

All 'active' thesis-based graduate students registered during the winter term will be required to submit the Annual Progress Report annually online. Annual Progress Reports require sequential contribution from student, supervisor/co-supervisor (if applicable) and graduate program director.

Graduate Program Officers have the ability to view and monitor the Annual Report status. This allows FGS staff to





- ensure students, supervisors/co-supervisors and graduate program directors have completed their portion of the online process by the deadline date and the report is routed appropriately and
- deal with anomalies appropriately.

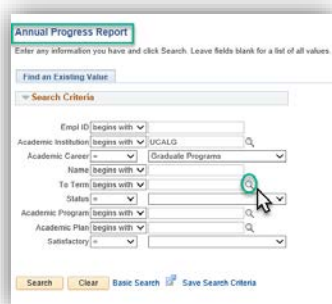
Unsatisfactory progress reports are now routed automatically to the appropriate Associate Dean for approval of the Graduate Program Directors action.

Included is:

- Accessing the Annual Progress Report
- Viewing the Annual Progress Report
- Printing the Report Data
- Viewing the Report Status History

Accessing the Annual Progress Report:

1. Within PeopleSoft Student Administration, click the **Records and Enrollment** link.

2. Click the **Student Term Information** link.

3. Click the **GS Annual Progress Report** link.

4. Click the **Annual Progress Report** link.

5. The Annual Progress Report Search Criteria can be entered. Click the **Look up To Term** button.



Annual Progress Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Academic Institution begins with UCALG

Academic Career = Graduate Programs

Name begins with

To Term begins with

Status =

Academic Program begins with

Academic Plan begins with

Satisfactory =

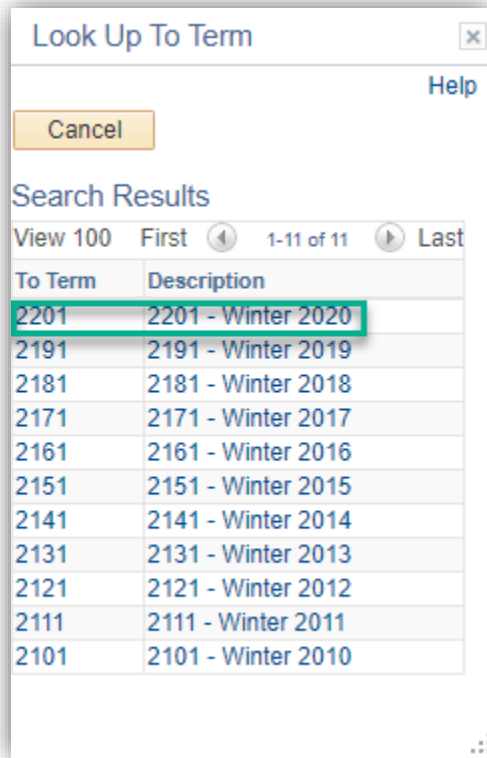
Search Clear Basic Search Save Search Criteria

Annual Progress Report

Graduate Program Officer

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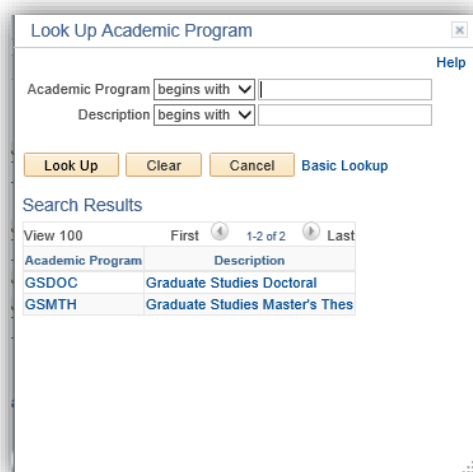
6. A list of Terms display. Each “To Term” represents the period from the beginning of the previous Spring term to the end of the selected Winter term. Click the desired term (e.g. **2201 – Winter 2020**).



The screenshot shows a dialog box titled "Look Up To Term". It has a "Cancel" button and a "Help" link. Below the buttons is a "Search Results" section. The search results are displayed in a table with two columns: "To Term" and "Description". The first row is highlighted with a green border.

