

Graduate Student Annual Academic Progress Reviews

Campus policy stipulates that graduate units must conduct annual academic progress reviews for all graduate students enrolled in degree-seeking programs at least once every academic year. A written copy of the review must be given to the student and be placed in the student's academic file.

Ideally, academic progress reviews should include the following elements:

- 1) A student self-report and assessment of academic progress
- 2) A review prepared by the adviser and at least one other faculty member to focus on an assessment of degree progress and student strengths and weaknesses. A copy of this written review is given to the student.
- 3) An opportunity for the student to discuss this review in person.

Timeline

During academic year 2011-12, units will need to determine practices, approve them, and insert them into their departmental handbooks. Units will need to refine timing and mechanisms for implementation of reviews. The Graduate College will continue to offer training and advice to units related to how annual academic progress review might work best for their particular programs. These resources are available at www.grad.illinois.edu/annualreview. The Graduate College will develop mechanisms for units to report compliance.

Effective academic year 2012-13 units must begin to hold annual academic progress reviews for all graduate students.

Approved April 2011



Why conduct annual reviews of academic progress?

Every department should review the academic progress of each graduate student at least once each year. An annual review helps the student progress successfully through the graduate program by allowing timely diagnosis of deficiencies, clarification of expectations for academic performance, and identification of opportunities for improvement. In addition, the Graduate College requires that a graduate student be making satisfactory academic progress to hold an assistantship.

What elements should an annual review include?

- A summary of the student's accomplishments in teaching, research, and professional service
- A record of completion of specific program requirements: courses; foreign language proficiency; research papers; comprehensive, qualifying, and preliminary examinations; etc.
- Written comments from the student, the faculty advisor, the thesis or dissertation committee (if appointed), and others who know the student's work, such as the supervisor of a teaching assistant or research assistant
- Responses by the student and advisor to issues raised at the last annual review
- A list of mitigating factors, if any, provided by the student
- Proposed academic goals for the next year

Who should conduct the review?

The review may be conducted by a departmental committee or by the student's thesis or dissertation committee.

How should the review be used?

In the vast majority of cases, the student and advisor would be told that academic progress has been satisfactory and that the goals for the next year are reasonable. In some cases, the student would be reminded about deadlines for program requirements and be given reasonable time to complete them; in these cases, standards and expectations for academic performance should be stated explicitly. In rare cases, when the student has been unable to make satisfactory progress, the review might lead to the student's termination from the program. Annual reviews could also be used to identify candidates for fellowships.



SAMPLE DESCRIPTION OF DEPARTMENTAL PROCEDURES

Graduate Student Annual Academic Progress Review

In accordance with Graduate College policy (<http://www.grad.illinois.edu/policies/annualreview>) and per Graduate College policy requiring that a graduate student be making satisfactory academic progress to hold an assistantship., the Department of <XXXXXX> conducts an annual review of graduate students enrolled in a degree-seeking program. Additionally, an annual review helps the student progress through the graduate program by allowing timely identification of deficiencies, clarification of expectations for academic performance, and identification of opportunities for improvement. The Department of <XXXXXX> uses annual reviews not only to monitor student progress toward the degree, but also to <determine summer funding/ fellowships awards / TAsip support / RAsip support in the coming academic year>

Timeline:

- On <(provide date)>, the <DGS / Graduate Secretary> sends out <the Annual Review Form(s)/ an email requesting a CV> to all enrolled degree-seeking students in the department. The form requests information on the student's academic accomplishments and on the completion of specific program requirements: <courses; foreign language proficiency; research papers; comprehensive, qualifying, and preliminary examinations>
- Students <fill out the form/provide the CV> within <(provide time frame or due date)>
- The <student's adviser> reviews the information provided by the student and provides a written evaluation of the student's performance. The <student's adviser> also sets goals for the coming academic year. These evaluations and goals are due to the <DGS/Graduate Secretary> by <(provide due date)>
- On <(provide date)>, the Annual Academic Progress Review Committee of the department consisting of <the DGS / the faculty as a whole / names of faculty members> will meet and discuss the progress of all graduate students
- The student is provided with a written copy of their annual review and the student and <their/ adviser/ DGS> meet in order to discuss the outcome of the review
- The <DGS/Graduate Secretary> places the original of the review in the student's file
- The department provides the Graduate College with an aggregate summary of all reviews



