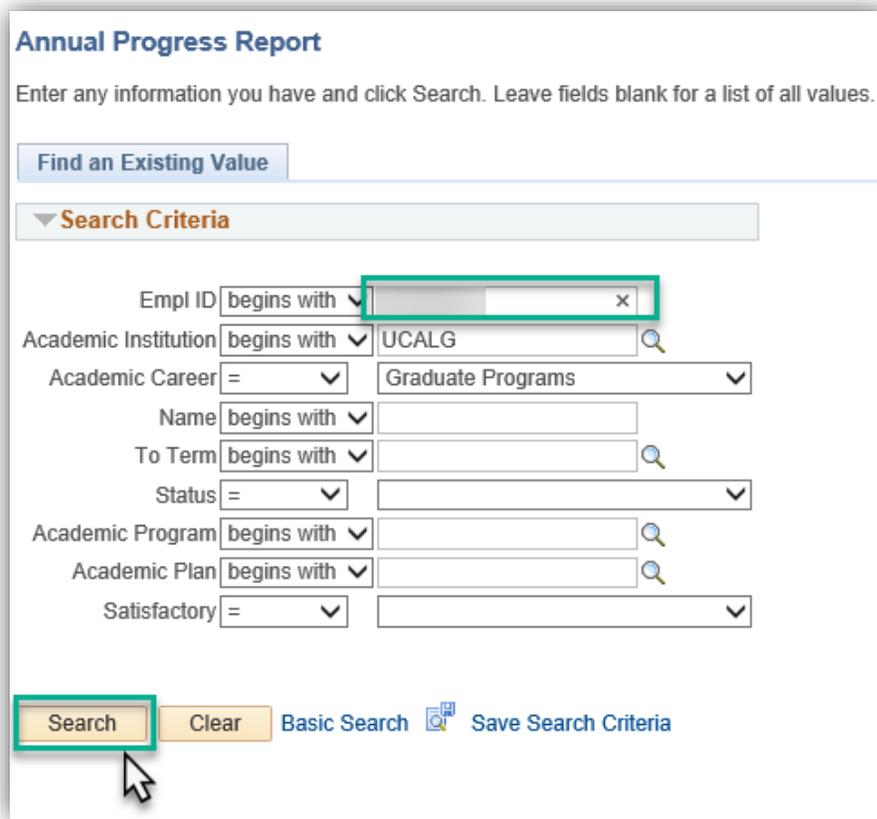


Faculty of Graduate Studies staff have the ability to waive and reinstate the Annual Progress Report requirements for a student. Included is how to waive and reinstate the Annual Progress Report.

Wave the Annual Progress Report:

1. Click the [Records and Enrollment](#) link.
[Records and Enrollment](#)
2. Click the [Student Term Information](#) link.
[Student Term Information](#)
3. Click the [GS Annual Progress Report](#) link.
[GS Annual Progress Report](#)
4. Click the [Annual Progress Report](#) link.
[Annual Progress Report](#)
5. You can enter the Student ID directly and press **Enter** or **Search**. Optional: Use the Search Criteria if the Student ID is not known. Click the [Search](#) button.



Annual Progress Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with

Academic Institution begins with

Academic Career =

Name begins with

To Term begins with

Status =

Academic Program begins with

Academic Plan begins with

Satisfactory =

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Waive/Reinstate the Annual Progress Report Requirement

SA – GS Annual Progress Report



- The Graduate Student Annual Progress Report displays. Click the **Status History** tab.

Report Data | **Status History**

Graduate Student Annual Progress Report

Name: [Redacted] Empl ID: [Redacted] Institution: UCALG Status: Student
SeqNum: 7 From Term: Spring 2017 To Term: Winter 2018 Career: Graduate [Print](#) [FOIP Statement](#)

Contact

Address: [Redacted] Citizenship Status: Canadian
Phone: 1 [Redacted]
Email: hcmtteam@ucalgary.ca

Academics

Anniversary Month: September Degree Program: PHD-DEG Doctor of Philosophy
Academic Load: Full-Time Academic Program: GSDOC Graduate Studies Doctoral
Year in Program: 8 Area of Study: VMS-AOS Veterinary Medical Sciences
Supervisor / Interim Advisor: Bright, Anna (Supervisor)

Student Courses

Institution	Term	Acad Prog	Subject	Catalog	Section	Grade
1 UCALG	Fall 2011	GSMTH	VETM	600A	S01	
2 UCALG	Fall 2011	GSMTH	VETM	601A	01	
3 UCALG	Winter 2012	GSMTH	VETM	600B	S01	
4 UCALG	Winter 2012	GSMTH	VETM	601B	01	
5 UCALG	Winter 2012	GSMTH	VETM	690	01	

- The Graduate Student Annual Progress Report Status History displays including any APR action. In order to Waive the APR the reason field must have a comment entered. Click the **Waive APR** button.

