

Graduate Student Annual Academic Progress Review

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Questions: <https://forms.illinois.edu/sec/7598908>
ansci-gradprog@Illinois.edu

Graduate Student Annual Academic Progress Review

- Mandatory Graduate College policy
 - “Starting Fall 2012, Graduate College policy requires graduate programs to conduct annual academic progress reviews of all graduate students enrolled in degree-seeking programs”
- Implemented Fall 2012
- The review will be:
 - Available to the student and faculty
 - Is considered part of the student’s academic file

<http://www.grad.illinois.edu/faculty-staff/toolkits/student-review>

Annual Review Components

1. Student self-report and assessment of academic progress
2. Review of self-report by the Thesis advisor and Research advisor
 - Available to the student
 - Student is encouraged to discuss Research advisor selection with Thesis advisor
 - Student must send an email to <https://illinois.edu/fb/sec/7598908> or ansci-gradprog@illinois.edu
 - identifying the second faculty advisor (also known as Research advisor)

An opportunity for student and faculty to discuss the report and review in person

Benefits of Annual Review

- Defines the student's academic progress
- Diagnosis of deficiencies
- Clarifies academic performance expectations
- Identifies opportunities for improvement
- Facilitates timely graduation and degree award

Annual Review Deadline

- All students, irrespectively of start semester, must ensure the completion of the Annual Review by **May 15** of each year.
 - Students starting on Spring may only submit the self-evaluation and the thesis advisor's components.
 - Non-thesis Master's students may only submit the self-evaluation and one project advisor's components.
 - Students that cannot secure a second faculty evaluator can send an email (<https://illinois.edu/fb/sec/7598908>, ansci-gradprog@illinosi.edu), and the Graduate Programs Office will facilitate the identification of an evaluator
 - Students that completed all degree requirements by May 15 are not required to submit all 3 components of the review
 - Students must coordinate a timeline with both faculty evaluators to ensure that all three review components will be completed prior to the deadline.
 - By default, evaluators are assumed to remain the same across years.
 - Students can request change of evaluators.
- Students must meet or send an email to both faculty evaluators reminding about the annual evaluation deadline.

Prior to Annual Progress Review

Faculty must first accept the “thesis advising request” for each student that they will be evaluating.

Faculty must login into <http://my.aces.illinois.edu>.



The screenshot shows a web browser window with the URL <https://my.aces.illinois.edu>. The page features the my.ACES logo and navigation tabs for SETTINGS, ACADEMIC TOOLS, and BIODATA. The main content area is titled "Sign in to My.ACES" and includes a "UOFI Active Directory Login" section. This section contains input fields for "NetID:" and "AD Password:", a "Remember me" checkbox, and a "Sign in" button. A blue arrow points to the "NetID:" input field. To the right, there is a "Search Resources" section with a "Search Illinois" input field.

Prior to Annual Progress Review

- In the “ACADEMIC TOOLS” menu, select “Grad Records”
- Within “Grad Records”, select “My Students”



