Annual Fall Progress Report

*** MANDATORY for all registered Graduate Students – MES and PhD**

*** This form is to be completed in the Fall Term and submitted by December 7th**

First Name: **Last Name:**

Student #: **NetID:**

Degree: **Start Date:** **Anticipated End Date:**

Enrollment Status: **Have you taken academic leave (YES/NO)?**

Academic Leave Date(s):

Supervisor(s):

Research Topic:

Courses Completed:

Course Name:	**Term/Year:**	**Grade/In Progress:**
ENSC 801		
ENSC 802		

Please complete this form and return it to Colin Khan in Room 3132 Biosciences Complex OR submit it to me electronically at: khanc@queensu.ca. The entire report should be completed once per academic year (September to December), or when significant changes to the degree occur. PhD students should use this form as well as the SGS required Annual reports.

Supervisory Committee Members

Names:	Department:	Email:

First-year students may not have finalized their committee yet, but please indicate prospective committee members with an asterisk. All students are required to have a committee in place by the end of their second semester.

Committee Meeting Dates

Please list any committee meetings held to date and/or pending meetings:

Please complete this form and return it to Colin Khan in Room 3132 Biosciences Complex OR submit it to me electronically at: khanc@queensu.ca. The entire report should be completed once per academic year (September to December), or when significant changes to the degree occur. PhD students should use this form as well as the SGS required Annual reports.

Progress Report *(to be completed by student)*

Please provide details, where possible, of all substantial work completed over the last year. For example, experimental and/or field work, areas of literature covered, attendance at conferences, papers developed/submitted, chapters of thesis completed, etc. Include plans and/or timelines for upcoming semesters – attach additional pages if necessary.

Supervisor Comments

Please comment on progress, timelines, delays, or obstacles.

Student Signature:

Date:

Supervisor(s) Signature(s) - At least one required:

Date:

Graduate Coordinator Signature:

Date:

Please complete this form and return it to Colin Khan in Room 3132 Biosciences Complex OR submit it to me electronically at: khanc@queensu.ca. The entire report should be completed once per academic year (September to December), or when significant changes to the degree occur. PhD students should use this form as well as the SGS required Annual reports.