Progress Reports

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How does FGS use Progress Reports?

- To ensure students are on the right track and to set expectations for future planning; to check committee membership
  - PRs are filed in the student’s master record, housed in FGS

- PRs are particularly important when the student’s normal progress through their program is altered
  - e.g. requests for leaves or extensions, requirements to withdraw, appeals
How does FGS use Progress Reports?

- PRs requiring student withdrawal from their program (2 consecutive In Need of Improvement or 1 Unsatisfactory) are automatically flagged by FGS.

- PRs are also checked against a student’s program of study:
  - e.g. to ensure sufficient credit hours have been taken to permit graduation.
Due at FGS June 1; internal unit deadlines are earlier

**Program**

- Advance credit - transfer of credit (PDF)
- Change of name (PDF)
- Continuing status of a course (CO) (PDF)
- Leave of absence status (PDF)
- Advisor-Student Guidelines (faculty only)
- Progress report (PDF)
- Program time extension (PDF)
- Permission for concurrent curriculum (PDF)
- Focus on Aging Student Intention (PDF)
- Focus on Aging Concentration Completion (PDF)

[https://umanitoba.ca/graduate-studies/forms](https://umanitoba.ca/graduate-studies/forms)
Progress Reports

Progress Report Form

This form must be completed at least annually and returned to FGS no later than June 1 of every year. Failure to provide a Progress Report by June 1 will result in a registration restriction.

For the period from (mm/yyyy) to (mm/yyyy)

Part A | Program of Study Status (to be completed for all students)

Student Name (LAST, First) ___________________________ Student Number ___________________________

Major Department / Unit ___________________________

Program Start Date (mm/yyyy) ___________________________

Student Status [ ] Full-Time [ ] Part-Time

Program of Study? [ ] Ph.D. [ ] Master’s (thesis or practicum) [ ] Master’s (comprehensive, project or coursework)

Coursework completed? [ ] Yes [ ] No If no, please indicate the number of credit hours yet to be completed ___________________________

Students are responsible for ensuring that they meet degree and program requirements. The advisor (and co-advisor), advisory committee and the department/unit must ensure that each student follows Faculty of Graduate Studies and department/unit guidelines and meets all program requirements. The Faculty of Graduate Studies performs a final check of Faculty of Graduate Studies minimum requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to their degree requirements. Failure to meet all requirements will render a student ineligible to graduate.
**Who should be meeting?**

**Part B | Thesis or Practicum Routes (to be completed for Ph.D. and Master's students in the thesis or practicum routes only)**

Online Advisor Student Guidelines Completed? *(Required)*  
- [ ] Yes  
- [ ] No  
Reviewed Currently?  
- [ ] Yes  
- [ ] No

The Advisor Student Guidelines (ASG) must be completed as soon as possible after registration, but no later than at the time of submission of the first progress report. The ASG only needs to be completed once during a student's program, unless the student changes his/her advisor(s), and/or the terms of the agreement change, in which case a new ASG would be required. The ASG form is available only online through JUMP.

Has the student met with the advisor(s) or the advisory committee during the reporting period?  
*Note: Ph.D. students must meet with their entire committee at the same time at least once a year to review the student's progress, as per FGS regulations.*

- [ ] Yes, met with advisory committee
- [ ] Yes, advisor(s) only  
  Please indicate why
- [ ] No  
  Please indicate why

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<tr>
<th>Practicum Stream Only</th>
<th>Practicum Topic Approved?</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
<th>Expected Completion Date</th>
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<td>Thesis Proposal Approved?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>(mm/yyyy)</td>
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<td></td>
<td>Ethics Approved?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
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<td></td>
<td>Research Completed?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>(mm/yyyy)</td>
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<tr>
<td>Ph.D. Students Only</td>
<td>Candidacy Exam Completed?</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
<td>(mm/yyyy)</td>
</tr>
</tbody>
</table>
Questions about the meeting

• Do we have to meet in person?
  • No; while face-to-face meetings were encouraged and expected, virtual group meetings are acceptable to accommodate travel, research leaves, field work, etc.

• Does the advisory committee have to meet annually?
  • Yes (if the committee is formed), at least once. If (at Progress Report time) the committee is unable to meet, but discussed student progress at another time earlier, that meeting can suffice and the progress report can be reviewed by members electronically
Questions about the meeting

• Why is a meeting with just the advisor insufficient?
  • The committee helps provide guidance to the student, and ensures the goals for the student are appropriate for the student’s program (as opposed to preferences of the advisor)
Questions?
Goals met in current period

Part C | Student’s Progress (to be completed for all students)
Provide a detailed list of goals met in this reporting period. (Attach a separate sheet if additional space is required for any section.)

- Goals met should be **specific**:
  - E.g. completed thesis proposal; obtained ethics approval
  - Vague statements make it difficult to assess progress
Goals for next period

• Provides guidance for next stages

• It is important to manage expectations:
  • For the student
  • For the advisor
  • For the committee

• Goals should be specific:
  • E.g. conduct interviews, complete Candidacy, etc.; not simply “do research…”
These ratings are important: they govern whether students are able to continue in their program of study
In Need of Improvement

• **Detailed information** should be provided indicating the areas of concern that accompany the rating

• **Specific goals** should be outlined with associated timelines to clarify for the student, and committee members, what is required for future improvement

• It takes 2 **consecutive** “In Need of Improvement” ratings to prompt a requirement to withdraw (RW)
  • In the case of the second INI, goals and timelines for improvement should **not** be listed as the student will be required to withdraw
 Unsatisfactory

• Detailed information should be provided indicating the areas of concern that accompany the PR

• One unsatisfactory rating will prompt a requirement to withdraw (RW)
  • Goals and timelines for improvement should **not** be listed in this case as the student is being withdrawn
Questions?
Things we have seen in PRs

