University of Waterloo

Graduate Studies Office
David R. Cheriton School of Computer Science
DC 2599

Annual Progress Report

Date: _____

Complete this form in consultation with your supervisor. All continuing graduate students must submit this form **by the end of July** in every year that they are in their graduate program. It is implicit everywhere below that whenever information is asked for, it is being asked for since the beginning of your current degree program. Please submit this form to the School's Graduate Office.

Name: _____ **Student ID:** _____

Supervisor: _____ **Number of Terms in Program:** _____
(including this term)

Degree Program: ☐ Full-time ☐ Part-time

☐ MMath—thesis option ☐ MMath—essay option
☐ PhD—from Bachelor's ☐ PhD—from Master's

PhD Requirements:
PhD students only: indicate when you have or when you expect to meet your program requirements.

Program Requirement	If completed Date of Completion	If not completed Expected Date of Completion
PhD Comprehensive 1		
PhD Comprehensive 2		
PhD Seminars (3 required)		

Number of PhD Seminars completed at this time: _____

Course Requirements: (attach unofficial copy of transcript)

Have you completed your course requirements? Yes ☐ No ☐

Do you have any incompletes (INC)? Yes ☐ No ☐

Progress on Thesis or Essay:

Briefly describe the topic of your thesis or essay, the background work you have accomplished, the results that you have obtained so far, and how much has been written or implemented.

Additional Information:

Given any additional information that you believe should be taken into account in assessing your performance.

_____

Student's signature

Supervisor's Comments (required):

From page 9 of *A Guide for Graduate Research and Supervision at the University of Waterloo 2011*:

> The supervisor provides their evaluation of student progress to the department once a year or more often if required. The report should clearly indicate the status of the student's progress (i.e., satisfactory/unsatisfactory /remedial action plan). Where the supervisor feels that the student will have serious difficulties finishing the program, the supervisor, in consultation with the Advisory Committee as appropriate, will inform in writing, both the student and the Graduate Officer of the nature of the problem(s), suggested remedies and may recommend withdrawal from the program.

The student's progress is: Satisfactory ☐ Unsatisfactory ☐

Please write additional comments below; if the student's progress has been unsatisfactory, your comments should include a remedial plan of action for the student to take to bring their progress up to satisfactory.

Name (please print)	Signature	Date
Supervisor:		
Supervisor (if applicable):		
Graduate Director:		

Revised November 13, 2015

This page can be submitted directly to the SCS Graduate Office (DC 3327) with the rest of your Annual Progress Report when the report has been signed by your supervisor. The information on this page will remain confidential and will not be disclosed to your supervisor.

Interaction with Supervisor:

State whether, from your point of view, the frequency and the quality of your meetings with your supervisor have been satisfactory.