



ANNUAL PROGRESS REPORT "A" FOR THESIS-BASED STUDENTS

Please note: non-thesis based students should use Annual Progress Report "B"

MASTERS DEGREE

DOCTORAL DEGREE

PART A – TO BE COMPLETED BY THE STUDENT

Student Number: _____ Last Name: _____ First Name: _____

Email Address: _____

Program of Study: _____

If IGS: Individualized Themed Theme: _____

Program Start Date: _____ Proposed End Date: _____

Summarize Research Area/Topic in three to four sentences:

- (1) Has your research supervisory committee been formed? Yes Date: _____ No
- (2) Has your research proposal been approved? Yes Date: _____ No N/A
- (3) If required, have you received ethics approval? Yes No N/A
- (4) Have you completed your comprehensive examination? (doctoral only) Yes Date: _____ No
- (5) Have you been advanced to candidacy? (doctoral only) Yes Date: _____ No
Note: College of Graduate Studies policy stipulates that candidacy must be achieved within thirty-six (36) months of starting a doctoral program.
- (6) Have you taken a leave of absence in the last twelve (12) months? Yes No
If yes, what was the duration of your leave in months? _____
- (7) Have you ever had a program extension? Yes No
If yes, what was the duration of your extension in months? _____
- (8) How frequently do you meet with your supervisor? _____ Date of Last Meeting: _____

(For College of Graduate Studies' Use Only)	<input type="checkbox"/> Nominated for UGF _____ months of study	
<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Improvement Required	<input type="checkbox"/> Unsatisfactory



(8) Please summarize the progress you made in the last year:
(If more space is required, please append the information to this form.)

(9) Please summarize any existing or potential barriers to progress that arose during the year:
(If more space is required, please append the information to this form.)

Coursework

See [UBC Okanagan Calendar](#) for the current program requirements. Once you have reviewed your program requirements, if you have questions, please consult your supervisor.

(1) Please print your grades summary from the Student Service Centre and attach as a PDF.

(2) Have you completed the coursework requirements for your degree? **Yes** **No**

If “No”, please list the courses you intend to take to complete your requirements:

(If more space is required, please append the information to this form.)

Course Prefix & No. <i>eg. XYZ 501A</i>	Course Title <i>eg. Data Analysis</i>	Semester	Term
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



FUNDING

(1) Awards, Grants, and Scholarships

Please list any awards, grants, or scholarships applied for/or received over the last year. If you are currently receiving funding, complete the additional award details (Term, Date Received, and Amount).

Award Status	Name of Award	Term (if ongoing)	Date Received (if one-time)	Amount
_____	_____	_____ to _____	_____	_____
_____	_____	_____ to _____	_____	_____
_____	_____	_____ to _____	_____	_____

Award Status Legend

Please indicate the status of your award using the legend below:

- A = Applied, waiting for a decision.
- C = Currently receiving funding.
- P = Pending, funding awarded and will be issued.

(2) Teaching and/or Research Assistantships

Please use this space to list any teaching or research assistantships you have held during the last year

Publications

Please use this space to list any publications you have produced during the last year. Indicate if publication is submitted, accepted, in-press (with proposed publication date) or published.

Conference Presentations

Please use this space to list conference presentations made during the last year.



Student Plan

Please summarize your plans for the upcoming academic year.

I verify that I have registered in every semester, except when on a leave of absence approved by the College of Graduate Studies.

I verify that my account is not on financial hold.

Student Signature

Date (Part A was completed)

Please submit this completed report to your supervisor to complete Part B.



PART B – TO BE COMPLETED BY THE SUPERVISOR WITH THE STUDENT

Please review the information provided in Part A and then complete Part B.

Supervisor Name: _____

Co-Supervisor Name: _____
(if applicable)

Department: _____

The below section is not indicative of the quality of the student, but an objective assessment of the student's progress in the program.

Student Progress Summary in the last twelve (12) months: Satisfactory Improvement Required Unsatisfactory
I have read and understand the definitions of Satisfactory, Improvement Required and Unsatisfactory, as defined on page 7 of this form.

If satisfactory, please provide rationale below: *(If more space is required, please append a letter to this form.)*

If improvement required, please provide rationale below and follow the procedures on our [website](#) *(If more space is required, please append a letter to this form.) Please outline the plan for improving student progress in the next twelve (12) months*

If unsatisfactory, please provide rationale below and follow the procedures on our [website](#) *(If more space is required, please append a letter to this form.) Please outline the steps required for improving student progress in the next twelve (12) months*



Supervisory Committee

The supervisory committee must be comprised of a supervisor (or co-supervisors) and at least two other faculty members. Please ensure that the composition of the committee follows the guidelines listed in the College of Graduate Studies Policy and Procedure Manual.

Committee Members:

	Last Name	First Name	Department/Unit	Signature
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Has the committee met with the student in the last twelve (12) months? Yes _____ No _____ Date: _____

Is the student meeting the residency requirement (PhD students)? Yes _____ No _____

Program Coordinator's Comments:

Please use this space to make additional comments.

