



## UTEP New Doctoral Student Milestones Agreement Form

### EDUCATIONAL LEADERSHIP AND FOUNDATIONS

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Student Name & 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 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 will be assigned a *First Year Mentor/Advisor*. The Mentor will be a faculty member of the program department, and will be the student's primary advisor during the first year of study.

At the beginning of the second year, and after completion of the *First Year or Interim Review*, all students will be assigned a *Program Advisor* to guide them to the end of their required coursework. Students will be consulted as to which faculty member they would like to serve as their *Program Advisor*.

At the end of required regular coursework, students will enroll in the *Capstone Seminar*, under the supervision of a faculty member from the department, who will guide them through the writing of the *Dissertation Proposal* and the completed *Dissertation*. It is possible that the same faculty member can serve in all three roles for the student, or that three different faculty members can serve in each role. All faculty members will be assigned with the approval of the Director of the Doctoral Program and the Department Chair.

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 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

| <u>Milestone</u>   | <u>Expected Completion Date<sup>1</sup></u>                              |
|--|--|
| Filing of Preliminary Degree Plan  | Fall, Year 2   |
| Interim Review of student's first year progress with Doctoral Faculty, and annual review with Program Advisor each subsequent year | Beginning of 2 <sup>nd</sup> year, and beginning of each subsequent year |
| Successful completion of Capstone Seminar  | End of 3 <sup>rd</sup> year  |
| Coursework successfully completed  | End of 3 <sup>rd</sup> year  |
| Dissertation Committee appointed and approved by Graduate School   | Beginning of 4 <sup>th</sup> year  |
| Research protocols and/or IRB approval (as applicable)   | Beginning of 4 <sup>th</sup> year  |
| Dissertation proposal completed and approved   | Beginning of 4 <sup>th</sup> year  |
| Student admitted to doctoral candidacy   | Beginning of 4 <sup>th</sup> year  |
| Dissertation completed, successfully defended, and approved by Committee   | End of 4 <sup>th</sup> or 5 <sup>th</sup> year                           |
| Student completes and files all paperwork required for graduation  | During semester of Defense   |
| Dissertation accepted by Graduate School   | During semester of Defense   |
| Exit interview completed   | At completion of Dissertation and Defense                                |

<sup>1</sup>*It is anticipated that each doctoral student will register for at least six (6) hour per semester.*

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester, as well as summer terms
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the Spring semester of first year
- 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.

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Student's Signature

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Date

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First Year Mentor/Advisor's Name and Signature

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Date

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Doctoral Program Director Name and Signature

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Date

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Department Chair Name and Signature

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Date

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Graduate School

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Date