



## UTEP New Doctoral Student Milestones Agreement Form

### Psychology

#### Students with No Transfer Credits, Legal Psychology

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**Student's Name:**

**Student's UTEP Email Address:**

**Student's ORCID Number:**

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This form is provided for the purpose of informing students about the academic milestones that they will be expected to reach in order to earn their Ph.D. degree as well as when they are expected to complete these milestones. Students are expected to reach each milestone within the specified time period below in order to make satisfactory progress through the program. Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. If a student has ongoing concerns or grievances related to their Milestones Agreement, the student may obtain third party consideration of those concerns by following the institution's policies and procedures regarding academic grievances; students should reach out to the Graduate Program Director in Psychology for guidance on next steps.

#### Academic Advising

Upon entering the doctoral program, all students will be assigned a research mentor and will receive programmatic guidance from the graduate program advisor. The mentor will be a member of the approved faculty within or outside of the Department with approval to mentor Psychology graduate students. In addition to regular meetings with their research mentor, each student will receive annual feedback from their area's faculty and the Graduate Program Committee on their milestone progress. Mentors, with oversight from the Graduate Program Committee where appropriate, are responsible for academic advising, which includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program:

- Ensuring that annual reviews (which include individual development plans that itemize progress and goals towards program milestones and career preparation) between student and mentor and/or supervising committee occur. The results of this review will be included in the program's annual doctoral student progress report.
- Providing suggestions on course selection.
- Reviewing the student's Degree Plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the Graduate Program Director and student to determine if modifications are necessary.

- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements.
- Providing the student with assistance in understanding the requirements for successful completion of dissertation.
- Providing the student with assistance in assembling a thesis and dissertation committee.
- Providing the student with experiences and information that will optimize the student's career opportunities and success.

Requirements for all students in the program:

<b>Milestone</b>	<b>Recommended Completion Timeline</b>	<b>Latest Completion Date</b>
Preliminary items <ul style="list-style-type: none"> <li>• Attend required Grad School and Departmental Orientations</li> <li>• Register for an <a href="#">ORCID Identification Number</a></li> </ul>	End of August of first semester (dates of orientations will be sent via email)	End of first semester
Masters Thesis Proposal <ul style="list-style-type: none"> <li>• Review committee membership rules on the SWAY link</li> <li>• Provide a completed thesis proposal document to committee at least 10 calendar days before the proposal meeting</li> </ul>	Spring of second year	Fall of third year
Masters Thesis Defense <ul style="list-style-type: none"> <li>• Schedule a date and share the information about the room, date and time, and title of your thesis with the Graduate Program Director at least 10 calendar days before the public defense.</li> <li>• Provide a completed thesis document to your committee at least 10 calendar days before the defense</li> <li>• Complete a safe assign plagiarism report is generated for committee and provide it no later than the defense date</li> <li>• Complete formatting checks with the Grad School prior to sending your document to the committee</li> </ul>	Fall of third year	Spring of third year
Completion of Required Coursework (except dissertation credits) <ul style="list-style-type: none"> <li>• All required courses besides dissertation enrollments should be completed by the end of the third year</li> </ul>	Spring of third year	Spring of third year
Comprehensive Paper Proposal <ul style="list-style-type: none"> <li>• Submit description of paper to committee</li> </ul>	Fall of third year	Spring of third year

<ul style="list-style-type: none"> <li>• Present paper to Legal Psychology area</li> </ul>		
<p>Comprehensive Paper Defense</p> <ul style="list-style-type: none"> <li>• Submit paper to committee</li> <li>• Present paper to Legal Psychology area</li> <li>• Complete revisions as needed</li> </ul>	Spring of third year	Fall of fourth year
<p>Advancement to Dissertation (Departmental Process)</p> <ul style="list-style-type: none"> <li>• Students must submit advancement to dissertation paperwork with in 8 weeks of the comprehensive paper being accepted by the committee.</li> </ul>	Spring of third year	Fall of fourth year
<p>Dissertation Proposal (May not be completed until after Comprehensive paper is accepted by committee)</p> <ul style="list-style-type: none"> <li>• Review committee membership rules on the SWAY link</li> </ul> <p>Provide a completed dissertation proposal document to committee at least 10 calendar days before the proposal meeting</p>	Fall of fourth year	Spring of fourth year
<p>Doctoral Candidacy (Grad School Process)</p> <ul style="list-style-type: none"> <li>• Within 10 calendar days of passing a dissertation proposal, students should submit the Grad School eForm to apply for doctoral candidacy</li> </ul>	Fall of fourth year	Within 10 calendar days of passing a dissertation proposal
<p>Dissertation Defense</p> <ul style="list-style-type: none"> <li>• Schedule a date and share the information about the room, date and time, and title of your thesis with the Graduate Program Director at least 10 calendar days before the public defense.</li> <li>• Provide a completed dissertation document to your committee at least 10 calendar days before the defense</li> <li>• Complete a safe assign plagiarism report is generated for committee and provide it no later than the defense date</li> <li>• Complete formatting checks with the Grad School prior to sending your document to the committee</li> </ul>	Spring of fifth year	Spring of sixth year *Note it is highly encouraged to aim for a defense not later than spring or summer of year 5 based on tuition remission availability and employment limitations for graduate students

Exit Interview <ul style="list-style-type: none"> <li>Complete prior to graduation</li> </ul>		Within 4 weeks of a successful dissertation defense
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#### Annual Requirements

Review of student Individual Development Plan by area faculty to provide feedback on: <ul style="list-style-type: none"> <li>Progress toward milestones</li> <li>Course completion</li> <li>Career planning</li> <li>Goal identification and tracking</li> </ul>		Annually in April
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I have read this form and have had the opportunity to discuss the information contained in it with my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the doctoral program, as well as the expected timeline for completing these milestones.

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Student's Printed Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Research Mentor's Printed Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Program Director's Printed Name & Signature

\_\_\_\_\_  
Date