

## **PSYC Annual Graduate Student Progress Report - Process**

### **Annual Graduate Student Report PDF Form FILLABLE and Criteria For Satisfactory Progress**

Available via the PSYC Grad Handbook at:

<https://www.queensu.ca/psychology/graduate/graduate-student-handbook>

### **Who Is Required to Submit a Graduate Student Annual Progress Report?**

1. All PSYC graduate students are required to prepare an annual report.
2. Exceptions – clinical students on internship who have already defended their thesis do not need to prepare an annual report.
3. For those of you working in “Mac-land” please remember not to use MacPreview when you save to PDF as I am in “PC-land” and will not be able to view the data.

### **Steps for Student Submission, Chair and Graduate Coordinator Review, and Filing**

1. 03 June – Grad Program Admin sends email notification to students noting submission due date of 03 June. Include link to PDF Form FILLABLE Graduate Student Annual Progress Report Form available in the PSYC Grad Handbook. Copy faculty on email.
2. 11 May to 03 June - Students submit their signed/dated Reports directly to their supervisors who also type in their signature/date and return Reports to students.
3. 03 June latest - Students submit their completed, signed Reports as PDF documents to: [psycgrad@queensu.ca](mailto:psycgrad@queensu.ca)
4. 03 June – Grad Program Administrator saves annual reports by year by area onto Grad Office hard drive and OneDrive.
5. 03 Jun - Grad Prog Admin advises Area Chairs that Reports are ready for review by area by student.
6. 03 Jun to 05 Jul - Chairs submit comments to PSYC Graduate Coordinator via email for each student (making note of issues to consider) by 05 Jul.
7. 05 Jul - Grad Coordinator sends email to each student regarding their Annual Report (and copies the Grad Prog Admin).
8. 15 Jul - Grad Prog Admin files Annual Progress Reports into the student’s active graduate student file, chronologically with newest on top.

Graduate student files located on the PSYC Grad hard drive folder Graduate Students Current using naming convention: Last Name, First Name, MSc started Sep2019 (i.e.)