



## UTEP New Doctoral Student Milestones Agreement Form Civil Engineering (CE)

---

Student's Printed Name and 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 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

As part of the admission process to the doctoral program in Civil Engineering, all students will be assigned an advisor. The advisor will be a member of or closely affiliated with the department.

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 at least annual 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 Doctoral Students in the Civil Engineering Program

<u>Milestone</u>	<u>Expected Time of Achievement<sup>1</sup></u>
Review of student's progress with <i>advisor or Doctoral studies committee</i>	Every semester
Successful completion of oral and/or written qualifying exam	Before 18 credit hours
Coursework successfully completed	3 years past BS <sup>2</sup> 2 years past MS
Dissertation Committee appointed and approved by Graduate School	Before 18 credit hours
Research protocols and/or IRB approval (as applicable)	Before 36 credit hours
Dissertation proposal completed, pass proposal defense examination and approved	Before 36 credit hours
Student admitted to doctoral candidacy	Before 36 credit hours
Dissertation completed, successfully defended, and approved by Committee	Before 72 credit hours
Student completes and files all paperwork required for graduation	Before 72 credit hours
Dissertation accepted by Graduate School	72 credit hours
Exit interview completed and submitted to SED (Survey of Earned Doctorates – <i>applicable to Ph.D. students only</i> )	Last Semester

<sup>1</sup>It is anticipated that each full-time doctoral student will register for at least twenty-one (21) hours per year to receive an assistantship.

<sup>2</sup>The doctoral program in Civil Engineering allows the transfer of up to twenty-four (24) MS credit hours towards the completion of the doctoral degree.

### 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 no later than the last class day of the **First** 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 doctoral program in Civil Engineering, as well as the expected timeline for completing these milestones.

**Required Approvals:**

\_\_\_\_\_  
Student's Name and UTEP ID \_\_\_\_\_  
Date

\_\_\_\_\_  
Primary Advisor's Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Advisor's Name \_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director's Name \_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean's Name \_\_\_\_\_  
Date

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