



## UTEP New Doctoral Student Milestones Agreement Form Electrical and Computer Engineering

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Student's Printed Name and 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

During the admission evaluation process, doctoral applicants are asked to identify an area of specialization and a faculty member willing to serve as advisor for the specialized program of study. The applicant is also asked to indicate the source of funding for his or her studies. Generally the advisor funds the student.

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 long-semester reviews between the student and the doctoral program supervising committee occur. The results of this review will be included in the program's annual doctoral progress report.
- Providing suggestions on course selection beyond the first semester of enrollment.
- 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 Electrical and Computer Engineering Program

Milestone	Expected Time of Achievement	
	Time From Start of Program	Expected Semester of Achievement
Review of student's progress with doctoral program director or dissertation advisor	<i>Every Semester</i>	
Successful completion of oral and/or written qualifying exam	2 semesters	
Coursework successfully completed	5 semesters	
Dissertation Committee appointed and approved by Graduate School	2 semesters	
Research protocols and/or IRB approval (as applicable)	2 semesters	
Dissertation proposal completed and approved	6 semesters	
Student admitted to doctoral candidacy	8 semesters	
Dissertation completed, successfully defended, and approved by Committee	8 semesters	
Student completes and files all paperwork required for graduation	8 semesters	
Dissertation accepted by Graduate School	8 semesters	
Exit interview completed and submitted to SED	8 semesters	

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 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 doctoral program in Electrical and Computer Engineering as well as the expected timeline for completing these milestones.

**Required Approvals:**

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Student's Name and UTEP ID

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Date

\_\_\_\_\_

Primary Advisor's Name

\_\_\_\_\_

Date

\_\_\_\_\_

Secondary Advisor's Name

\_\_\_\_\_

Date

\_\_\_\_\_

Program Director's Name

\_\_\_\_\_

Date

\_\_\_\_\_

College Dean's Name

\_\_\_\_\_

Date

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Graduate School

\_\_\_\_\_

Date