

LHAE Annual Doctoral Student Progress Form 2024-2025

The School of Graduate Studies (SGS) at the University of Toronto requires that students meet with their Doctoral Supervisory Committee at least once each year. The purpose of this form is to document a student's progress in their doctoral program and to record these meetings with their assigned faculty advisor, or supervisor, or their thesis supervisory committee. The annual supervisory committee meeting may be held remotely or in-person and should consist of **all** supervisory committee members. See the [SGS Supervision Guidelines](#) for more information.

In LHAE, doctoral students must have **at least one** documented meeting per academic year with either: their faculty advisor, or with their thesis supervisor (if secured), or with their thesis supervisory committee (if secured). The academic year spans from September to August. For information on the role of the faculty advisor vs. the thesis supervisor, please see the [LHAE Student Handbook](#).

Section A: Student Information (to be completed by the student)

Student Name:		U of T Email:	
Student Number:		Start Date:	Current Year of Study:
Name of: <input type="checkbox"/> Faculty Advisor <input type="checkbox"/> Thesis Supervisor		Are you currently registered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Degree: <input type="checkbox"/> EdD <input type="checkbox"/> PhD <input type="checkbox"/> PhD Flex		Program: <input type="checkbox"/> Adult Education & Community Development <input type="checkbox"/> Educational Leadership & Policy <input type="checkbox"/> Higher Education	
[If PhD Flex] Are you maintaining employment in the field? If not, please describe any disruptions encountered: Employed full-time Employed part-time			

Have you taken an official [leave of absence](#)? Yes No If yes, when? _____
 Are you planning to request an official leave of absence? Yes No If yes, when? _____

Section B: Coursework (to be completed by the student)

List the courses you have taken. If you are currently enrolled in a course, write "IPR" instead of the grade.

Course Number and Title	Grade

Section C: Candidacy Requirements (to be completed by the student)

Doctoral students achieve “candidacy” when their coursework, comprehensive requirements, and thesis proposal are completed and approved and when they strike a complete thesis supervisory committee comprised of supervisor and at least two additional committee members. For full-time PhD and EdD students, candidacy must be achieved by the end of Year 3; for flex-time PhD students, candidacy must be achieved by the end of Year 4.

If you have not yet achieved candidacy, please fill in the table below. If you have achieved candidacy, leave the table below blank and proceed to Section D.

Requirement	If completed, provide date (Month, Year)	If not completed, provide expected date (Month, Year)
Coursework completed		
Comprehensive requirement passed		
Thesis Supervisor officially approved (paperwork submitted)		
Thesis Supervisory Committee officially formed (in consultation with Thesis Supervisor)		
Thesis Proposal approved (by Supervisory Committee)		
Candidacy achieved*		

*If you have achieved candidacy, it will appear in your academic history on ACORN/ROSI.

Section D: Thesis (to be completed by the student)

If you have achieved candidacy and are working on your thesis research, please fill in the table below.

Stage	If completed, provide date (Month, Year)	If not completed, provide expected date (Month, Year)
Study Protocol approved by Research Ethics Board (if relevant for your study)		
Data Collection completed		
Data Analysis completed		
Chapters of thesis submitted to Supervisor		
Complete draft of thesis submitted to Supervisor		

Thesis Title:

Section E: Record of the Meeting (to be completed by faculty advisor, thesis supervisor, or thesis supervisory committee during the meeting)

Date of meeting (between Sept. 1, 2024 and Aug. 31, 2025):
Overall Progress: Satisfactory Unsatisfactory
Describe the student's progress in their program during the past academic year:
List any academic and/or professional development achievements accomplished by the student during the past year (conference presentations or attendance, publications, training, etc.):
Describe the student's next steps:
Expected program completion date (Month, Year):

Faculty Advisor/ Thesis Supervisor:	Department(e.g. LHAE):	Signature:
Committee Member:	Department(e.g. LHAE):	Signature:
Committee Member:	Department(e.g. LHAE):	Signature:

Section F: Student Acknowledgement

- I have retained a copy of this completed form for my own records (recommended)
- I have attached further details and/or a response (optional)

Student Signature:	Date:
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Section G: Departmental Review and Processing

Reviewed by:	Signature:	Date:
Entered on ROSI by:	Signature:	Date: