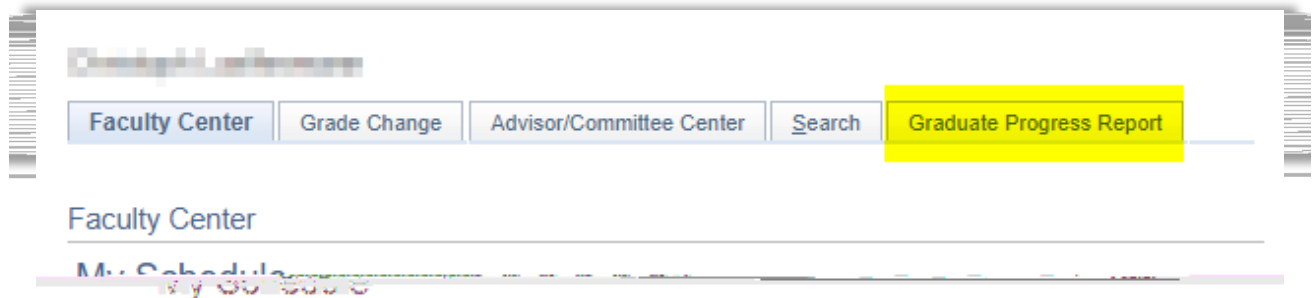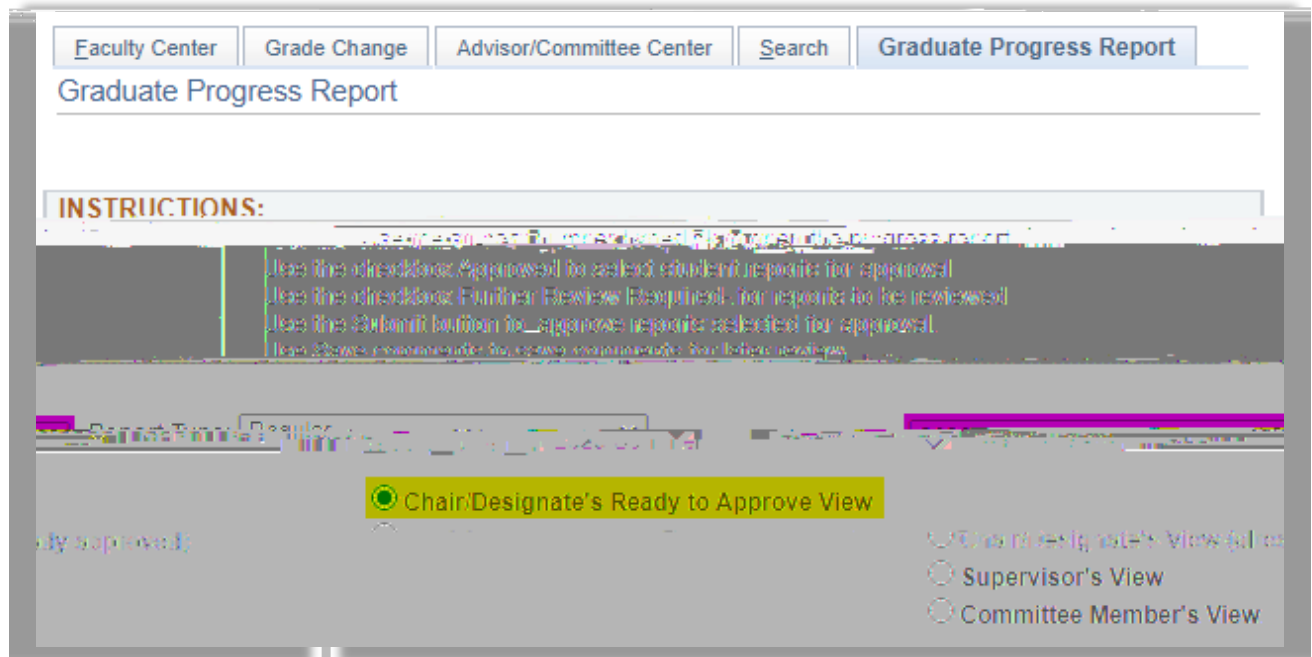# Graduate Progress Report
Graduate Program Chair Resources

How to access and complete the Graduate Progress Reports

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 **'Chair/Designate's Ready to Approve View'** is selected. You will need to toggle between the different views to access progress reports depending on your role with that student (e.g. supervisor, committee member, Graduate Program Chair providing final approval)


4. The 'Ready to Approve View' will give you a list of all progress reports awaiting your review and approval. Click on the student's ID number to open the report.