Elements of Annual Reviews of Graduate Students

Student Name:

Program/Degree objective:

Date entered current degree program:

Current cumulative Grade Point Average:

PART A: Student Self Report and Self Assessment (To be completed by the student)

1. List all course work completed including required courses and grades. Indicate course work completed during the last year.
2. List other degree requirements completed: (for example, foreign language requirement, English proficiency). Indicate requirements completed during the last year.
3. List all Exams completed. Indicate exams completed during the last year. (Departmental Qualifying or Comprehensive Exams, Graduate College Preliminary Exam and Final Defense, including Committees appointed, exams scheduled, exam results)
4. Other milestones completed: recitals, internships, etc.
5. Status of Thesis/Dissertation/ Capstone Project. Describe progress in the last year.
6. TA service during the last year (only if it is part of degree requirements)
7. Fellowships held during the last year.
8. Professional Activity: Papers, Presentations, Publications during the last year
9. Honors, Awards, competitive scholarships, or other recognitions during the last year
10. Extenuating Circumstances during the past year, if applicable

Signature of Student and Date written review prepared: _____

PART B: Elements of the Department Review (To be completed by the adviser or review committee)

1. Areas of Strength (Examples from areas such as courses, milestones completed, research, teaching, professional activity)
2. Areas for Growth and Development for the next year (for example, development of research, writing, public speaking skills, and/or teaching skills, improved course performance)
3. Milestones to complete/Plans for the next year (courses and credit hours to complete, exams to complete, expected progress on thesis/dissertation/project, publications or other professional activity)
4. Estimated Graduation Date

Signatures of Adviser, Director of Graduate Study and/or Review Committee Chairperson and dates:

(Please place original in student file; and provide a copy to the student)

Meeting with student conducted:

(Date of meeting, who conducted the meeting, any additional notes from the meeting)

Attachments:

Current Student CV

The current CV should contain additional information of academic and professional activity and accomplishments previous to the last academic year.

Student comments after the meeting:

Adviser comments after the meeting:



The Graduate College
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SAMPLE
Graduate Student Annual Academic Progress Review for Course-Driven Degrees
Department of <XXXXXXXX>

Name of student:
Departmental track:
Date entered:
Current GPA:

Please check the work the student has completed

Required Courses (the form would list those courses that are required per the Program of Study, and the DGS/adviser would simply check off those which have been completed)

- <course rubric and name>
- <course rubric and name>
- <course rubric and name>
- <course rubric and name>

Elective Courses (as listed in the Program of Study)

- <course rubric and name>
- <course rubric and name>
- <course rubric and name>
- <course rubric and name>
- <course rubric and name>

Please check the other required milestones that have been completed

- Presentation in Seminar
- Scheduled MA/MS exam

Overall Evaluation

- The student IS making good progress toward the degree. Keep up the good work! During the next academic year, the remaining course work and milestones need to be completed:**
- The student IS NOT making good progress toward the degree. Explanation/implications and plans for the next academic year:** _____

Adviser's Signature

DGS's Signature

Student's Signature

(Note: The original is to be placed in the student's file, the student is given a copy)



The Graduate College
www.grad.illinois.edu
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For templates from departments currently conducting annual reviews, please see

<http://www.grad.illinois.edu/annualreview>

Departments listed:

Cell and Developmental Biology
Civil and Environmental Engineering
Food Science and Human Nutrition
Human and Community Development
Mathematics

For questions, please contact Associate Dean Andrea Golato golato@illinois.edu