Report Data | **Status History**

Graduate Student Annual Progress Report Status History

Name: [Redacted] Empl ID: [Redacted] Institution: UCALG Status: Student
SeqNum: 7 From Term: Spring 2017 To Term: Winter 2018 Career: Graduate

[Personalize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

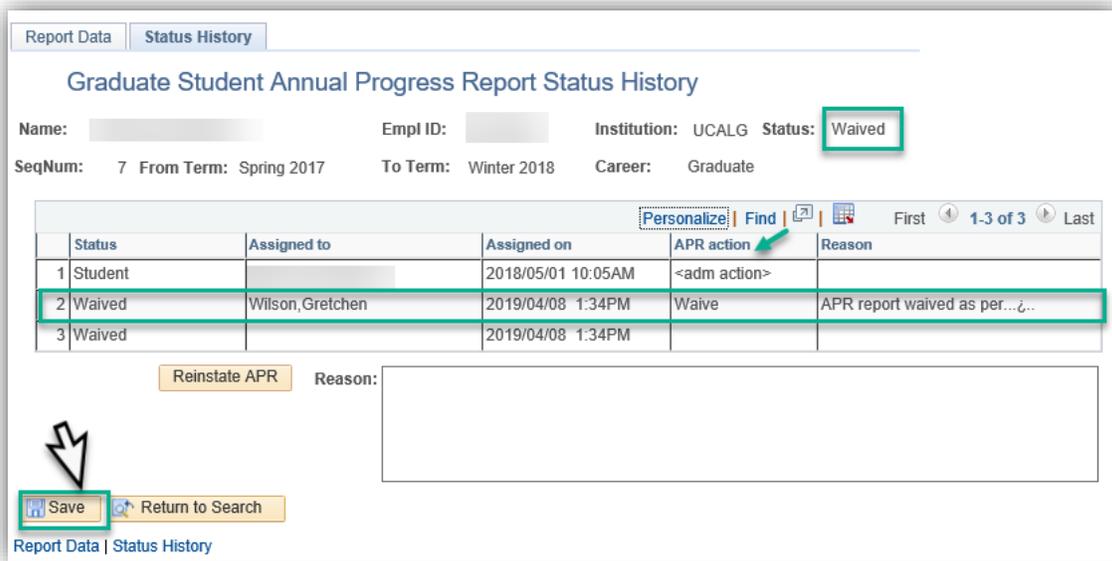
Status	Assigned to	Assigned on	APR action	Reason
1 Student	[Redacted]	2018/05/01 10:05AM	<in progress>	

[Waive APR](#) Reason: APR report waived as per.....

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#)

[Report Data](#) | [Status History](#)

8. The Status History page will update and display the following:
- Status** - Updates to Waived
 - Assigned to** - the individual responsible for waiving the APR
 - Assigned on** - Date and Time the APR report was waived
 - APR action** - updates to Waive
 - Reason** - the reason the requirement was waived
- Press **Save**.



Report Data | **Status History**

Graduate Student Annual Progress Report Status History

Name: [Redacted] Empl ID: [Redacted] Institution: UCALG Status: **Waived**

SeqNum: 7 From Term: Spring 2017 To Term: Winter 2018 Career: Graduate

Status	Assigned to	Assigned on	APR action	Reason
1 Student	[Redacted]	2018/05/01 10:05AM	<adm action>	
2 Waived	Wilson, Gretchen	2019/04/08 1:34PM	Waive	APR report waived as per...z...
3 Waived		2019/04/08 1:34PM		

Reinstate APR Reason: [Text Area]

Save | Return to Search

Report Data | Status History

Reinstate the Annual Progress Report:

1. Follow these steps to reinstate the Annual Progress Report. Click the **Records and Enrollment** link.
 - Records and Enrollment**
2. Click the **Student Term Information** link.
 - Student Term Information**
3. Click the **GS Annual Progress Report** link.
 - GS Annual Progress Report**
4. Click the **Annual Progress Report** link.
 - Annual Progress Report**
5. You can enter the Student ID directly and press Enter or Search. Optional: Use the Search Criteria if the Student ID is not known. Click the **Search** button.
 - Search**

