**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 / TAship support / RAship 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