PhD Supervisory Committee Progress Report

Completed by the supervisor or committee designate following a Doctoral Supervisory Committee (DSC) meeting. Attach additional pages as necessary.

A. Student and DSC Meeting Information	
Student name:	**Student ID:**
Supervisor / co-supervisor(s):	**Year of study:**
DSC meeting date:	**Expected completion date:**
Research topic / working dissertation title:	**Meeting type:** ☐ **Normal** ☐ **Special**

B. Meeting Participation and SCUR Receipt	
Meeting format: ☐ **In person** ☐ **Hybrid**	**SCUR received:** ☐ **Yes** ☐ **No** ☐ **Not required**
Date SCUR received:	**Committee attendance: ____ of ____ members present**

In-person attendance encouraged; hybrid participation acceptable. Up to one member may be absent. Record absent member(s) and any written input below.

Absent member(s) / additional comments:

C. Committee Assessment of Research Progress and Degree Milestones

Summarize research completed, significant results, scholarly activity and progress toward degree milestones, referring to the SCUR or other materials.

Research direction, methodology and feasibility

Research skills, originality and independence

Candidacy, coursework and other milestones

Dissertation progress and anticipated completion timeline

D. Follow-up on Previous DSC Recommendations

Identify progress on earlier recommendations and changes in research direction. For first meetings, indicate N/A.

E. Recommendations and Priorities for the Coming Year

Record constructive recommendations and priorities. DSC recommendations guide future discussion; they are not automatically mandatory term-progress requirements.

F. Overall Committee Assessment

☐ Satisfactory progress ☐ Progress requires improvement ☐ Unsatisfactory progress

Explanation of assessment and any follow-up suggested:

G. Student Comments and Acknowledgement

Students may respond to the committee's comments; any written response will be retained with the report. Signature acknowledges receipt, not necessarily agreement.

Student signature: _____ Date: _____

H. DSC Member Sign-off

Members participating in the assessment sign below.

Supervisor	Signature	Date
Co-supervisor (if applicable)	Signature	Date
DSC member	Signature	Date
DSC member	Signature	Date
Additional member (if applicable)	Signature	Date

I. Associate Chair (Graduate Studies) Review

The Associate Chair (Graduate Studies) reviews all completed DSC Progress Reports and provides any additional comments or recommendations, as appropriate.

Comments / follow-up required:

Associate Chair signature: _____ Date: _____

Submission and recordkeeping

The supervisor submits the completed report to the Aerospace Engineering Graduate Program Office following the DSC meeting. The Graduate Program Office forwards the report to the Associate Chair (Graduate Studies) for review and signature, retains the completed report in the student's academic file, and provides a copy to the student.