

Doctoral Student Milestones Agreement

Ph.D. in Chemistry — Chemistry and Biochemistry

Student's name _____

UTEP ID _____

UTEP email _____

ORCID iD _____

Welcome and purpose

Welcome to the Ph.D. program in Chemistry. The purpose of this agreement is to help you succeed. It maps the milestones that mark your path to the degree and about when to reach them, so you and your advisor can plan with confidence. You will read it, review it with your advisor, sign it, and submit it to the Graduate School in your first semester. The milestones here and the general rules below will help you stay on track and graduate with the experiences and skills you need.

Who will support you

All faculty and staff in the Chemistry and Biochemistry graduate program are here to support your success. Two people guide your progress most directly:

- **Your Research Advisor (mentor).** Chairs your dissertation committee, mentors your research, and meets with you to review progress, your degree plan, coursework, and milestones. You choose your Research Advisor in your first semester.
- **The Graduate Advising Team (Graduate Program Directors and Graduate Coordinator).** Advises on course selection, oversees program requirements and milestones, and is your contact for policies, approvals, and paperwork.

Milestones

You are expected to enroll full-time each fall and spring semester. **Recommended target** is the date to aim for; **Latest deadline** is the outer limit.

Milestone and key steps	Recommended target	Latest deadline
Preliminary items • Complete the Chemistry and Biochemistry program orientation • Complete the required Graduate School and UTEP orientation • Register for an ORCID iD • Submit this signed Milestones Agreement to the Graduate School	Within the first month	End of 1st semester
Choose your Research Advisor and join a research group <i>Interview with research-active faculty; the choice is a mutual agreement</i>	End of 1st semester	-End of 2 nd semester if entered in Fall -End of 1 st semester if entered in Spring

Milestone and key steps	Recommended target	Latest deadline
Form your Dissertation Committee <i>Formed with your Research Advisor (chair. Must have a minimum of four members, including your Research Advisor. One of the four must be from outside the department.</i>	End of 2nd semester	End of 4th semester prior to scheduling Annual Committee Meeting (the latest deadline for completing the first Annual Committee Meeting is the end of 4 th semester)
Complete required coursework <i>15 SCH of PhD lecture core courses (spanning at least three areas of chemistry) 6 SCH of Graduate Seminar (CHEM 6195; enroll every semester in residence; 6 SCH applies to six total semesters, including the period after the core courses are completed) 2 SCH Teaching Practicum (CHEM 6281) 9 SCH of elective courses</i>	End of 3 rd semester	End of 4 th semester
Comprehensive Examination — Part A (dissertation proposal) <i>Must have completed required core coursework. Passing is required to remain in the PhD program</i> - Written and oral presentation of your research project - Conducted by your Dissertation Committee, presented to the department.	Beginning of 5 th semester	End of 6 th semester
Comprehensive Examination — Part B (original research proposal) - A hypothetical research proposal, distinct from your own project - Topic approved by the full committee before writing - Your Research Advisor does not sit on Part B; another committee member chairs it	End of 6th semester	End of 7th semester
Advance to doctoral candidacy <i>Right after you pass Parts A and B, notify the Graduate School and file the Application for Candidacy</i>	End of 6th semester	End of 7th semester
Present in the Departmental Seminar <i>Present your research to the department at least once (required)</i> Graduate Student Departmental Seminars are held in the summer semesters	Summer of 6th semester	Before the dissertation defense
Meet the publication requirement <i>At least one co-authored peer-reviewed publication (accepted manuscripts count; the dissertation does not)</i>		Before the dissertation defense

Milestone and key steps	Recommended target	Latest deadline
Enroll in Dissertation (CHEM 6398, then CHEM 6399) <i>Enroll in CHEM 6399 each term until you submit the dissertation</i>	7th semester (after advancing to candidacy)	8th semester (after advancing to candidacy)
Complete all required credits (excluding dissertation) <i>72 SCH total: lecture courses, seminar, teaching practicum, electives, and 34 SCH of doctoral research</i>	End of 10th semester (72 SCH)	End of 10th semester
Dissertation and final defense • Complete the Graduate School format check before the defense • Submit the draft to your committee ahead of the defense • Public presentation, then committee deliberation • Approved by the Dissertation Committee	Beginning of 10th semester	End of 10th semester
Final dissertation submission • Submit the Graduate School-approved dissertation (PDF) • Submit the signed signature page	Same term as the defense	Graduate School deadline
Complete Survey of Earned Doctorates	Within 4 weeks of the defense	
Complete Exit interview	Within 4 weeks of the defense	

Annual requirement

Annual IDP and Annual Committee Meeting review.

- Update your Individual Development Plan
- Update your CV
- Meet with your committee to review progress and goals
- File the signed IDP with the program and the Graduate School (required for continued funding)

General rules

To remain in good standing, maintain your grades and your progress on milestones. Your advisor and the Graduate Program Director are here to help you meet both. If you fall behind on either, work with them on a plan to get back on track. In addition to your program milestones, a few University rules apply throughout your program.

- **Full-time enrollment.** Enroll full-time each fall and spring semester until you reach the dissertation phase, then dissertation hours (CHEM 6398 once; CHEM 6399 until graduation).
- **Grades and GPA.** Maintain a 3.0 program grade point average and earn a grade of C or better in every course. If your GPA dips below 3.0, you will be placed on academic probation and need to raise it over your next nine credit hours.
- **Progress on milestones.** Keep reaching the milestones above. If you get behind, work with your advisor to develop a plan to maintain your status and catch up.
- **Time to degree.** Complete all requirements within eight years.

- **Employment.** To hold a graduate assistantship you must be enrolled full-time and maintain a 3.0 GPA. State funding support is generally limited to four years.
- **Tuition remission.** Tuition remission is available for up to 66 SCH.

Review your full requirements

This agreement summarizes key milestones. It is important that you understand these milestones and also the other policies in the Chemistry and Biochemistry program materials and the University's Catalog. Please review these documents before signing this Milestones Agreement.

Acknowledgments

Initial each statement below.

_____ (initial) I have read the Ph.D. in Chemistry program materials.

_____ (initial) I have read this Milestones Agreement and reviewed it with my advisor.

Student signature_____ **Date**_____