



UNIVERSITY OF
CALGARY

Faculty of Graduate Studies (FGS)

Annual Progress Report – Student

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Introduction

About



All thesis-based graduate students registered during the winter term must submit an Annual Progress Report (APR) each year.

This report should detail achievements from the past twelve months, including courses completed, grades received, scholarships awarded, research progress, papers submitted, conferences attended, and more. Even if students have only completed one term in the program, they are still required to submit an APR.

Students must outline their academic plans for the upcoming year.

Important Reminders



Students must complete their Annual Progress Report (APR) within **15 days** of receiving the APR initiation notification on **May 1st** (some programs have different deadlines).

To ensure timely completion, students will receive reminders on the **5th** and **10th** day following the APR initiation notification on May 1st.

If the APR is not completed within **15 days** of initiation, it will automatically be forwarded to the student's supervisor on record. In such cases students can request their supervisor to return the APR to them for completion.

Note



As there is a time out feature after **15 minutes**, be sure to use the **save** button often so you do not lose your report input part way through, even if you're typing answers during this time.

Steps to complete the APR

1. Access Annual Progress Report (APR)

To access the report, log-in to your Student Center (www.my.ucalgary.ca). From the main navigational bar, click on “[Annual Progress Report](#)”:

The screenshot displays the Student Center dashboard. On the left is a vertical navigation menu with icons and labels: Home, My Application, My Service Requests, Alumni Home, Personal Info, Exams and Grades, Program and Advising Info, My Financials, and Annual Progress Report. The Annual Progress Report icon is highlighted with a green box and a green arrow. The main content area features a banner for 'Welcome to your Student Centre' with a 'Read More' button. Below the banner is a UCID input field. A 'To Do (1)' notification box is highlighted with a green border, containing a red circle icon and the text 'Grad Student Annual Prog Rpt'. Other notifications for 'Notices (0)' and 'Your Enrolment Start Time' are visible. A message 'Active Term Not Found' is displayed in a grey box. The 'Quick Links - Student' section lists various resources like 'View my T4/T4A', 'Download T2202', 'My Student Donation Receipt', 'D2L (Desire2Learn, Brightspace)', 'Office 365 Student Email', 'Academic Requirements Reports', 'Student Success Centre', and 'PS Enterprise Learning'.

Alternatively, you can access the report by clicking on the link in the email notification indicating your **Annual Progress Report** is available. **Important Note:** if you are viewing email through **webmail**, you **must copy and paste the link** in your browser address bar to access the Graduate Student Annual Progress Report.

Note: The To-do list will display items awaiting your attention; however, access to the report should be completed only through the “**Annual Progress Report**” tab.

2. APR selection



From Annual Progress Report tab select the most recent report with Status: Student and press **Select:**

GRADUATE STUDENT ANNUAL PROGRESS REPORT

The following reports are available.

Choose a report and click 'Select'.

From Term	To Term	Acad Prog	Acad Plan	Status
<input checked="" type="radio"/> Spring 2023	Winter 2024	GSDOC	GEOS-AOS	Student
<input type="radio"/> Spring 2022	Winter 2023	GSDOC	GLGP-AOS	Completed
<input type="radio"/> Spring 2021	Winter 2022	GSDOC	GLGP-AOS	Completed
<input type="radio"/> Spring 2020	Winter 2021	GSDOC	GLGP-AOS	Completed
<input type="radio"/> Spring 2019	Winter 2020	GSDOC	GLGP-AOS	Student Acknowledge
<input type="radio"/> Fall 2018	Winter 2019	GSDOC	GLGP-AOS	Student Acknowledge
<input type="radio"/> Spring 2017	Winter 2018	GSMTH	GLGP-AOS	Waived
<input type="radio"/> Spring 2016	Winter 2017	GSMTH	GLGP-AOS	Expired
<input type="radio"/> Fall 2015	Winter 2016	GSMTH	GLGP-AOS	Student Acknowledge

SELECT

The Annual Progress report auto populates Name, EmplID (UCID), From Term, To Term, Status and Contact information. Scroll down to view additional information:

GRADUATE STUDENT ANNUAL PROGRESS REPORT

WARNING: This page will expire after 15 minutes of inactivity. Please click 'Save' below periodically to ensure data entered is not lost.

