



UNIVERSITY OF
CALGARY

Faculty of Graduate Studies (FGS)

Annual Progress Report

Graduate Program Administrator

Created: April 2025

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Introduction

About



All 'active' thesis-based graduate students registered during the Winter term will be required to submit the Annual Progress Report (APR) annually online. Annual Progress Reports require sequential contribution from student, supervisor, co-supervisor (if applicable) and Graduate Program Director.

The Graduate Program Administrators are responsible for viewing a student's Annual Report status to ensure the requirement and process has been successfully completed, within their own graduate program.

Important Reminders



Graduate Program Administrators will receive email notifications:

- Advising that the Annual Progress Reports process has commenced and reports are available to students
- When reports require reassignment
- When a report has been waived
- When a report has been re-instated

Incomplete Annual Progress Reports will be reassigned to the next user in the workflow after 15 days. In such cases the user can request the next user in the workflow to return the APR to them for completion.

Note



APR Reassignment process:

- If a student does not complete their portion of the APR by May 15th (some programs have a different schedule), it will automatically move to their supervisor for completion. Students will receive two reminders before this happens on day 5th and 10th from APR initiation. The supervisor will have the option to either send the report back to the student and work with them to get the report completed or complete their portion of the report and submit it without any comments from the student.
- If a supervisor/co-supervisor does not complete their portion of the APR within 15 days of it being assigned to them, it will automatically move to the next person in the approval sequence (either a co-supervisor or GPD). The supervisor/co-supervisor will receive email reminders after 5 days and after 10 days from the day the APR is assigned to them. If the APR automatically moves to the next person and disappears from their task list, they can ask the next person to send it back to them.
- If a GPD does not complete their portion of the APR within 20 days of it being assigned to them, it will automatically be routed to one of the FGS Associate Deans for review. As a GPD, you would receive an email reminder after 15 days. If the APR disappears from your task list, they can contact adstudents@ucalgary.ca and ask them to push the report back to them.

Included:

- Accessing the Annual Progress Report
- Viewing the Annual Progress Report
- Printing the Report Data
- Viewing the Report Status History

Accessing the annual Progress Report

Menu Pathway

[Records and Enrollment](#)>[Student Term Information](#)>[GS Annual Progress Report](#)>[Annual Progress Report](#)

1. The Annual Progress Report Search Criteria can be entered. Click the [Look up To Term](#) button.

Annual Progress Report

Find an Existing Value

▼ **Search Criteria**

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

🕒 Recent Searches Saved Searches

Empl ID

Academic Institution

Academic Career

Sequence Number

Name

To Term

Status

Academic Program

Academic Plan

Satisfactory

[^ Show fewer options](#)

- A list of Terms display. Each “To Term” represents the period from the beginning of the previous Spring term to the end of the selected Winter term. Click the desired term (e.g. **2251 – Winter 2025**).

Annual Progress Report

Find an Existing Value

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with Academic Institution begins with UCALG Academic Career = Graduate Programs Sequence Number = Name begins with To Term begins with Status = Academic Program begins with Academic Plan begins with Satisfactory =

Show fewer options

Search Clear

Look Up To Term

Cancel

Search Results

View 100 First 1-16 of 16 Last

To Term	Description
2251	2251 - Winter 2025
2241	2241 - Winter 2024
2231	2231 - Winter 2023
2221	2221 - Winter 2022
2211	2211 - Winter 2021
2201	2201 - Winter 2020
2191	2191 - Winter 2019
2181	2181 - Winter 2018
2171	2171 - Winter 2017
2161	2161 - Winter 2016
2151	2151 - Winter 2015
2141	2141 - Winter 2014

- If desired, click the **Academic Program** button. Two Academic Programs will be listed; GSDOC Graduate Studies Doctoral and GSMTH Graduate Studies Master’s Thesis. Select the applicable Academic Program.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with Academic Institution begins with UCALG Academic Career = Graduate Programs Sequence Number = Name begins with To Term begins with 2251 Status = Academic Program begins with Academic Plan begins with Satisfactory =

Show fewer options

Search Clear

Look Up Academic Program

Academic Program begins with Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Academic Program	Description
GSDOC	Graduate Studies Doctoral
GSDOC	Graduate Studies Doctoral
GSMTH	Graduate Studies Master's Thes
GSMTH	Graduate Studies Master's Thes

