



UTEP New Doctoral Student Milestones Agreement Form Chemistry

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

The Graduate Advisor is the general advisor for all doctoral students. Upon entering the doctoral program, all students will be assigned an advisor from the department. During their first semester in the doctoral program students will interview with research-active professors and must choose a research advisor no later than the end of their first semester. Choosing a research advisor is a mutual agreement between the doctoral student and the professor. Usually the student will remain in his/her research advisor's group until graduation. The graduate advisor must be immediately informed in the event of a change.

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 reviews between the student and the dissertation committee occur (Research Advisor). The results of this review, to be prepared by the research advisor and to be submitted to the graduate advisor, will be included in the program's annual doctoral progress report.
- Providing suggestions on course selection (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 (Graduate Advisor and Research 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 (Research Advisor and Graduate Advisor).
 - Providing the student with experiences and information that will optimize the student's career opportunities and success (Research Advisor).

Requirements for all Doctoral Students

<u>Milestone</u>	<u>Expected Time of Achievement</u>
Filing of Preliminary Degree Plan	End of first semester
Review of student's progress with the Dissertation Committee	Annually
Successful completion of cumulative exams	Between 2 nd and 5 th semester
Dissertation Committee appointed and approved by Graduate School	End of first year
Coursework successfully completed	End of second year
Research protocols and/or IRB approval (as applicable)	End of second year
Dissertation proposal and Comprehensive Exam completed and approved	Year three or four
Student admitted to doctoral candidacy	Year three or four
Departmental Seminar presentation.	Year four to six
Peer-reviewed publication accepted in press or published.	Year four to six
Student completes and files all paperwork required for graduation	Year four to six
Dissertation completed, successfully defended, and approved by Committee	Year four to six
Dissertation accepted by Graduate School	Year four to six
Exit interview completed	Year four to six
<i>Survey of Earned Doctorates</i> submitted (applicable to Ph.D. only)	Year four to six

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall, spring and summer semesters.
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the first academic year.
- Complete all required organized coursework.
- Schedule and successfully complete required qualifying exams.
- Form your dissertation committee in consultation with your graduate and research advisors.

- Have your committee approved by the program Doctoral Studies Committee and the Graduate School.
- Prepare and successfully present your dissertation proposal and Comprehensive Exams.
- Apply for Advancement to Candidacy.
- Enroll in required dissertation hours and complete your dissertation.
- Present your research in the departmental seminar.
- Have at least one peer-reviewed manuscript accepted or published.
- Submit required documentation to the Graduate School for completion and graduation.
- Successfully complete the defense of your dissertation.

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 Printed Name and Signature

Date

Faculty Advisor's Printed Name and Signature

Date

Program Director's Printed Name and Signature

Date

Graduate School Signature

Date