**ANNUAL Progress Report of Comparative Literature PhD Student**

**Submitted by Supervisory Committee**

Name of Student: Date of Meeting:[[1]](#footnote-1)\*

 Date of Previous Meeting:

PhD Topic or Dissertation Thesis Title:

Supervisor:

Supervisory Committee Members:

*The required annual progress report should offer clear feedback to students on their work and provide specific guidance on how to accomplish next step(s) in completion of the thesis. The report follows a meeting of the doctoral student’s supervisory committee, which should take into account the student’s progress report.*

*Meetings of the committee can happen more frequently than once a year (see the INTERIM Progress Report). Supervisory committees should outline clear expectations for the type of work expected by specific dates (See III). It is important that reports include candid assessment of unsatisfactory progress when appropriate so proper support can be identified. Committee meetings do not take the place of meetings with the Supervisor, which should occur on a more regular basis over the course of the year.*

*Annual committee meetings should be scheduled by Feb. 15 and occur normally in March of each year. The committee’s report should be provided to the student within 7 days of the meeting. The student should acknowledge receipt of the report and may choose to provide a written response (one week after receipt). Reports and responses, when applicable, are then placed in the student’s file.*

I. Please provide a response to the Annual Progress Report submitted by the student.

II. Describe the progress that the student has made on the dissertation thesis this year. Has the student been able to follow the mutually agreed upon timeline and to meet the established set of expectations?

III. Summarize the specific recommendations, support and guidance offered by the committee to ensure that progress will be made going forward. Include a projected timeline for completion of writing or tasks.

IV. Describe the opportunities for intellectual growth, research and professional development undertaken by the student in the previous year. How have committee members helped support such opportunities?

**Recommendations:**

**­\_\_\_\_\_\_\_\_** The student has met deadlines, and is producing work that meets with the approval of the

Supervisory Committee. The student is making sufficient progress and is in good academic standing.

\_\_\_\_\_\_\_\_ The student has not met deadlines and/or the work that has been submitted has not met

 the standards and expectations of the Supervisory Committee. The student is therefore

not making sufficient progress. Failure to demonstrate satisfactory progress according to the specific recommendations provided above, and by the time of the next Supervisory Committee meeting, may result in recommendation to terminate the student’s candidacy.

\_\_\_\_\_\_\_\_ The student has not demonstrated adequate progress in terms of the most recent timeline that was agreed upon at the last Supervisory Committee meeting. Therefore, the student is not in good academic standing and the Committee recommends program termination.

The Supervisory Committee plans on meeting in the next three, six or nine months, with a tentative date of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chair’s Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Candidate’s Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \* Please note that the 'Date of Meeting' must be filled in as we must enter this information every year on the

Student Information Database (ROSI). It is also important to note that the whole committee, and not

only the supervisor, should meet with the student at least once a year. [↑](#footnote-ref-1)