4. If desired, click the **Look up Academic Plan** button. A list of Academic Plans display. You may enter the first letters of the Academic Plan and press **Lookup** or scroll down to select

Recent Searches Choose from recent searches Saved Searches

Empl ID begins with Academic Institution begins with UCALG Academic Career = Graduate Programs Sequence Number = Name begins with To Term begins with 2251 Status = Academic Program begins with GSMTH Academic Plan begins with Satisfactory = Show fewer options Search Clear

Look Up Academic Plan Help

Academic Institution UCALG Academic Plan begins with Look Up Clear Cancel Basic Lookup

Search Results View 100 First 1-146 of 146 Last

Academic Plan	Description	Short Description
ALTR-AOS	App Linguistics in Translation	ALTR
ANTH-AOS	Anthropology	ANTH
ANU1-AOS	Advanced Nursing Practice I	ANU1
ANU2-AOS	Advanced Nursing Practice II	ANU2
APSY-AOS	Division of Applied Psychology	APSY
ARHI-AOS	Art History	ARHI
ARKY-AOS	Archaeology	ARKY
ART-AOS	Art	ART
ASWP-AOS	Advanced Social Work Practice	ASWP
BADM-AOS	Business Admin	BADM

5. Click the **Status** button to view the list of Status options.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with Academic Institution begins with UCALG Academic Career = Graduate Programs Sequence Number = Name begins with To Term begins with 2251 Status = Academic Program begins with Academic Plan begins with Satisfactory = Show fewer options Search Clear

Associate Dean
Co-supervisor
Completed
Expired
Graduate Program Director
Invalid Co-supervisor
Invalid Supervisor
Re-assign
Re-assign Assc Dean
Student
Student Acknowledge
Supervisor
Waived

6. Status Description:

- Associate Dean
 - Awaiting Associate Dean evaluation (Unsatisfactory/Incomplete by GPD Reports only)
- Co-Supervisor
 - Awaiting Co-Supervisor evaluation
- Completed
 - Reports that have 'completed' the sequential process (submitted by student, evaluated by Supervisor/Graduate Program Director and acknowledged by the student)
- Expired
 - Previous years' APRs that remain incomplete are marked as "Expired" when a new APR is initiated.
- Graduate Program Director
 - Awaiting Graduate Program Director evaluation (in progress status)
 - **NOTE:** When the report has not been submitted by the submission deadline it will be re-assigned to the FGS AD Students after 20 days
- Invalid Co-supervisor
 - Includes reports where there is:
 - Multiple co-supervisors
 - A co-supervisor with no email address on file
- Invalid Supervisor
 - Includes reports where there is:
 - No Supervisor assigned (as of April 30th)
 - Multiple supervisors
 - No Supervisor and multiple interim supervisors
 - A supervisor/interim supervisor with no email address on file
- Re-assign
 - If the Graduate Program Director is the same as the supervisor, the report will require re-assignment to an alternate Graduate Program Director.
 - **NOTE:** Graduate Program Administrators will receive an email notification when a report requires reassignment
- Student
 - Awaiting submission from the student (in progress status)
 - **NOTE:** When the report has not been submitted by the submission deadline it will be re-assigned to the student supervisor after 15 days.
- Student Acknowledge
 - Report has been evaluated by the Supervisor and Program Director. Waiting for the student to read and acknowledge the content of the report or request a meeting.
- Supervisor
 - Awaiting Supervisor evaluation (in progress status)
 - **NOTE:** When the report has not been submitted by the submission deadline it will be re-assigned to the GPD after 15 days
- Waived
 - APR requirement has been waived by the Faculty of Graduate Studies, usually at the request of the graduate program.
 - **NOTE:** Graduate Program Administrators will receive an email notification when a

report has been waived. Waived reports can be reinstated by FGS when required.

