

Annual Degree Progress Report

- Annual degree progress report must be completed annually in the winter term and be submitted to the Graduate Program Director by **April 30**.
- It is the student's responsibility to progress academically in each term until degree completion.
- Meeting each term with their supervisor **and/or** full supervisory committee can benefit such progress greatly.
- Students should meet with their supervisor **and/or full** supervisory committee each term (Fall, Winter, Spring/Summer). Students are encouraged to arrange these meetings.
- Annual degree progress report must be completed and signed by both the student and their supervisor/supervisory committee.

Discussion Points

([guidelines for students and supervisors](#) OR [list of helpful discussion topics may help](#))

Check Topics Discussed

Discussion Topic	Discussion Topic
<input type="checkbox"/> Course work/Workload	<input type="checkbox"/> Feedback Turnaround/Preferred Learning and Communication Style
<input type="checkbox"/> Funding/Scholarships	<input type="checkbox"/> Intellectual Property
<input type="checkbox"/> Knowledge Dissemination/Conferences	<input type="checkbox"/> Professional Development/IDP
<input type="checkbox"/> Degree Requirements Plan/Milestones (specify)	<input type="checkbox"/> Lab Work/Issues/Experiences
<input type="checkbox"/> Mental Health/Wellbeing	<input type="checkbox"/> Accommodations/Supports/Petitions
<input type="checkbox"/> Meeting Schedule/Committee roles	<input type="checkbox"/> Field Work/Analysis/Chapter Development
<input type="checkbox"/> Conflict/Supervisor–student relationship	<input type="checkbox"/> Other (please specify)

Privacy: Personal information in connection with this form is collected under the authority of The York University Act, 1965 and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416) 736-2100 x 55521.

Part A

(To be completed by the student)

Mandatory

Student Information			
Surname:		Given name(s):	
Student number:		Email:	
Entry term/year:		Academic session:	
Supervisory Committee			
Role		Name	
Supervisor			
Committee Member			
Committee Member			
Committee Member			
Annual Meeting Information			
Date:		Time:	In person/Online:
Indicate the MILESTONES you have satisfied			
Check points	Expected programmatic completion	Mandatory completion (FGS regulation) Relevant FGS regulatory requirement	Student Comments/ Completion date
Course Requirements			
Confirmation of Supervisor		Term 5	
Establishment of Full Supervisory Committee		Term 5	
Comprehensive Examination(s)		Term 7	
Research / Dissertation Proposal		Term 9 FT Term 12 PT	
Ethics Approval		Prior to commencing research regardless of study type	
Practicum/Internship/Other			

What did you accomplish toward the degree completion this year?

Please indicate anything that has impeded your progress during the past year. Discuss what steps you have taken to address these impediments. Outline what direction/support you would like from your supervisory committee.

What do you need to accomplish next year to stay on track for degree completion? Please outline your objectives in detail for the next year with specific timelines attached.

Milestone/Research or Scholarly

Timeline

Proposed timeline for degree completion.

Item

Timeline

Optional: Individual Development Plan (IDP)

What professional development opportunities did you participate in? Please list.		
Title of professional development opportunity	Date (mm/dd/yyyy)	Comments
<i>Ex: Learning how to "DO" a teaching dossier</i>	<i>03/25/2025</i>	

What components of the Individualized Development Plan (IDP) for Graduate Students are you working on/engaging with? Please append a working copy of your IDP to this report.	
(optional) IDP component	Comments
1. Self-Assessment/Reflection	
2. Setting Goals	
3. Exploring Opportunities	
4. Engagement	

What knowledge dissemination strategies did you initiate regarding your scholarly work? (please attach documents associated with these to this report)		
Title of conference/journal/learned association etc.	Date (mm/dd/yyyy)	Comments
<i>Ex: Presented chapter x ...</i>	<i>03/25/2025</i>	

Part B

(To be completed by the supervisor and/or supervisory committee)

Mandatory

Comment on the student's progress during the past year and list the number of meetings you and/or the supervisory committee has had with the student this year and the focus.

Comment on the student's objectives for the next year and the proposed timeline for degree completion.

Is there any assistance the supervisory committee can recommend or steps that could be taken that would assist the student to progress? Please indicate specific remedial actions and expected results.

Please provide the (estimated) date of the next meeting between the supervisory committee and student.

Overall Evaluation of the Student's Progress (please choose one)

<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Satisfactory, with conditions	<input type="checkbox"/> Unsatisfactory
---------------------------------------	--	---

Part C
(To be completed by the student)

Student's response to the supervisory committee's comments

Approvals

Name	Signature	Date (mm/dd/yyyy)
Student		
Supervisor		
Committee Member		
Committee Member		
Committee Member		

Part D
Comments on the Student's Progress

(To be completed by the GPD)