Milestone Document Upload
For students

Graduate students admitted to a thesis program since Fall 2017 are required to upload Milestone Documents to myProgress. The following instructions provide information on Degree Progression milestones, how to view Degree Progression Milestones, and how to upload Degree Progression Milestone documents.

What are Degree Progression Milestones?

Degree Progression Milestones are non-course requirements that graduate students (Thesis only) must fulfill during their program. These milestones are designed to help students and supervisors clarify expectations and set goals, as well as track and monitor progress towards their degree.

Milestones may vary depending on the degree and the program. Mandatory milestones for doctoral students include the Letter of Understanding (LOU), the Ph.D. Supervisory Committee, and annual progress tracking reports. Graduate students in thesis programs can view their degree progression Milestones in their myProgress worksheet.

What documents do I need to upload for my Degree Progression Milestones?

In PhD programs, the Letter of Understanding and Progress Tracking milestones require supporting documentation. All doctoral students must submit a completed and signed letter of understanding and annual progress tracking forms by their milestone deadline. In Master's (thesis) programs, Degree Progression Milestones may or may not require supporting documentation. To check whether a degree progression milestone requires documentation, graduate students can consult their myProgress worksheet or department website.

When are Degree Progression Milestones due?

Students should access their myProgress worksheet at least once a term to check whether a Degree Progression Milestone is due. myProgress will send notifications to students' McGill email addresses 6 weeks prior to a milestone due date.

Keep in mind: Degree Progression Milestones are designed to be helpful to students. We encourage students to ensure that supporting documents are completed carefully and in a timely manner.

Additional resources

➔ For assistance with a Letter of Understanding:
https://www.mcgill.ca/gradsupervision/resources/examples-templates-and-tools
➔ For more information on Progress Tracking: https://www.mcgill.ca/gps/students/progress-tracking

If you have concerns about completing a milestone or uploading a supporting document by the due date, or you are unsure whether you need to provide supporting documentation for a milestone, we advise that you communicate with your Unit.

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To view Degree Progression Milestones

Step 1: Click on the myProgress button found at https://www.mcgill.ca/gps/myprogress to access myProgress.

Log in using your McGill Username (firstname.lastname@mail.mcgill.ca) and Password.
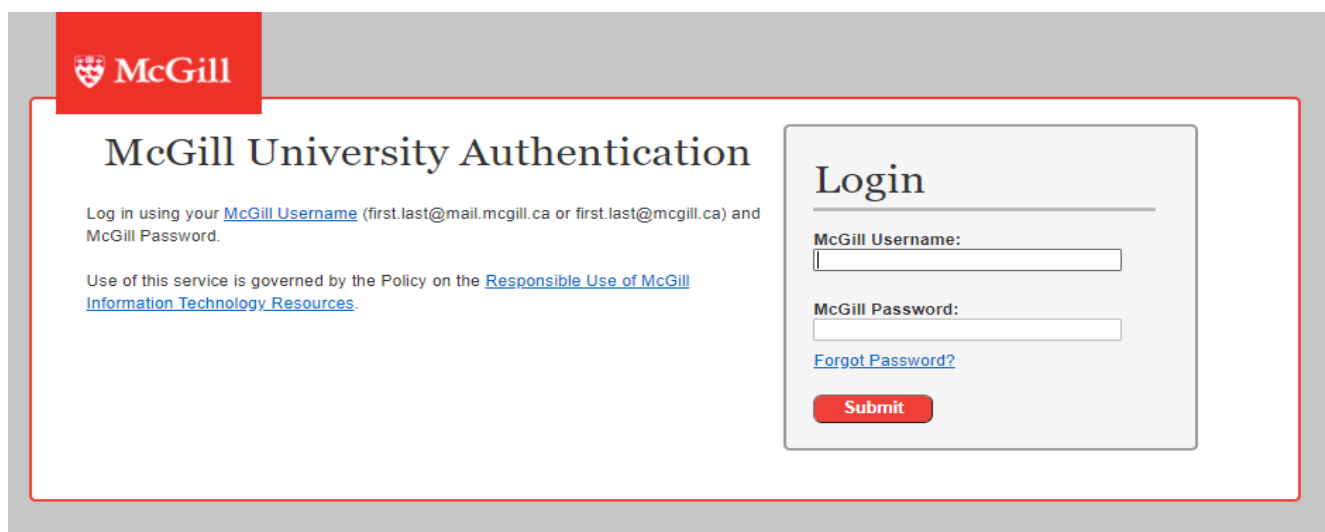
Step 1: Scroll to the middle of the page for the Degree progression Milestones section.

