UTEP Doctoral Student Milestones Agreement Form

1. Milestones

Timeline illustration for PhD students in Civil Engineering Program

Student Name _____ UTEP ID _____ Date _____

Entering with a master's degree: Yes   No

Milestones	Recommended Completion Timeline	Completion Status
Register for an ORCID Identification Number		Yes No
Review degree requirements and milestones agreement form with adviser		Yes No
Transferring Courses from Masters (if has a master's degree acceptable to Grad School and Graduate Program Director)		Yes No
Completion of Qualifying Exam (**CE6091**)		Yes No
Completion of all required formal coursework-42 semester credit hours (except doctoral research credits and dissertation credits)		Yes No
Dissertation Proposal Examination (**CE6393**) and advancement to candidacy		Yes No
Register for Dissertation-I (**CE6398**)		Yes No
Dissertation Defense Examination (**CE6399**)		Yes No
Completion and filing of all paperwork required for graduation including SafeAssign report		Yes No
Submission of dissertation/treatise (or equivalent) accepted by Graduate School		Yes No
Exit interview prior to graduation		Yes No

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2. Preamble

This Milestones Agreement[1] shall be read and signed by every PhD in Civil Engineering student and their Academic Advisor. The signed document must be submitted to the Graduate School during the **first semester of enrollment** in the PhD in Civil Engineering Program. A student who fails to submit this Agreement in the first semester of study will face, at the minimum, a course registration hold.

3. Purpose

The purpose of this Agreement is to ensure that the student is aware of the milestones which the Department expects him/her to achieve as he/she progresses towards graduation. These milestones provide the time points to measure a student's progress. Based on the progress, the Department, through its Advisor, will give advice to the student to increase his/her likelihood of success in this PhD in Civil Engineering Program. A student who does not meet a milestone may lose his/her research assistantship, teaching assistantship, tuition support, be barred from registering in courses, be put on academic probation, or be dismissed from the Program.

4. Academic Advising Responsibilities

The Department will assign an Advisor to every new PhD in Civil Engineering student in the first semester of study. The student is expected to consult with the Advisor and propose a degree plan which includes a list of courses, and the tentative dates of the examinations. At every semester, the student must update the degree plan and meet with the Advisor to review his/her progress in the Program. The Department will later appoint a PhD Advisory Committee to administer the student's Qualifying Examination, and a Dissertation Committee to administer the student's Dissertation Proposal Examination and Dissertation Defense Examination. The Advisor will be the Chair of both Committees.

4.1 Advisor Responsibilities:

- Meet with the student for advising at least once per semester.
- Explain to the student the PhD in Civil Engineering degree plan and the Program's policy.
- Review the student's degree plan, courses and grades, and suggest improvements.
- Advise the student on course selection.
- Assist the student to register for courses outside of the Department, should the need arise.
- Advise the student on the proper academic procedure.

4.2 Student Responsibilities:

- Meet with the Advisor for advising at least once per semester.
- Take responsibility to understand the degree plan and the Program's policy.
- At every semester, update the degree plan form with new courses and grades, and bring the updated degree plan form to meet with the Advisor.
- Follow the degree plan and milestones diligently.

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[1]**Required by the Texas Higher Education Coordinating Board. Version date: 12/14/2022.**

5. Statements and Signatures

From the student (please mark ☑):

  I have read and discussed the contents of this Agreement with my Advisor.

_____

Student's Signature and Date

From the Advisor (please mark ☑):

  I agree to fulfill my responsibilities as this student's Advisor.

Advisor Name _____

_____

Academic Advisor's Signature and Date

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