To Term	Description
2201	2201 - Winter 2020
2191	2191 - Winter 2019
2181	2181 - Winter 2018
2171	2171 - Winter 2017
2161	2161 - Winter 2016
2151	2151 - Winter 2015
2141	2141 - Winter 2014
2131	2131 - Winter 2013
2121	2121 - Winter 2012
2111	2111 - Winter 2011
2101	2101 - Winter 2010

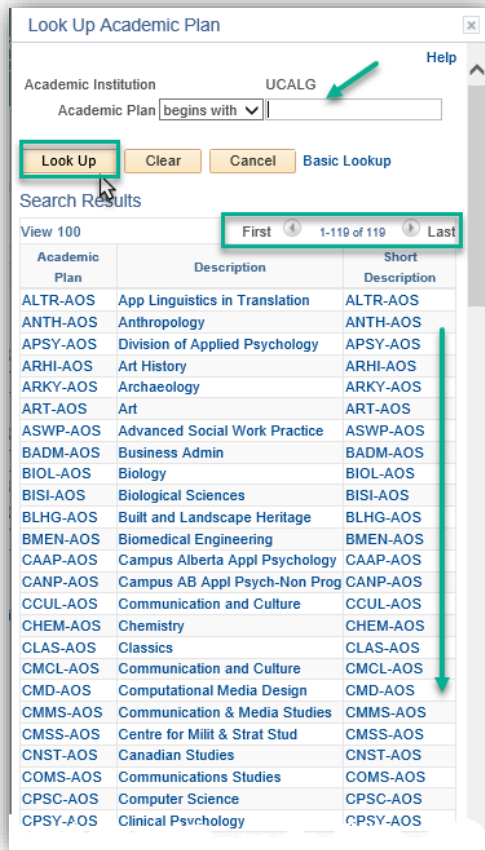
7. If desired, click the **Academic Program** button. Two Academic Programs will be listed; GSDOC Graduate Studies Doctoral and GSMTH Graduate Studies Master’s Thesis. Select the applicable Academic Program.



The screenshot shows a dialog box titled "Look Up Academic Program". It has a "Help" link and two search criteria: "Academic Program" and "Description", both with "begins with" dropdown menus and text input fields. Below the search fields are buttons for "Look Up", "Clear", and "Cancel", along with a "Basic Lookup" link. The "Search Results" section shows a table with two columns: "Academic Program" and "Description".

Academic Program	Description
GSDOC	Graduate Studies Doctoral
GSMTH	Graduate Studies Master's Thes

8. If desired, click the **Look up Academic Plan** button. A list of Academic Plans display. You may enter the first letters of the Academic Plan and press **Lookup** or scroll down to select.



Look Up Academic Plan

Academic Institution: UCALG

Academic Plan begins with: []

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 | First | 1-119 of 119 | Last