The example below is for a specific program and may not reflect your view. The Milestones listed here have due dates and descriptions.

➔ When a milestone has a green checkmark, no further action is required.
➔ If there is no checkmark, then the milestone is still due.

|	Degree Progression Milestones		Catalogue Term: FALL 2019
☑	Ph.D. Supervisory Committee	PhD Supervisory Committee	Due: 31-DEC-19 Status: Complete 06-JAN-20
☑	Ph.D. Study Plan	PhD Study Plan	Due: 31-DEC-19 Status: Waived 27-NOV-19
☑	Ph.D. Comprehensive Examination	PhD Comprehensive Examination	Due: 31-DEC-20 Status: Complete 17-SEP-20
☐	Ph.D. Thesis Research Proposal	Still Needed: This milestone is only met upon submission of a thesis research proposal.	
☐	PROGRESS TRACKING		
	McGill requires annual progress tracking toward the degree. Each milestone is only met when the student's progress has been judged satisfactory. If necessary, additional progress review milestones may be added to the student's requirements until degree completion.		
☑	Ph.D. 2 Progress Tracking	PhD2 Progress Tracking	Due: 31-AUG-20 Status: Complete 23-SEP-20
☐	Ph.D. 3 Progress Tracking	Still Needed: Academic Progress Review 3	
☐	Ph.D. 4 Progress Tracking	Still Needed: Academic Progress Review 4	
☐	Ph.D. 5 Progress Tracking	Still Needed: Academic Progress Review 5	
☐	Ph.D. 6 Progress Tracking	Still Needed: Academic Progress Review 6	
☐	Ph.D. Thesis	Still Needed: Due after a successful pass of the Oral Defense. Students must submit their final thesis through Minerva-eThesis. This milestone is only met when the final thesis has been approved by the student's supervisor(s) and GPS. Students must adhere to published deadlines.	

To upload Degree Progression Milestone documents
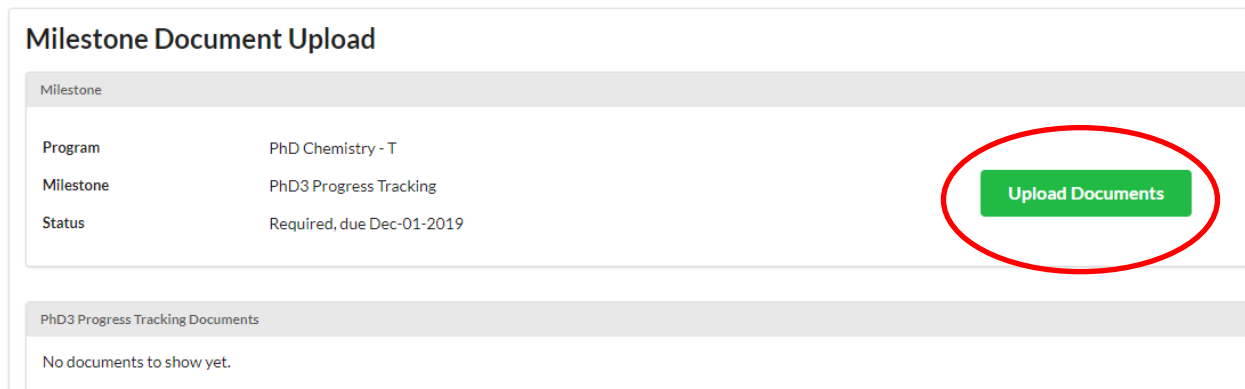
Step 1: Log into myProgress.