7. If desired, make a selection from the Satisfactory drop down menu. Reports will only be marked as **Satisfactory** or **Unsatisfactory** when they are in the “Student Acknowledge”, “Completed”, “Associate Dean”, or “Re-assign Associate Dean” Status. Click the **Satisfactory** button to view the options. Click the **Search** button to pull all of the results that meet the search criteria. A grid of information displays, click the **Applicable Student** link. **Note:** You can enter the student ID directly if desired

Annual Progress Report

Find an Existing Value

Search Criteria

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

Recent Searches Saved Searches

Empl ID

Academic Institution

Academic Career

Sequence Number

Name

To Term

Status

Academic Program

Academic Plan

Satisfactory

Search Results

24 results Academic Institution "UCALG", Academic Career "Graduate Programs" +3 more

Empl ID	Sequence Number	Name	To Term	Status	Academic Program	Academic Plan	Satisfactory	
	4		2241	Completed	GSDOC	EVDS-AOS	Satisfacto	>
	7		2241	Completed	GSDOC	EVDS-AOS	Satisfacto	>

View the Annual Progress Report

1. The Graduate Student Annual Progress Report displays for the student. The Contact box, Academics, and Student's Plan from previous progress reports have been generated by the system and cannot be edited. Scroll down to view all the information

Graduate Student Annual Progress Report

Report Data Status History

Name: [Redacted] Empl ID: [Redacted] Institution: UCALG Status: Completed
SeqNum: 4 From Term: Spring 2023 To Term: Winter 2024 Career: Graduate Print [FOIP Statement](#)

Contact

Address: [Redacted] Citizenship Status: [Redacted]
Phone: [Redacted]
Email: [Redacted]

Academics

Anniversary Month: September Degree Program: PHD-DEG Doctor of Philosophy
Academic Load: Full-Time Academic Program: GSDOC Graduate Studies Doctoral
Year in Program: 4 Area of Study: EVDS-AOS Environmental Design
Supervisor / Interim Advisor: [Redacted]
Co-supervisor: [Redacted]

Student Courses

	Institution	Term	Acad Prog	Subject	Catalog	Section	Grade
1	UCALG	Fall 2020	GSMTH	ARCH	790	03	[Redacted]
2	UCALG	Fall 2020	GSMTH	LAND	680	01	[Redacted]
3	UCALG	Winter 2021	GSMTH	LAND	680	03	[Redacted]
4	UCALG	Winter 2021	GSMTH	LAND	680	02	[Redacted]
5	UCALG	Winter 2021	GSMTH	PLAN	614	01	[Redacted]

Student Awards Received

Award Year	Award Code	Description
2023	[Redacted]	[Redacted]

2. In the Student Achievements sections, the Student has detailed what they believe to be their accomplishments in the areas of Other Funding, Research, Publications, Conferences, Teaching and Professional Development. (removed for FOIP reasons). Scroll down to view additional information.

Student Achievements

Other Funding Held During This Reporting Period: [Click for more space](#)

Research: [Click for more space](#)

Publications: [Click for more space](#)

Conferences: [Click for more space](#)

Teaching and/or other Professional Development: [Click for more space](#)

Research and Course Work Plans for Upcoming Year: [Click for more space](#)

3. The student will also indicate their plans for the next year, and rate themselves in the areas of Course Work and Research, and whether or not they are meeting milestones. Continue to scroll down to view additional information

Course Work: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Research: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Is student meeting milestones: a) Yes, on time 

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program. No Yes Not Applicable

I have met with my supervisor to discuss and complete the checklist of expectations: No Yes 

I have had a supervisory committee meeting: No Yes Date

I have met with my supervisor to discuss career options and developed a Professional Development Plan. No Yes

4. The Supervisor (and Co-Supervisor if applicable) will rate the students in the same areas of Course Work and Research, and whether the student is meeting milestones, as well as provide relevant comments. If, in the area of “Is student meeting milestones”, the supervisor has indicated that the student is “Delayed with a plan in place” or “Not meeting required timelines”, they will have detailed an action plan for the student as well.

Supervisor Evaluation

Course Work: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Research: Excellent Very Good Good Satisfactory Needs Improvement Unsatisfactory N/A

Is student meeting milestones: c) Delayed with plan in place

Ethics approval is needed before animal or human participant data collection can begin. We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program. No Yes Not Applicable

I have met with my student to discuss and complete the checklist of expectations: No Yes

I have met with my student to discuss career options and developed a Professional Development Plan. No Yes

Comment on Student Funding, Committee Meetings, Professional Development, and Successes. If delayed or unsatisfactory, detail your action plan.

