NEW SGS General Regulation: Annual Progress Reports

To be in good academic standing, a student registered in a degree program¹ in the School of Graduate Studies (SGS) must make continuous, satisfactory progress toward the completion of the degree, as well as comply with the General Regulations of the SGS, all departmental/program requirements governing that degree program, and any and all applicable university regulations.

In research-based graduate programs, progress is facilitated through the completion and submission of an Annual Progress Report, and for doctoral students it is a requirement of the Queen’s University Quality Assurance Processes.

All doctoral students are required to submit an Annual Progress Report and graduate departments/programs are required to have a process to provide written feedback to each student. Every doctoral student is responsible for submitting a written report at least once per year to the supervisor, and/or if applicable the supervisory committee, detailing his or her progress since the last report, and the plan/objectives for the next year. The supervisor and/or supervisory committee provide feedback on the student’s progress and comment as to whether the proposed plan/objectives are reasonable and compatible with timely degree completion. This is also an opportunity to outline how any unanticipated delays in progress can be addressed. The student must be given the opportunity to respond to the supervisor’s and/or supervisory committee’s comments, and all parties must sign the report prior to its submission to the Graduate Coordinator (or delegate) by the annual deadline established by the department/program. If no deadline exists, this report shall be filed with the department/program by the last working day in June each year.

Departments/programs can use the standardized SGS Annual Progress Report, or their own Annual Progress Report provided that it includes at minimum the material called for on the SGS Annual Progress report.

Annual completion and submission of a Progress Report for research Master’s students² is recommended.

¹ “degree program” encompasses degree programs, joint degree programs, collaborative degrees, certificate programs and diploma programs under the administration of the School of Graduate Studies.
² research Master’s degrees are those Master’s degree programs that require completion and successful defence of a thesis, currently designated by the course number 899.