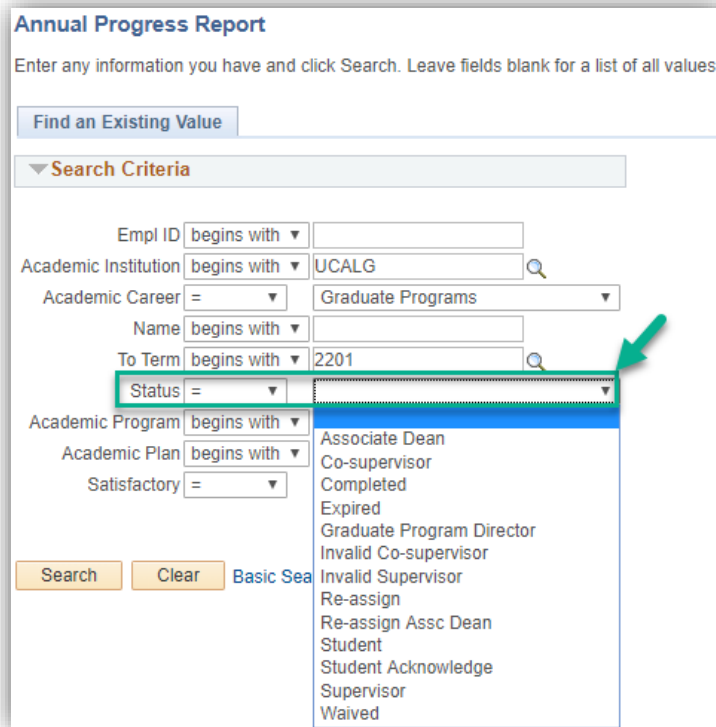
Academic Plan	Description	Short Description
ALTR-AOS	App Linguistics in Translation	ALTR-AOS
ANTH-AOS	Anthropology	ANTH-AOS
APSY-AOS	Division of Applied Psychology	APSY-AOS
ARHI-AOS	Art History	ARHI-AOS
ARKY-AOS	Archaeology	ARKY-AOS
ART-AOS	Art	ART-AOS
ASWP-AOS	Advanced Social Work Practice	ASWP-AOS
BADM-AOS	Business Admin	BADM-AOS
BIOL-AOS	Biology	BIOL-AOS
BISI-AOS	Biological Sciences	BISI-AOS
BLHG-AOS	Built and Landscape Heritage	BLHG-AOS
BMEN-AOS	Biomedical Engineering	BMEN-AOS
CAAP-AOS	Campus Alberta Appl Psychology	CAAP-AOS
CANP-AOS	Campus AB Appl Psych-Non Prog	CANP-AOS
CCUL-AOS	Communication and Culture	CCUL-AOS
CHEM-AOS	Chemistry	CHEM-AOS
CLAS-AOS	Classics	CLAS-AOS
CMCL-AOS	Communication and Culture	CMCL-AOS
CMD-AOS	Computational Media Design	CMD-AOS
CMMS-AOS	Communication & Media Studies	CMMS-AOS
CMSS-AOS	Centre for Milit & Strat Stud	CMSS-AOS
CNST-AOS	Canadian Studies	CNST-AOS
COMS-AOS	Communications Studies	COMS-AOS
CPSC-AOS	Computer Science	CPSC-AOS
CPSY-AOS	Clinical Psychology	CPSY-AOS

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9. Click the **Status** button to view the list of Status options.



Annual Progress Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with []

Academic Institution begins with [UCALG] 🔍

Academic Career = [] Graduate Programs ▼

Name begins with []

To Term begins with [2201] 🔍

Status = [] ▼

Academic Program begins with []

Academic Plan begins with []

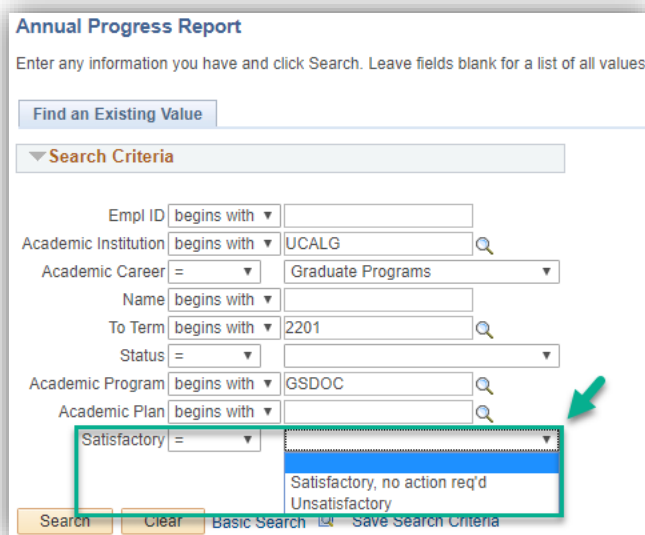
Satisfactory = []

Search Clear Basic Search

- Associate Dean
- Co-supervisor
- Completed
- Expired
- Graduate Program Director
- Invalid Co-supervisor
- Invalid Supervisor
- Re-assign
- Re-assign Assc Dean
- Student
- Student Acknowledge
- Supervisor
- Waived

- Associate Dean
 - Awaiting Associate Dean evaluation (Unsatisfactory Reports only)
- Co-Supervisor
 - Awaiting Co-Supervisor evaluation
- Completed
 - Reports that have 'completed' the sequential process (submitted by student, evaluated by Supervisor/Graduate Program Director and acknowledged by the student)
- Expired
- Graduate Program Director
 - Pending evaluation by the Graduate Program Director
- Invalid Co-supervisor
 - Includes reports where there is:
 - Multiple co-supervisors
 - A co-supervisor with no email address on file
- Invalid Supervisor
 - Includes reports where there is:
 - No Supervisor assigned (as of April 30th)
 - Multiple supervisors
 - No Supervisor and multiple interim supervisors
 - A supervisor/interim supervisor with no email address on file

