



UNIVERSITY OF
CALGARY

Faculty of Graduate Studies (FGS)

Viewing an Annual Progress Report as Graduate Program Staff

Created: April 2025

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Introduction

About



The Annual Progress Report (APR) is a tool to track a student's progress in program. It is an opportunity to document their achievements from the previous year and set goals for the upcoming year. All 'active' thesis-based graduate students registered during the Winter term will be required to submit the Annual Progress Report annually online.

The APR is initiated on May 1 each year, and requires sequential completion by the:

1. Student
2. Supervisor
3. 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



Notifications

Graduate Program Staff will receive email notifications when:

- The Annual Progress Reports process is initiated and reports become available to students.
- When a student submits their APR and doesn't have a supervisor on record
- When reports require reassignment
- When a report has been waived
- When a report has been re-instated

Unactioned Reports

- Annual Progress Reports that are not actioned by the reviewer's deadline will automatically be reassigned to the next user
 - Deadline for Students: **May 15**
 - Deadline for Supervisors: **May 30**
 - Deadline for Graduate Program Directors: **June 30**
- If a report is assigned to someone after their deadline, students and supervisors will have 15 days to complete the form, Graduate Program Directors will have 30 days.
- If a report is reassigned, the next user in the workflow can push it back to them. For GPDs, the next person would be an FGS Associate Dean (Contact: adstudents@ucalgary.ca)

Accessing the Annual Progress Report

1. In PeopleSoft, navigate to the Annual Progress Report page:
 - a. Option 1: Select the Thesis-based (Dept/Fac GRAD) tile. Select the Annual Progress Report link in the Annual Progress Report folder
 - b. Option 2: In the Menu navigation, select *Records and Enrollment > Student Term Information > GS Annual Progress Report > Annual Progress Report*.
2. Select your search criteria using your choice from the options below and click **Search**:

| Field | Required or Optional |
|----------------------|--|
| EmplID | Optional: To see only APRs for a specific student, enter the UCID |
| Academic Institution | Enter UCALG |
| Academic Career | Enter Graduate Programs |
| Sequence Number | Leave blank |
| Name | Optional: To see only APRs for a specific student, enter the name |
| To Term | Optional: Enter the 4 digit code for the Winter term before the APR was initiated. (For example, for the APR from May 1, 2026 reporting on the students progress from May 1, 2025-April 30, 2026, select Winter 2026, 2261) |
| Status | <p>Optional: Select one of the following choices</p> <ul style="list-style-type: none"> • Associate Dean <ul style="list-style-type: none"> ○ Awaiting Associate Dean evaluation (Unsatisfactory/Incomplete by GPD Reports only) • Completed <ul style="list-style-type: none"> ○ Reports that have 'completed' the sequential process (submitted by student, evaluated by Supervisor/Graduate Program Director and acknowledged by the student) • Co-supervisor (not applicable as of Winter 2026) • Expired <ul style="list-style-type: none"> ○ Previous years' APRs that remain incomplete are marked as "Expired" when a new APR is initiated. • Graduate Program Director <ul style="list-style-type: none"> ○ Awaiting Graduate Program Director evaluation (in progress status) • Invalid Co-supervisor (not applicable as of Winter 2026) • Invalid Supervisor <ul style="list-style-type: none"> ○ Includes reports where there is: |

| | |
|------------------|---|
| | <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> • Re-assign <ul style="list-style-type: none"> ○ If the Graduate Program Director is the same as the supervisor, the report will require re-assignment to an alternate Graduate Program Director. • Student <ul style="list-style-type: none"> ○ Awaiting submission from the student (in progress status) • Student Acknowledge <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ Awaiting Supervisor evaluation (in progress status) • Waived <ul style="list-style-type: none"> ○ APR requirement has been waived by the Faculty of Graduate Studies, usually because a student has completed their program or is on a leave of absence. ○ Waived APRs can be reinstated on request. |
| Academic Program | Optional: Select GSMTH to see only reports for Masters students or GSDOC to see only reports for Doctoral students |
| Academic Plan | Optional: Enter an Area of Study code (-AOS) to see reports for students in a specific graduate program. |
| Satisfactory | Optional: Select one of the following choices <ul style="list-style-type: none"> • Satisfactory • Unsatisfactory Note: Only criteria will only work on reports that have been reviewed by the GPD. |

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](#)

3. Select a report from the list of results to see more details.

Reviewing the Annual Progress Report



Note: Some of the content of an APR may not be visible to Graduate Program Staff until the report reaches the “Student Acknowledge” or “Complete” status.

- The Graduate Student Annual Progress Report displays for the student. The contact information, 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

5. In the Student Achievements section, the student has detailed what they believe to be their accomplishments in the areas of Other Funding, Research, Publications, Conferences, Teaching and Professional Development. 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](#)


6. 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

7. In the Supervisor evaluation section, the Supervisor 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.



Note: If a student has a co-supervisor, the supervisor will be entering comments on their behalf. The supervisor will confirm whether or not their comments represent their joint assessment and provide additional information if they do not.

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. 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.

8. In the GPD Evaluation section, the GPD will indicate a “Satisfactory” or “Unsatisfactory” evaluation. In the case of an unsatisfactory evaluation, they will also provide an action plan for the student. Faculty are reminded that the action plan will be shared to all users, including the student, as part of the current, and next year’s APR. It is recommended they detail clear and practical tasks and supports that

will be made available to set the student up for success. If they wish to share additional context, they can contact the Associate Dean, student experience, in FGS.

9. 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

Comments / Action plan:

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.

Viewing 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.

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](#)

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

| | 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.