comment on this student's specific goals for the next interval of \_\_\_\_\_ months.

7 What is your anticipated date for this student's completion of all degree requirements (DD-MMM-YY): \_\_\_\_\_

8 Supervisor's general comments.

**PRINT THIS FORM, SIGN AND RATE THE STUDENT UNDER PART 2 (BELOW), AND DISTRIBUTE TO THE ADVISORY COMMITTEE FOR REVIEW AND SIGNATURES**

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**PART 3: OVERALL ASSESSMENT OF PROGRESS (TO BE COMPLETED BY THE FULL ADVISORY COMMITTEE)**

Rate this student's overall progress since the last report  
(S) Satisfactory; (C) With Some Concerns \*; (U) Unsatisfactory\*

\* where progress is deemed C or U, attach a detailed plan (with tasks and completion dates) of what must be accomplished over the next 6 months in order to remedy the situation.

	Print name (LAST, First)	Signature	Rating (S, C, U)
Supervisor			
2 <sup>nd</sup> Member			
3 <sup>rd</sup> Member			
4 <sup>th</sup> Member			

**PART 4: ACKNOWLEDGMENTS**

The student may append additional comments. A student who thinks they are receiving unsatisfactory advice is urged to contact the Graduate Program Officer, Associate Program Director, or Program Director.

By signing below, the student acknowledges having read this report:

Student \_\_\_\_\_ Date: \_\_\_\_\_

Program Director \_\_\_\_\_ Date \_\_\_\_\_