



UTEP New Doctoral Student Milestones Agreement Form Geological Sciences

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

Upon entering the doctoral program, all students will be assigned an advisor. The advisor will be a faculty member from the Department of Geological Sciences. If a student has not secured a faculty member as their advisor, the Departmental Graduate Advisor will fill this role. Every doctoral student in Geological Sciences is expected to have chosen an advisor by the start of their second semester.

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 occur between each student, their advisor and (effective in their third semester) their supervising committee. 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 if necessary with the Department's Graduate 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 Time of Achievement</u>
Filing of Preliminary Degree Plan	End of first Semester
Review of student’s progress with advisor (effective third semester of enrollment, must be with full committee)	Fall semester annually
Successful completion of oral comprehensive examination I (Qualifying Exam)	Third semester
Coursework successfully completed with acceptable GPA	Fourth semester
Dissertation Committee of at least five members (including at least four members from within department and one outside member) appointed and approved by Graduate School	Fifth semester
Written dissertation proposal completed and approved by Dissertation Committee	Fifth semester
Successful completion of oral comprehensive examination II (Dissertation Proposal Defense)	Fifth semester
Student admitted to doctoral candidacy	Fifth semester
Certification by Dissertation Committee that student is ready to defend their dissertation during current semester	First month of the semester, not later than the eighth semester
Successful completion of oral dissertation defense	Eighth semester
Written dissertation completed and approved by all members of Dissertation Committee	Eighth semester
Dissertation accepted by Graduate School	Eighth semester
Exit interview completed	Eighth semester
Survey of Earned Doctorates submitted (applicable to Ph.D. only)	Eighth semester

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall, spring and summer semester that you are appointed as a TA, RA, or the equivalent, including enrollment in Seminar during every semester in residence, and Research and Dissertation hours as required.
- Complete *Milestones Agreement Form* with your advisor no later than the last class day of the first semester.
- Complete all required organized coursework including Seminar
- Schedule and successfully complete all required qualifying exams- Comprehensive Examination I (qualifying exam) by the end of the third semester, and Comprehensive Examination II (dissertation proposal defense) by the end of the fifth semester.

- Form your dissertation committee in consultation with your advisor/dissertation chair by the end of the fifth semester.
- Have your dissertation committee approved by the Graduate School by the end of the fifth semester.
- Prepare and receive full dissertation committee approval of your written dissertation proposal by the end of the fifth semester.
- Apply for Advancement to Candidacy immediately upon successful completion of the Comprehensive Examination II and approval of your written dissertation proposal.
- Enroll in required Research and Dissertation hours and complete your dissertation.
- Successfully complete the defense of your dissertation both through an oral Dissertation Defense and the approval by all members of your committee of the written 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 maintain progress in and complete the Geological Sciences doctoral program, as well as the expected timeline for completing these milestones.

Student's Name and Signature

Date

Advisor's Name and Signature

Date

Dean's Name and Signature

Date

Graduate School Dean's Name and Signature

Date