



## UTEP New Doctoral Student Milestones Agreement Form

### Biomedical Engineering

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Student Printed Name and 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 Ph.D. 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 Biomedical Engineering doctoral program, all students will be assigned an advisor. The advisor will be a member of the program department. During the research Methods course in the first semester of studies, the students will be introduced to the advisors and laboratories of the program. Students must make a selection by the end of their first semester.

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

- Ensuring that annual (*or more frequent if program desires to make more frequent reviews a requirement*) reviews 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 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

### Requirements for all Students in the Biomedical Engineering Doctoral Program

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Review of student's progress with the advisor and the PhD committee	Annually
Filing of advisor/program approved degree plan	End of the first year
Successful completion of oral and/or written qualifying exam	After completion of required coursework
Coursework successfully completed	End of second year
Dissertation Committee appointed and approved by Graduate School	After successful qualifying exam
Research protocols and/or IRB approval (as applicable)	During second semester if applicable
Dissertation proposal completed and approved	One year after successful qualifying exam
Student admitted to doctoral candidacy	After successful proposal defense
Dissertation completed, successfully defended, and approved by Committee	Not later than 2 years after successful proposal defense
Student completes and files all paperwork required for graduation	Before and during defense
Dissertation accepted by Graduate School	2 weeks after defense
Exit interview completed and submitted to SED	2 weeks after defense

### Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester (*may also include summer depending on program-specific requirements*)
- Complete *Milestones Agreement Form* with your advisor 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 my advisor. I understand the academic milestones that I am expected to reach in order to successfully complete the Biomedical Engineering Doctoral program, as well as the expected timeline for completing these milestones.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising professor (if identified)

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate School

\_\_\_\_\_  
Date