

SJE ANNUAL DOCTORAL PROGRESS REPORT

Department of Social Justice Education

*All students in the doctoral program are required to fill out this form. Students must meet with their thesis supervisor to review their annual progress in the program. Please submit a signed copy of this form to **Graduate Liaison Officer** oise.sjegrad@utoronto.ca **by once a year**. Please keep a copy for your records and also give a copy to your supervisor.*

Annual Review Meeting Date: _____

SECTION A: STUDENT INFORMATION (TO BE FILLED OUT BY STUDENT)

Student Name: _____ Student Number: _____

UofT email: _____

Degree: PhD Reg PhD Flex time EdD

Time to Completion: (PhD 6 years; PhD Flex: 8yr; EdD 6 yr)

Year started Program: _____ Year in the PhD/EdD Program _____

Enrollment Status: Registered Full-Time Part-Time On Leave Withdrawn

Optional Collaborative Program: _____

Faculty Advisor/Supervisor: _____

SECTION B: COURSEWORK (TO BE COMPLETED BY STUDENT)

Degree Requirements:

- EdD:
 - 8 half courses completed for degree (4 or more half-courses completed in SJE (min. 3 if in collaborative program; SJE3997H Practicum required)
- PhD & Flex:
 - 6 half-courses (4 or more half-courses completed in SJE (min. 3 if in collaborative program)

List the courses you have taken. If you are currently enrolled in a course, write "IPR" instead of grade.

	Course Number	Name of Course	Credit (0.5/1.0)	Session year	Completed? Notes
1					
2					
3					
4					
5					
6					
7					
8					

You can check your Academic History on your [ACORN](#) account online.

SECTION C: COMP EXAM/PRACTICUM

PhD Students

Form: [PhD Comprehensive Exam Guidelines](#)

Please indicate the status of your comp exam process

	To be Scheduled	Scheduled (include date)	Completed
Comp Exam			

Has your committee submitted Comp Exam Pass Form to GLO? _____

EdD Students

Has your Practicum been completed yet? _____ Notes: _____

Form: [EdD Practicum Agreement Form](#)

SECTION D: THESIS PREPARATION

Has your thesis committee been formed? Yes No

Thesis Supervisor Name:	
2nd Committee Member Name	
3rd Committee Member Name	

Note: A doctoral supervisory committee should consist of the supervisor, and at least 2 members with SGS appointed [Graduate Faculty Membership](#) (GFM as listed at SGS).

Have you submitted a Thesis Supervision Approval Form? Yes No

(This form is found on OISE ORSS website Student Forms: [Thesis supervision approval form](#))

Status of thesis research:

	Accepted/Completed	In Progress	Not Yet Started	N/A Notes
Proposal				
Ethical Review Guidelines (webpage)				
Data Collection				
Data Analysis				
Write Up				

Resource:

OISE Thesis Guidelines: [pdf document](#)

SGS Thesis Formatting Guidelines: [webpage](#)

SECTION E: ACHIEVING CANDIDACY CHECKLIST

- Coursework completed - Check ACORN and confirmed by Registrar
- Comp Exam passed (PhD)/ Practicum completed (Ed.D)- Credit processed by the Registrar
- Formed full Thesis Committee (Supervisor + 2 Members GFM) and form submitted to Registrar
- Thesis Proposal approved by Thesis Committee (includes abstract and working title)
- Ethic Review completed (required if thesis research involved human subjects)

SGS Calendar, section 7.5.1 [Achieving Candidacy: Requirements and Time Limit](#)

Doctoral Degree Program Categories	Time Limit to Achieve Candidacy
Doctoral, four-year program	by end of Year 3
Flexible-time PhD program option	by end of Year 4
EDD, full-time	by end of Year 3
EDD, part-time	by end of Year 4

SECTION G: MEETING SUMMARY & NEXT STEPS

Comments from Student: Future plans for completion of degree requirements, thesis, etc:

Comments from Advisor or Supervisor on student's progress

Student Signature: _____

Date: _____

Advisor/Supervisor Signature: _____

Date: _____

OTHER RESOURCES & FORMS

SJE Student Resources page ([webpage](#))

OISE student forms - Under Courses ([webpage](#)) – Add/Drop course, IRRC, Extension to complete coursework

Leave of Absence ([pdf document](#))

OISE Program extension request form Current Regulation (started after 2010) ([pdf document](#))

OISE Doctoral Final Oral Exam Guidelines ([pdf document](#))

SGS Guidelines for the Doctoral Final Oral Examination ([pdf document](#))