

Graduate Student Progress Report Form

Progress reporting for Masters or Doctoral thesis students in the Dept of Biology at USASK is **mandatory**. This form must be completed on the designated timeline (inaugural **4 months**, proposal defense/qualifying exam **8 months**, progress meetings every **6-12 months until completion**, comprehensive exam **36 months**) where thesis students, their supervisors, and supervisory committee member(s) will collectively assess the student's progress toward degree completion. All students must have at least 1 committee meeting every **12 months**, and the student needs to submit a written report on progress **every 6 months**. In cases where the student has missed an established progress report deadline and has not responded to the Department within 4 weeks after being contacted, the report may be completed in the student's absence, and progress may be judged unsatisfactory.

Page 1 and 2 are to be completed by the Supervisor and student in advance of the meeting. The rest of the form should be completed by the Chair/Supervisor during the meeting and shared with the student and committee for approval. The completed report along with a written summary report produced by the student is then sent to the Department for final GSC Chair signature. The student, supervisor(s), and Department GSC Chair must review, sign (page 6) and retain copies of this form. It must also be made available to members of the supervisory committee and university administrators authorized to view student records upon request.

DATE	MEETING (written only, in person, or online meeting)
STUDENT'S NAME	
DEGREE	DATE/PURPOSE OF LAST MEETING
START DATE IN PROGRAM	
SUPERVISOR'S NAME	
COMMITTEE MEMBER	
COMMITTEE MEMBER	
COMMITTEE MEMBER	
COGNATE MEMBER (PHD only)	

Mark (X) for *all* that apply:
This report is a(n)

Inaugural report to set program of study for new students (within 1st term or 4 months)

MSc Proposal defense report (before end of 2nd term or 8 months)

PhD Qualifying exam report (before end of 2nd term or 8 months))

Regular Progress Update report (every 6 months until completion)

Permission to Extend Time in Program report (beyond 6 years)

Comprehensive exam report (PhD only-recommended upon completion of all coursework not later than 36 months)

Permission to write report (see page 5)

Permission to defend report (see page 6)

FUNDING AMOUNT, SOURCE(S) and DURATION:

Provide details for the current and upcoming year on amount and source of funding.

Check the following is *completed* (certificates should be on file with the department within the first term of the program):

	YES	NO	In Progress	N/A
CGPS Student-Supervisor Agreement:				
Coursework*				
Enrolled in BIOL 990 and 994 or 996				
Lab safety training (WHIMIS)				
Field safety training				
Biosafety training				
Radioisotope safety training				
Research Ethics training GPS 960				
Animal Ethics training GPS 962 or Equivalent ACRS				
Animal Use Permit approval				
Human Ethics Training GPS 961				
Human REB Approval				

*9 credit hours of coursework is required for all MSc and PhD programs. In the case of PhD students, where the student has a record of 9cus of coursework and a completed MSc thesis, a course waiver/transfer can be applied for through the CGPS.

If **NO** was checked for any item, indicate a timeline for completion.

For a **first inaugural report**, complete the **Courses and Ethics Approval and Program Objectives/Timelines** boxes only. For subsequent reports, complete all boxes below and append a student provided report.

COURSES AND ETHICS APPROVAL (List all required and recommended courses)

For PhD examinations, see page 5

PROGRAM OBJECTIVES and **TIMELINES** jointly agreed upon by student and committee for next meeting in _____ month(s) (e.g. required training, proposal outline, drafts, data collection, draft thesis submission).

PROGRESS toward stated objectives, other accomplishments, and/or student's notes on progress (e.g., conference presentation, award, submitted article, rationale for priorities). The student is required to provide a separate written report.

SUGGESTIONS by committee (if applicable) for meeting the objectives above (e.g., reading, drafting, training, coursework, talking with another expert)

EVALUATION of progress toward objectives since the last progress meeting (to be completed by supervisor and committee). Mark with one X for each of the 3 columns.

Evaluation	Research skills and Accomplishments ¹	Requisite knowledge and Program Requirements ²	Professional Conduct ³
Satisfactory			
Unsatisfactory			
Not applicable			

¹**Research skills and Accomplishments** Students are required to make progress on planning and conducting experiments or observational studies, data analysis and writing at a level commensurate with the student’s experience and training. Students must show active participation and leadership in the learning process; and meeting on-going research obligations, and provide evidence of accomplishments (eg. external presentations, scholarships, awards, publications, reports).

