



UTEP New Doctoral Student Milestones Agreement Form

Biosciences

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 member of the department. Entering students and students near completion will be assigned one advisor (Dr. Walsh) while students that have entered candidacy but not near completion will be assigned to another advisor (Drs. Zhang or Llano).

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 committee meetings 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. All students see the academic advisor before registering each semester.
- 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.
- In addition to this agreement form, students must sign the Biological Sciences departmental Faculty/Student mentoring agreement.

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 their Academic advisor and Doctoral committee.	Every semester (Academic), Yearly (committee)
Successful completion of oral and/or written qualifying exam.	End of second year
Dissertation Committee appointed and approved by Graduate School.	End of first year
Research protocols and/or IRB approval (as applicable).	End of first year
Coursework successfully completed.	End of second year
Dissertation proposal completed and approved.	End of second year
Student admitted to doctoral candidacy.	End of second year
Student submits manuscript for publication.	End of fourth or fifth year
Student completes and files all paperwork required for graduation.	End of fourth or fifth year
Dissertation completed, successfully defended, and approved by Committee.	End of fourth or fifth year
Dissertation accepted by Graduate School.	End of fourth or fifth year
Exit interview completed.	End of fourth or fifth year
<i>Survey of Earned Doctorates</i> submitted (applicable to Ph.D. only).	End of fourth or fifth year

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall and spring semester
- Complete *Milestones Agreement Form* with advisor no later than the last class day of the first academic year.
- 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 Doctoral Studies Committee and the 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.
- Submit manuscript for publication.
- Submit required documentation to the Graduate School for completion and graduation.
- Successfully complete the defense of your dissertation.

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 and UTEP ID

Date

Primary Advisor's Name

Date

Secondary Advisor's Name

Date

Program Director's Name

Date