



Procedures for Reviewing Progress through the Program

Effective December 2021

1. **Timing.** Students' progress through the program will be reviewed twice each year. The first review, beginning December 1, will be completed by January 31. The second review, beginning June 1, will be completed by July 31.
2. **Content.** In each review, students will consult with their principal supervisors about progress in their doctoral research and other program requirements. The Administrator will also provide supervisors with information about students' participation in EPAF 5800. After these consultations, students will complete an online form asking for information such as:
 - a. Milestones completed (cumulative)
 - b. Supervisor and co-supervisor names and email addresses
 - c. Progress in previous term
 - d. Work in current term
 - e. Goals for next term
3. **Process.** Each student's completed form, submitted online, will be forwarded by the Administrator to the student's principal supervisor for approval.
4. **FGPA.** Completed and approved forms will be forwarded to the Faculty of Graduate and Postdoctoral Affairs as required.