



UTEP New Doctoral Student Milestones Agreement Form

Interdisciplinary Health Sciences Program

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 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.

Upon entering the Interdisciplinary Health Sciences Ph.D. (IHS) program, every student is responsible for reading and understanding program requirements as stated in the IHS Ph.D. student handbook. The guidelines referenced below are a brief summary and are not to be used as a replacement of the student handbook.

Academic Advising

Upon entering the doctoral program, all students will be assigned an advisor, based on their expressed research interest. This advisor may or may not become the student's permanent advisor. For more details, see pages 11-13 in the Interdisciplinary Health Sciences Ph.D. Handbook.

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:

- Interpreting doctoral program requirements and policies with the assistance of the IHS Ph.D. program director.
- Assisting the student in identifying members for the doctoral academic committee.
- Assisting the student in developing goals for the IHS Ph.D. program, and future career planning.
- Assisting the student in proper course selection and sequencing.

- Assisting the student with registration procedures if necessary.
- Monitoring the students' academic progress.
- Verifying that all courses have been completed, prior to completing the 'Qualifying Exam' and assisting the student in selecting a doctoral academic committee, to guide the student during the 'Qualifying Exam' process.
- Developing questions for the 'Qualifying Exam', in conjunction with the doctoral academic committee members.
- If appropriate, serve as the student's dissertation chair.
- Providing the student with experiences and information, that will optimize the student's career opportunities and success.
 - o For more details, please see pages 11-12 in the IHS Ph.D. program handbook.

Requirements for all Doctoral Students

<u>Milestone</u>	<u>Completed by:</u>
Filing of Degree Plan	End of first semester
Review of student's progress with and course plan review with student advisor	Annually
Coursework successfully completed	Between end of year 2, and end of year 3
Successful completion of oral and/or written qualifying exam	End of year 3
Dissertation Committee appointed and approved by Graduate School	End of year 4
Research protocols and/or IRB approval (as applicable)	As Needed
Dissertation proposal completed and approved	End of year 4
Student admitted to doctoral candidacy	End of year 4
Dissertation completed, successfully defended, and approved by Committee	End of year 5
Student completes and files all paperwork required for graduation	End of year 5
Dissertation accepted by Graduate School	End of year 5
Exit interview completed	End of year 5
<i>Survey of Earned Doctorates</i> submitted (applicable to Ph.D. only)	End of year 5

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
- 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.

Required Approvals:

Student's Name

Date

Advisor's Name

Date

CHS Dean Name

Date

Graduate School

Date