



UTEP New Doctoral Student Milestones Agreement Form Materials Science & Engineering

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 academic advisor. The academic advisor will normally be the Program Director. At some appropriate time students may select a research advisor who, along with the dissertation committee, may also provide advice or suggestions for appropriate course work. The dissertation committee is selected by both the student and his/her research advisor/dissertation committee 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

Expected time of Achievement

Milestone

- Submission of Preliminary Degree Plan At the conclusion of the first semester of enrollment
- Review of student's progress with (*Academic Program advisor and Research advisor (if selected)*) — annually (*at the start of Fall semester*) Annually (*start of Fall semester*)
- Core Coursework successfully completed (17 hours) — 2nd year of program
- Dissertation Committee appointed and approved by ----- Graduate School At start of research when research director chosen
- Research protocols and/or IRB approval (as applicable) -- At start of research
- Dissertation proposal completed and approved ----- ASAP: not later than completion of core courses
- Student admitted to doctoral candidacy ----- Not later than 2nd year
- Dissertation completed, successfully defended, and ----- approved -by Committee 1 year after admission to doctoral candidacy
- Student completes and files all paperwork required for -- graduation ASAP: at time of dissertation defense
- Dissertation accepted by Graduate School ----- 1 month following dissertation defense
- Exit interview completed ----- ASAP
- *Survey of Earned Doctorates* submitted (applicable to Ph.D. only)
- *Submission of at least 1 paper based on dissertation research to a journal with student as first author defense.* ---- At or before dissertation defense.

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester (may also include summer depending on program-specific requirements)
- 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.

Student's Name and Signature

Date

Academic Advisor's Name and Signature

Date

*Research Advisor's Name and Signature

Date

Dean's Name and Signature

Date

Graduate School Dean's Name and Signature

Date

(*Research Advisor or Dissertation Chair must sign when selected)