



UTEP New Doctoral Student Milestones Agreement Form Borderlands History

Student Name & UTEP ID

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 doctoral degree as well as when they are expected to complete these milestones. Advisors are expected to 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 may obtain third party consideration of those concerns by following the institution's policies and procedures regarding academic grievances.

Academic Advising

Upon entering the doctoral program, all students will be assigned a faculty mentor. The mentor will be a member of the department. The mentor is not the same as the dissertation director, whom the student and the doctoral program director will choose during the second year of the program. Mentors will assist the students during their transition into the doctoral program, through regular meetings to discuss coursework, degree plans, etc.

Academic advising will be conducted by the doctoral program director. Advising includes the following elements that are designed to ensure that students remain in good academic standing and make satisfactory progress through the program. The doctoral program director is responsible for the following:

- Ensuring that the progress of each student is evaluated annually, students will submit an *Annual Activities Report (AAR)* every January. The AAR will be reviewed by the Departmental *Graduate Program Committee (GPC)*, which will provide qualitative and quantitative feedback on student performance.
- 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 Doctoral Studies 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 dissertation committee.
- Providing the student with experiences and information that will optimize the student's career opportunities and success.
- Use and implementation of the *Ph.D. Program of Study* (POS) document, which enables the student to keep track of courses taken, milestones achieved, and serves as a planning document for timely completion of degree.

Requirements for all Doctoral Students

<u>Milestone</u>	<u>Expected Time of Achievement for students entering with an MA in History</u>
Submit transfer or rollover credits	2 nd Semester
Filing of a Degree Plan	2 nd Semester
Review of student's progress with (<i>Mentor, Ph.D. Program Director, dissertation chair</i>)	Each Semester
Coursework successfully completed	4 th semester
Completion of Spanish Language Exam	4 th Semester
Successful completion of oral and/or written qualifying exam	6 th Semester
Dissertation Committee appointed and approved by Graduate School	6 th Semester
Research protocols and/or IRB approval (as applicable)	N/A
Dissertation proposal completed and approved	6 th Semester
Student admitted to doctoral candidacy	6 th Semester
Dissertation completed, successfully defended, and approved by Committee	10 th Semester
Student completes and files all paperwork required for graduation	Beginning of 10 th semester
Dissertation accepted by Graduate School	10 th Semester
<i>Survey of Earned Doctorates</i> submitted	10 th Semester
Exit interview completed	10 th Semester

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Complete *Milestones Agreement Form* with the *Ph.D. Program Director* no later than the last class day of the Spring semester
- Complete all required organized coursework
- Schedule and successfully complete required qualifying exams
- Form your dissertation committee in consultation with your advisor and dissertation Chair
- Have your committee approved by program GSC and Graduate School
- Prepare and successfully present your dissertation proposal
- Apply for Advancement to Candidacy
- Enroll in required dissertation hours and complete your dissertation
- 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 the Ph.D. Program Director. 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 and Signature

Date

Ph.D. Program Director's Name and Signature

Date

Dean's Name and Signature

Date

Graduate School Name and Signature

Date