Name: Empl ID: [PRINT](#)
 From Term: To Term: Status: [FOIP Statement](#)

Contact

Address:
 Phone:
 Email:
 Citizenship Status:

3. Academics section

The **Academics** section of the page displays Anniversary Month, Academic Load, Year in Program, Academic Program, Area of Study, Supervisor/Interim Supervisor, Co-Supervisor, Student Courses and Student Awards Received. This information cannot be edited. Scroll down to view additional information:

Academics

Anniversary Month: Degree Program: Doctor of Philosophy
 Academic Load: Academic Program: Graduate Studies Doctoral
 Year in Program: Area of Study: Geoscience
 Supervisor / Interim Advisor:
 Co-supervisor:

Student Courses

Institution	Term	Acad Prog	Subject	Catalog	Section	Grade
1 UCALG	Fall 2018	GSDOC	GLGY	601	01	
2 UCALG	Fall 2018	GSDOC	GOPH	705	01	
3 UCALG	Fall 2020	GSDOC	ENCI	665	01	

Student Awards Received

Award Year	Award Code	Description
1		

4. Student's Plans

Plans for the Upcoming Year entered from Previous Progress Report is populated here based on entries from the previous year's Annual Progress Report and cannot be edited or changed. If this is your first Annual Progress Report, this section will be blank:

Student's research and course work plan for upcoming year from previous progress report

Student's professional development plan from previous report

5. Student Achievements

The **Student Achievements** section of the report is used to enter information regarding Research, Publications, Conferences, Teaching and Plans for the Upcoming Year. The [Click for more space](#) link is available in each Student Achievement section if additional space is required for entering information:

Student Achievements

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

Research: [Click for more space](#)

Publications: [Click for more space](#)

The student **self-assessment** section of the report allows the student to self-evaluate progress in their graduate program including an evaluation of course work and research. Students have the option of selecting N/A if appropriate.

Course Work:	<input type="radio"/> Excellent	<input checked="" type="radio"/> Very Good	<input type="radio"/> Good	<input type="radio"/> Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Unsatisfactory	<input type="radio"/> N/A
Research:	<input checked="" type="radio"/> Excellent	<input type="radio"/> Very Good	<input type="radio"/> Good	<input type="radio"/> Satisfactory	<input type="radio"/> Needs Improvement	<input type="radio"/> Unsatisfactory	<input type="radio"/> N/A

Choose an option from the “**is the student meeting milestones**” drop box. The same evaluation box will appear in your supervisor’s portion of the report. This will help you and your supervisor clearly see if your expectations and understandings are aligned:

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:

Ethics approval is needed before animal or human participant data collection can begin. No Yes Not Applicable

We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program.

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

Research **Ethics Approvals** is a required field. Research Ethics Approvals can be “**No**”, “**Yes**”, or “**Not Applicable**”. Select the appropriate value.

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:

Ethics approval is needed before animal or human participant data collection can begin. No Yes Not Applicable

~~We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program.~~

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

Click the [Save](#) button to ‘save’ the report. You will receive a message indicating the report is ‘saved’. This allows you return to the report and make any changes until you are ready to submit the report.

Note: As there is a time out feature, be sure to use the save button often so you do not lose your report part way through.

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

[SUBMIT](#)

[SAVE](#) 

[RETURN TO SEARCH](#)

Click the [Submit](#) button to submit the report to your Supervisor and Co-Supervisor (if applicable). Once submitted, the report cannot be changed.

Note: In the event you click the **SUBMIT** button prematurely, please ask your supervisor to use the [Return to Student](#) button at the bottom of their form to return the APR report to you for revision. This will allow you to reopen the document, make necessary revisions, and update it accordingly.

