

GRADUATE STUDENT PROGRESS REPORT

The annual completion of the Graduate Studies Progress Report is MANDATORY for all graduate students in a thesis program and is intended to serve as an opportunity for the student, teacher and/or advisor and graduate director to review the student's progress, to establish a set of realistic goals for the following year, and to indicate any areas of weakness which can then be addressed. It is intended to be a consultative and interactive process to assist both the student, teacher and/or advisor and graduate director in shaping each year's program of study to best advantage.

The following is a summary of the main elements of the mandatory policy. The following steps must be followed for each graduate student in a thesis program:

1. Annually, the student must meet with, at minimum, his/her teacher and/or area chair (performance) or advisor (music research) and the graduate director. This meeting should occur in the context of an annual thesis or advisory committee, where appropriate.

THE STUDENT WILL BE RESPONSIBLE FOR SETTING UP THE MEETING. THIS MUST BE DONE BETWEEN JANUARY AND MAY OF EACH YEAR. D.MUS. PERFORMANCE STUDENTS WILL HAVE THEIR PROGRESS EVALUATED AT THEIR ANNUAL ADVISORY COMMITTEE MEETING ORGANIZED BY THE GRADUATE STUDIES OFFICE BETWEEN SEPTEMBER AND DECEMBER EVERY YEAR.

2. At the first such meeting, written objectives/expectations for the year must be recorded on Form 2 (Graduate Student Research Objectives). All parties at the meeting must sign this form. A student who does not agree to sign the form must write a statement detailing his/her objections to the expectations recorded on the form.
3. Approximately one year later, and every year thereafter, the student must set-up another meeting to review the progress that has been achieved toward the recorded objectives. Prior to the meeting, the student should record his/her accomplishments and progress for the year by completing Form #1 (Graduate Student Research Progress Report). At this same meeting, objectives for the following year should be recorded on Form #2, as per the procedure described in point 2, above. All parties must sign Form #2. A student who does not agree to sign the form must write a statement detailing his/her objections.
4. In the event that recorded research progress is unsatisfactory, a new set of objectives should be developed for the student at the meeting, and recorded on Form #2. These new, or interim, objectives apply only to the next semester. Evaluation of progress should take place after that semester has concluded, following the steps described in point 3, above.
5. In the event that a student has two unsatisfactory evaluations they may be required to withdraw from their program of study. These two unsatisfactory evaluations need not be successive.
6. All forms are to be kept in departmental files.

Please note this University policy is **MANDATORY**.

The above-mentioned forms can be found on the Schulich School of Music website at:
<http://www.mcgill.ca/music/current-students/graduate/forms>.

Contact information for advisors can be found at: <http://www.mcgill.ca/music/current-students/graduate/graduate-music-handbook/administrative-and-academic-staff>.

Please contact the Graduate Studies Office at graduatestudies.music@mcgill.ca or 514-398-4469 for the graduate director's availability.