my.ACES

SETTINGS ACADEMIC TOOLS BIODATA APPOINTMENTS

Pages: Main | test

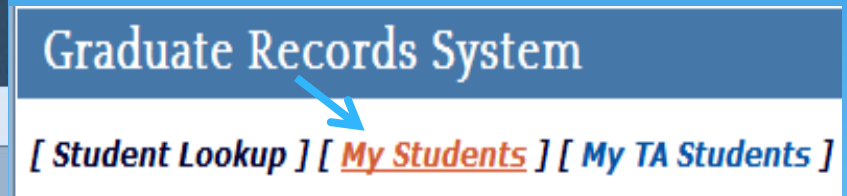
Weather

Grad Applications

Grad Records

Undergrad Records

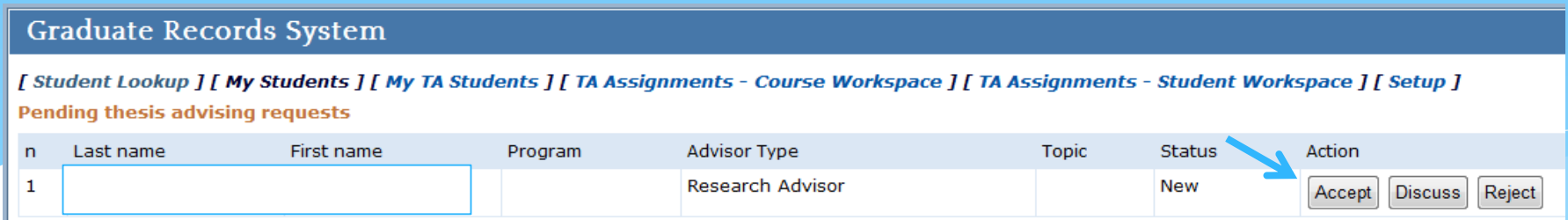
Resources



Graduate Records System

[Student Lookup] [**My Students**] [My TA Students]

- Faculty must click the “Accept” button next to each graduate student name



Graduate Records System

[Student Lookup] [**My Students**] [My TA Students] [TA Assignments - Course Workspace] [TA Assignments - Student Workspace] [Setup]

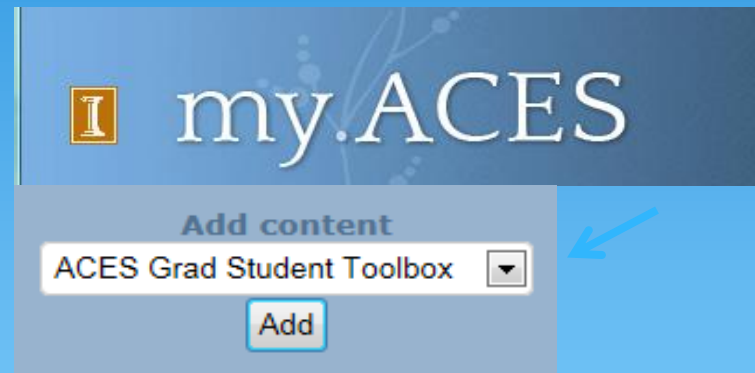
Pending thesis advising requests

n	Last name	First name	Program	Advisor Type	Topic	Status	Action
1				Research Advisor		New	<input type="button" value="Accept"/> <input type="button" value="Discuss"/> <input type="button" value="Reject"/>

Student self-report and assessment of academic progress

- Students must login into <http://my.aces.illinois.edu> and add the ACES Grad Student Toolbox

- Student must click the “Graduate Evaluations, Self Eval” link to complete the self-report



Graduate Evaluations


MS/MS-Bio/PHD Self Eval

Student self-report and assessment of academic progress

- Students are responsible for ensuring that the information is entered correctly

MS/MS Bio/Ph.D. Self-Evaluation Student Input Screen

Print



Personal Information

Name	Term Entered	Fall	Program Code	10KS0002PHD
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Upload CV

NOTE: If you have entered data into evaluation, **SAVE** before uploading CV.

File Name	Size	Term	Date Uploaded
No Files Uploaded			

Student's Advisors

Submit Date	Program	Advisor Type	Advisor	Advisor's Primary Research Area	Status	Advisor Date
N/A		Academic			(Banner)	N/A
7/11/2012		Research Advisor			Accepted	7/12/2012

Milestone Checklist (Please Check All that Apply)

<input checked="" type="checkbox"/>	MS Degree Completed
<input checked="" type="checkbox"/>	PhD Coursework completed (20-28 hours of lecture and laboratory courses)
<input checked="" type="checkbox"/>	PhD Thesis hours requirement fulfilled (at least 32 hours required)
<input checked="" type="checkbox"/>	ANSC 590 credit hours completed (4hours completed during PhD)
<input checked="" type="checkbox"/>	PhD Preliminary exam passed
<input type="checkbox"/>	Final exam passed
<input type="checkbox"/>	Thesis check complete
<input type="checkbox"/>	Submit intent to Graduate

Student self-report and assessment of academic progress

- Click the “Save Evaluation” button to save the information entered at any one time
- Students must ensure that the information is correct and complete
- Once the report is completed, click the “Complete” box
- Once completed, the report cannot be edited

Coursework

Courses Completed	
Planned Courses	

Research

How often do you meet with your advisor?	
Proposed Thesis Title	
Summarize your research progress in the last year	
What is your plan for research in the next year?	