- Re-assign
 - The Graduate Program Director is the same as the supervisor requires re-assignment to an alternate Graduate Program Director.
 - **NOTE:** Graduate Program Administrators will receive an email notification when a report requires reassignment
 - Re-assign Assc Dean
 - Student
 - Outstanding Annual Progress Report pending submission from the student
 - **NOTE:** When the report has not be submitted by the submission deadline, there is no automated process to assign a hold on the student’s records. In this instance, a request must be submitted to the Graduate Program Officer.
 - Student Acknowledge
 - Report has been evaluated by the Supervisor and Program Director. Waiting for the student to read and acknowledge the content of the report or request a meeting.
 - Supervisor
 - Awaiting Supervisor evaluation
 - Waived
 - APR requirement has been waived by the Faculty of Graduate Studies
 - **NOTE:** Graduate Program Administrators will receive an email notification when a report has been waived. Waived reports can also be reinstated by FGS when required.
10. If desired, make a selection from the Satisfactory drop down menu. Reports will only be marked as **Satisfactory** or **Unsatisfactory** when they are in the “Student Acknowledge”, “Completed”, “Associate Dean”, or “Re-assign Assc Dean” Status. Click the **Satisfactory** button to view the options.



Annual Progress Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with

Academic Institution begins with

Academic Career =

Name begins with

To Term begins with

Status =

Academic Program begins with

Academic Plan begins with

Satisfactory =

Annual Progress Report Graduate Program Officer

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11. Click the **Search** button to pull all of the results that meet the search criteria.

Search

12. A grid of information displays, click the **Applicable Student** link. **Note:** You can enter the student ID directly if desired.

Annual Progress Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with

Academic Institution begins with

Academic Career =

Name begins with

To Term begins with

Status =

Academic Program begins with

Academic Plan begins with

Satisfactory =

Search **Clear** **Basic Search** **Save Search Criteria**

Search Results

View All First 1-2 of 2 Last

Empl ID	Sequence number	Name	To Term	Status	Academic Program	Academic Plan	Satisfactory
608			2201	Completed	GSDOC	EVDS-AOS	Satisfacto
433			2201	Completed	GSDOC	EVDS-AOS	Satisfacto

Viewing the Annual Progress Report:

- The Graduate Student Annual Progress Report displays for the student. The Contact, Academics, and Student's Plan from previous progress report have been generated by the system, and cannot be edited. Scroll down to view all the information.

Report Data
Status History

Graduate Student Annual Progress Report

Name: Empl ID: 43 Institution: UCALG Status: Completed
 SeqNum: 3 From Term: Spring 2019 To Term: Winter 2020 Career: Graduate Print

[FOIP Statement](#)

Contact

Address:

Phone:

Email:

Citizenship Status: Study Permit
 Status Date: 2018/02/11
 Visa/Pmt#:
 Expire Dt: 2020/06/16

Academics

Anniversary Month: September Degree Program: PHD-DEG Doctor of Philosophy
 Academic Load: Full-Time Academic Program: GSDOC Graduate Studies Doctoral
 Year in Program: 3 Area of Study: EVDS-AOS Environmental Design
 Supervisor / Interim Advisor:
 Co-supervisor:

Student Courses

Institution	Term	Acad Prog	Subject	Catalog	Section	Grade
1 UCALG	Fall 2017	GSDOC	EVDS	601	01	A-
2 UCALG	Fall 2017	GSDOC	EVDS	753	01	A-
3 UCALG	Winter 2018	GSDOC	EVDS	783	B08	B+
4 UCALG	Winter 2018	GSDOC	SEDV	621	01	A-
5 UCALG	Winter 2018	GSDOC	SEDV	623	01	A-
6 UCALG	Spring 2018	GSDOC	SEDV	605	01	B+
7 UCALG	Fall 2018	GSDOC	SEDV	601	01	A
8 UCALG	Fall 2018	GSDOC	SEDV	613	01	A
9 UCALG	Winter 2019	GSDOC	SEDV	607	01	B
10 UCALG	Winter 2019	GSDOC	SEDV	611	01	B+

Student Awards Received

Award Year	Award Code	Description
1 2019	<input type="text"/>	<input type="text"/>

Student's research and course work plan for upcoming year from previous progress report

Student's professional development plan from previous report

May 2020

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- In the Student Achievements sections, the Student has detailed what they believe to be their accomplishments in the areas of Other Funding, Research, Publications, Conferences, Teaching and Professional Development. (removed for FOIP reasons). Scroll down to view additional information.

