

PhD Program, Admissions and Curriculum Committee

Faculty of Environmental Studies

April 2015

The Faculty of Graduate Studies (FGS) requires all PhD students to submit annual progress reports. FES is now instituting a procedure to meet this requirement. The FGS policy states:

Annual Progress Reports

In accordance with program requirements and procedures, students in doctoral programs must submit a progress report to the graduate program director on an annual basis, normally in the Spring. Once established, a dissertation supervisory committee shall meet annually with the student, normally in the Spring, to evaluate the Report on Progress submitted by the student and submit a completed copy of the Report on Progress to the graduate program director after the meeting. Reports to the graduate program director of unsatisfactory progress may require a student to withdraw from a program of studies, or withdraw from the graduate program in which the student is enrolled.

Proposed FES Procedure

Beginning in Spring 2015, all PhD students in FES will be required to complete and submit a form to their Supervisor detailing their progress in the program to date (see the attached form) and must meet with their Advisory or Supervisory Committee to discuss their progress. The supervisor must write an evaluation, based on the student's report and the discussion held with the committee. The supervisor's evaluation will be reviewed by the PhD Program Coordinator and, if necessary, by the Graduate Program Director.

In the **online dossier system**, the student's form must be uploaded by May 1; the form will be forwarded automatically to the Supervisor, who must approve and provide comments on the same form on line by May 30 each year.

In the **paper dossier system**, the student's form must be submitted to the Supervisor by May 1; and the Supervisor must approve and provide comments on the same form by May 30 each year.

A report of unsatisfactory progress, as well as failure to submit a report, may require a student to be withdrawn from the PhD program.

N.B. Students with a registered disability will have specific deadlines extended according to their accommodation. Students may petition for a deadline extension for other extenuating circumstances.

**Annual Progress Report
for a PhD Student in the Faculty of Environmental Studies
YORK UNIVERSITY**

Student Name	
Student Number	
Supervisor Name	
Year in Program	
Members of Advisory or Supervisory Committee	
Title of Program Plan or Dissertation	

Please complete the following to provide a review of your progress over the past year:

What progress have you made toward your degree during the past year?	
What is the status of your comprehensive exams?	
What is the status of your dissertation proposal?	
Please discuss remaining requirements for your degree, including stages of your dissertation research.	
Propose a timetable for completion with specific goals for next year.	

Have you met the degree requirements?

(Please check and write the date each was completed)

Completed 8102 (Fall)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If YES, Date completed	<input type="checkbox"/>
Completed 8102 (Winter)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If YES, Date completed	<input type="checkbox"/>
Completed Program Plan approved by Advisory Committee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If YES, Date completed	<input type="checkbox"/>
Completed other relevant courses	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If YES, date completed	<input type="checkbox"/>
Completed Comprehensive 1 approved by Advisory Committee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If YES, Date completed	<input type="checkbox"/>
Completed Comprehensive 2 approved by Advisory Committee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If YES, Date completed	<input type="checkbox"/>
Completed Comprehensive 3 approved by Advisory Committee (if needed)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If YES, Date completed	<input type="checkbox"/>
Approved Dissertation Proposal on file with FGS	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If YES, Date completed	<input type="checkbox"/>
Scheduled Dissertation Defense	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If YES, Date completed	<input type="checkbox"/>

<input type="text"/>	<input type="text"/>
Student Signature	Date

Supervisor's Comments:

<input type="text"/>	<input type="text"/>
Supervisor's Signature	Date