Teaching (in the last year)

Summarize your involvement in teaching during the last year.	
What teaching experiences do you have planned for the next year?	

Accomplishments

Peer-reviewed publication(published or in press)

Author	Peer-reviewed Publications
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Abstracts, posters or conference proceedings

Author	Abstracts, Posters or Conference Proceedings
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Invited talks or presentations

Author	Talks or Presentations
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Scholarships or Fellowships

Author	Scholarships or Fellowships
--------	-----------------------------

Awards or Honors

Author	Awards or Honors
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Click the complete checkbox ONLY when you are finished, you will not be able to edit this form once you click complete then save.

Complete

Student self-report and assessment of academic progress

- Notification of Student Self-Report Available to the Student. The student self-report page includes a confirmation of the report submission.

General Comments/Feedback

Test General Comments

The Evaluation has been marked Complete

- Notification of Student Self-Report received by Faculty Advisor. The reviewing faculty will receive an email notification of the availability of completed student self-report.

PHD Self Eval complete for [redacted]
 techsupport@itcs.illinois.edu

Sent: Tue 9/25/2012 9:38 PM
To: [redacted]

Hello, [redacted]

[redacted] has completed their self evaluation. To access the Faculty Evaluation, click on this link, <https://my.aces.illinois.edu/gradrecs/mystudents.asp>, and follow the directions sent to you by the Graduate Academic Office.

Thank You!

Evaluation by Faculty Reviewers

- Faculty must complete the student evaluation in <http://my.aces.illinois.edu>
- Select “Academic Tools” / “Grad Records” after login



- Select “My Students.”



Evaluation by Faculty Reviewers

- Student (“Self Eval”) and faculty (“My Evaluation”) evaluation status and actions are listed. “View” or “Evaluate” actions can be taken
- Shared evaluations will be available to the student.

My current graduate students (Fall 2012)

n	Last Name	First Name	Admit Term	Network ID	UIN	Birth Date	Department	Program	Advisor Type	Advisor Status	Date	PhD Self Eval	My Evaluation	Action
1							Animal Sciences		Research Advisor	Accepted	7/12/2012	Incomplete	Incomplete	View Evaluate
2							Animal Sciences		Research Advisor	Accepted	7/12/2012	Complete	Incomplete	View Evaluate

Faculty View of Evaluation


- Click the “View” button next to the “My Student” list to access the student’s self-report.

My current graduate students (Fall 2012)

n	Last Name	First Name	Admit Term	Network ID	UIN	Birth Date	Department	Program	Advisor Type	Advisor Status	Date	PhD Self Eval	My Evaluation	Action
1							Animal Sciences		Research Advisor	Accepted	7/12/2012	Incomplete	Incomplete	View

MS/MS Bio/Ph.D. Self-Evaluation Student Input Screen

Print



Name Term Entered Program Code

Upload CV

NOTE: If you have entered data into evaluation, **SAVE** before uploading CV.

File Name	Size	Term	Date Uploaded
CV 2012.docx	26648	120128	9/25/2012 3:09:50 PM

Student's Advisors

Submit Date	Program	Advisor Type	Advisor	Advisor's Primary Research Area	Status	Advisor Date
N/A		Academic			(Banner)	N/A
7/11/2012		Research Advisor	<input type="text"/>		Accepted	7/12/2012

Thesis Advisor View of Evaluation

Milestone Checklist (Please Check All that Apply)