• The same goals listed over multiple years, yet all progress is listed as satisfactory

• Verbal comments indicating the student was counselled to withdraw from the program, but was also rated satisfactory

• Comments about health concerns/losses in the student’s family, satisfactory progress and no mention of leaves
Things we have seen in PRs

- Negative comments about student progress with no discussion of the evidence supporting the comments, or solutions for the future

- Goals included for students who will be required to withdraw
Questions?
Progress Report FAQs

• How many times can the Progress Report be completed?
  • At least once annually; can be up to 3 times per year (once per term)

• What happens if the student is not responding to a meeting request?
  • The progress report meeting can proceed, with email documentation provided to FGS showing attempts to communicate

• What happens if the progress report is not completed and submitted to FGS?
  • A **hold** is placed on the student’s account which prevents registration
Progress Report FAQs

What happens if the student refuses to sign the progress report?
- It can still be submitted to FGS with documentation noting the refusal to sign
- Students can also append information to the PR indicating the parts of the report with which they disagree, and/or providing their perspective

Can we use a rubric to evaluate progress?
- Yes; units can outline what general progress in the program might look like and communicate this to faculty and students
Progress Report FAQs

- Can students be part-time?
  - Yes, but they must apply for part-time status (depending on unit Supplemental Regulations)
  
  - There is a time limit within which students must register as part-time (1.4.1 Academic Guide)
  
  - All students are automatically enrolled as full-time
  
  - “Students are not permitted to change to part-time (PT) status more than once within their program. Once a student declares as PT, he/she may return to full-time status once, but cannot subsequently revert to PT.”
Possible upcoming changes to the PR form

- Tick box for noting that a conflict of interest exists within the student’s Advisory Committee
- Progress rating justification will be denoted as mandatory
Questions?
Steps after a Requirement to Withdraw (RW)

- The student has an option to appeal this decision and there is an outlined process to follow
Appeal Hearing

- The Graduate Chair is generally the co-respondent with an FGS Associate Dean at an appeal hearing and would speak to the situation that lead to the requirement to withdraw.

- The advisor is generally called as a witness to the hearing.
  - Progress Reports are a part of the appeal package.
Questions?
Leaves of Absence

• Progress reports are intended to reflect academic performance
  • If students are struggling to meet academic performance standards due to events external to the university, these should be reflected in other ways
    • E.g. Leaves of Absence
Leaves of Absence

8.1 Regular Leave

• A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves.

• While on a regular leave of absence, a student is not expected to be actively engaged in their program of study or thesis research work.

• A regular leave of absence status does not extend time to completion limits as outlined in Faculty of Graduate Studies regulations, and fees continue to be levied.
8.2 Exceptional Leave

• In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), and at the request of the student, the Head of the department/unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one (1) year.

• While on an Exceptional Leave of Absence, a student is not permitted to be engaged in their program of study or thesis research work, and would not be required to maintain continuous registration or pay tuition fees.

• In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment or financial concerns.
8.3 Parental Leave

• A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave.

• While on leave of absence for parental reasons, a student is not permitted to be engaged in their program of study or thesis research work.

• The leave period is not included in the time period allowed for completion of the degree.

• 8.3.1 Students are not expected to pay fees for the term(s) in which they have been granted a parental leave.
Leaves and International Graduate Students

• To determine how applying for a Leave of Absence may affect immigration status with Immigration, Refugees and Citizenship Canada, please consult with an International Student Advisor at the International Centre prior to completing the Leave of Absence application with your department/unit.

• Risk: international students on leave may inadvertently become non-compliant with the requirements of the student visa and/or study permit (varies by country).

http://umanitoba.ca/international
Leaves and Course Currency

• Note that Leaves of Absence do not halt the clock with respect to course currency requirements
Questions?
What if your student is running out of time?

Master’s: 4.4.7 Time in Program

The maximum time allowed for the completion of the Master’s degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual department/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplementary regulations regarding these specific requirements.

Ph.D.: 5.5.2 Maximum Time Limit

A student’s candidature shall lapse if they fail to complete the degree within six (6) years following initial registration in the Ph.D. program. For those students who transfer from the Master’s to the Ph.D., years spent in the Master’s program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four (4) months in time to complete their program for every two (2) years (24 months) they are declared as part time (see section 1.4.1) to a maximum of seven (7) years.

https://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html
Paperwork to complete

• Time Extension Request
  • This form must be received by FGS at least 3, but no more than 4 months prior to expiration of the maximum time limit.

• Required information
  • Details on any earlier time extensions
  • Reasons/extenuating circumstances for not having completed the degree requirements within the time limit
  • A specific outline of the work not yet completed and a timeline indicating when significant portions of that work will be completed (i.e. milestones with dates for completion) – with as much detail as possible
Paperwork to complete

• Course currency/expiration
  • Courses completed more than seven years* prior to the date of awarding of a degree may not normally be used for credit toward that degree

*eight years for those admitted prior to Fall 2013 (departments assess currency)
Questions?
Where can our graduate students get help?

Advisor → Advisory Committee → Grad Chair → Department Head → FGS
Student Services

Student Support

Student Counselling Centre | STATIS
University Health Service
Student Advocacy | Student Accessibility Services | Health and Wellness | Mental Health | SSC Management | Chaplains'
Spiritual Care for Students

Need emergency support?
Call campus security at 204-474-9341 or use one of the links below.

- Emergency numbers and resources
- Sexual violence help and info
- International crisis information

More Services

Student Services at Bannatyne Campus
Academic Advising
International Centre
Indigenous Student Centre

http://umanitoba.ca/student
http://umanitoba.ca/student-supports
http://umanitoba.ca/student/case-manager
Questions?