Producing a List of Graduate Program Milestones and Submitting Revisions to GPS

Report GS007 shows a list of Graduate Program Milestones. Departments can use this report to view the milestones associated, over time, with each of their graduate degree, program, major, etc. No student data is shown in this report.

Here are guidelines to:

− About Program milestones and Due Dates
− Access Report GS007 – List of Graduate Program Milestones
− Produce Report GS007 for milestone review – at least once a year
− Requesting Revisions to GPS for future cohorts – done in May, annually.

About Program milestones and Due Dates

Program milestones due dates work off of admit terms. By default, a due date is calculated based on the # of terms indicated + Completion date (term start/end date, or Day/Month).

With term start/end date:
• In the example above, a student who has started in September 2022, for instance, would see a December 31st, 2024 due date for his comprehensive exam milestone (at the end of the last month of their seventh term).
• If there are two admit terms, the same principle applies. Using the example above, a student in the same program but admitted in January 2023 would see a April 30th 2025 due date.

With Day/month date:
• It is also possible to choose a specific day as a milestone due date as opposed to term start or end; for example, September 30th.
• Keep in mind, if there are two admit terms, the due date for both cohorts will be September 30th.
Access Report GS007

**Step 1:** To access Graduate Milestone Reports, select *Graduate Milestone Reports* from the *myProgress Hub*. You may need to enter your McGill login credentials.

**Please Note:** The BI reports portal (that produces these reports) is only accessible while logged in the McGill network, on WIFI or wired. This is especially important for users located in McGill hospitals, as they usually have their own networks. If you are located outside the two main campuses, you will need to use a VPN to connect to the McGill network (whether in WIFI or physically connected (wired) to the internet).

**Step 2:** Select a report from the selection (in this case GS007).

**Produce Report GS007 for milestone review**

**Step 1:** Select the criteria for each academic curriculum for review and click **View Report** on the far right of the screen.

The data will appear under the search criteria. In this example, the level and concentration were selected, and it shows a list of the program milestones for the PhD in Educational Studies – Language Acquisition program.
Step 2: Review the program milestones for each of your degree programs to ensure that they are accurate.

To reset the filters, reload the webpage.

Requesting Revisions to GPS for future cohorts

Step 1: Export the report results to Excel. Please note:
- You should produce one report for each program that requires revisions.
- If there are 2 entry years in a program (PhD 1, PhD2), then there would be two program milestone reports.
The Excel report will appear at the bottom of the browser:

**Step 2:** In Excel, insert a column to enter your revisions, and if needed, a row for each new milestone you wish to add.

<table>
<thead>
<tr>
<th>Term</th>
<th>Level</th>
<th>Department</th>
<th>Program</th>
<th>Degree</th>
<th>Concentration</th>
<th>PhD Entry Year</th>
<th>Program Milestone</th>
<th>Program Milestone Start Date</th>
<th>Number Of Terms</th>
<th>Revised</th>
<th>Number of terms to completion</th>
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<tbody>
<tr>
<td>022009</td>
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<td>Integrated Studies in Ed</td>
<td>PhD in Educational Studies</td>
<td>Doctor of Philosophy</td>
<td>Language Acquisition</td>
<td>PhD2</td>
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**Step 3:** Please email a copy of your updated Excel documents to myProgress.gps@mcgill.ca for implementation.