Policy on Annual Progress Review
and
Individual Development Plan
For Graduate Students

School of Graduate Studies in the Health Sciences

Date: October 21, 2013

An annual Progress Review is required for all Graduate Students, both pre- and post-candidacy students. This review will take place during a meeting between the graduate student, program director, and research mentor (the latter: for post- candidacy students), at the end of each academic year and prior to June 1st.

In preparation of the meeting, students will prepare, complete, and/or revise the Annual Progress Review Form provided by the SGSHS and an Individual Development Plan (using myIDP or equivalent tools. See SGSHS website for additional information).

Both documents will be reviewed during the Annual Progress Meeting mentioned above. Upon completion of the meeting, the Annual Progress Review Form is to be signed by all participants.

Oversight of annual progress reviews is provided by SGSHS. In order to review compliance, the following documents are to be provided to SGSHS by June 1st of each year:

1. Completed and signed Annual Progress Review Form (located on SGSHS website under forms) for each student enrolled in the program
2. Completed Annual Progress Excel Spreadsheet (located on SGSHS website under forms) for all students currently enrolled or graduated in that year

Please note that the Individual Development Plans will not be collected.

Revised: April 10, 2014