

Graduate Progress Report Committee Member Resources

How to access and complete the Graduate Progress Report

1. Log-in to your Faculty Center at go.sfu.ca
2. Select the '**Graduate Progress Report**' tab
3. Ensure that the current term and '**Committee Member's View**' is selected. If you are receiving notifications for an older progress report that is overdue, you may need to change the reporting term to a previous term.
4. Click on the student's ID number to open the report.

5.

6. Locate the textbox with your name and click 'Submit' when you have entered your comments. Once all committee members have added their comments, the report will route