



## UTEP New Doctoral Student Milestones Agreement Form Psychology

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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 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 member of the department. Each student will meet annually with the Graduate Program Director.

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 Time of Achievement</u>
Filing of Preliminary Degree Plan.	End of first semester
Review of student's progress by Area Committee.	Annually
First year project successfully completed.	Year two
Dissertation Committee appointed and approved by Graduate School.	Year four
Research protocols and/or IRB approval (as applicable).	Year four
Master's thesis successfully completed.	Year three
Coursework successfully completed.	Year four
Dissertation proposal completed and approved.	Year four or five
Student admitted to doctoral candidacy.	Year 4 four or five
Student completes and files all paperwork required for graduation.	Year five or six
Dissertation completed, successfully defended, and approved by Committee.	Year five or six
Dissertation accepted by Graduate School.	Year five or six
Exit interview completed.	Year five or six
<i>Survey of Earned Doctorates</i> submitted (applicable to Ph.D. only).	Year five or six

### 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 first academic year.
- Form your dissertation committee in consultation with your advisor and dissertation Chair.
- Have your committee approved by program Graduate Program Director and Graduate School.
- Complete all required organized coursework.
- 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.

## Required Approvals:

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Student's Name

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Date

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Advisor's Name

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Date

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Dean's Name

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Date

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Graduate School

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Date