Step 2: Select Document Upload at the top of the navigation bar in the myProgress worksheet.
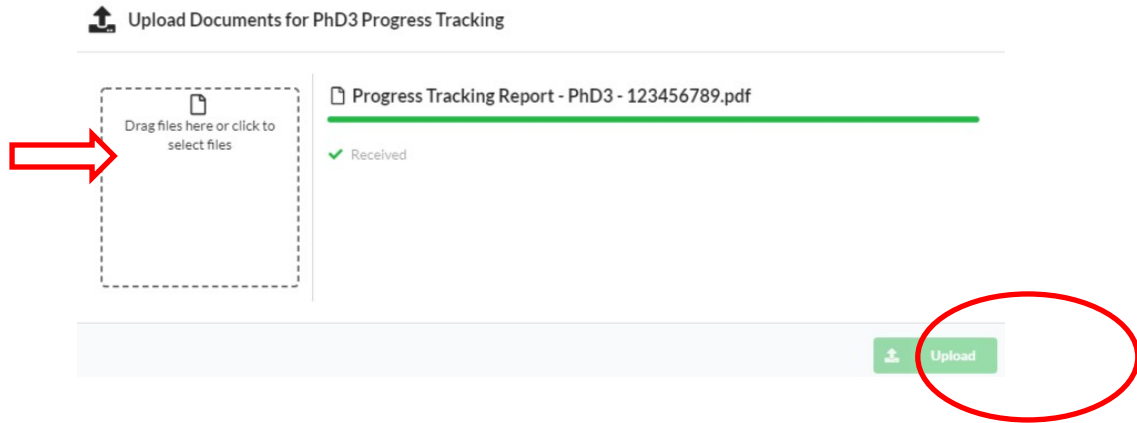
Step 3: Select the appropriate milestone for the document that will be uploaded.
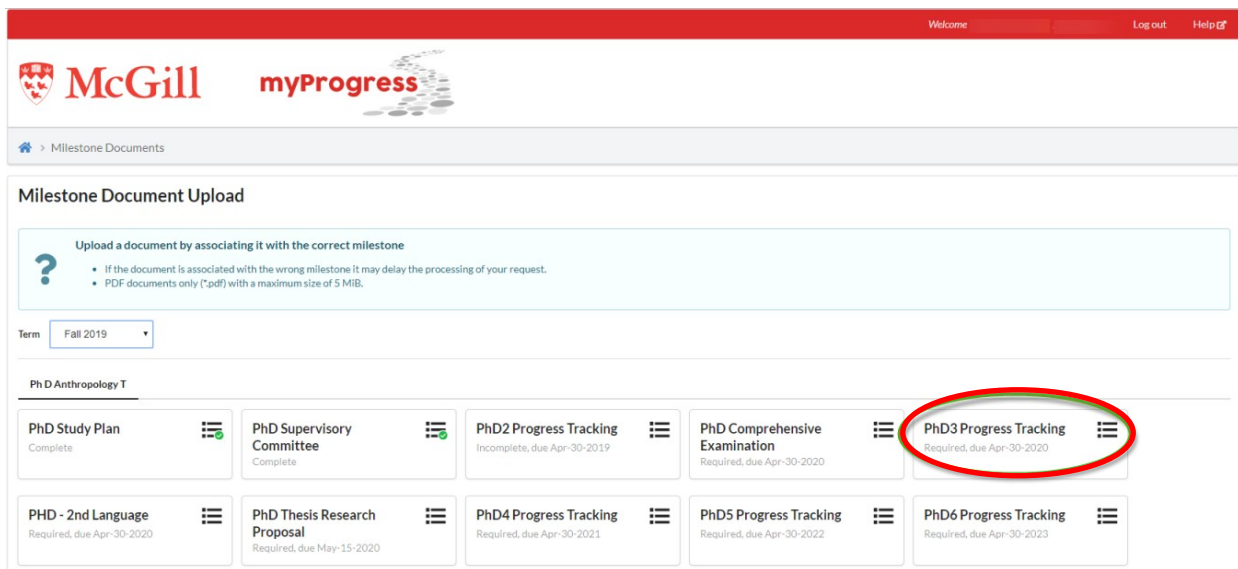
Step 4: Select Upload Documents.

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Step 5: Make sure the file format of your milestone document is PDF; the maximum size of the file should be 5MB. Drag the PDF file to the appropriate section or click to select the file. Then select Upload.

Your file will then be reviewed by your Unit.

➔ This milestone will have a checkmark in your myProgress worksheet after your Unit has reviewed and approved it.

➔ If the document is rejected by the Unit because it is incomplete or signatures are missing, you will be notified to resubmit.