The **RETURN TO SEARCH** button returns you to the Grad Students Annual Progress Report page where you can select a different report to view.

6. Post APR Submission

The Grad Student Annual Progress Report will disappear from your Student Center To-Do List once the report has been submitted for evaluation.

The Grad Student Annual Progress Report will reappear in your Student Center To-Do List when:

- the report is returned to you for revision
or
- the report is reinstated.

7. APR Acknowledge

To review and acknowledge the report, click the [link in the email notification](#) advising that your Annual Progress Report has been completed by your supervisor and graduate program director and is pending your acknowledgement, or navigate to the Annual Progress report repeating the previous steps by choosing the report and click the Select button. Acknowledgement does not mean agreement, but receipt of the completed report. You have the opportunity to request a meeting with your Graduate Program Director if you choose.

GRADUATE STUDENT ANNUAL PROGRESS REPORT

The following reports are available.

Choose a report and click 'Select'.

From Term	To Term	Acad Prog	Acad Plan	Status
<input checked="" type="radio"/> Spring 2023	Winter 2024	GSDOC	BMEN-AOS	Student Acknowledge
<input type="radio"/> Spring 2022	Winter 2023	GSDOC	BMEN-AOS	Completed
<input type="radio"/> Fall 2021	Winter 2022	GSDOC	BMEN-AOS	Completed

SELECT

Review the Supervisor/Co-supervisor (if applicable) Evaluation and Graduate Program Director Evaluation of Student Progress:

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: a) Yes, on time

Ethics approval is needed before animal or human participant data collection can begin. No Yes Not Applicable

We have prepared the appropriate ethics applications and obtained the necessary certifications. Certification copies are with the student, graduate supervisor, and graduate program.

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.

Co-supervisor Evaluation

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:

If you have concerns regarding the report content and wish to request a meeting to discuss the report, you can request a meeting with the Faculty of Graduate Studies. Enter a **Reason** for requesting the meeting; **this is a required field**. Then click the **“REQUEST MEETING”** button:

Student Acknowledgement

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:

Include here a reason for requesting a meeting

ACKNOWLEDGE

RETURN TO SEARCH

REQUEST MEETING

If no concerns, then click the **“ACKNOWLEDGE”** button once you have read the content of the report:

Student Acknowledgement

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:

ACKNOWLEDGE

RETURN TO SEARCH

REQUEST MEETING

8. System generated notifications

Email notifications will be received when:

- when the APR is initiated on May 1st
- reminders to complete the APR
- the report is returned to you for completion or revision
- the report receives an unsatisfactory evaluation
- when the evaluation process is complete

All unsatisfactory evaluations are reviewed by the Faculty of Graduate Studies Associate Dean. After an unsatisfactory annual progress report has been submitted and reviewed by the Associate Dean, **students may request a meeting with the one of FGS Associate Dean’s Students.**

9. Printing the Annual Progress Report

The Graduate Student Annual Progress Report can be printed if required.

To print the report, click on the **Print** button in the upper right corner of the report.

GRADUATE STUDENT ANNUAL PROGRESS REPORT

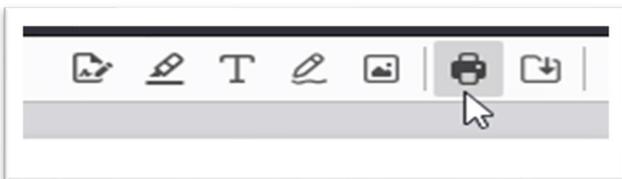
WARNING: This page will expire after 15 minutes of inactivity. Please click 'Save' below periodically to ensure data entered is not lost.

Name: Empl ID:

From Term: Spring 2023 To Term: Winter 2024 Status: Completed

[PRINT](#) [FOIP Statement](#)

The document will open in **.pdf** format. Select **Print** or the **print icon**:



End of Procedure.