



UTEP New Doctoral Student Milestones Agreement Form Business Administration

Student's 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 doctoral program, all students will be assigned a faculty mentor. The mentor will be a member of the department, which can be either assigned by the chair of the department or the program director.

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

- Ensuring that annual (*or more frequent if the 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 the 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 Doctoral Students

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Filing of Preliminary Degree Plan	<i>End of first academic year</i>
Coursework successfully completed	Spring of the second academic year
Successful completion of oral and/or written qualifying exam	End of the second academic year (during summer)
Dissertation Committee appointed and approved by Graduate School	Third academic year Students are given the Graduate School's Dissertation Guidelines and Templates
Research protocols and/or IRB approval (as applicable)	The end of the third academic year
Dissertation proposal completed and approved	End of third academic year
Student admitted to doctoral candidacy	End of third academic year
Student completes and files all paperwork required for graduation	Spring semester -- fourth academic year
Dissertation completed, successfully defended, and approved by Committee	End of fourth academic year
Dissertation accepted by Graduate School	Summer of fourth academic year
Exit interview completed	Summer of fourth academic year
<i>Survey of Earned Doctorates</i> submitted (applicable to Ph.D. only)	

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Complete *Milestones Agreement Form* with your advisor/mentor 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 program, as well as the expected timeline for completing these milestones.

Student's Name and Signature

Date

Advisor's Name and Signature

Date

Dean's Name and Signature

Date

Graduate School Dean's Name and Signature

Date