Annual Progress Review
ABD Students & Pre-ABD Students who have not filed PhD plan

In accordance with Graduate College policy (http://www.grad.illinois.edu/policies/annualreview) requiring that a graduate student be making satisfactory academic progress to hold an assistantship, the Department of History conducts an annual review of our graduate students. The annual review aims to help the student progress through the graduate program by allowing for student self-assessment of their progress, departmental clarification of expectations for academic performance, timely identification of deficiencies, and identification of opportunities for improvement. The Annual Review will aid the Graduate Studies Program’s monitoring of student progress toward the degree and will be another useful tool in determining departmental funding. *See “A Guideline for Graduate Student Progress” for expectations for academic progress in the program located at: http://www.history.illinois.edu/graduate/forms/ under Degree Requirement Forms and Policies.

Timeline:

- On Nov. 14th the Graduate Secretary sends out an email calling for the Annual Progress Review (APR) of all enrolled degree-seeking students in the department.

- Students provide to their Adviser by Dec. 15th an updated CV & a brief (1-page) self-report highlighting progress over the past academic year:
  - ABD students: Progress can include research completed, conference presentations and workshop participation, and chapters drafted, among others.
  - Pre-ABD who have not yet filed PhD plan: Report can include courses taken, language exams passed, research papers completed, pre-dissertation research taken, and date of proposed submission of PhD plan, among others.

- The student’s advisor reviews the information provided by their advisees, evaluates the student’s performance, and sets goals for the coming academic year in a 1-page memo to the DGS. The letters of recommendation & memo serve as the student’s updated letter, and are due via email to the Graduate Secretary (Shannon Croft) by January 13, 2017.

- In April, the Graduate Studies Committee will meet and discuss the progress of all ABD and Pre-ABD graduate students (except 1st and 2nd year students who will have their APR meetings with the DGS and their advisor(s) at end of spring term).

- The DGS will finalize the annual progress review. The students will be provided a written copy of their annual progress review and the student and their adviser should meet in order to discuss the outcome of the review.

- The DGS/Graduate Secretary will place the finalized APR in the student’s file.

- The Department provides the Graduate College with an aggregate summary of all reviews.