Student Achievements

Other Funding Held During This Reporting Period: [Click for more space](#)

Research: [Click for more space](#)

Publications: [Click for more space](#)

Conferences: [Click for more space](#)

Teaching and/or other Professional Development: [Click for more space](#)

Research and Course Work Plans for Upcoming Year: [Click for more space](#)

Plans for Professional Development for Upcoming Year: [Click for more space](#)

3. The student will also indicate their plans for the next year, and rate themselves in the areas of Course Work and Research, and whether or not they are meeting milestones.

Course Work: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Research: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Is student meeting milestones: a) Yes, on time

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program. No Yes Not Applicable

I have met with my supervisor to discuss and complete the checklist of expectations: No Yes

I have had a supervisory committee meeting: No Yes Date 2020/04/01

I have met with my supervisor to discuss career options and developed a Professional Development Plan. No Yes

Supervisor Evaluation

Course Work: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Research: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Is student meeting milestones: a) Yes, on time

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program. No Yes Not Applicable

I have met with my student to discuss and complete the checklist of expectations: No Yes

I have met with my student to discuss career options and developed a Professional Development Plan. No Yes

Comment on Student Funding, Committee Meetings, Professional Development, and Successes. If delayed or unsatisfactory, detail your action plan.

Graduate Program Director Evaluation of Student Progress

Evaluation: Satisfactory, no action required Unsatisfactory

Comments / Action plan:

Note, if unsatisfactory, outline the action plan that will be followed. This plan is forwarded to the FGS Associate Dean for review and approval and text will be included in the student's next annual progress report.

[Report Data](#) | [Status History](#)

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- The Supervisor (and Co-Supervisor if applicable) will rate the students in the same areas of Course Work, and Research, and whether the student is meeting milestones, as well as provide relevant comments. If, in the area of "Is student meeting milestones", the supervisor has indicated that the student is "Delayed with a plan in place" or "Not meeting required timelines", they will have detailed an action plan for the student as well.

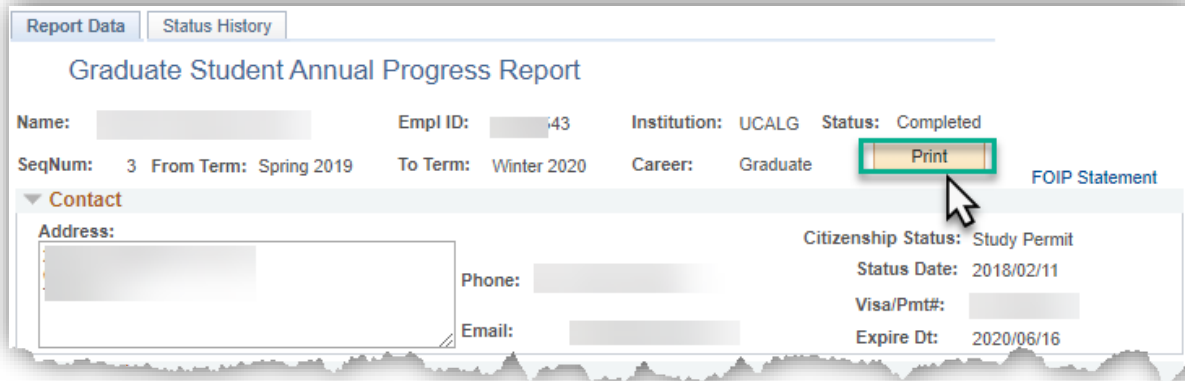
The GPD will also indicate a "Satisfactory" or "Unsatisfactory" evaluation. In the case of an unsatisfactory evaluation, they will also indicate an action plan for the student.

To navigate to another student's Annual progress report, use the Return to Search button enter new search criteria. To move to the next student alphabetically who meets the search criteria previously entered, use the **Previous in List** button or the **Next in List** button to move to the previous student alphabetically.

