

MA/ MSC ANNUAL PROGRESS REPORT

Please record the progress of the graduate student by filling out the appropriate section below. This form is to be completed annually by the student in consultation with the supervisor and the supervisory committee. If additional space is required for any section, please attach a separate sheet.

SECTION 1 – To be completed by the Student.

PART A – Student Identification Section.		
Name		
StFX ID		
Program of Study		
Start Date (Month/Day/Year)		
Expected Completion Date		
(Month/Day/Year)		
Date of Last Meeting with		
Supervisory Committee		
(Month/Day/Year)		
Status (Full or Part-time)		

PART B – Course Work – please identify all completed/planned/or in progress courses.			
Course Name	Course Number	Completed (yes/no)	

	PART C – Research Topic.
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Field Work Completed (YES/NO)

PART D – Progress Towards Completion of Research and/or Program Goals.		
Please indicate the steps and the time required to complete the thesis.		

Expected Defense Date		
	Month	Year

SECTION 2 – To be completed by the Supervisory Committee.

PART A – Supervisory Committee Comments and Ratings.		
Please explain how the student has made progress towards program completion.		

PART B – Rating of Student's Progress.		
Satisfactory Yes No (Student meets or exceeds minimum expectations)		
Unsatisfactory Yes No (In Need of Improvement – the committee must attach		
a plan with of action to improve the students' performance rating within a 4 to 6 month		
period).		
Not Acceptable. Yes No (Please note that continued ratings of not acceptable		
may result in the student dismissal from the program).		

PART C – Signature Section.			
	Name (print)	Signature	Date
Primary			
Supervisor			
Co-Supervisor			
Committee			
Member			
Committee			
Member			
Committee			
Member			
Committee			
Member			

SECTION 3 –Student Comment Section. This section is to be completed by the Student After Section 2 has been Completed.

The above portions of this form and any attachments were completed in consultation with my thesis supervisory committee. I have read and I understand my Progress Report. I would like to add the following comments to my Report.

Name (print)	Signature	Date

SECTION 4 – Dean Comment Section. This section is to be completed by the Dean.		
Dean (print)	Signature	Date
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Copies of this form are to be distributed to the Student, Program Coordinator or Department Chair, and the Dean of the Faculty in which the student is registered by October 15 of each year of study.