Meeting Required? _____

This student is nominated for a UGF _____

If the student is nominated for a UGF, please indicate months of study as of April 30: _____ months of study

_____	_____	_____
Student's Signature	Print Name	Date
_____	_____	_____
Supervisor's Signature	Print Name	Date
_____	_____	_____
Co-Supervisor's Signature (if applicable)	Print Name	Date
_____	_____	_____
Program Coordinator's Signature	Print Name	Date

NOTE: Student and Program should each retain a copy of this Progress Report. Scan and email a completed (and signed) copy of this form to the College of Graduate Studies by no later than June 1 annually to: gradask.ok@ubc.ca or send the hardcopy to:

The College of Graduate Studies
Rm. 2121, EME Bldg.
1137 Alumni Ave.
Kelowna, BC V1V 1V7

(For College of Graduate Studies' Use Only)

_____	_____	_____
CoGS Signature	CoGS Initials	Date



Satisfactory Progress Requirements

“Satisfactory Progress” is the term used to describe the program progress of a student who is making acceptable progress toward a degree, which includes but is not limited to: acquiring required course credits with at least the minimum required grade point average; making timely progress towards candidacy (in the case of doctoral students); and, completing the thesis or dissertation.

Satisfactory Progress Requirements for Master’s Students

Master’s students must achieve a minimum of 60% in all courses taken; however, only 6 credits receiving grades of 60-68% may be counted towards a master’s program.

Obtaining grades above 68% would be considered satisfactory; grades below this threshold are rated as “improvement needed” or “unsatisfactory.”

Satisfactory Progress Requirements for Doctoral Students

Doctoral Students must achieve a minimum of 68% in all courses taken for credit.

Doctoral students must also achieve candidacy within 36 months of beginning a doctoral program in order for their progress to be considered satisfactory.

Rating of “Improvement Required”

A rating of “Improvement Required” in a progress report indicates that the student is progressing, but needs improvement in one or more of the following areas:

- The student is not meeting normal timelines for degree completion (24 months for Master’s, 48 months for PhD);
- A Master’s student is attaining grades between 60-68%;
- Improvement or additional knowledge is required in one or more aspects of the student’s research and/or area of study;
- Based on program requirements, the student needs to increase their number of publications.

Procedures for Filing a progress Report with a rating of “Improvement Required”

The student should receive a hard copy of the report, which should include written details regarding:

- Where improvements are needed;
- The next steps that the student needs to take;
- Deadlines that need to be met;
- Scheduled meetings to discuss progress towards these goals;
- Responsibilities of the supervisor, supervisory committee members or the Graduate Program Coordinator in assisting the student to achieve satisfactory progress;

NOTE: A follow-up meeting should be held no later than the end of the term following the submission of the progress report rated as “improvement needed.” A summary of the results of that meeting should be sent to the Graduate Program Coordinator and copied to the College of Graduate Studies.



Rating of “Unsatisfactory Progress”

A student may be rated as progressing unsatisfactorily for a number of reasons including, but not limited to, the following:

- Master’s student who attains a course grade of less than 60%;
- Doctoral student who attains a course grade of less than 68%;
- Advancement to Candidacy has not been accomplished within the program timeframe or the 36 months required by the College of Graduate Studies;
- Delay in thesis or dissertation progress;
- Deficiencies in the student’s skills in research and/or subject area knowledge.

Procedures for Filing a Progress Report with a rating of “Unsatisfactory Progress”

A finding of unsatisfactory progress in a progress report is a serious outcome for a graduate student. It indicates that the student’s program completion is in jeopardy. This report can be the first step towards either voluntary or involuntary withdrawal of the student from the program. First and foremost, however, it provides an opportunity to offer an incentive and a road map for getting the student back on track. When a progress report with a rating of “unsatisfactory” is filed, steps must be taken to ensure due process and encourage remediation of the situation. The following steps should be followed when filing a progress report with a rating of “unsatisfactory”:

- The student should receive a hard copy of the report, which should include written details about why the progress report includes a rating of “unsatisfactory”;
- The student should have an opportunity to respond in writing to the Graduate Program Coordinator;
- The Graduate Program Coordinator and, in thesis or dissertation -based programs, the supervisor and supervisory committee should decide what steps are required for the student to remedy the unsatisfactory rating;
- Within five business days of filing the progress report with the College, the Graduate Program Coordinator should provide the student with an outline that includes the following:
 - Clear expectations of activities and milestones required of the student to achieve a rating of “satisfactory progress”;
 - A timeline during which these steps must occur;
 - Responsibilities of the supervisor, supervisory committee members or the Graduate Program Coordinator to assist the student in achieving the milestones indicated;NOTE: This outline may be presented as a Letter of Understanding or as a Progress Contract;
- A copy of this written set of requirements should be provided to the College of Graduate Studies;
- No more than six months after filing a progress report with a rating of “unsatisfactory”, the Graduate Program Coordinator will file an interim progress report indicating the progress that has been achieved toward remediation, and any outstanding expectations remaining;
- Copies of this report should be provided to the student and to the College of Graduate Studies;
- If, after six months, the student has not followed the outline of expectations, the matter should be referred to the Dean of the College of Graduate Studies, who will review the file and impose or make recommendations to the relevant constituencies for further action including, but not limited to:
 - a new outline of expectations and timeline,
 - a voluntary leave of absence,
 - a voluntary withdrawal,
 - a temporary suspension from the program,
 - an involuntary withdrawal from the program.

NOTE: Copies of all correspondence and meeting summaries with respect to progress reports with ratings of “unsatisfactory progress” must be sent to the College of Graduate Studies for inclusion in the student’s file.