



UTEP Doctoral Student Milestones Agreement Form

Computational Science Program

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 who have not been assigned a Research Advisor will be advised by the Director of the program. As the student becomes familiar with different faculty and their research, he/she will choose a Research Advisor. The Research Advisor will be a member of the program, and is selected based in the area of interest of the student to conduct his research.

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 bi-annual reviews between student and research advisor and/or graduate advisor occur at the beginning of every Fall and Spring advising period. If the student's research advisor is within the College of Engineering, the results of this review will be included in the mandatory College of Engineering 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/Executive 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

<u>Milestone</u>	<u>Expected Time of Achievement (for full time students)</u>
Submission of Preliminary Degree Plan to the Graduate School	At the conclusion of the first semester
Review of student's progress with advisor	Bi-Annually
Successful completion of oral and/or written qualifying exam	<i>Within first two years</i>
Coursework successfully completed	Core & Prescribed coursework by the end of second year. Elective classes by the end of third year.
Research protocols and/or IRB approval (as applicable)	First or second year
Dissertation proposal completed and approved	End of second year
Dissertation Committee appointed and approved by Graduate School	Third Year
Student admitted to doctoral candidacy	Third year when completing an MS and PhD candidacy form signed by the committee
Dissertation completed, successfully defended, and approved by Committee	Fourth or Fifth year
Student completes and files all paperwork required for graduation	Fourth or Fifth year
Dissertation accepted by Graduate School	Fourth or Fifth year
Exit interview completed	Fourth or Fifth year
<i>Survey of Earned Doctorates</i> submitted (applicable to Ph.D. only)	Fourth or Fifth year

Program Recommendations with input from Research Advisor

No. of Publications

Years 3-5

No. of Presentations at a regional, national or international event

Years 2-5

*One Presentation at the home colloquium of research advisor
(if allowable)*

Graduating Year

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 Spring semester your first year in the program
- 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 Printed Name and ID

Student's Signature

Date

Dr. Ming-Ying Leung, Graduate Advisor

Date

Research Advisor's Name and Signature

Date

Dr. Robert Kirken, College of Science Dean

Date

Dr. Charles Ambler, Graduate School Dean

Date