<input checked="" type="checkbox"/>	MS Degree Completed
<input checked="" type="checkbox"/>	PhD Coursework completed (20-28 hours of lecture and laboratory courses)
<input checked="" type="checkbox"/>	PhD Thesis hours requirement fulfilled (at least 32 hours required)
<input checked="" type="checkbox"/>	ANSC 590 credit hours completed (4hours completed during PhD)
<input checked="" type="checkbox"/>	PhD Preliminary exam passed
<input type="checkbox"/>	Final exam passed
<input type="checkbox"/>	Thesis check complete
<input type="checkbox"/>	Submit intent to Graduate

Coursework

Courses Completed	Many, Many ANSC courses
Planned Courses	Typing 101

Research

How often do you meet with your advisor?	Once a Week
Proposed Thesis Title	How to be AWESOME
Summarize your research progress in the last year	Passing Prelim Oral Exam
What is your plan for research in the next year?	Graduate

Teaching (in the last year)

Summarize your involvement in teaching during the last year.	Teaching class of how to be awesome
What teaching experiences do you have planned for the next year?	Continuing to be awesome

Accomplishments

Peer-reviewed publication(published or in press)

Author	Peer-reviewed Publications
1	Paper 1
1	Paper 2
2	Paper 3

Abstracts, posters or conference proceedings

Author	Abstracts, Posters or Conference Proceedings
1	Abstract 1

Invited talks or presentations

Author	Talks or Presentations
1	Awesome Talk

Scholarships or Fellowships

Author	Scholarships or Fellowships
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Awards or Honors

Author	Awards or Honors
	Awesome Award

General Comments

Test Comments

Thesis Advisor View of Evaluation

- Click the “Evaluation” button next to the “My Students” list to evaluate the student’s progress.
- Note: Evaluators can select semester/year (e.g., Fall 2012). If one semester is not accessible, please select the immediately previous semester and indicate in your comments which semester are you evaluating.

myACES

SETTINGS ACADEMIC TOOLS BIODATA APPOINTMENTS DIRECTORY SIGN OUT


Thesis Advisor and Research Area Ph.D. Student Evaluation

View Previous Evaluations for this student(Be sure to SAVE before selecting a previous evaluation or you will lose any information you enter)

Fall 2012

Thesis Advisor and Research Area Ph.D. Student Evaluation

Student Self Eval Print



Personal Information

Name Term Entered

Ph.D. Exam History

Exam	Date Taken	Result

Current GPA

GPA	Avg GPA of Graduate Students(same program) who entered same term	Avg GPA of ALL Graduate Students(same program)
<input type="text"/>	<input type="text"/>	<input type="text"/>

THESIS ADVISOR MUST COMPLETE

Students Thesis Advisor Comments/Evaluation

Submit Date	Program	Advisor Type	Advisor	Advisor's Primary Research Area	Status	Advisor Date
N/A		Academic			(Banner)	N/A
7/11/2012		Research Advisor	<input type="text"/>		Accepted	7/12/2012

Thesis Advisor Comments

Is Student making satisfactory progress? (if No, Explain) Yes No

How often do you meet with your student?

Thesis Advisor View of Evaluation

Publications:	<input checked="" type="radio"/> Ok <input type="radio"/> Needs Improvement <input type="text"/>
Presentations:	<input checked="" type="radio"/> Ok <input type="radio"/> Needs Improvement <input type="text"/>
Coursework:	<input checked="" type="radio"/> On Schedule <input type="radio"/> Not on Schedule <input type="radio"/> Completed <input type="text"/>
Additional Coursework Recommendations:	<input type="text"/>
Medical or other concerns that may have hindered the student's progress? (if Yes, Explain)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>

Overall Thesis Advisor Evaluation Comments to Share with Student



Thesis Advisor View of Evaluation

- Click the “Save Evaluation” to save the evaluation
- Submitted information will be available to the student.

Comments



Please check the box **Complete** when the students evaluation is **finalized and comments are ready to be shared with the student**. You will not be allowed to make any additional changes or edits to the evaluations when this box is checked. An email will be sent to the student with a link to review all comments that are to be shared with student.

