

APPENDIX – Graduate Progress Reports

Why do we do Graduate Progress Reports?

Graduate Progress Reports (GPRs) are required annually by the University through SFU Graduate Studies, which has its own form and requirements.

What happens to the documents?

Each student’s GPR is filed in the University system. In the case of the university GPR, an outcome of an overall “Unsatisfactory” is the only outcome that would require further action. That is, University regulations state that two consecutive evaluations of “unsatisfactory” can lead to a student being removed from the program. Such an evaluation requires a report to the Graduate Program Committee as per GPR 8.2. This means overall evaluations of “satisfactory with concerns” or “unsatisfactory” are discussed by the ARCH GPC.

How is progress evaluated?

On the form, as shown below, the student can be evaluated on a categorical scale ranging from Very Good to Unsatisfactory in three separate categories (Grades, Progress, Scholarly activity). The Overall Progress evaluation is based on these three categories. Note that this overall evaluation (not the evaluations attached to the three categories) is the only one that is visible to the department.

	Very Good	Satisfactory	Satisfactory with concerns	Unsatisfactory	N/A
Course Grades					
Research Progress					
Scholarly Activity					
Overall Progress					

- x Course Grades: This is a misnomer as it refers not only to performance in completed courses, but also whether all the required courses have been completed within the departmental timeline. Note that in addition to Theory, Research Design, Directed Readings, and other approved Graduate courses, students must complete two semesters of the Department Seminar (ARCH 872 and 873), their colloquium, and PhD Comprehensive Examination. Each of these have department-determined timelines for completion; if any of these courses have not been completed on time, the student should not receive an overall “Very Good”. This is true even if there is an approved reason for the delay.
- x Research Progress: Progress made on the thesis research (data collection, analysis, writing, grants).
- x Scholarly Activity: Publications, conferences, presentations, professional development: P.1.6 (s)a [(ona)1.3o (t)1in1._____).

Further descriptions of these evaluation terms are below:

- x Very Good: Excellent research progress, participating in extracurricular activities, exceeding typical milestones within the program.
- x Satisfactory: The student is meeting typical milestones within the program, completing all the required training, participating in labs and other scholarly activities.
- x

Evaluating PhD Student Progress

The evaluation of PhD students who have not completed their Colloquium (ARCH 874) or Comprehensives (ARCH 875) must reflect the following requirements for course completion:

- x PhD students who have not completed their comprehensive examination by the end of their 7th semester will