



GPS 210 PROGRESS REPORT

All students must have a synchronous advisory committee meeting at least once during each 12-month period. Following that meeting, a progress report must be completed, signed, filed with CGPS via Graduate Services in PAWS as a PDF document, and a copy shared with the student ([see policy 3.2.](#)).

Progress reports do not have to follow the GPS 210 format (programs can continue to use their own forms or adapt this form), however, all progress reports submitted to CGPS must include at a minimum all the information included in the most recent version of the GPS 210.

It is the responsibility of the supervisor and the student to ensure that progress reports are submitted to the graduate chair. Students who do not have progress reports on file may encounter issues with delays to defence and program completion.

Students returning from leave: it is recommended that students meet with their advisory committee upon return from leave to discuss plans and proceed with annual progress meetings as scheduled.



SECTION 1: General Information

Student Name		Program	
Student #	Program start date	Leave start/end dates (if applicable)	

Committee Meeting Date		Supervisor(s)		
Written report submitted by student		Oral presentation by student?		
☐ Yes	If yes, date report submitted:	☐ Yes		
☐ No		☐ No		
Committee member(s), including supervisors:		Role	Attended	Absent
		Supervisor	☐	☐
		Choose an item	☐	☐
		Choose an item	☐	☐
		Choose an item	☐	☐
		Choose an item	☐	☐
		Choose an item	☐	☐

SECTION 2: Disclosures

Conflict of Interest	
All potential sources of conflict of interest of and between committee members (as defined in CGPS Policy 3.1.2.) have been considered, disclosed, and mitigated where necessary.	☐ None to disclose ☐ Disclosed and mitigation strategy in place

Sensitive Technology Research and Affiliations of Concern (STRAC) Declaration		
Given the topic of research, the committee composition is compliant with STRAC :	☐ Yes ☐ No	☐ Unsure ☐ n/a

If you have questions regarding the Canadian Government's policy STRAC, or would like some assistance in determining how to assess associated risks, please contact Lisa Belhumeur Belhumeur.lisa@usask.ca.



SECTION 3: Progress in Program

Contact with supervisor(s):

- ☐ Satisfactory
☐ Needs improvement
☐ Unsatisfactory
☐ None

Comments:

Thesis/dissertation proposal

- ☐ n/a
☐ Not Started
☐ In Progress
☐ Approved/Completed

Comments:

Ethics approval:

- ☐ n/a
☐ Satisfactory
☐ Needs improvement
☐ Unsatisfactory
☐ Completed

Comments:

Progress in research since last meeting:

- ☐ n/a
☐ Satisfactory
☐ Needs improvement
☐ Unsatisfactory

Comments:

Doctoral Candidacy Assessment*:

*Expected completion within 2 years of
program start date

- ☐ n/a
☐ In Progress
☐ Completed

Comments:

Progress in thesis/dissertation writing:

- ☐ n/a
☐ Satisfactory
☐ Needs improvement
☐ Unsatisfactory

Comments:

Course work

- ☐ n/a
☐ In Progress
☐ Completed

Comments (list courses here):



Outline any steps necessary for remediation if any unsatisfactory progress or lack of communication with the supervisor was noted. Clearly indicate:

- a) why a notation of unsatisfactory progress was given
- b) expectations and timelines for the student to improve their progress.

If there are any areas of unsatisfactory progress, it is recommended that the student and advisory committee meet again within three months.

Steps for remediation:

SECTION 4: Meeting minutes

Minutes should include discussion details, feedback/advice given and next steps for the student.

Longer minutes can be attached to form

**SECTION 5: Student Comments (optional)**

Students may provide comments including barriers encountered since previous meeting and areas where more support is requested. If there is a concern with supervisor support or availability, students should speak with the graduate chair or contact the associate dean in their college or CGPS for advice.

Student comments:

SECTION 6: Signatures

Your signature confirms that you have received a copy of the progress report and meeting minutes.

Supervisor(s) Signature	Supervisor(s) Name	Date
Student Signature		Date
Meeting Chair Signature	Meeting Chair Name	Date