Complete

Save Evaluation



Research Advisor View of Evaluation

Research Area's Evaluation of Student

Overall Student's Progress in Program

Research Progress:	<input type="text"/>
Should student continue to receive funding? (if No, Explain)	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text"/>

Overall Research Area's Evaluation Comments to Share with Student

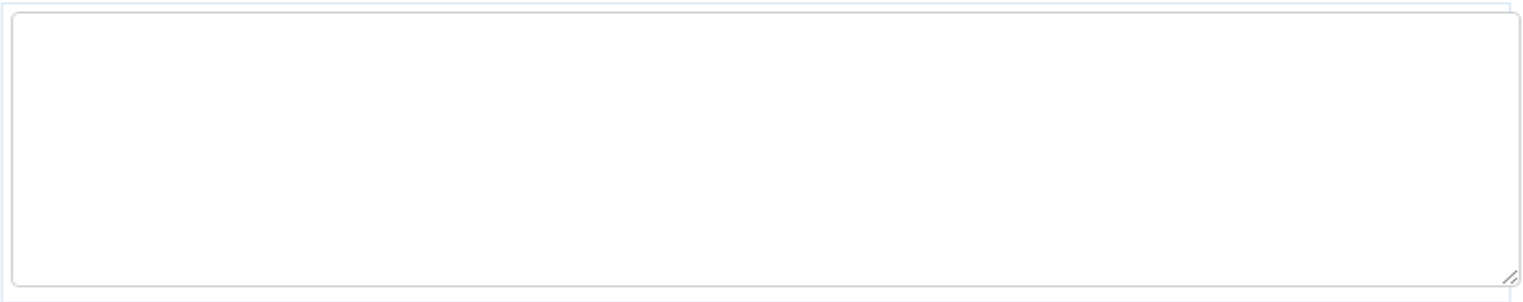


Research Area Comments to share in student's evaluation letter:	<input type="text"/>
Student is making overall satisfactory progress? (if No, Explain)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="text"/>

Research Advisor View of Evaluation

- Click the “Save Evaluation” to save the evaluation
- Submitted information will be available to the student.

Comments



Please check the box **Complete** when the students evaluation is **finalized and comments are ready to be shared with the student**. You will not be allowed to make any additional changes or edits to the evaluations when this box is checked. An email will be sent to the student with a link to review all comments that are to be shared with student.

Complete

Save Evaluation



Faculty View of Evaluation

- The student receives an email notification that the faculty members' evaluation are available

My current graduate students (Fall 2012)



n	Last Name	First Name	Admit Term	Network ID	UIN	Birth Date	Department	Program	Advisor Type	Advisor Status	Date	PhD Self Eval	My Evaluation	Action
1							Animal Sciences		Research Advisor	Accepted	7/12/2012	Incomplete	Incomplete	View Evaluate
2							Animal Sciences		Research Advisor	Accepted	7/12/2012	Complete	Complete	View Evaluate

Student Access to Faculty Evaluation

- Student can view the shared faculty comments in <http://my.aces.illinois.edu>
- Faculty and student should arrange a meeting if either party requests further discussion.

ACES Grad Student Toolbox

Evaluations

- MS/MS Bio/Ph.D. Self-Evaluation Student Input Screen (Animal Sciences)
- MS Bio/Ph.D. Shared Evaluation (Animal Sciences)

Shared Evaluation

MS Bio/Ph.D. Shared Evaluation



Personal Information

Name

Term Entered

Overall Thesis Advisor Evaluation Comments to Share with Student

outstanding

Overall Research Area's Evaluation Comments to Share with Student

Research Area Comments to share in student's evaluation letter:

Student is making overall satisfactory progress? (if No, Explain)

The Evaluation has been marked Complete

Final Notes

- **All** graduate students must receive an annual academic evaluation.
- All three evaluation components (student self-evaluation, faculty evaluation, and opportunity to meet) must be completed by **May 15** each year
- Self-evaluation and faculty evaluations are implemented in <http://my.aces.illinois.edu>
- Students and faculty are responsible for the accuracy of the information submitted.
- Students must meet (or email) the evaluators to ensure that the evaluations are submitted before the May 15 deadline.

Thank you for all of your time
and effort!