A screenshot of a web-based form titled "Graduate Program Director Evaluation of Student Progress". The form has a light blue header and a white body. On the left, there is an "Evaluation:" section with two radio buttons: "Satisfactory, no action required" (which is selected) and "Unsatisfactory". Below this is a note: "Note, if unsatisfactory, outline the action plan that will be followed. This plan is forwarded to the FGS Associate Dean for review and approval and text will be included in the student's next annual progress report." To the right of the evaluation section is a large text area labeled "Comments / Action plan:". At the bottom of the form, there is a row of four buttons: "Save", "Return to Search", "Previous in List", and "Next in List". The "Previous in List" and "Next in List" buttons are highlighted with a green border. A white arrow points to the "Previous in List" button. At the bottom left of the form, there are links for "Report Data" and "Status History".

Printing the Annual Progress Report Data:

1. If desired you can print the Annual Progress report, click the **Print** button in the upper right corner of the report.



The screenshot shows a web form titled "Graduate Student Annual Progress Report". At the top, there are two tabs: "Report Data" (selected) and "Status History". Below the title, there are several fields: "Name:" (redacted), "Empl ID:" (43), "Institution:" (UCALG), "Status:" (Completed), "SeqNum:" (3), "From Term:" (Spring 2019), "To Term:" (Winter 2020), "Career:" (Graduate), and a "Print" button which is highlighted with a red box and a mouse cursor. To the right of the "Print" button is a link for "FOIP Statement". Below these fields is a "Contact" section with a dropdown arrow. Under "Contact", there are fields for "Address:" (redacted), "Phone:" (redacted), "Email:" (redacted), "Citizenship Status:" (Study Permit), "Status Date:" (2018/02/11), "Visa/Pmt#:" (redacted), and "Expire Dt:" (2020/06/16).

2. The printable version will open in a new tab of your browser. Click the printer icon to print the file.




Annual Progress Report

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- The Report Data will display page one and page two.



UNIVERSITY OF CALGARY
FACULTY OF GRADUATE STUDIES

Graduate Student Annual Progress Report

Printed on: May 04, 2020

Name: [REDACTED] Emplid: [REDACTED] 43
From - To Term: Spring 2019 - Winter 2020

Address: [REDACTED]	Phone: [REDACTED] Email: [REDACTED]																																																																																				
Citizenship Status: Study Permit Status Date: [REDACTED] Visa/Pmt#: [REDACTED] Expiration Date: [REDACTED]																																																																																					
Degree Program: PHD-DEG Doctor of Philosophy Academic Program: GSDOC Graduate Studies Doctoral Area of Study: EVDS-AOS Environmental Design Anniversary Month: September Academic Load: Full-Time Year in Program: 3 Supervisor / Interim Advisor: [REDACTED] Co-supervisor																																																																																					
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">Student Courses</th> </tr> <tr> <th>Institution</th> <th>Term</th> <th>Acad Prog</th> <th>Subject</th> <th>Catalog</th> <th>Section</th> <th>Grade</th> </tr> </thead> <tbody> <tr><td>UCALG</td><td>Fall 2017</td><td>GSDOC</td><td>EVDS</td><td>601</td><td>01</td><td>A-</td></tr> <tr><td>UCALG</td><td>Fall 2017</td><td>GSDOC</td><td>EVDS</td><td>753</td><td>01</td><td>A-</td></tr> <tr><td>UCALG</td><td>Winter 2018</td><td>GSDOC</td><td>EVDS</td><td>783</td><td>B08</td><td>B+</td></tr> <tr><td>UCALG</td><td>Winter 2018</td><td>GSDOC</td><td>SEDV</td><td>621</td><td>01</td><td>A-</td></tr> <tr><td>UCALG</td><td>Winter 2018</td><td>GSDOC</td><td>SEDV</td><td>623</td><td>01</td><td>A-</td></tr> <tr><td>UCALG</td><td>Spring 2018</td><td>GSDOC</td><td>SEDV</td><td>605</td><td>01</td><td>B+</td></tr> <tr><td>UCALG</td><td>Fall 2018</td><td>GSDOC</td><td>SEDV</td><td>601</td><td>01</td><td>A</td></tr> <tr><td>UCALG</td><td>Fall 2018</td><td>GSDOC</td><td>SEDV</td><td>613</td><td>01</td><td>A</td></tr> <tr><td>UCALG</td><td>Winter 2019</td><td>GSDOC</td><td>SEDV</td><td>607</td><td>01</td><td>B</td></tr> <tr><td>UCALG</td><td>Winter 2019</td><td>GSDOC</td><td>SEDV</td><td>611</td><td>01</td><td>B+</td></tr> </tbody> </table>		Student Courses							Institution	Term	Acad Prog	Subject	Catalog	Section	Grade	UCALG	Fall 2017	GSDOC	EVDS	601	01	A-	UCALG	Fall 2017	GSDOC	EVDS	753	01	A-	UCALG	Winter 2018	GSDOC	EVDS	783	B08	B+	UCALG	Winter 2018	GSDOC	SEDV	621	01	A-	UCALG	Winter 2018	GSDOC	SEDV	623	01	A-	UCALG	Spring 2018	GSDOC	SEDV	605	01	B+	UCALG	Fall 2018	GSDOC	SEDV	601	01	A	UCALG	Fall 2018	GSDOC	SEDV	613	01	A	UCALG	Winter 2019	GSDOC	SEDV	607	01	B	UCALG	Winter 2019	GSDOC	SEDV	611	01	B+
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Student Awards Received		
Award Year	Award Code	Description
2019		