5. The GPD will also indicate a “Satisfactory” or “Unsatisfactory” evaluation. In the case of an unsatisfactory evaluation, they will also indicate an action plan for the student.

Graduate Program Director Evaluation of Student Progress

Evaluation: Satisfactory, no action required
 Unsatisfactory

Note, if unsatisfactory, outline the action plan that will be followed. This plan is forwarded to the FGS Associate Dean for review and approval and text will be included in the student's next annual progress report.

Comments / Action plan:

I have read this report and accept the content.

I have read this report and I have significant concerns about the content. I would like to request a meeting with the Faculty of Graduate Studies to discuss it.

Reason:

- To navigate to another student's Annual progress report, use the Return to Search button enter new search criteria. To move to the next student alphabetically who meets the search criteria previously entered, Use the Previous in List button. You can also use the Next in List button to move to the previous student alphabetically.

Graduate Program Director Evaluation of Student Progress

Evaluation: Satisfactory, no action required
 Unsatisfactory

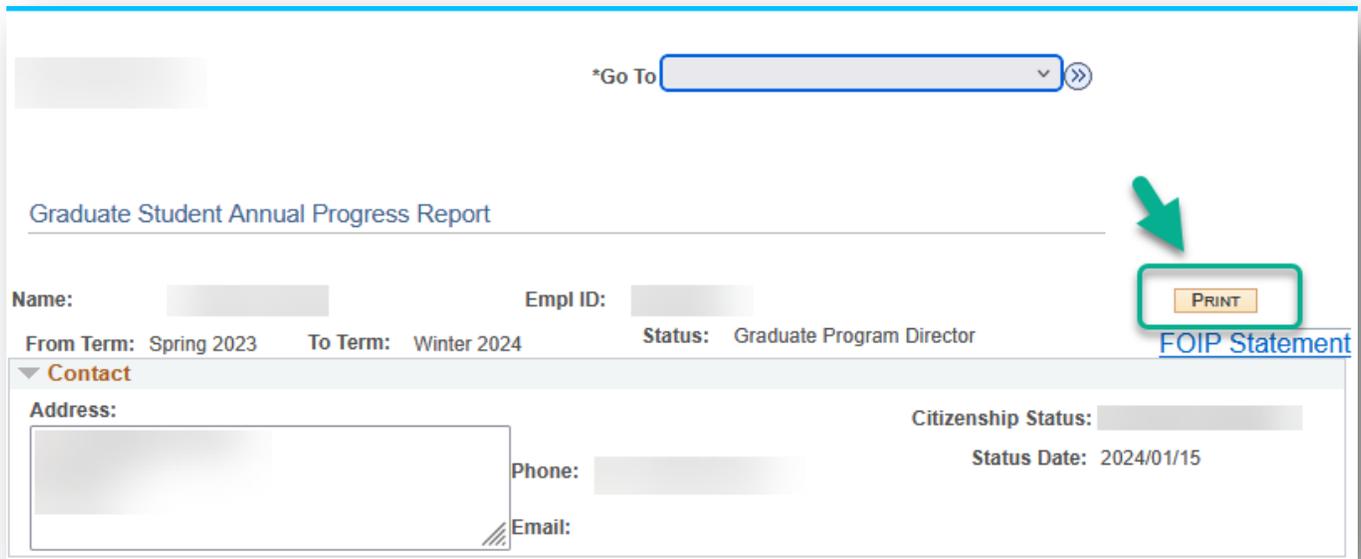
Note, if unsatisfactory, outline the action plan that will be followed. This plan is forwarded to the FGS Associate Dean for review and approval and text will be included in the student's next annual progress report.

Comments / Action plan:

Save Return to Search Previous in List Next in List

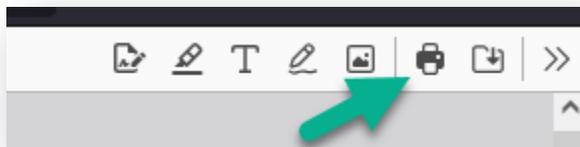
Printing the Annual Progress Report

If desired you can print the Annual Progress report, click the **Print** button in the upper right corner of the report.