²**Requisite knowledge and Program Requirements** is determined by several indicators that include, but are not limited to, at least acceptable progress in coursework (minimum GPA to pass and/or retain scholarships and demonstrate competence- eg 80% overall average) and consistent progress in meeting all program requirements (e.g. BIOL 990, progress meetings and exams). Note that unsatisfactory progress in coursework alone should not lead to an unsatisfactory progress report because a separate Failure Policy governs coursework.

³**Professional Conduct** includes open and direct communication with supervisors, mentors, partners or collaborators (if applicable), and peers; responding to communication in a timely and professional manner; being responsive to professional critique; and demonstrating accountability for actions and behaviours. Students are expected to maintain regular communication with their supervisor(s) and committee (ie every 6 months), and respond to requests for research updates with their supervisor and committee.

Overall Progress⁴ was deemed to be ___Satisfactory ___Unsatisfactory

⁴A first overall unsatisfactory report must lead to a student response and subsequent in person committee evaluation within 4 weeks. Failure to meet overall satisfactory progress on any Report (not necessarily successive) constitutes unsatisfactory progress towards the degree and, if recommended by the Biology Graduate Studies Committee to the CGPS, the student may be required to withdraw from the University.

EXPLANATION of the evaluation, and comments on related areas, such as coursework, research performance, lab work, etc., as appropriate, and **RECOMMENDATIONS** for addressing marginal and unsatisfactory performance in any area.

DATE FOR NEXT MEETING (see required timeline on Page 1): _____

PURPOSE FOR NEXT MEETING (Check below. See required timeline on Page 1):

- Proposal defense**

 Qualifying exam

 Regular Update
 Comprehensive exam

 Permission to Write

 Permission to Defend

EXAMINATION RESULTS: For a PhD Student or a MSc Student transferring into a PhD program, if the purpose of the meeting is either a

- Proposal defense/PhD qualifying exam or
- Comprehensive exam

the committee agreed that the student has

- PASSED
- FAILED WITH REQUIREMENT FOR RE- EXAMINATION (ORAL AND/OR WRITTEN)
- FAILED WITH RECOMMENDATION TO DISCONTINUE

If the exam is deemed a FAIL, committee chair will file a report with the Department, who will notify CGPS. Note that a student failing a Qualifying or Comprehensive Examination is permitted a second Examination with permission of the Dean of the CGPS or designate. A second failure automatically disqualifies the student from further work for that particular Ph.D. degree. This failure may be appealed to the Graduate Academic Affairs Committee on substantive or procedural grounds.

Committee comments on examination results. In the case of a FAIL for an examination, explain the committee rationale, recommendations for remediation and timeline for the re-examination.

PERMISSION TO WRITE: Permission to write the thesis is given by the Advisory Committee when there is general agreement that the student has completed sufficient work on the project to proceed to the writing stage. While not a necessary requirement of the program, it is recommended the student receives formal approval from the committee that no additional data are needed to write the dissertation. In order for the student to formally receive permission to write, the committee should agree that:

- All course work and required examinations are completed;
- The thesis topic has been approved by the Advisory Committee;
- The results of research findings are available and defensible (e.g. all data have been collected and sufficient aspects of analysis are complete to indicate that a defensible thesis can be achieved based on the student's completed work)

If all three boxes are checked, then the committee can grant a student permission to write.

RECOMMENDATIONS by committee if the permission to write is not granted

PERMISSION TO DEFEND: When a majority of the Advisory Committee agrees the thesis is ready for Defence, the academic unit will so advise the CGPS in writing. At this meeting the committee should agree that the thesis is acceptable for defense.

- The thesis **IS** acceptable for defense
In this case, the committee agrees on recommending the following external reviewer for the thesis _____
- The thesis **IS NOT** acceptable for defense

RECOMMENDATIONS and TIMELINES if the thesis is not acceptable for defense

This report has been reviewed by the student, supervisor, and approved by the GSC chair:

Signature of Student

Signature of Supervisor

Signature of Co-supervisor (if required)

Signature of GSC Chair or Designate