Waive/Reinstate the Annual Progress Report Requirement

SA – GS Annual Progress Report



6. Click the **Status History** tab.

Status History

7. Enter a reason for the reinstatement (e.g. Waived in error). Click the **Reinstate APR** button.

Report Data | Status History

Graduate Student Annual Progress Report Status History

Name: [Redacted] Empl ID: [Redacted] Institution: UCALG Status: **Waived**

SeqNum: 7 From Term: Spring 2017 To Term: Winter 2018 Career: Graduate

Status	Assigned to	Assigned on	APR action	Reason
1 Student	[Redacted]	2018/05/01 10:05AM	<adm action>	
2 Waived	Wilson, Gretchen	2019/04/08 1:34PM	Waive	APR report waived as per...<i>...</i>
3 Waived		2019/04/08 1:34PM		

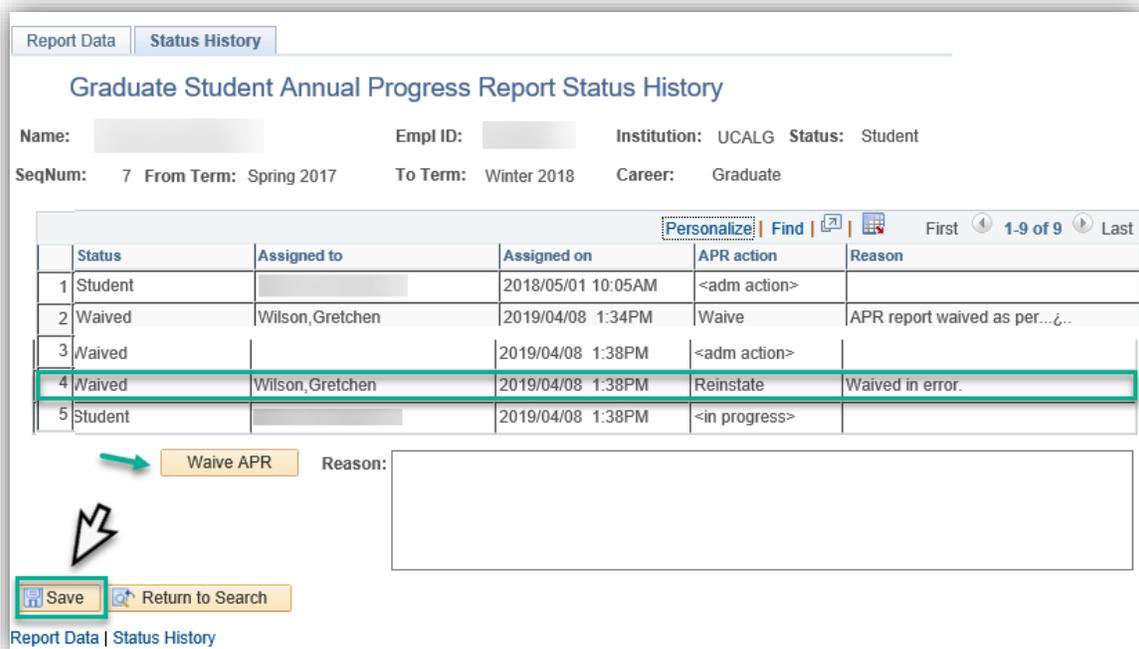
Reinstate APR Reason: Waived in error.

Save Return to Search

8. The Status History page will update and display the following:
- Assigned to** - the individual responsible for reinstating the APR
 - Assigned on** - date and time the APR report was reinstated
 - APR action** - updates to reinstate
 - Reason** - the reason the requirement was reinstated.

The Waive APR button will reappear. The Grad Student Annual Progress Report checklist will reappear on the student's To Do list in their student centre. The Grad Program Administrator will receive an email notification when the Annual Progress Report is reinstated.

Click the **Save** button.



Report Data | **Status History**

Graduate Student Annual Progress Report Status History

Name: [Redacted] Empl ID: [Redacted] Institution: UCALG Status: Student
 SeqNum: 7 From Term: Spring 2017 To Term: Winter 2018 Career: Graduate

Status	Assigned to	Assigned on	APR action	Reason
1 Student	[Redacted]	2018/05/01 10:05AM	<adm action>	
2 Waived	Wilson, Gretchen	2019/04/08 1:34PM	Waive	APR report waived as per...<
3 Waived	[Redacted]	2019/04/08 1:38PM	<adm action>	
4 Waived	Wilson, Gretchen	2019/04/08 1:38PM	Reinstate	Waived in error.
5 Student	[Redacted]	2019/04/08 1:38PM	<in progress>	

Waive APR Reason:
Save Return to Search

Report Data | Status History

End of Procedure.