



UTEP New Doctoral Student Milestones Agreement Form

Psychology

Students with No Transfer Credits, Legal Psychology

Student's Name:

Student's UTEP Email Address:

Student's ORCID Number:

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. The Graduate Program Director, in consultation with the research mentor, will work with each student to customize the list of responsibilities included in the agreement. Students are expected to reach each milestone within the specified time period 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 Director 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 advisor and/or supervising committee occur. The results of this review will be included in the program's annual doctoral 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 Committee 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:

The Recommended Completion Timelines and Latest Completion Dates are the deadlines for students entering with no prior graduate training. Students entering with prior graduate training should follow the steps below to set appropriate target dates for milestones based on the amount of prior coursework and whether they have completed an empirical thesis. For each 6 credits of prior content-based coursework (not thesis credit) that is accepted, it is expected that the relevant timelines will move up by one semester. If a thesis from a prior institution is accepted towards the student's degree, this is expected to move up the timeline by one academic year.

Milestone	Recommended Completion Timeline	Latest Completion Date
Preliminary items <ul style="list-style-type: none"> • Attend required Grad School and Departmental Orientations • Register for an ORCID Identification Number 	End of August of first semester (dates of orientations will be sent via email)	End of first semester
Review Goldmine degree evaluation and program expectations with mentor and graduate program advisor <ul style="list-style-type: none"> • Submit syllabi from prior graduate training to initiate transfer credit consideration process • If an empirical thesis was conducted as part of prior graduate training, submit the thesis to Graduate Programming Director to initiate transfer consideration process 	No later than beginning of first semester	End of first semester
Presentation of thesis to department (<u>if transferring thesis</u>) <ul style="list-style-type: none"> • Present results of thesis to department in the regular colloquium 	End of first semester	Spring of first year
Masters Thesis Proposal (<u>if no thesis transferred</u>) <ul style="list-style-type: none"> • Review committee membership rules on the SWAY link 	<i>Tailored based on number of credits</i>	<i>Tailored based on number of credits transferred, no later</i>

<ul style="list-style-type: none"> Provide a completed thesis proposal document to your committee at least 10 calendar days before the proposal meeting 	<i>transferred, no later than Spring of second year</i>	<i>than Fall of third year</i>
<p>Masters Thesis Defense (<u>if no thesis transferred</u>)</p> <ul style="list-style-type: none"> 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. Provide a completed thesis document to your committee at least 10 calendar days before the defense Complete a safe assign plagiarism report for committee and provide it no later than the defense date Complete formatting checks with the Grad School prior to sending your document to the committee 	<hr/> <i>Tailored based on number of credits transferred, no later than Fall of third year</i>	<hr/> <i>Tailored based on number of credits transferred, no later than Spring of third year</i>
<p>Completion of Required Coursework (except dissertation credits)</p> <ul style="list-style-type: none"> All required courses besides dissertation enrollments should be completed by the end of the third year, adjusted for the number of courses transferred 	<hr/> <i>Tailored based on number of credits transferred, no later than Spring of third year</i>	<hr/> <i>Tailored based on number of credits transferred, no later than Spring of third year</i>
<p>Comprehensive Paper Proposal</p> <ul style="list-style-type: none"> Submit description of paper to committee Present paper to Legal Psychology area 	<hr/> <i>Tailored based on number of credits, no later than Fall of third year</i>	<hr/> <i>Tailored based on number of credits transferred, no later than Spring of third year</i>
<p>Comprehensive Paper Defense</p> <ul style="list-style-type: none"> Submit paper to committee Present paper to Legal Psychology area Complete revisions as needed 	<hr/> <i>Tailored based on number of credits, no later than Spring of third year</i>	<hr/> <i>Tailored based on number of credits, no later than Fall of fourth year</i> <hr/>
<p>Advancement to Dissertation (Departmental Process)</p> <ul style="list-style-type: none"> Students must submit advancement to dissertation paperwork with in 8 weeks of the comprehensive paper being accepted by the committee. 	<hr/> <i>Tailored based on number of credits, no later</i>	<hr/> <i>Tailored based on number of credits, no later than Fall of</i>

	<i>than Spring of third year</i>	<i>fourth year; must be done within 8 weeks of comp paper being accepted by the committee (see lefthand column)</i>
Dissertation Proposal (May not be completed until after Comprehensive paper is accepted by committee) <ul style="list-style-type: none"> Review committee membership rules on the SWAY link Provide a completed dissertation proposal document to committee at least 10 calendar days before the proposal meeting 	<i>Tailored based on number of credits transferred, no later than Fall of fourth year</i>	<i>Tailored based on number of credits transferred, no later than Spring of fourth year</i>
Doctoral Candidacy (Grad School Process) <ul style="list-style-type: none"> Within 10 calendar days of passing a dissertation proposal, students should submit the Grad School eForm to apply for doctoral candidacy 	<i>Tailored based on number of credits transferred, no later than Fall of fourth year</i>	Within 10 calendar days of passing a dissertation proposal
Dissertation Defense <ul style="list-style-type: none"> Schedule a date and share the information about the room, date and time, and title of thesis with the Graduate Program Director at least 10 calendar days before the public defense. Provide a completed dissertation document to committee at least 10 calendar days before the defense Complete a safe assign plagiarism report is generated for committee and provide it no later than the defense date Complete formatting checks with the Grad School prior to sending your document to the committee 	<i>Tailored based on number of credits transferred, no later than Spring of fifth year</i>	<i>Tailored based on number of credits transferred, no later than Summer of fifth year</i>
Exit Interview <ul style="list-style-type: none"> Complete prior to graduation 		Within 4 weeks of a successful dissertation defense

Annual Requirements

Review of student Individual Development Plan by area faculty to provide feedback on:		Annually in April
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<ul style="list-style-type: none"> • Progress toward milestones • Course completion • Career planning • Goal identification and tracking 		
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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.

Student’s Printed Name & Signature

Date

Research Mentor’s Printed Name & Signature

Date

Graduate Program Director’s Printed Name & Signature

Date