The screenshot shows a web form titled "Graduate Student Annual Progress Report". At the top right, there is a "*Go To" dropdown menu. Below the title, there are fields for "Name:", "Empl ID:", "From Term: Spring 2023", "To Term: Winter 2024", and "Status: Graduate Program Director". A "PRINT" button is highlighted with a green box and a green arrow. Below the form, there is a "Contact" section with fields for "Address:", "Phone:", "Email:", "Citizenship Status:", and "Status Date: 2024/01/15". A link for "FOIP Statement" is also visible.

The printable version (.pdf) will open in a new tab of your browser. Click the **printer icon** to print the file.



The Report Data will display in .pdf format (not entirely displayed).



UNIVERSITY OF CALGARY
FACULTY OF GRADUATE STUDIES

Graduate Student Annual Progress Report

Printed on: April 23, 2025

Name: [REDACTED] Emplid: [REDACTED]
From - To Term: Spring 2023 - Winter 2024

Address: [REDACTED]	Phone: [REDACTED] Email:
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Citizenship Status: Canadian

Degree Program: PHD-DEG Doctor of Philosophy
Academic Program: GSDOC Graduate Studies Doctoral
Area of Study: EVDS-AOS Environmental Design
Anniversary Month: September
Academic Load: Full-Time
Year in Program: 4
Supervisor / Interim Advisor: [REDACTED]
Co-supervisor

Student Courses

Institution	Term	Acad Prog	Subject	Catalog	Section	Grade
UCALG	Fall 2020	GSMTH	ARCH	790	03	[REDACTED]
UCALG	Fall 2020	GSMTH	LAND	680	01	[REDACTED]
UCALG	Winter 2021	GSMTH	LAND	680	03	[REDACTED]
UCALG	Winter 2021	GSMTH	LAND	680	02	[REDACTED]
UCALG	Winter 2021	GSMTH	PLAN	614	01	[REDACTED]

View Status Report History

1. The Status History is used to track the report history. Open the report for which you would like to view the Status History, using the steps for Accessing the Annual Progress report as previously mentioned. Click the **Status History** tab at the top of the page.

The screenshot displays the 'Graduate Student Annual Progress Report' interface. At the top, there are two tabs: 'Report Data' and 'Status History'. The 'Status History' tab is highlighted with a green border. Below the tabs, the report details are shown: Name: [redacted], Empl ID: [redacted], Institution: UCALG, Status: Completed. Below this, the report sequence is shown: SeqNum: 4, From Term: Spring 2023, To Term: Winter 2024, Career: Graduate. There is a 'Print' button and a link for 'FOIP Statement'. A 'Contact' section is expanded, showing fields for Address, Phone, Email, and Citizenship Status, all of which are currently redacted.

2. The “Status History” shows the progression of the student’s Annual Progress Report through the various Status categories described in Accessing Student Annual Progress Report section of this job aid. The APR is completed in sequential steps starting with the student. Under the “Assigned to” heading, it will show the name of the individual responsible for completing that step. The “Assigned on” heading shows when the Annual Progress Report moved to that new status, which is also when the previous step was completed. The APR action heading lists the action that the individual took to move the report to the next status (Submit, Return to Student, reassign, etc). In some cases, for example, when the Annual Progress Report is waived, a reason will be listed as well.

Graduate Student Annual Progress Report Status History

Report Data | **Status History**

Name: [Redacted] Empl ID: [Redacted] Institution: UCALG Status: Completed

SeqNum: 4 From Term: Spring 2023 To Term: Winter 2024 Career: Graduate

Personalize Find [Grid Icon] First [Up Arrow] 1-5 of 5 [Down Arrow] Last					
	Status	Assigned to	Assigned on	APR action	Reason
1	Student	[Redacted]	2024/05/01 9:24AM	Submit	
2	Supervisor	[Redacted]	2024/08/20 4:01PM	Submit	
3	Graduate Program Director	[Redacted]	2024/09/26 4:39PM	Submit	
4	Student Acknowledge	[Redacted]	2024/09/26 5:08PM	Acknowledge	
5	Completed	[Redacted]	2024/10/01 4:58AM		

Save Return to Search Previous in List Next in List

End of Procedure.