



UTEP New Doctoral Student Milestones Agreement Form

CHEMISTRY AND BIOCHEMISTRY

Student Name

UTEP ID 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. Advisors 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 his or her Milestones Agreement, the student should follow the institution's academic grievances policy and procedures as outlined in the institution's graduate catalog (or Handbook of Operating Procedures).

Research Advising

During their first semester in the doctoral program, students will interview with research-active professors and must choose a Research Advisor no later than by the end of the first semester.

Choosing a Research Advisor is a mutual agreement between the doctoral student and the chosen Research Advisor. In most cases, the student will remain in his/her research group until graduation. In the rare case that a student chooses to leave his/her research group and join a different research group within the Department of Chemistry and Biochemistry, the Graduate Advisor must be informed of this change in Research Advisor immediately.

Research advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Research Advisors are responsible for the following:

- Ensuring that annual reviews between student and his/her dissertation committee occur. The results of this review will be included in the program's annual doctoral progress report
- Providing suggestions on course selection (Research Advisor and Graduate Advisor)
- 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 Doctoral Studies Committee and student to determine if modifications are necessary (Graduate Advisor)
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements (Research Advisor and Graduate Advisor)
- Providing the student with assistance in understanding the requirements for successful completion of dissertation (Research Advisor and Graduate Advisor)
- Providing the student with assistance in assembling a dissertation committee
- Providing the student with experiences and information that will optimize the student's career opportunities and success (Research Advisor and Graduate Advisor)
- In the 3rd year of the program, students take their comprehensive exams, which consists of two parts. Both are conducted by the student's Dissertation Committee with the exception of Part B. For Part B, the Research Advisor cannot be present. Another member of the Dissertation Committee will assume the role of Committee Chair for Part B
 - Part A: Presentation of their given research project to include the significance, goals, hypothesis, progress made so far, conclusions, and further research to be completed
 - Part B: A hypothetical research proposal. The topic must be approved by all members of the student's Dissertation Committee prior to the start of writing. The student must demonstrate that the topic is sufficiently different from that of their laboratory's research projects
- Student presents their work in a Departmental Seminar

Requirements for all Doctoral Students in the Chemistry and Biochemistry Program

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Review of student's progress with their Dissertation Committee	Annually
Successful completion of cumulative exams	Between 2 nd and 4 th semester
Coursework successfully completed	Typically by end of 2 nd year
Dissertation Committee appointed and approved by Graduate School	By end of 1 st year
Research protocols and/or IRB approval (as applicable)	N/A
Dissertation proposal (Comprehensive Exam A) completed and approved	By end of 1 st semester of 3 rd year
Comprehensive Exam B completed and approved	By end of 3 rd year
Advanced to doctoral candidacy	By end of 3 rd year
Have at least one peer-reviewed scientific paper accepted or published	Before dissertation defense
Dissertation completed, successfully defended, and approved by the Dissertation Committee	Dependent on when project is complete and when original, publishable research data is obtained
Student completes and files all paperwork required for graduation	During 4 th through 5 th year
Dissertation accepted by the Graduate School	During 4 th through 5 th year
Exit interview completed	During 4 th through 5 th year
Survey of Earned Doctorates submitted	During 4 th through 5 th year
At least one peer-reviewed manuscript resulting from student's research accepted and published	During 4 th through 5 th year

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Join a research group by end of 1st semester
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of your 1st semester
- Form your Dissertation Committee in consultation with your Graduate Advisor and Dissertation Chair
- Have your Dissertation Committee approved by program GSC and Graduate School
- Complete all required organized coursework
- Schedule and successfully complete Comprehensive Exams (Part A and Part B)
- Prepare and successfully present your dissertation proposal
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation
- Have at least one peer-reviewed manuscript accepted and/or published
- Successfully complete your defense of your dissertation
- Submit required documentation to the Graduate School for completion and graduation

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 program, as well as the expected timeline for completing these milestones.

Student's Name

Student's Signature

Date

Research Advisor's Name

Research Advisor's Signature

Date

Graduate Advisor's Name

Graduate Advisor's Signature

Date

Department Chair's Name

Department Chair's Signature

Date