Student's Research and Course work Plans for Upcoming Year from Previous Progress Report:

Student's Plans for Professional Development from Previous Progress Report:

Student Achievements

Other Funding Held During This Reporting Period:

Research:

Publications:

Conferences:

Teaching and/or other Professional Development:

Research and Course work Plans for Upcoming Year:

Plans for Professional Development for Upcoming Year:

Course Work: Excellent

Research: Excellent

Is Student Meeting Milestones: Yes, on time

Research Ethics Approval: Not Applicable

I have met with my supervisor to discuss and complete the checklist of expectations: Yes

I have had a supervisory committee meeting: Yes Date: 2020-04-01

I have met with my supervisor to develop a Professional Development Plan: Yes

Supervisor Evaluation

Course Work: Excellent

Research: Excellent

Is Student Meeting Milestones: Yes, on time

Research Ethics Approval: Not Applicable

I have met with my student to discuss and complete the checklist of expectations: Yes

I have met with my student to develop a Professional Development Plan: Yes

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Comment on Student Funding, Committee Meetings, Professional Development, and Successes. If delayed or unsatisfactory, detail your action plan.

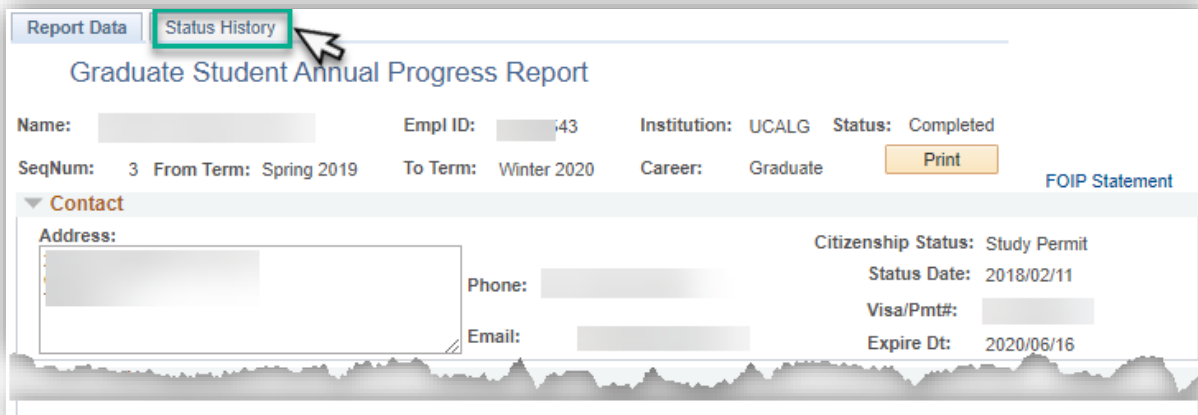
Graduate Program Director Evaluation of Student Progress

Evaluation: Satisfactory, no action required

Comments / Action plan:

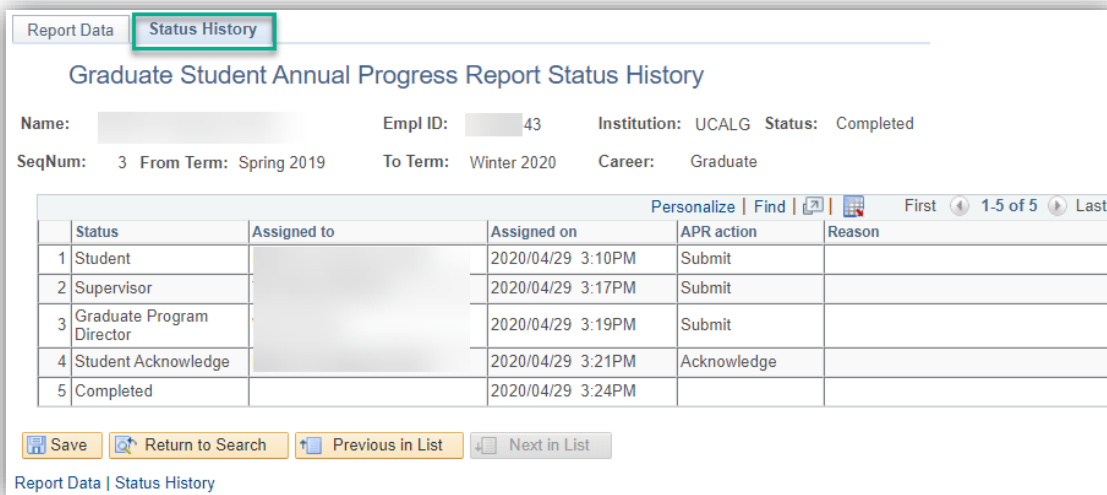
Viewing the Report Status History:

1. The Status History is used to track the report history. Open the report for which you would like to view the Status History, using the steps for Accessing the Annual Progress report as previously mentioned.
2. Click the **Status History** tab at the top of the page.



The screenshot shows the 'Graduate Student Annual Progress Report' interface. At the top, there are two tabs: 'Report Data' and 'Status History', with 'Status History' being the active tab. Below the tabs, the report title 'Graduate Student Annual Progress Report' is displayed. The main content area includes fields for Name, Empl ID (43), Institution (UCALG), and Status (Completed). There are also fields for SeqNum (3), From Term (Spring 2019), To Term (Winter 2020), and Career (Graduate). A 'Print' button and a 'FOIP Statement' link are visible. A 'Contact' section is expanded, showing an address field, Phone, Email, and Citizenship Status (Study Permit). Other fields include Status Date (2018/02/11), Visa/Pmt#, and Expire Dt (2020/06/16).

3. The Status History shows the progression of the student's Annual Progress Report through the various Status categories described in Step 9 of the Accessing Student Annual Progress Report section of this job aid. The APR is completed in sequential steps starting with the student. Under the "Assigned to" heading, it will show the name of the individual responsible for completing that step. The "Assigned on" heading shows when the Annual Progress Report moved to that new status, which is also when the previous step was completed. The APR action heading lists the action that the individual took to move the report to the next status (Submit, Return to Student, reassign, etc). In some cases, like when the Annual Progress Report is waived, a reason will be listed as well.



The screenshot shows the 'Graduate Student Annual Progress Report Status History' interface. At the top, there are two tabs: 'Report Data' and 'Status History', with 'Status History' being the active tab. Below the tabs, the report title 'Graduate Student Annual Progress Report Status History' is displayed. The main content area includes fields for Name, Empl ID (43), Institution (UCALG), and Status (Completed). There are also fields for SeqNum (3), From Term (Spring 2019), To Term (Winter 2020), and Career (Graduate). A table below shows the progression of the report through various status categories. The table has columns for Status, Assigned to, Assigned on, APR action, and Reason. The table is currently showing 5 rows of data. Below the table, there are buttons for 'Save', 'Return to Search', 'Previous in List', and 'Next in List'. At the bottom, there are links for 'Report Data' and 'Status History'.

	Status	Assigned to	Assigned on	APR action	Reason
1	Student		2020/04/29 3:10PM	Submit	
2	Supervisor		2020/04/29 3:17PM	Submit	
3	Graduate Program Director		2020/04/29 3:19PM	Submit	
4	Student Acknowledge		2020/04/29 3:21PM	Acknowledge	
5	Completed		2020/04/29 3:24PM		

End of Procedure.