5. Provide your evaluation in the 'Graduate Program Approval' section and select 'Approved – Submit Now' when complete. This will send the report back to the student to provide a final acknowledgement of the completed report. If you select 'Return for revision', the report will be sent back to the supervisor to work on revisions with the student.
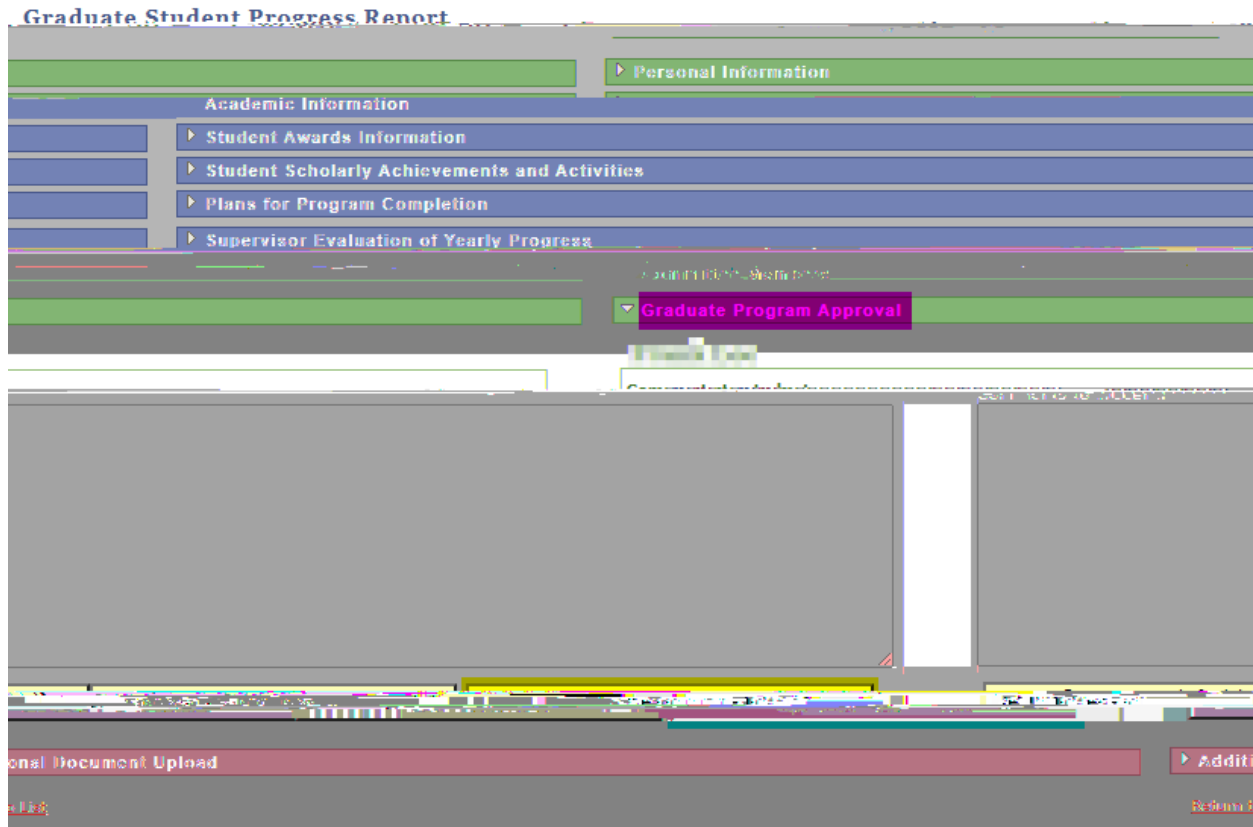
6. You can complete multiple approvals at once through the 'Ready to Approve' listview instead of opening an individual report.
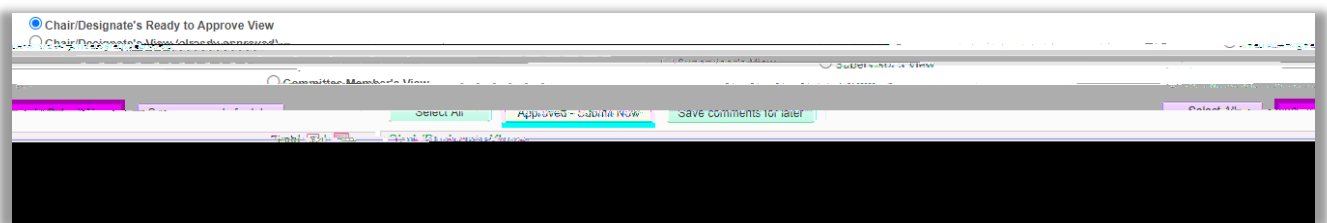
Be sure to click 'Save comments for later' every 15 minutes or so as you work on your GPC comments.